



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS



Joint Memorandum Circular No.2, Series of 2014

TO: DILG REGIONAL DIRECTORS, PROVINCIAL and CITY DIRECTORS, and MLGOOs of CAR, IV-A, IV-B, V, VI, VII, VIII, IX, X, XI, XII and XIII; GOVERNORS, MUNICIPAL/CITY MAYORS OF PAMANA-DILG FUND LGUs; AND ALL OTHERS CONCERNED

SUBJECT : GUIDELINES IN THE MANAGEMENT OF THE Payapa at Masaganang PamayaNan or PAMANA-DILG FUND FOR FY 2014-2016 for Infrastructure Component (Pillar 3)

I. LEGAL BASES

- Chapter 9¹: Peace and Security of the Philippine Development Plan 2011 to 2016, which indicates PAMANA as a priority program of the Government.
- Republic Act 10155 (FY 2012 General Appropriations Act), RA 10352 (FY 2013 General Appropriations Act) and RA 10633 (FY 2014 General Appropriations Act) that provide appropriations for **PAMANA-DILG Fund**.

II. BACKGROUND

In order to enable communities affected by and vulnerable to armed conflict to return to peaceful conditions where they can achieve their desired quality of life, the Government is adopting a two-pronged approach: (1) Track 1, which aims to achieve negotiated political settlement of all internal armed conflicts, and (2) the Complementary Track, which seeks to address the causes and impacts of all internal armed conflicts and other issues that affect the peace process.

The PAMANA Program, as embodied in the Philippine Development Plan 2011-2016, was thus launched as the national government's focused development program for isolated, hard-to-reach, conflict-affected/conflict-vulnerable communities. The Program will be implemented within the five-year period from CY 2011 to CY 2016.

A. Program Objectives

The PAMANA Program aims to contribute to just and lasting peace by achieving the following objectives:

1. Improve socio-economic conditions in areas affected by and vulnerable to armed conflict;

¹ In the updated Philippine Development Plan 2011-2016, the Peace and Security Chapter has been moved to Chapter 8.

2. Strengthen institutional capacities of national government agencies and local government units to pursue peace and development plans and programs in areas affected by and vulnerable to armed conflict; and,
3. Enhance capacities of communities to address conflict issues and engage in peace building.

B. Strategies and Approaches

The PAMANA Program endeavors to attain its objectives by bringing back government to PAMANA areas and ensuring that communities benefit from improved delivery of basic services and are served by responsive, transparent and accountable local government units. The institutionalization of PAMANA as a peace building framework at various levels of governance will be a key strategy for attaining the above-mentioned objectives.

The following approaches are adopted by the Program:

- a. Ensuring convergence of delivery of basic social services;
- b. Mainstreaming conflict-sensitivity and peace-promotion in governance;
- c. Empowering communities to enhance local demand for services in conflict-affected and conflict-vulnerable barangays; and,
- d. Strengthening institutions to address specific agenda relating to armed conflict.

To ensure that all interventions are truly peace building, peace and social cohesion principles, namely inclusion, participation, transparency and accountability, and conflict-sensitivity and peace promotion, will be applied to all processes.

In line with its capacity-building mandate, the DILG supports the PAMANA Program as it provides targeted interventions and adopts strategies and approaches to improve local government institutional capacities, in view of fostering sub-regional development, reducing poverty, and promoting peace and social cohesion in conflict-affected and conflict-vulnerable areas.

C. PAMANA Program Framework

The PAMANA framework is anchored on three complementary strategic pillars that define core interventions to achieve just and lasting peace. These are as follows:

- **Pillar 1** – refers to interventions that support the establishment of the foundations of peace and the building of resilient communities through policy reform and development
- **Pillar 2** – refers to micro-level interventions to promote the convergent delivery of services and goods focused on households and communities by both national and local agencies/unit
- **Pillar 3** – refers to meso-level interventions that address regional and sub-regional development challenges and will contribute to peace building.

As of 2014, PAMANA is being implemented by 11 national government agencies, namely DILG, DSWD, DAR, DA, NEA, DOE, DENR, ARMM, NCIP, PhilHealth, and



CHED, in partnership with local government units (LGUs), through various modalities as appropriate. The strategic pillars supported by projects implemented by these national government agencies are shown below:

- Pillar 1: DILG (NBOO), NCIP, CHED, PhilHealth (PHIC)
- Pillar 2: DSWD and DAR through the community-driven development approach
- Pillar 3: DILG (OPDS), DA, NEA, DOE, DENR

ARMM implements projects under both Pillars 2 and 3.

As the lead oversight body for PAMANA, the OPAPP performs technical advisory, monitoring and coordination functions in the implementation of PAMANA. This includes providing technical assistance to partner agencies in the development of their respective PAMANA implementing guidelines as well as capacity-building on conflict-sensitivity and peace-promotion.

While the DILG-OPAPP collaboration is focused on addressing sub-regional and regional development under Pillar 3, subprojects and activities of Pillar 1 that aim to build the foundation for peace, and that of Pillar 2 for the establishment of resilient communities, all contribute to the attainment of the DILG's vision of empowered and accountable, business-friendly and competitive LGUs with socially-protective and safe communities.

D. PAMANA Coverage

PAMANA covers seven (7) geographical zones, in which target areas have been identified and prioritized based on the various peace process lines:

D.1 Conflict-Affected Areas in Mindanao (Bangsamoro)

- a. Central Mindanao
- b. Zamboanga-Basilan-Sulu-Tawi-Tawi (ZamBaSulTa)

D.2 Peace Agreement Areas

- a. Cordillera Administrative Region (CAR) – barangays covered by the 2011 Government of the Philippines (GPH)-Cordillera Bodong Administration (CBA)-Cordillera People's Liberation Army (CPLA) Closure Agreement
- b. Negros-Panay – areas covered by the peace process with the Rebolusyonaryong Partido ng Manggagawa-Pilipinas / Revolutionary Proletarian Army / Alex Boncayao Brigade-Tabara Paduano Group (RPM-P/RPA/ABB-TPG)

D.3 Areas affected by the Communist Party of the Philippines (CPP) / New People's Army (NPA) / National Democratic Front (NDF)

- a. Bicol-Quezon-Mindoro
- b. Negros Panay
- c. Samar Island
- d. Caraga-Davao-Compostela Valley

Additional areas may be added as identified by OPAPP and the Security Sector and as vetted with key stakeholders.



E. PAMANA - DILG Fund

To enable the realization of Pillar 3 interventions, the National Government had allocated within the DILG Budget under the FY 2012 General Appropriations Act, an amount of **PhP 958.000 million**; another **PhP 1,147.512 million** allocation in FY 2013 and **PhP 1,414.210 million** in FY 2014, which shall be provided to eligible LGUs in the form of **cash transfer** under the PAMANA-DILG Fund, herein after referred to as the **Fund**. Funds for 2015 and 2016 shall be proposed under the DILG Budget.

The Fund may also be used to support community subprojects identified under the Closure Agreements with the CBA-CPLA and the RPM-P/RPA/ABB-TPG.

III. GUIDELINES IN ACCESSING THE FUND

A. ELIGIBILITY REQUIREMENTS

A.1 Eligible LGUs

Eligible LGUs are those previously identified and prioritized, based on the criteria set by OPAPP, in close coordination with the Security Sector, or as defined by the relevant Peace Agreements.

Within the program period from 2011 to 2016, beneficiary LGUs were/will be chosen from peace agreement areas, conflict-affected and vulnerable communities across seven (7) geographical zones as indicated in Section II Item D (*PAMANA Coverage*) of this Guidelines.

One hundred fifty-five (155) cities/municipalities located in 32 provinces in 13 regions had been assisted in FY 2012; 70 cities/municipalities located in 24 provinces in 12 regions in FY 2013 and 56 cities/municipalities located in 17 provinces in nine (9) regions shall be assisted in FY 2014. Please refer to **Annex A** for the list of provinces, cities and municipalities covered by the Fund from FY 2012 to 2014.

In the event that an LGU backs out from the Program, OPAPP shall ensure contingency measures to facilitate replacement.

A.2 Eligible Subprojects

A.2.1 Subprojects eligible to be financed under the Fund are those that are:

- a. Anchored on the goal of high-impact regional or sub-regional economic integration, connectivity and development.**
- b. Locally-driven and owned** – Subprojects must reflect the needs of the communities, especially the vulnerable sectors. Through activities that promote inclusion and participation, communities should have been consulted in the planning, implementation and evaluation of subprojects. Municipal and Provincial LGUs should



have discussed and mutually agreed on the subproject to be financed by the Fund.

- c. Conflict-sensitive and peace-promoting** – The proposed subprojects shall be identified through a conflict-sensitive planning and programming process involving regional and provincial stakeholders. Through this, proposed subprojects are identified based on the peace and development needs and challenges that should be addressed in each area. Specifically, the subprojects must help address security, justice and economic stressors, thereby contributing to sustainable peace and development as characterized by social cohesion, human development and social justice.

Priority subprojects shall be identified through the provincial workshop on the Mainstreaming Peace and Development in Local Governance Project (MPDLGP) facilitated by DILG and OPAPP, which have undergone the conflict sensitive planning and programming processes.

The Subproject List derived from this process of conflict-sensitive planning and programming shall be presented to members of the R/PPOC and RDC to help facilitate resource mobilization and ensure non-duplication of projects.

- d. Priority subprojects are mainstreamed in LGU development plans** - Priority subprojects are to be mainstreamed in the Provincial Development and Physical Framework Plan (PDPFP)/ Annual Investment Plan (AIP), for provinces; and the Comprehensive Development Plan (CDP)/ Annual Investment Plan (AIP), for municipalities and cities; to be integrated in the peace and development agenda of the region. Prioritized subprojects should, at least, be endorsed by the respective Sanggunian of PAMANA LGUs through a resolution.

e. Identified subprojects under Peace Agreements

In accordance with the General Provisions of the 2014 GAA:

- f. Subprojects not located in NIPAS area** - Major infrastructure and/or development projects in National Integrated Protected Area System (NIPAS) areas and areas which have been determined to be within the danger zone shall not be undertaken, except for measures intended to protect and/or mitigate the impact of the identified hazards and enhance the protection of NIPAS areas
- g. Subprojects not located in “no-build” zone** – Subprojects shall be constructed in locations, areas or sites that are not included in the critical geo-hazard areas or “no-build” zone as identified by the Mines and Geosciences Bureau (MGB) under the Department of Environment and Natural Resources. LGU shall secure certification or any form of evidence from MGB that the



subprojects enrolled under the Fund are not located in the “no-build” areas.

A.2.2 Local subprojects may include infrastructure and non-infrastructure subprojects that would involve: connectivity systems; basic services for economic development; agricultural services and industry investments; economic investments in conflict-affected areas in Mindanao and IP areas; and disaster-preparedness, environmental and Climate Change Adaptation Interventions. Below are sample of eligible subprojects:

- a. Connectivity Systems
 - i. Sub-regional roads and bridges
 - ii. Transportation systems
 - iii. Local Access Roads
- b. Basic Services for Economic Development
 - i. Water systems (except for Level I)
- c. Agricultural Services and Industry Investments
 - i. Tourism facilities
 - ii. Cold Storage facilities
 - iii. Ports and wharves
 - iv. Public / Satellite / Bagsakan Markets
 - v. Entrepreneurial development and employment generation
- d. Economic Investments in Conflict-Affected Areas in Mindanao and IP Areas
 - i. Halal production facilities
 - ii. Development and Implementation of Ancestral Domain Sustainability and Development and Protection Plans
- e. Disaster-Preparedness, Environmental and Climate Change Adaptation Interventions
 - i. Evacuation Center

A.2.3 All existing gravel roads that are proposed for rehabilitation or repair shall be proposed for concreting. However, road openings may be proposed as all-weather gravel roads. **Annex P** shows the Typical Road Cross-Section

A.2.4 For agricultural services and industry investment – related subprojects, subproject design and the computation of the total subproject cost may include the cost for support training/capacity building interventions and shall be considered eligible for financing under the Fund.

A.3 Non-eligible Subprojects

Starting FY 2015, community-based subprojects such as Day-Care Centers, School Buildings, Level-1 Water Supply Systems shall be considered as non-eligible subprojects under the Fund and should be appropriately proposed under Pillar 2 of the PAMANA Program. **Annex B** shows the list of other non-eligible subprojects.



B. PROCEDURAL REQUIREMENTS FOR ACCESSING THE FUND

B.1 Transparency and Accountability Requirements

- a. In line with DILG's thrust towards accountable and transparent governance, the results of the Seal of Good Housekeeping (SGH) assessment shall be applied to Proponent LGUs.
- b. The latest available SGH assessment results shall be used in the assessment of Implementing Partners. For FY 2014, the results of the 2012 assessment shall be applied.
- c. The SGH shall not be applied to Proponent LGUs included in the Closure Agreement Programs

B.2 Assessment of Implementing Partner

- a. The Implementing Partner is defined as the LGU or any other entity that will be responsible in the procurement and implementation of the subproject.
- b. As a general rule, the LGU (herein referred to as the Proponent LGU) who has the jurisdiction over the proposed subproject, including the operations and maintenance, shall be the Implementing Partner provided said LGU is capable to implement based on the criteria stipulated in the following section.
- c. The Implementing Partner shall be confirmed during the Regional/Provincial Programming as cited in *Section III, Item B.3* of this Guidelines and shall be assessed based on the following:
 - Availability of qualified personnel who can manage the subproject
 - Availability of funds for the administrative costs
 - Previous experience in implementing similar subprojects
 - Capacity to implement subprojects through **Competitive Bidding**
 - Capacity to monitor and evaluate subproject implementation
 - Absorptive capacity to implement additional projects especially if there are still on-going projects funded in previous years and/or funded by other agencies)
 - Capacity to operate and sustain the subproject, particularly the capacity to provide annual Operation and Maintenance (O&M) fund
 - SGH-compliant based on the latest available SGH assessment
 - Performance in implementing PAMANA Project for the last two (2) years
 - No un-liquidated balances of cash transfer under the Fund as stipulated in *Section III, Item F.4.a.* of this Guidelines.
- d. For FY 2014, the Implementing Partner shall be confirmed during subproject appraisal.



- e. In the event that the Proponent LGU is non-SGH compliant, the following shall be applied:
 - i. **Provincial Government is the proposed Implementing Partner but non-SGH compliant** – Regional Office shall be the Implementing Partner for the subproject or shall identify another Implementing Partner
 - ii. **City/Municipal Government is the proposed Implementing Partner but non-SGH compliant** – provincial government, if SGH compliant, shall be the Implementing Partner for the subproject
 - iii. **City/Municipal Government is the proposed Implementing Partner, but both Provincial or City/Municipal Government are non-SGH compliant** – DILG Regional Office shall be the Implementing Partner for the subproject or shall identify another Implementing Partner
- f. If the reason for non-SGH compliance by the Proponent LGU is related to the Full Disclosure Policy (FDP), the Proponent LGU may still be considered as the Implementing Partner if it complies with the deficiencies in the FDP. Said LGU shall secure a certification from the DILG Regional Office that the FDP has been complied with in accordance with DILG Memorandum Circular No. 2014-13. (Issuance of 2012 SGH Certificates to Local Governments with “*After Assessment Compliance*” for purposes of accessing Loans or other National Program Windows)
- g. The identified Implementing Partner may still be replaced, if during R/PTWG review and appraisal of the subproject proposals or during final validation by the RPMT, the said Implementing Partner is found not to be capable to implement subprojects based on the criteria cited on *Section III Item B.2* of this Guidelines. Recommendation for replacement shall form part of the R/PTWG subproject review and evaluation/appraisal report or the RPMT revalidation report.
- h. In areas identified by the R/PPOC as critical or with extreme conflict, the services of the Armed Forces of the Philippines (AFP) Engineering Brigade shall be engaged in the implementation of the subproject. A Memorandum of Agreement (MOA) between the DILG Regional Office and AFP shall be forged to define the responsibilities of both parties.

B.3 Preparation and Approval of the Subproject List for the Succeeding Year

- a. OPAPP in coordination with DILG Regional Office shall conduct Regional/Provincial Programming, cross checking and tightening of subprojects before the **15th of February**, to validate and consolidate proposed subproject lists for the succeeding year’s budgeting and to assess the capabilities of the Proponent LGU as Implementing Partner.



The proposed subprojects shall be based on the criteria stipulated in *Section III Item A.2* of this Guidelines.

- b. After the conduct of the Regional/Provincial Programming, the proposed Subproject List shall be confirmed by the Proponent LGU.
- c. The Proponent LGU shall prepare an Indicative Physical and Financial Plan (PFP) for the proposed subproject/s, which shall be submitted to the DILG Provincial Office, together with the LGU-confirmed Subproject List, within one (1) week after the Regional Programming. The PFP should indicate the target dates of activities in the implementation of the proposed subproject/s. Pro forma PFP is shown in **Annex C**.
- d. All LGU-confirmed Subproject Lists and PFPs shall be submitted to the Provincial Director within **the first week of March**.
- e. The PFPs together with the consolidated LGU-confirmed Subproject List shall be reviewed and concurred by the DILG Provincial Director and shall be submitted to the DILG Regional Director within five (5) days upon receipt but not later than **15th of March**.
- f. The RPMT, headed by the Regional Director, shall review all PFPs and LGU-confirmed subproject lists and consolidate as the Regional Subproject List, which shall indicate the identified Implementing Partner.
- g. The Final Regional Subproject List shall be submitted by the DILG Regional Director to the DILG Central Office through the PAMANA-PMO under OPDS-DILG and OPAPP not later than **2nd week of April**, together with the consolidated PFPs.
- h. OPAPP, in coordination with PAMANA-PMO, shall review and consolidate the Final Regional Subproject Lists which shall be treated as the PAMANA List for inclusion in the DILG Proposed Budget for the ensuing year.
- i. The PAMANA-PMO shall be responsible in preparing the budget documents to be submitted to FMS of DILG.
- j. DILG Central Office shall issue an official notice to the Regional Offices of the PAMANA List included in the Proposed DILG Budget for the ensuing year (together with the identified Implementing Partner), not later than the **30th of November**.
- k. Within two (2) days upon receipt of the PAMANA List, the DILG Regional Office shall officially inform both the Proponent LGU and the identified Implementing Partner, through the DILG Provincial/City Director and MLGOO, of the subprojects included in the proposed DILG Budget for the ensuing year, with the advice to the Proponent LGU to proceed with the preparation of the subproject proposal.
- l. Within two (2) days after receipt of the official notice, the Provincial/City Director and MLGOO shall brief both the Proponent LGU and the identified Implementing Partner on the Project guidelines and confirm to



the DILG Regional Office that both have received the official communication.

- m. Within five (5) days after receipt of the official notice, the Proponent LGU Partner shall provide information on the preliminary activities being undertaken for subproject preparation.

B.4 Conditions for Replacement of Subprojects

- a. Replacement of subprojects shall not be allowed after the Final Regional Subproject List has been submitted to DILG-CO and OPAPP, except for the following cases:
 - ✧ The subproject has already been funded by other sources
 - ✧ The subproject has been found to be not viable during Appraisal
 - ✧ The subproject is located within a “no-build” zone.
- b. As a general rule, only the Proponent LGU can request replacements of subprojects. Replacement subproject shall be taken from the results of the Programming.
- c. In such cases, the Proponent LGU, through the Regional/Provincial Director, shall submit a justification to the RPOC on the reason for the replacement together with the proposal for the replacement subproject, for review and approval. The RPOC through the R/PTWG shall review and approve/disapprove the proposal within one (1) week upon receipt. The cost for the replacement shall not be more than the Total Subproject Allocation; otherwise the additional cost requirement shall form part of the Proponent LGU’s Equity.
- d. Submission of the replacement subproject shall follow the same process outlined in Section B.5 below.
- e. Within 15 days after receipt of the official notice that the proposed subproject did not pass the Appraisal, the Proponent LGU shall submit the revised proposal addressing the R/PTWG or RPMT comments/recommendations, for review and approval.
- f. The approved subproject replacement shall be submitted to OPAPP through DILG-CO for notation.

B.5 Preparation and Submission of Subproject Proposals and Supporting Documents

- a. As a general rule, the preparation of subproject proposal including the Detailed Engineering Design or Technical Design, whichever is applicable, and other supporting documents shall be the responsibility of the Proponent LGU. In case the Proponent LGU is not the identified Implementing Partner, the preparation of the proposal shall be done by the Proponent LGU in coordination with the Implementing Partner.
- b. Proponent LGUs shall prepare proposal/s for subprojects included in the PAMANA List, immediately after receipt of the official notice from the Regional Office.



- c. Proponent LGUs may seek assistance from the DILG Regional Office in preparing the Subproject Proposal, following the suggested format. Subproject proposal template is attached as **Annex D**
- d. Formulation of the Project Proposal/s should adhere to the PAMANA Peace and Social Cohesion Standards.
- e. Subproject proposals including complete supporting documents shall be submitted not later than the **end of March**. In case the Proponent LGU fails to submit any subproject proposal within the prescribed period, the DILG reserves the right to reallocate the fund to another PAMANA eligible LGU, within the same region, with a good record in implementing PAMANA Subprojects.
- f. Subproject proposals submitted by Cities and Municipalities amounting to **PhP 15.00 Million** and below, shall be submitted to the DILG Provincial Director. Within two (2) days upon receipt of the proposal, the DILG Provincial Director shall endorse said proposal to the PAMANA Provincial Technical Working Group (PTWG), constituted under the Provincial Peace and Order Council (PPOC), for review and evaluation/appraisal.
- g. Subproject proposals submitted by Cities and Municipalities amounting to above **PhP 15.00 Million**, shall be submitted to the DILG Regional Director. Within two (2) days upon receipt of the proposal, the DILG Regional Director shall endorse said proposals to the PAMANA Regional Technical Working Group (RTWG), constituted under the Regional Peace and Order Council, for review and evaluation/appraisal.
- h. Subproject proposals submitted by Provincial Governments, regardless of cost, shall be submitted to the DILG Regional Director as Chair of the RPMT. Within two (2) days upon receipt of the proposal, the DILG Regional Director shall endorse said proposals to the RTWG, for review and evaluation/appraisal.
- i. Subprojects that require multi-year funding shall be submitted as one proposal at the initial year of implementation. Likewise, all supporting documents such as technical design, plans and sketches, bills of materials and estimated costs, implementation period, cost breakdown per year, etc., shall be defined and shown in the appropriate documents and shall be submitted together with the subproject proposal. Proposals for these types of subprojects shall be submitted to the DILG Regional Director as Chair of the RPMT. Within two (2) days upon receipt of the proposal, the DILG Regional Director shall endorse said proposals to the RTWG, for review and evaluation/appraisal.
- j. The subproject proposal shall be submitted in five (5) copies together with the following documents:

- ✎ Procurement Plan



- ✎ Copy of the Physical and Financial Plans duly approved by the Local Chief Executive and concurred by the DILG Provincial Director, cited in *Item B.3.c of Section III*
 - ✎ Program of Works, Detailed Estimates
 - ✎ Detailed Technical Description (for non-infrastructure subprojects)/Detailed Engineering Design (for infrastructure subprojects)
 - ✎ Certification or any form of evidence from MGB that the subproject is not located in a “no-build” zone
- k. Subprojects covered by the peace agreement with the CBA-CPLA will no longer require the submission of proposals, since these have already been validated and approved. The Joint Committee of the GPH-CBA-CPLA Closure Process will instead formally endorse the subprojects, together with the pertinent documents as listed above and shall be submitted by the Proponent LGU to DILG Regional Office for technical review and funding.

B.6 Review, Evaluation/Appraisal and Approval of Subproject Proposals

- a. The PTWG, constituted under the PPOC, shall review proposals of cities/municipalities amounting to **PhP 15.00 Million** and below.
- b. The RTWG, constituted under the RPOC, shall review the following proposals:
 - ✎ those amounting to above **PhP 15.00 Million** submitted by cities/municipalities
 - ✎ those submitted by the Provincial Government, regardless of cost
 - ✎ multi-year subprojects, regardless of cost
- c. Within 15 days after receipt of the proposal, complete with the required documents, the R/PTWG shall complete the review and appraisal with Feasibility, Soundness, Sustainability, and Peace-building as parameters. The R/PTWG shall likewise validate the assessment on the capability and absorptive capacity of the identified Implementing Partner in accordance with *Section III Item B.2 (Assessment of Implementing Partner)*.
- d. R/PTWG shall complete the review and appraisal of all proposals on or before the **end of April**.
- e. As part of the Review and Appraisal Process, R/PTWG or the RPMT shall conduct site validation to verify the accuracy of submitted documents and to further assess the feasibility of the subproject/s.
- f. In case the subproject proposals are not reviewed, evaluated and recommended by the R/PTWG within 20 days after receipt of the proposals, the RPMT shall take over the review and evaluation/appraisal.
- g. All proposals reviewed by the R/PTWGs that passed the appraisal criteria set under the Fund shall be endorsed/submitted to the RPMTs not later than **1st week of May**, for their final review.



- h. Within ten (10) days after receipt of proposal that passed the R/PTWGs, the RPMT shall complete the final review of the proposal.
- i. Proposals that did not pass the R/PTWG or RPMT review shall be returned to the Proponent LGU for revision to comply with the comments/recommendations of the reviewing body. Within 15 days after receipt of the official notice that the proposed subproject did not pass the Appraisal, the Proponent LGU shall submit the revised proposal addressing the R/PTWG or RPMT comments/recommendations, for review and approval.
- j. If recommendations involve replacement of subproject, the Proponent LGU shall submit the request for replacement to the R/PPOC in accordance with Section III.B.4. Review, evaluation/appraisal and approval shall follow the same procedure stated above.
- k. In case the Proponent LGU has not complied with the aforementioned conditions, DILG shall re-allocate the funds to PAMANA eligible LGUs within the Region with good record in implementing subprojects.
- l. The DILG Regional Director shall approve/disapprove subprojects recommended by the R/PTWG or the RPMT within three (3) days after receipt of endorsement.
- m. All subproject proposals included in the PAMANA List shall be approved before **end of May**
- n. The DILG Regional Director shall report to RPOC the approved subproject proposals during the next RPOC meeting.
- o. All subprojects approved for implementation shall be appropriately endorsed by the Regional/Provincial Peace and Order Councils to the concerned Regional/Provincial Development Councils for appropriate adoption and integration in their respective plans and programs.

B.7 Signing of Memorandum of Agreement (MOA)

- a. If the Proponent LGU and the Implementing Partner are one and the same, a MOA shall be executed between the DILG Regional Office and the Proponent LGU to formalize the implementation arrangement, among others. If the Implementing Partner and the Proponent LGU are not one and the same, a Tripartite MOA shall be executed among the Proponent LGU, Implementing Partner and the DILG Regional Office. The MOA shall contain the following provisions, among others
 - i. Proponent LGU or the Implementing Partner commits to shoulder the costs for the conduct of social preparation activities, which includes municipal orientations and community consultations
 - ii. Proponent LGU commits to provide the counterpart fund, as needed



- iii. Proponent LGU commits to provide in the Annual Budget the funds for regular maintenance and repair of the completed subproject/s to ensure sustainability, among others.
- b. Upon verification of satisfactory compliance to all the requirements stipulated in **Annex E**, the MOA or Tripartite MOA shall be immediately signed.
- c. For subprojects to be implemented by the Municipal Government as the Implementing Partner, a Tripartite MOA among the DILG Regional Office, Provincial and City/Municipal Government is encouraged.
- d. The amount to be reflected in the MOA, hereinafter referred to as the Subproject MOA Allocation (SMA), shall be based on the appraised subproject cost but shall not exceed the Subproject Allocation. Otherwise, any excess shall form part of the Proponent LGU's Equity.
- e. All MOAs shall be signed on or before the **1st week of June**.
- f. Copies of all perfected MOAs shall be submitted to both the Regional and LGU Resident Auditors, within five (5) days after signing.

B.8 Issuance of Certificate of Availability of Funds (CAF)

- a. Within five (5) days after the MOA signing, the DILG Regional Office shall issue a **Certificate of Availability of Funds (CAF)** to the Implementing Partner with amount corresponding to the Subproject MOA Allocation, subject to the submission of the following documents:
 - ✧ Bank Certificate on LGU Trust Account in any Government Depository Bank
 - ✧ Appropriations Ordinance for LGU Equity to cover the total subproject cost, as necessary
 - ✧ LGU certification that the Bidding Documents are complete and ready for issuance.
- b. The CAF issued by the DILG Regional Office and the Appropriation Ordinance for Equity (if any) shall be the basis of the Implementing Partner to issue the Certificate of Availability of Funds to proceed with the procurement process. **Annex F** is a sample pro-forma for CAF.

C. PROCUREMENT BY THE IMPLEMENTING PARTNER

- C.1** Preparation of bidding documents may be started after the submission of subproject proposal and should be finalized immediately after subproject approval. All bidding documents should be ready before MOA signing.
- C.2** All procurement shall be completed on or before the **1st week of August**.
- C.3** The mode of procurement for subprojects to be funded under the Fund shall be done through **Competitive Bidding** pursuant to RA 9184 (Government Procurement Reform Act), except in cases, wherein the AFP Engineering



Brigade has been identified as the Implementing Partner. In such a case, implementation shall be by administration. Refer to **Annex G** for the Procurement Timelines

- C.4** All Procurement activities must be included in the Annual Procurement Plan of the Implementing Partner.
- C.5** The Implementing Partner shall start the publication and posting of the Invitation to Bid (ITB) within 5 days after issuance of the CAF by the DILG Regional Office. The Implementing Partner shall submit to the RPMT thru the Provincial Director a copy of the Invitation to Bid (ITB) as published in the newspaper and PhilGEPs website, within two (2) days after publication and posting. The Implementing Partner shall complete the bidding process following the timelines stipulated in RA 9184.
- C.6** The Implementing Partner shall invite the DILG Provincial/City Director or his duly authorized representative and the Third Party Monitors (TPMs) stated in Annex N, *Section I.B.5* of this Guidelines, to observe during the bidding process. The Regional Director or his duly authorized representative may also be invited as Observer.
- C.7** In the event of a failed bidding, the Implementing Partner shall immediately start the re-bidding process within five (5) days after the BAC has issued a resolution declaring a failure of bidding, in accordance with the timelines set forth in RA 9184. Within the same period, the Implementing Partner shall submit to the RPMT a revised PFP indicating the revised target dates for the bidding.
- C.8** In the event that the Implementing Partner will have to resort to negotiated procurement after two failed biddings, the Implementing Partner shall commence the negotiation within five (5) days after the BAC has issued a resolution declaring a failure of bidding and complete the negotiation within 15 days.
- C.9** In case of failure in the two (2) biddings and the negotiated procurement, the Implementing Partner shall seek clearance from DILG Regional Office to implement the subproject by Administration. In such a case, the procurement of materials/goods shall adhere to RA 9184. Likewise, the Implementing Partner shall submit a revised Program of Works that excludes Contractor's Profit, Taxes and Overhead Contingencies and Miscellaneous (OCM) expenses with unit price derivations per item of work, for review, validation and approval by the DILG Regional Office.
- C.10** Per COA Circular No. 2009-001, Section 3.1.1 dated February 12, 2009, within five (5) working days from the execution of the contract, the Implementing Partner shall submit to the Local Auditor a copy of the said contract together with all the documents forming part thereof, by reference or incorporation.
- C.11** The Procurement is deemed completed upon the issuance of the Notice to Proceed (NTP) by the Implementing Partner.



D. ADHERENCE TO NATIONAL GOVERNMENT STANDARDS AND POLICIES

- D.1** Implementing Partners shall abide by the standards and policies set by the National Government applicable to all phases of subproject preparation and implementation.
- D.2** The DILG Regional Office and the R/PTWG shall ensure that these standards and policies are considered during review and evaluation/appraisal, and are being observed during actual implementation by the Implementing Partner.
- D.3** The following are the existing national standards/guidelines, laws, and policies, among others, that should be observed by all parties:
- ✧ Buildings and other vertical structures per CY 2005 Revised Edition of the IRR of the National Building Code (PD 1096), and Volume 1, 6th Edition of the National Structural Code of the Philippines published CY 2010 by the Association of Structural Engineers of the Philippines
 - ✧ Vol. II, Standard Specifications for Public Works and Highways (2004 Edition)
 - ✧ Post-harvest facilities, processing plants/facilities, etc. per DA guidelines
 - ✧ Evacuation Centers and other DRRM and Climate Change Adaptation (CCA) required facilities
 - ✧ Rainwater Collection Facilities pursuant to RA 6716
 - ✧ Tourism facilities per Department of Tourism (DOT) guidelines
 - ✧ “No-build” zone in accordance with FY 2014 GAA
 - ✧ Philippine National Standard for Drinking Water pursuant DOH AO 2007-0012
 - ✧ Rainwater Collection Facilities pursuant to RA 6716
 - ✧ Sanitation Code of the Philippines pursuant PD 856
 - ✧ Clean Water Act of 2004 pursuant RA No. 9275
- D.4** Subprojects shall provide architectural and structural features, design or facilities that will reasonably enhance mobility, safety and welfare of persons with disability pursuant to B.P. Blg. 344 and RA 7277.
- D.5** Subprojects shall integrate energy-saving solutions in the planning and implementation to mitigate the effect of climate change pursuant to RA 9729

E. SUBPROJECT IMPLEMENTATION

E.1 For the Implementing Partners

- a. The Implementing Partner shall designate a full-time Project Engineer/Inspector to supervise the construction/implementation on site, on a day-to-day basis
- b. The Implementing Partner shall conduct a Pre-Construction Conference with the Contractor immediately after the acceptance of the Notice to Proceed (NTP) to discuss the following:



- Technical aspects of the Contract
- Specific subproject timelines including the advice to Contractor to mobilize within seven (7) days after the receipt of the NTP
- Agree on the regular conduct and schedule of coordination meetings
- The nature and thrust of the subproject in relation to the PAMANA Program to ensure that the Contractor appreciates the Project
- The participatory monitoring employed by the PAMANA
- Compliance of the Contractor to pertinent policies and guidelines

Annex H provides the suggested Agenda in the conduct of the Pre-Construction Conference

- c. Consistent with RA 6685 dated 12 December 1988, the Implementing Partner shall ensure that the Contractor hires at least fifty percent (50%) of the unskilled and at least thirty percent (30%) of the skilled labor requirements from the available bonafide residents in the province, city or municipality where the subproject is located. The Implementing Partner shall ensure that the following are strictly observed: (1) adoption of the standard labor salary rate, (2) adoption of rotation process, as possible, to accommodate as many community members in the labor force, (3) transparency in the criteria for selection, and (4) prioritizing those from the community with no current employment and are able-bodied.
- d. The Implementing Partner shall cause that the Contractor to submit a monthly report on the labor force employed within the subproject based on the format shown in **Annex I**, as part of the Monthly Physical Accomplishment Report mentioned in *Item E.1.f* below.
- e. The Implementing Partner shall cause the Contractor to observe the following:
 - i. Construction materials are available on site in accordance with the approved plans and specifications
 - ii. Materials Engineer is present on site
 - iii. Appropriate equipment are on site, in accordance with the Equipment Schedule
 - iv. Actual implementation/construction is in accordance with the approved Plans and Technical Specifications
 - v. Quality control tests are conducted consistent with the frequency and number specified in the Technical Specifications for each item of work. The tests are conducted by accredited testing center/ laboratory
 - vi. Waste disposal is done in accordance with prescribed standards
 - vii. Health and Safety standards set by DOLE are implemented
- f. The Implementing Partner shall require the Contractor to submit a Monthly Physical Accomplishment Report within five (5) days after the end of each month using the report form shown in **Annex J – Statement of Work Accomplished**. Copy of the report shall be submitted to the



Provincial Director and RPMT within two (2) days after submission by the Contractor.

- g.** In case there is noted/observed delay, the Implementing Partner shall immediately issue a Warning Letter to the Contractor and require the submission of a catch-up plan to complete the works within the approved contract period. If the delay is due to unforeseen events or work items known to the Implementing Partner, the Contractor shall immediately be advised to submit a request within thirty (30) days from the occurrence of such circumstances/events leading to the delay, for either suspension of works or extension of contract time. Any Contractor's request submitted beyond the said period shall be denied. The Implementing Partner shall act on the Contractor's request within three (3) days upon receipt of the request.
- h.** In case there is stoppage of work for unknown reasons or the Contractor has abandoned the subproject, the Implementing Partner shall immediately assess/evaluate the situation, including the determination of the accomplished and remaining works, and officially notify the Contractor to explain the reason for abandonment and the consequence of its action. If warranted, Implementing Partner shall forfeit the Performance Security Bond in favor of the Implementing Partner and recommend blacklisting of the Contractor and revocation of the PBAC License. In such a case, the Implementing Partner shall take over the work or immediately rebid the remaining works.
- i.** The Implementing Partner shall invite the presence of DILG-MLGOO/PD/RD during major activities such as, but not limited to:

 - 1.** For Water Supply Subprojects

 - Well drilling
 - Pumping test
 - Pipe laying
 - Leakage/hydro testing/commissioning
 - Water sampling for potability (before, during and after construction)
 - 2.** For Roads and Other Infrastructure Projects

 - Pouring of concrete
 - Soil testing
 - Field density test
 - Testing and commissioning
 - RCPC laying
 - Materials testing
- j.** The Implementing Partner shall request inspection from DILG Regional Office or Provincial Office when the subproject reaches 95% physical accomplishment for Punchlisting. Immediately after inspection, the Implementing Partner shall inform the Contractor to rectify the noted deficiencies, if any, and to complete the works within the remaining contract duration.



- k. Within one (1) week upon submission of the Contractor's request for Final Inspection of the subproject, the Implementing Partner shall conduct joint final inspection with representatives from DILG Regional Office and, to the extent possible, with the participation of the Third Party Monitors.
- l. Within one (1) week upon submission of the Contractor's request for Final Inspection of the subproject, the Implementing Partner shall also request COA inspection.
- m. The Implementing Partner shall organize ceremonial inauguration to and maintain the subproject.
- n. The Implementing Partner shall prepare and submit to DILG Regional Office the Subproject Completion Report (SPCR), within one (1) month after completion, which should include the following documents:
 - i. Certificate of acceptance of the subproject issued or signed by the recipient or beneficiaries
 - ii. Copy of COA certification of Liquidation of 100% of the subproject fund and COA Inspection Report
 - iii. Others, as deemed necessary.
- o. Copies of the SPCR shall be submitted by the Implementing Partner to the concerned Local POC and Development Councils, within the same period.

E.2 For the DILG-RO, Provincial/City Directors or MLGOOs

- a. The DILG-RO, through the RPMT, shall take the lead in monitoring all aspects of subproject implementation.
- b. During monitoring visits, the DILG-RO, through the RPMT, shall observe/check the following, among others:
 - i. Availability of construction materials on site, in accordance with the approved plans and specifications
 - ii. Presence of Materials Engineer on site
 - iii. Availability of appropriate equipment on site, in accordance with the Equipment Schedule
 - iv. Quality control tests results conducted whether they are consistent with the frequency and number specified in the Technical Specification and whether the tests were conducted by accredited testing center/laboratory
 - v. Waste disposal is done in accordance with prescribed standards
 - vi. Health and Safety standards set by DOLE are being implemented
 - vii. Works are in accordance with the approved Plans and Specifications

The DILG Regional Office, through the RPMT, City/Provincial Director and MLGOO shall immediately advise the Implementing Partner of any noted deviations and to cause the Contractor to initiate corrective actions.



- c. The DILG Regional Office, through the RPMT, City/Provincial Director and MLGOO shall validate reports submitted by the Implementing Partner on the Contractor's compliance with the provisions of RA 6685 regarding the hiring of skilled and unskilled labor. If the Contractor is not compliant with the said provisions, the Implementing Partner shall immediately be advised to cause the Contractor to comply.
- d. The DILG Regional Office, through the RPMT, shall evaluate all submitted reports by the Implementing Partners. For the following cases:
 - Physical Works not in accordance with the Approved Plans and Specifications - The DILG-RO, through the RPMT, City/Provincial Director and MLGOO shall advise the Implementing Partner to immediately issue notice to Contractor to implement corrective measures on noted defects. The Implementing Partner shall be advised to monitor Contractor's corrective actions.
 - Inconsistency between the reported and actual work accomplished, PD and/or RPMT shall advise the Implementing Partner to conduct a joint inspection with the Contractor within three (3) days, to resolve inconsistencies
 - Any delay in subproject implementation, PD or RPMT shall advise the Implementing Partner to issue Warning Letter to the Contractor and require immediate submission of catch-up plan to complete the works within the approved contract period.
 - Poor quality of works - The RPMT shall check the results of quality control tests conducted by the Contractor, among others.
- e. **Annex K** shows the list of minimum QC tests that should be conducted by the Contractor per type of subproject. The DILG Regional Office shall conduct at least two (2) separate quality control tests to validate quality of the subproject preferably the Field Density Test for Earthworks and Coring Test for PCCP.
- f. In case there is a reported stoppage of work for unknown reasons, or the Contractor has abandoned the subproject, the DILG Regional Office, through the RPMT, P/CD and MLGOO shall advise the Implementing Partner to immediately assess/evaluate the situation and recommend appropriate action.
- g. The DILG Regional Office, through the RPMT, P/C Director and MLGOO shall closely monitor the subproject. Advise the Implementing Partner to:
 - i. Before the subproject reaches 95% accomplishment, organize the joint inspection for Punchlisting
 - ii. Before the subproject reaches 100% physical accomplishment, organize the joint final inspection and to request COA for final inspection.



- E.3** All subprojects shall be completed within the approved contract duration. In case the Implementing Partner cannot comply with this provision, the concerned Implementing Partner shall be recommended for inclusion in the list of poor performers.

F. FUND ADMINISTRATION

In general, all applicable provisions of COA Circular No. 94-013 dated December 13, 1994, "Rules and Regulations in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agencies", and all other existing COA rules and regulations shall be followed.

F.1 Fund Utilization

The Fund shall be used exclusively for the following:

- a. To finance the implementation of the approved subprojects reflected in the signed MOA.
- b. To finance at most, 50% of the counterpart requirement of the LGU, for subprojects financed by other sources (i.e. ODA, other National Government Agencies, GFI Loans), with similar objectives, e.g., those that are included in the peace and development agenda of the Proponent LG. For example, if the Total Subproject Cost is PhP 200M, and the counterpart requirement is 10% of the Total Subproject Cost or equivalent to PhP 20M, the Fund contribution should not be more than PhP 10M. However, if the proposed utilization of Fund exceeds the above threshold, the Proponent LGU should be able to clearly present a justification to be reviewed by the R/PTWG or RPMT and endorsed to the DILG Regional Director for approval.
- c. To finance the preparation of Detailed Engineering Design (DED) through the engagement of local consultancy services through local competitive bidding following RA 9184 (Government Procurement Reform Act). The DED Cost to be charged under the Fund should not be more than 3% of the Subproject MOA Allocation (SMA). Any excess shall be borne by the Proponent LGU as equity/counterpart. Cost for DED may be inclusive of preliminary surveys such as geo-resistivity tests on potential well source for water supply subproject and other related surveys necessary for the development of the DED. However, Proponent LGUs that have the capacity to undertake Detailed Engineering Design (DED) should do so in-house, using their own resources.
- d. After the release of the last tranche, any balances from the Subproject MOA Allocation shall be returned to the DILG Regional Office. The Implementing Partner may, however, request for the utilization of the said balances to finance additional activities that will enhance the subproject/s sustainability or capacity building interventions supportive of the completed subproject. Utilization of such balances shall still be subject to the review of the RPMT and approval by the DILG Regional Director. The implementation of the additional activities and capacity building may be done by administration.

- e. In no case shall the Implementing Partner use the Fund to cover administrative costs (e.g. office supplies, local travelling expenses, communication, honoraria, meetings and consultations, salaries, and any other related monitoring and construction supervision expenses) of Implementing Partner personnel overseeing and monitoring the subproject. Such expenses shall be borne by the Implementing Partner.

F.2 Mechanics for Fund Releases

- a. Release of Funds is done by the DBM direct to the DILG Regional Offices through their Regular Accounts (Fund 101). DILG RO shall book-up the Notice of Cash Allocation (NCA) as “Subsidy from National Government - 4-03-01-010” while the fund transfer shall be taken up as “Due from LGUs – 1-03-03-030”. The DILG Regional Office shall immediately obligate the whole amount allotted for the subproject. The DILG Regional Office shall maintain a subsidiary ledger of the fund transfer pertaining to the subproject/s.
- b. Implementing Partner may opt to open a Special Trust Account for the Fund or may use the existing Trust Account. If existing Trust Account will be used, a separate subsidiary ledger for each subproject shall be maintained to facilitate tracking of fund utilization and liquidation. The transferred funds shall be taken up as “Due to NGAs” by the Implementing Partner.
- c. For subprojects that will be implemented by other entities such as the AFP Engineering Brigade/CSOs/other Implementing Partners, the Regional Office shall transfer the fund to these entities based on the approved Physical and Financial Plan as agreed with the Implementing Partner. These entities shall likewise open a Special Trust Account for the purpose. The DILG, through the Regional Director, shall likewise enter into a MOA with these entities.
- d. For all types of subprojects, fund releases to Implementing Partners shall be made in the following tranches:
 - d.1 For Implementing Partner that will not avail of fund for DED preparation, fund releases shall be made in two (2) tranches upon submission of required documents listed in **Annex E**:
 - **1st Tranche** - 80% of the **Subproject MOA Allocation** upon submission of the required documents
 - **2nd Tranche** - **Subproject Contract Cost** (or the Approved **Program of Works** for subprojects that will be implemented by Administration), including variation cost, if any, less the 1st Tranche, but shall not be more than the remaining balance of the Subproject MOA Allocation, and upon submission of evidentiary supporting documents that the initial release has been fully disbursed, as well as a Certificate of Completion in the case of infrastructure subprojects or a Certificate of



Acceptance for procurement of equipment/goods and other required documents

d.2 For Implementing Partner that will avail of fund for DED preparation, fund releases shall be made in three (3) tranches upon submission of required documents listed in **Annex E**:

- **1st Tranche** - equivalent to 3.0% of the **Subproject MOA Allocation** (inclusive of DED costs), upon submission of the required documents
- **2nd Tranche** - 80.0% of the **Balance of Subproject MOA Allocation** upon submission of the required documents and upon submission of evidentiary supporting documents that the 1st Tranche has been fully liquidated. The Balance of Subproject MOA Allocation represents the Subproject MOA Allocation less the 1st Tranche
- **3rd Tranche** - the **Subproject Contract Cost** (or the **Approved Program of Works** for subprojects that will be implemented by Administration), including variation cost, if any, less the 2nd Tranche and the balance of the 1st Tranche (1st Tranche less Awarded DED Cost), if any, and upon submission of evidentiary supporting documents that the initial release has been fully disbursed, as well as a Certificate of Completion in the case of infrastructure subprojects or a Certificate of Acceptance for procurement of equipment/goods and other required documents

- e. Requests for fund releases shall be submitted to the Regional Office with the complete required supporting documents.
- f. The DILG Regional Office, through the RPMT, shall review the submitted documents and conduct field inspection to validate the claimed physical accomplishment, prior to the release of funds.
- g. The DILG Regional Office shall release the funds within seven (7) days upon satisfactory compliance of the requirements. It shall issue the check in the name of the Implementing Partner for deposit to the Implementing Partner's Trust Account maintained for the purpose. For its part, the Implementing Partner shall issue the corresponding official receipt in acknowledgment.
- h. Regional Directors are given authority to act on, sign and/or approve contracts, disbursement vouchers, checks, liquidation reports with amounts equivalent to the approved subproject costs stipulated in the MOAs with the Implementing Partners, and all other related documents pertaining to the implementation of the Projects, subject to the usual accounting and auditing rules and regulations.
- i. The DILG Regional Office shall officially inform the concerned Regional and Local Resident Auditors that a check has been issued to the Implementing Partner, immediately after issuance of the check.



- j. In cases where the Implementing Partner has to provide Cash Counterpart Fund for the implementation of the subproject/s, such Cash Counterpart Fund shall be deposited in the Special Trust Account or the Trust Account before the Award of Contract. The Cash Counterpart Fund shall be fully disbursed before the release of the last Tranche.

F.3 Documentary Requirements for Fund Releases

- a. The complete list of requirements for Fund Releases is shown in **Annex E**.
- b. In consideration of the time needed to secure the necessary permits, licenses, certificates, clearances, and other documentary requirements from other National Government Agencies (NGAs), except for the (i) “no build” zone certification and (ii) the results of the 1st water potability test (conducted during the source validation) which shall be submitted together with the project proposal, **copies of applications thereof may suffice as basis for the initial release of funds. Such requirements, however, shall be complied with prior to implementation.** Indicated below are the related requirements that need to be complied with:
 - i. Prior to the Release of the 1st Tranche to Implementing Partners that did not avail of the DED funding **or** the 2nd Tranche to Implementing Partners that availed of the DED funding:
 - ✓ Proof that the Certificate of Land Ownership or any applicable legal instrument/s allowing the use of land or property for the subproject (where applicable) is being secured
 - ✓ Proof that the Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) is being secured
 - ✓ For water supply subprojects, copy of the application for the issuance of Water Permits from deputized agencies of National Water Resources Board (NWRB)
 - ✓ Pursuant to RA 8371, for subproject areas with IPs that will be affected, a certification that the area affected does not overlap with any ancestral domain needs to be secured from the NCIP.
 - ✓ Pursuant to Item e, Section 21, RA 8559 (Philippine Agricultural Engineering Act of 1998) and Item 4.9 of DILG Memorandum Circular No. 2008 - 167 dated November 11, 2008 implementing certain provisions of RA No. 8559, Implementing Partner shall ensure that all engineering designs, plans, specifications, relative to the construction, installation, operations and maintenance of agricultural, aquaculture and fishery, and forest related LGU proposed subprojects, (i.e. agricultural buildings and structures, drainage systems, post-harvest facilities) shall be signed and sealed by a licensed and registered Agricultural Engineer.

However, in the absence of a licensed and registered Agricultural Engineers in the area, Certification on the



consistency with agricultural standards from the Provincial, City or Municipal Agriculturist shall suffice.

- ii. Prior to the Release of the 2nd *Tranche* to Implementing Partners that did not avail of the DED funding or the 3rd *Tranche* to Implementing Partners that availed of the DED funding:

- ✓ All the required documents, permits and clearances mentioned above should have been secured by Implementing Partner.

F.4 Reporting and Liquidation

a. Liquidation of Fund Transfers to Implementing Partners (LGUs and/or Other Entity)

- a.1 The Implementing Partner shall liquidate the funds and submit to the DILG Regional Office, either in print or by way of electronic documents, reports on the liquidation of the fund transfer.
- a.2 The Implementing Partner shall submit to DILG Regional Office the Report of Disbursement/Liquidation (ROD), including the supporting documents as evidence of the actual utilization of funds within ten (10) days after the end of each month. The ROD shall be duly signed by the LGU Accountant and approved by the Local Chief Executive and stamped-received by the concerned COA Auditor. This shall serve as the basis for the subsequent fund releases. See **Annex L** for the pro forma Report of Disbursement/Liquidation (ROD). The supporting document shall include, but not limited to the following:
 - Disbursement Voucher (DV)
 - Checks Issued to Creditors
 - Official Receipts by Creditors
 - Creditor's Billings
- a.3 The ROD duly audited by the Local Auditor shall be submitted before the end of the month as the basis for **DILG and Proponent LGU**, in recording the liquidation of cash transfers to LGUs.
- a.4 Within 15 days after the end of each month, the DILG Regional Office shall submit to DILG Central Office the Regional Consolidated Report on Fund Utilization. Please refer to **Annex M** for the Pro-forma Regional Consolidated Report on Fund Utilization.
- a.5 The DILG Regional Accountant or any authorized representative shall conduct spot checks of fund utilization, proper recording of book of accounts, and overall financial management of the Implementing Partner.
- a.6 Within one (1) month after the end of each year, the Implementing Partner shall submit to DILG Regional Office copy of the Annual



Audited Report (Consolidated Report of the Audited Monthly ROD) for on-going subprojects reflecting all fund deposits and actual fund utilization. DILG Regional Office shall furnish DILG Central Office copy of such report.

- a.7 The Implementing Partner shall return to the DILG Regional Office any unutilized balance upon completion of the subprojects
- a.8 All fund transfers shall be liquidated one (1) month after the completion of each subproject. The **Implementing Partner** shall submit Summary Report (Consolidated Report of the Audited Monthly ROD) showing all fund deposits and actual disbursements provided that the **Implementing Partner** has submitted all the Audited Monthly Reports. In case the **Implementing Partner** failed to submit such reports, an Audited Consolidated Report (Consolidated Report of the Monthly ROD) including a separate opinion from the Auditor, as to whether the fund has been used for the purpose
- a.9 The DILG Regional Office shall officially notify the Implementing Partners on the need to submit the required liquidation reports.

b. Liquidation of Regional Operational Fund

Within 10 days after the end of each month, the Regional Office shall submit to DILG Central Office the ROD on the utilization of the funds transferred for operational expenses.

IV. ADHERENCE TO PAMANA PEACE AND SOCIAL COHESION PRINCIPLES

Throughout every process of policy, program and project implementation, PAMANA seeks to adhere to the following principles of peace and social cohesion:

1. Inclusion – Provision of equal rights and opportunities with special focus on empowering marginalized and vulnerable individuals and groups in communities
2. Participation – Encouragement of active involvement of all stakeholders in community initiatives and processes especially in initiatives and processes that directly affect the quality of the community's relationships and way of life
3. Transparency and Accountability – Sharing of information and acting in an open and sincere manner whereby government and other legitimate institutions hold themselves responsible and answer to stakeholders on the disposal of their authority and duties
4. Conflict-sensitivity – Capacity to understand the context of the conflict, understand the interaction between any intervention and the context and act upon this understanding to avoid negative impacts and maximize positive impacts²

²The Forum for Early Warning and Early Response (FEWER), International Alert and Safer World. (2004). *Conflict-Sensitive Approaches to Development, Humanitarian Assistance and Peacebuilding*.



Annex N presents the PAMANA Pillar 3 Implementation Guidelines for Implementing Partners. These guidelines present the minimum process by which a Pillar 3 project is to be implemented and supplement the Standard Implementation Guidelines of Partner Agencies.

V. IMPLEMENTATION ARRANGEMENTS

A. PAMANA-DILG Fund Steering Committee

The Fund Steering Committee (FSC) shall be co-chaired by the Undersecretaries of OPAPP and DILG with their designated Assistant Secretaries and Directors as members. Other agencies shall be invited as needed.

The Steering Committee shall:

- ✧ Provide policy guidance for the Fund
- ✧ Review and endorse to DBM the Annual Physical and Financial Plan for the Fund, as needed
- ✧ Resolve implementation issues elevated by the Regional Offices and/or the Project Management Office (PMO)

The PMO, established under the Office of Project Development Services (OPDS) of the DILG and the PAMANA Units of OPAPP shall serve as the Secretariat of the FSC.

B. Regional and Provincial Peace and Order Councils and their Secretariats

B.1 Regional/Provincial Peace and Order Council (R/PPOC) shall be the coordinating bodies for PAMANA at the regional and provincial levels.

B.2 R/PPOC Secretariats shall coordinate with the RDC and PDC Secretariats, respectively for harmonization of programs and subprojects. This will ensure that the Peace and Conflict-Sensitive PDPFP/AIPs or CDP-ELA/AIPs shall be integrated into the Peace and Development Plans of each region.

B.3 R/PPOC shall:

- a. Create or convene PAMANA-DILG Fund Regional and Provincial Technical Working Groups (R/PTWGs) which shall serve as the review team for subproject proposals submitted at their respective level. For Regions and Provinces with existing PAMANA TWGs, the R/PPOC shall create a sub-TWG to be the PAMANA DILG Fund R/PTWG
- b. Approve/Disapprove subproject replacements to be funded by the Fund.
- c. Coordinate provincial programs, activities and funding requirements for areas identified under PAMANA;
- d. Ensure mainstreaming of PAMANA interventions into the plans and programs of concerned government agencies and local government units;



- e. Coordinate with relevant agencies, development partners, CSOs, and subproject management offices on the implementation of the PAMANA in the region; and
- f. Provide support to OPAPP in monitoring the implementation of PAMANA in the province/region.

C. Regional/Provincial Peace and Order Council Technical Working Groups (R/PTWGs)

C.1 The PAMANA Technical Working groups constituted under the RPOC and PPOC shall:

- a. Review and evaluate/appraise subproject proposals submitted at their levels
- b. Conduct site visits and field validation to further assess the feasibility of the proposed subproject
- c. Recommend for approval/disapproval the LGU subproject proposals to the DILG Regional Director
- d. Provide support to OPAPP in monitoring the implementation of the subprojects under the Fund.

C.2 Members of the R/PTWGs shall be composed of a maximum of seven (7) technical personnel from among the member agencies represented in the R/PPOC. With the varying types and nature of proposed subprojects, NEDA and other relevant sector agencies may be invited. However, it is acknowledged that the multi-sector nature of the proposed subprojects would require a variety of experts. The concerned TWG may then resort to invitation of representatives of other R/PPOC members as resource persons/experts in the evaluation meetings/site validation visits.

C.3 NCIP representative shall be invited as additional member to the R/PTWG if the proposed subproject is situated in an ancestral domain or will directly affect Indigenous People. This will ensure consideration of Indigenous People's concerns in the subproject appraisal process that could facilitate securing of the Free Prior and Informed Consent (FPIC) or any appropriate clearances.

C.4 The PTWG shall be chaired by the DILG Provincial Director.

C.5 The Chairman of the RTWG shall be designated by the RPOC.

D. DILG Central Office

D.1 Fund Project Management Office (PAMANA-PMO)

A Project Management Office (PMO) has been established in the DILG under the Office of Project Development Services (OPDS) which shall be responsible for the overall-project management in close coordination with OPAPP. The PMO shall specifically be responsible for the following:

- a. Formulation/Updating of Operational Guidelines and Strategies for effective implementation, in coordination with PAMANA units of OPAPP
- b. Over-all physical and financial planning

- c. Over-all fund management
- d. Development and implementation of monitoring and evaluation systems
- e. Conduct of periodic monitoring on the subproject implementation and fund utilization.
- f. Development and maintenance of databases for the Project
- g. Preparation and submission of monthly and quarterly reports to the Fund Steering Committee, OPAPP and DILG Secretaries
- h. Provision of advisory and technical assistance to DILG Field Offices and Implementing Partners, in the development, implementation, operation and management of subprojects
- i. Development and implementation of capacity development programs for DILG Field Offices and Implementing Partners.
- j. Conduct of regular consultations/dialogues with DILG-ROs and LGUs to resolve issues implementation issues
- k. Evaluation of Alert Status Reports submitted by DILG Regional Office and provide appropriate recommendations

D.2 Other offices involved in PAMANA are the following Offices/Bureaus:

Concern	Bureau/Office
<ul style="list-style-type: none"> Capacity-Building for Proponent LGUs under the Mainstreaming Peace and Development in Local Governance Project (MPDLGP) 	Local Government Academy (LGA)
<ul style="list-style-type: none"> Mainstreaming the results of the conflict-sensitive planning and programming process to the CDP/ELA/AIP 	Bureau of Local Government Development (BLGD)
<ul style="list-style-type: none"> Issuance of SGH and Full Disclosure Policy assessment Results 	Bureau of Local Government Supervision (BLGS)
<ul style="list-style-type: none"> Over-all Monitoring of Fund Releases and Liquidations 	Financial Management Services (FMS)
<ul style="list-style-type: none"> Communication and Advocacy 	Public Assistance and Communication Services (PACS)
<ul style="list-style-type: none"> Outcome Manager for Socially Protective and Safe LGUs 	National Barangay Operation Office (NBOO)

E. DILG Field Offices

The Regional Offices shall take the lead and be responsible for the efficient and effective implementation of the Projects at the local level, and shall take appropriate measures to ensure that the Funds transferred to Implementing Partners are used for the intended purpose.

E.1 The Regional Director shall:

- a. On behalf of the DILG, enter into a MOA with the Implementing Partners for the implementation and release of funds for the subprojects
- b. Approve/disapprove subprojects endorsed by R/PTWG or RPMT



- c. Sign and/or approve contracts, disbursement vouchers, checks, liquidation reports relative to Project implementation and fund releases to Implementing Partners
- d. Oversee the implementation of PAMANA in the Region.

E.2 The PAMANA-DILG Fund Regional Project Management Teams (RPMTs) shall be organized, which shall perform multiple tasks in the implementation of PAMANA. The RPMT shall be composed of the following:

Chair	:	Regional Director
Vice-Chair	:	Assistant Regional Director
Members	:	Designated LGPMS Focal Person
		Designated CDP Focal Person
		Designated Regional PAMANA-Focal Person
		Designated PDMU Head
		Regional Accountant
		Regional Budget Officer
		Provincial Director/Provincial PAMANA-DILG Fund Focal Person
		Representative from Civil Society Organizations (CSOs)
		OPAPP PAMANA Area Managers

E.3 The RPMTs shall be responsible for the following:

- a. Regional fund management, which includes among others, review of documents submitted by Implementing Partners prior to release of funds, and verifying satisfactory compliance of requirements
- b. In coordination with OPAPP, facilitating the Annual Regional/Provincial Programming for the succeeding year's budgeting
- c. Regional physical and financial planning;
- d. Provision of technical support to the R/PTWG in the review and evaluation/appraisal of subproject proposals including capacity of LGU to implement; take over the review, as necessary, in accordance with *Section III Item B6.f* of this Guidelines
- e. Final review of subproject proposals, endorsed by R/PTWG, prior to MOA signing
- f. Provision of advisory, technical and related capacity development assistance to Implementing Partners, in the development, implementation, operation and management of subprojects
- g. Provision of support to OPAPP-PAMANA Area Managers and the Provincial/Regional Councils in monitoring and evaluating the subprojects
- h. Preparation and submission of monthly reports to the PAMANA-PMO, and furnishing copies to the PPOC and the RPOC;
- i. Conduct of progress monitoring of subprojects
- j. Implementation of subproject, as necessary
- k. Conduct of separate quality control tests, as necessary
- l. Ensuring the compliance of requirements of Proponent LGUs/Implementing Partners
- m. Preparation and submission of Physical and Financial Accomplishment Reports to DILG Central Office through OPDS and FMS



- n. Preparation of regular alert status reports that will provide management advance information on what is happening on the ground that will guide in addressing possible bottleneck.
- o. Conduct of regular consultations/dialogues with LGUs and other stakeholders/Facilitate the resolution of implementation issues that are not resolved at the local level.

E.4 DILG Provincial/City/Municipal Offices

- a. The Provincial/City Directors shall assist the RPMT in overseeing the implementation of the Project at the local level. The DILG Provincial/City Director or his/her duly designated representative shall act as the PAMANA Focal Person in the province/city. The MLGOO shall serve as the PAMANA Focal Person in the municipality.
- b. The Provincial Director shall:
 - Chair the PTWG and recommend approval/disapproval of subprojects amounting to below PhP15 Million submitted by municipalities.
- c. The PD/CD/MLGOOs shall be responsible for the following:
 - Facilitating the conduct of capacity development activities at the provincial/city/municipal level
 - Briefing of the Proponent LGUs and Implementing Partners on the Project Guidelines
 - Reviewing the completeness of the requirements at the various stages of subproject implementation and reports and other related documents submitted by the Implementing Partners
 - Facilitating in finalizing the documents required in MOA signing
 - Attending Bid Openings as Observer
 - Monitoring and providing reports/feedback to Regional Office on the progress of activities in all phases of project implementation to include but not limited to the following:
 - Status of the preparation of subproject proposals, DED/Technical Design and other supporting documents
 - Progress of the preparation of Bidding Documents
 - Issuance of the Sanggunian Resolution authorizing the Mayor to sign the MOA
 - Status of Procurement
 - Status of Subproject Implementation
 - Ensuring timely submission of accomplishment reports (with pictures) by the Implementing Partner
 - Ensuring that the Implementing Partner install and regularly update the Community and Subproject Billboard in compliance with **Annex N-2** of this Guidelines and COA issuance No. 2013-004 dated January 30, 2013 and other relevant guidelines
 - Participating in the conduct of punchlisting and final inspection and submission of report within 2 days after inspection to DILG-RO
 - Assisting in the conduct of spot checking on the book of accounts and ledgers of the Implementing Partners

- Upon completion, attesting to the existence of the subprojects by submitting sworn statements to the Office of the Undersecretary for Local Government (OUSLG), through channels, that he/she has seen that the subproject implemented and completed.

F. Implementing Partner

F.1 Assessment of the eligibility of the Proponent LGU as the Implementing Partner shall be in accordance with **Section III.B2** of this Guidelines and shall be further validated during Subproject Review Process. The Implementing Partner may be the Provincial Government or the City/Municipal Government or any other entity as may be designated by the DILG Regional Director

F.2 The Proponent LGU shall:

- Prepare proposals for subprojects listed in the PAMANA List
- Provide counterpart funds, as necessary
- Adhere to existing national standards/guidelines, laws and policies stipulated in *Section III.D*, among others
- If not eligible as Implementing Partner, enter into a MOA with DILG and Implementing Partner
- If not eligible as Implementing Partner, jointly monitor the implementation of subproject with the Implementing Partner
- Commit to provide annual operations and maintenance funds through a Sanggunian Resolution
- Conduct social preparation activities, such as municipal orientations and community consultations
- For water supply subprojects, identify appropriate institution to manage and operate the subproject

F.3 The Implementing Partner shall:

- Enter into a MOA/Tripartite MOA, whichever is applicable, with the DILG and/or Proponent LGU for the implementation of subproject
- Open and maintain a Trust Account for the transfer of funds
- Designate a focal person/appropriate focal unit/department in the organization which will manage and coordinate the implementation of subproject/s, including financial transactions
- Designate a full time Project Engineer/Supervisor to oversee the physical implementation of the subprojects to ensure that it is in accordance with the plans and specifications
- Adhere to existing national standards/guidelines, laws and policies stipulated in *Section III.D*, among others
- Adhere to peace and social cohesion principles, namely inclusion, participation, transparency and accountability, and conflict-sensitivity and peace promotion, all throughout the different processes in project implementation;
- During procurement, adhere to and implement all provisions of RA 9184 and its Implementing Rules and Regulations (IRR)
- Consistent with *Sections III.E.1 and VI.F* of this Guidelines, ensure that subproject is implemented in accordance with the approved schedule,



- within the approved budget and in accordance with acceptable standards
- Submit monthly financial and physical accomplishment reports to the DILG Regional Office.
- Be responsible for the liquidation of funds transferred to the Implementing Partner
- Return to DILG Regional Office any unexpended balance from the funds transferred

G. Structures and Mechanisms Established Under the Peace Agreements

The implementation of the subprojects in support of the peace processes with the CBA-CPLA and RPM-P/RPA/ABB-TPG shall take cognizance of the implementing guidelines set forth by the structures under the Peace Agreements. Pertinent guidelines shall be provided to the concerned Regional Offices.

VI. MONITORING AND EVALUATION

In accordance with the Special Provisions for PAMANA in the General Appropriations Act of FY 2014, the OPAPP shall monitor the implementation of PAMANA. As the lead oversight body for PAMANA, the OPAPP shall perform the following tasks:

1. Submit monthly reports on the implementation of the PAMANA program to the Office of the President (OP) and the Department of Budget and Management (DBM);
2. Validate quarterly reports submitted by PAMANA implementing agencies on the implementation of the PAMANA Program, utilization of funds and list of beneficiaries, and submit validated quarterly reports to the DBM, the House Committee on Appropriations, and the Senate Committee on Finance; and,
3. Ensure posting of these validated quarterly reports in the websites of PAMANA, OPAPP and DILG.

To ensure timely approval, funds release, implementation and completion of subprojects, regular monitoring and evaluation shall be conducted. Site visits to PAMANA LGUs will be undertaken to assess subproject status and integration of peace and conflict sensitive tools and processes in the different aspects of local governance.

A. Progress Monitoring

The following are the processes and mechanisms for the monitoring of subproject during implementation:

A.1 PAMANA-PMO

- a. Conduct regular site visits and spot checks of all phases of subproject implementation, whenever necessary
- b. Conduct semi-annual Project Implementation Reviews
- c. Submit monthly and quarterly progress reports to the Secretaries of DILG and OPAPP



A.2 DILG Field Offices

DILG Regional Offices shall take the lead during progress monitoring

- a. Consistent with *Section III.E.2 of this Guidelines*, progress monitoring shall be conducted by DILG Regional/Provincial/City/Municipal Offices and shall cover the following:
 - physical status and accomplishment
 - financial status to include utilization/disbursement rates
 - problems encountered and recommended solutions;
 - assumption/risk analysis
- b. Progress Monitoring and reporting shall be done monthly and quarterly, initially using M&E forms prescribed by DILG PMOs with photos attached, and eventually through the PPMS

A.3 Alert Status Reports shall be established to ensure timely resolution of issues that may arise before, during and after subproject implementation.

A.4 OPAPP will be establishing a web-based monthly progress monitoring and reporting system to facilitate regular and timely updating of project implementation status. As noted above, OPAPP will also be conducting field monitoring to validate the information included in the quarterly status reports submitted by implementing agencies.

B. Transparency and Accountability Mechanisms (TAM)

The following Transparency and Accountability Mechanisms shall be operationalized in the implementation of subprojects:

B.1 Implementing Partners shall install community and subproject billboards on the subproject sites to provide information including the period of implementation, fund allocation and status of fund utilization consistent with COA Circular No. 2013-004 dated 30 January 2013 – Information and Publicity on Programs/Projects/Activities of Government Agencies on subproject reporting and monitoring of subproject/s..

B.2 Implementing Partners shall post in their respective websites, within thirty (30) calendars days from entering into Contract with the winning contractor/bidder, the following information per subproject:

- a. Subproject title and detailed description which shall include the nature and location
- b. The detailed estimates in arriving at the Approved Budget for the Contract (ABC)
- c. The winning Contractor and the detailed estimates of the bid awarded.

B.3 Implementing Partners shall post in their respective websites within thirty (30) calendars days from the issuance of subproject completion the following:

- Detailed actual cost of the subproject; and



- Variation orders, if any

B.4 PAMANA DILG-PMO, Regional Offices and OPPAP shall post subproject implementation status on their respective websites. Full disclosure of subproject information and status of implementation is encouraged through tri-media.

B.5 Civil Society Organizations will be tapped by OPAPP as third party monitors to conduct subproject monitoring, identify implementation issues, facilitate constructive engagement with implementing partners, and facilitate community participation in monitoring and evaluation.

B.6 The Implementing Partner shall also abide by COA Circular No. 2013-004 dated 30 January 2013 – Information and Publicity on Programs/Projects/Activities of Government Agencies on subproject reporting and monitoring of subproject/s.

C. Project Evaluation

Data on specific social, economic and political indicators will be regularly collected in PAMANA DILG project sites to aid in outcome evaluation. OPAPP and DILG shall release supplementary guidelines for PAMANA program evaluation

D. Information Dissemination and Institutional Learning

OPAPP and DILG shall establish processes and mechanisms for the regular sharing of findings from monitoring and evaluation initiatives. This will include sharing of information on challenges encountered, good practices and lessons learned from program implementation. These are envisioned to feed into planning and programming to facilitate institutional learning.

VII. TIMELINES TO BE OBSERVED

The DILG and Implementing Partners shall adhere to the timelines stipulated in this Guidelines, summarized in ***Annex O***

VIII. PENALTIES and SANCTIONS

The Regional Director is authorized to:

A. *Terminate/cancel the implementation of the subproject in the following instances:*

- ✧ Implementing Partner's non-compliance to prescribed processes, standards and requirements
- ✧ Corruption and fraudulent practices
- ✧ When situations/circumstances would make it improbable for the subproject to continue to be carried out
- ✧ Upon request of the Implementing Partner

In such case that the subproject is partially or fully cancelled due to the fault of the Implementing Partner, the Implementing Partner shall be obliged to return



the unexpended balance of the released portion of the funds or the pertinent portion related to the cancelled component of the subproject, whichever applies.

B. Suspend/ withhold the release of the final tranche if any of the following occurs:

- ✧ The RPMT, during the conduct of review and monitoring activities determines that: (i) the procurement of any contract is inconsistent with RA 9184 provisions (ii) Implementing Partner is performing unsatisfactorily in the implementation and execution of the subproject or in the event that substantial slippage in implementation is incurred
- ✧ extraordinary conditions such as force majeure, fortuitous events and the like which shall make it necessary to suspend the implementation of the subproject

Implementing Partner will *be given a period of one month* to resolve the issue, improve performance or remedy the situation. However, termination will be resorted to only, if Implementing Partner, having been duly notified, does not make any effort to institute measures that will address issues at hand.

VIII. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

MAR ROXAS
Secretary, DILG

TERESITA QUINTOS DELES
Secretary, OPAPP

LIST OF ANNEXES

- Annex A** - List of Municipalities, Cities and Provinces covered by PAMANA
- Annex B** - PAMANA – DILG Fund List of Non-Eligible Subprojects
- Annex C** - Pro-Forma - Physical and Financial Plan (PFP)
- Annex D** - Pro-Forma - Subproject Proposal Template
- Annex E** - List of Documentary Requirements
- Annex F** - Pro-Forma Certificate of Availability of Funds (CAF)
- Annex G** - Procurement Timelines
- Annex H** - Suggested Pre-Construction Conference Agenda
- Annex I** - Labor Force Employment Report
- Annex J** - Statement of Work Accomplishment (SWA)
- Annex K** - List of Minimum Testing Requirements
- Annex L** - Report of Disbursement/Liquidation (ROD)
- Annex M** - Regional Consolidated Report on Fund Utilization
- Annex N** - PAMANA Pillar 3 Implementation Guidelines for Implementing Partners
- Annex O** - Project Timelines
- Annex P** - Typical Road Cross-Section

LIST OF MUNICIPALITIES, CITIES AND PROVINCES COVERED BY PAMANA-DILG FUND

PAMANA ZONE	UNIVERSE			FY 2012			FY 2013			FY 2014		
	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY
CORDILLERA	NCR	NCR		NCR	NCR							
	1	1	0	1	1	0	0	0	0	0	0	0
	REGION I	ILOCOS SUR		REGION I	ILOCOS SUR							
	1	1	0	1	1	0	0	0	0	0	0	0
	CAR	ABRA	BUCLOC	CAR			CAR	ABRA				
			LICUAN-BAAY (LICUAN)									
			LACUB						LACUB			
			LUBA									
			MANABO									
			SAN ISIDRO									
			TINEG						TINEG			
			1						7			
		APAYAO	CONNER					APAYAO				
			FLORA						FLORA			
			LUNA									
			PUDTOL									
		1	4		0	0		1	1		0	0
		BENGUET	BAKUN					BENGUET				
			KIBUNGAN									
			MANKAYAN						MANKAYAN			
		1	3		0	0		1	1		0	0
		IFUGAO	AGUINALDO					IFUGAO				

Annex A

List of LGUs Covered by PAMANA-DILG FUND

PAMANA ZONE	UNIVERSE			FY 2012			FY 2013			FY 2014		
	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY
CORDILLERA	CAR	IFUGAO	ALFONSO LISTA (POTIA)	CAR				IFUGAO		CAR		
			ASIPULO						ASIPULO			
			BANAUE									
			HINGYON									
			LAMUT									
			TINOC						TINOC			
			1			0		1	2		0	0
		KALINGA	BALBALAN		KALINGA	BALBALAN		KALINGA				
			CITY OF TABUK			CITY OF TABUK						
			PASIL			PASIL						
			PINUKPUK			PINUKPUK			PINUKPUK			
			TANUDAN			TANUDAN						
			TINGLAYAN			TINGLAYAN						
			1			1		1	1		0	0
		MOUNTAIN PROVINCE	BESAO		MOUNTAIN PROVINCE			MOUNTAIN PROVINCE	BESAO			
			BONTOC									
			PARACELIS						PARACELIS			
			MAINIT						MAINIT			
			NATONIN						NATONIN			
			SADANGA			SADANGA			SADANGA			
			1			1		1	5		0	0
			1			1		1	12		0	0
BICOL- QUEZON- MINDORO	REGION IV-A	QUEZON	BUENAVISTA	REGION IV-A	QUEZON	BUENAVISTA				REGION IV-A	QUEZON	BUENAVISTA
			CATANAUAN			CATANAUAN						
			GEN. LUNA									GEN. LUNA
			LOPEZ									LOPEZ
			MACLELON									MACLELON
			MULANAY			MULANAY						

Annex A

List of LGUs Covered by PAMANA-DILG FUND

PAMANA ZONE	UNIVERSE			FY 2012			FY 2013			FY 2014		
	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY
BICOL- QUEZON- MINDORO	REGION IV-A	QUEZON	SAN FRANCISCO (AURORA)	REGION IV- A	QUEZON	SAN FRANCISCO (AURORA)				REGION IV-A		SAN FRANCISCO (AURORA)
			SAN NARCISO			SAN NARCISO						SAN NARCISO
	1	1	8			5	0	0	0	1	1	6
	REGION IV-B	ORIENTAL MINDORO	GLORIA	REGION IV- B	ORIENTAL MINDORO	GLORIA	REGION IV- B	ORIENTAL MINDORO	GLORIA	REGION IV-B	ORIENTAL MINDORO	
			MANSALAY			MANSALAY			MANSALAY			
			BULALACAO			BULALACAO						BULALACAO
	2	2	3	1	1	3	2	2	2	2	2	1
	REGION V	CAMARINES NORTE	BASUD	REGION V	CAMARINES NORTE		REGION V	CAMARINES NORTE	BASUD	REGION V	CAMARINES NORTE	BASUD
			CAPALONGA			CAPALONGA			CAPALONGA			CAPALONGA
			MECEDES									MECEDES
			STA ELENA									STA ELENA
			SAN LORENZO RUIZ (IMELDA)						SAN LORENZO RUIZ (IMELDA)			
			JOSE PANGANIBAN			JOSE PANGANIBAN						
			LABO			LABO						LABO
		1	7		1	3		1	3		1	5
		MASBATE	MOBO		MASBATE	MOBO						
			MONREAL			MONREAL						
			SAN PASCUAL			SAN PASCUAL						
		1	3		1	3		0	0		0	0
		SORSOGON	BARCELONA		SORSOGON	BARCELONA		SORSOGON	BARCELONA		SORSOGON	BARCELONA
			BULUAN			BULUAN						
			CASIGURAN			CASIGURAN			CASIGURAN			CASIGURAN
			GUBAT			GUBAT						
			IROSIN			IROSIN						
			JUBAN			JUBAN						
			MAGALLANES			MAGALLANES						
			PRIETO DIAZ			PRIETO DIAZ			PRIETO DIAZ			PRIETO DIAZ
		1	8		1	8		1	3		1	3

Annex A
List of LGUs Covered by PAMANA-DILG FUND

PAMANA ZONE	UNIVERSE			FY 2012			FY 2013			FY 2014		
	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY
	1	3	18	1	3	14	1	2	6	1	2	8
NEGROS- PANAY	REGION VI	AKLAN	IBAJAY	REGION VI	AKLAN		REGION VI			REGION VI		
			MADALAG									
			NABAS									
		1	3		1	0					0	0
		ANTIQUE	CULASI		ANTIQUE							
			LAUA-AN									
			PANDAN									
			SAN JOSE									
			SIBALOM									
		1	5		1	0					0	0
		CAPIZ	MA-AYON								CAPIZ	MA-AYON
			TAPZ									TAPZ
		1	2		1	0		0	0		1	2
		ILOILO	CABATUAN		ILOILO							
			GUIMBAL									
			JANIUAY									
			LAMBUNAO									
			LEON									
			MAASIN									
			NEW LUCENA									
			OTON									
			SAN JOAQUIN									
			TIGBAUAN									
		1	10		1	0		0	0		0	0
		NEGROS OCCIDENTAL	BINALBAGAN		NEGROS OCCIDENTAL			NEGROS OCCIDENTAL			NEGROS OCCIDENTAL	
			CADIZ CITY									CADIZ CITY
			CALATRAVA									
			CANDONI									

Annex A

List of LGUs Covered by PAMANA-DILG FUND

PAMANA ZONE	UNIVERSE			FY 2012			FY 2013			FY 2014		
	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY
NEGROS- PANAY	REGION VI	NEGROS OCCIDENTAL	CAUAYAN	REGION VI	NEGROS OCCIDENTAL		REGION VI			REGION VI	NEGROS OCCIDENTAL	
			CITY OF ESCALANTE									
			CITY OF KABANKALAN						CITY OF KABANKALAN			CITY OF KABANKALAN
			CITY OF TALISAY									
			CITY OF VICTORIAS									
			ENRIQUE B. MAGALONA (SARAVIA)									ENRIQUE B. MAGALONA (SARAVIA)
			ILOG									
			LA CASTELLANA									
			MURCIA									
			SAN CARLOS CITY						SAN CARLOS CITY			SAN CARLOS CITY
			SIPALAY CITY									SIPALAY CITY
			TOBOSO									
		1	16		1	0		1	3		1	5
	1	5	33	1	4	0	1	1	3	1	2	7
	REGION VII	NEGROS ORIENTAL	AMLAN (AYUQUITAN)	REGION VII	NEGROS ORIENTAL		REGION VII	NEGROS ORIENTAL		REGION VII	NEGROS ORIENTAL	
			CITY OF GUIHULNGAN									
			CITY OF TANJAY						CITY OF TANJAY			CITY OF TANJAY
			PAMPLONA									
			SAN JOSE									
			SANTA CATALINA									
			SIATON									
			SIBULAN									
			ZAMBOANGUITA									
	1	1	9	1	1	0	1	1	1	1	1	1
SAMAR ISLAND	REGION VIII	EASTERN SAMAR	CAN-AVID	REGION VIII	EASTERN SAMAR	CAN-AVID	REGION VIII	EASTERN SAMAR	CAN-AVID			
			JIPAPAD			JIPAPAD			JIPAPAD			

PAMANA ZONE	UNIVERSE			FY 2012			FY 2013			FY 2014		
	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY
SAMAR ISLAND	REGION VIII		MASLOG	REGION VIII		MASLOG	REGION VIII		MASLOG			
		1	3		1	3		1	3		0	0
		NORTHERN SAMAR	CATARMAN		NORTHERN SAMAR	CATARMAN		NORTHERN SAMAR				
			LAOANG			LAOANG						
			LAS NAVAS									
			LAPINIG			LAPINIG						
			LOPE DE VEGA						LOPE DE VEGA			
			MONRAGON			MONRAGON			MONRAGON			
			PAMBUJAN			PAMBUJAN						
			SAN ROQUE			SAN ROQUE						
			SILVINO LOBOS			SILVINO LOBOS						
		1	9		1	7		1	3		0	0
		SAMAR (WESTERN SAMAR)	MATUGUINAO		SAMAR (WESTERN SAMAR)			SAMAR (WESTERN SAMAR)				
			PARANAS			PARANAS			PARANAS			
			SAN JORGE									
			SAN JOSE DE BUAN			SAN JOSE DE BUAN			SAN JOSE DE BUAN			
		1	4		1	2		1	2		0	0
	1	3	16	1	3	12	1	3	7	0	0	0
ZAMBA- SULTA	REGION IX	ZAMBOANGA DEL NORTE	SIBUCO	REGION IX	ZAMBOANGA DEL NORTE	SIBUCO	REGION IX	ZAMBOANG A DEL NORTE		REGION IX		
			SIOCON			SIOCON			SIOCON			
		1	2		1	2		1	1		0	0
		ZAMBOANGA DEL SUR	AURORA		ZAMBOANGA DEL SUR			ZAMBOANG A DEL SUR	AURORA			
			CITY OF PAGADIAN						CITY OF PAGADIAN			
			LABANGAN			LABANGAN						
			MARGOSATUBIG			MARGOSATUBIG						
			SAN PABLO			SAN PABLO						
		1	5		1	3		1	2		0	0
			ALICIA									

Annex A

List of LGUs Covered by PAMANA-DILG FUND

PAMANA ZONE	UNIVERSE			FY 2012			FY 2013			FY 2014		
	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY
ZAMBA- SULTA	REGION IX	ZAMBOANGA SIBUGAY	DIPLAHAN	REGION IX			REGION IX	ZAMBOANG A SIBUGAY	DIPLAHAN	REGION IX	ZAMBOANGA SIBUGAY	
			IMELDA									IMELDA
			IPIL									IPIL
			KABASALAN			KABASALAN						KABASALAN
			MABUHAY			MABUHAY			MABUHAY			
			NAGA			NAGA			NAGA			NAGA
			OLUTANGA			OLUTANGA			OLUTANGA			
			PAYAO			PAYAO						
			ROSELLER LIM									ROSELLER LIM
			TALUSAN			TALUSAN			TALUSAN			TALUSAN
			TITAY			TITAY						
			TUNGAWAN			TUNGAWAN			TUNGAWAN			
			1			1			1			1
			13			8			6			6
	1	3	20	1	3	13	1	3	9	1	1	6
CENTRAL MINDANAO	REGION X	BUKIDNON	CABANGLASAN	REGION X	BUKIDNON		REGION X	BUKIDNON	CABANGLASAN	REGION X	BUKIDNON	CABANGLASAN
			SAN FERNANDO						SAN FERNANDO			SAN FERNANDO
		1	2		1	0		1	2		1	2
		LANAO DEL NORTE	KAUSWAGAN		LANAO DEL NORTE	KAUSWAGAN		LANAO DEL NORTE			LANAO DEL NORTE	KAUSWAGAN
			KOLAMBUGAN			KOLAMBUGAN			KOLAMBUGAN			
			MUNAI			MUNAI			MUNAI			MUNAI
			PANTAO RAGAT									
			POONA PIAGAPO			POONA PIAGAPO			POONA PIAGAPO			
			SALVADOR			SALVADOR						
			TANGCAL			TANGCAL						TANGCAL
		1	7		1	6		1	3		1	3
		MISAMIS ORIENTAL			MISAMIS ORIENTAL							
		1	0		1	0		0	0		0	0
	0	3	9	0	3	6	1	2	5	0	3	5

Annex A

List of LGUs Covered by PAMANA-DILG FUND

PAMANA ZONE	UNIVERSE			FY 2012			FY 2013			FY 2014			
	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	
DAVAO- COMVAL- CARAGA CORRIDOR	REGION XI	COMPOSTELA VALLEY	COMPOSTELA	REGION XI	COMPOSTELA VALLEY	COMPOSTELA	REGION XI	COMPOSTEL A VALLEY		REGION XI	COMPOSTEL A VALLEY		
			LAAK			LAAK			LAAK			LAAK	
			MABINI			MABINI							
			MACO			MACO							
			MARAGUSAN (SAN MARIANO)			MARAGUSAN (SAN MARIANO)							
			MAWAB			MAWAB							
			MONKAYO			MONKAYO						MONKAYO	
			MONTEVISTA			MONTEVISTA							
			NABUNTARAN			NABUNTARAN			NABUNTARAN				
			NEW BATAAN			NEW BATAAN							
			PANTUKAN			PANTUKAN							
			1			11			1			11	1
		DAVAO DEL NORTE	ASUNCION		DAVAO DEL NORTE	ASUNCION		REGION XI			DAVAO DEL NORTE	ASUNCION	
			B. E. DUJALI			B. E. DUJALI							
			CARMEN			CARMEN						CARMEN	
			DAVAO CITY			DAVAO CITY							
			KAPALONG			KAPALONG							
			NEW CORELLA			NEW CORELLA						NEW CORELLA	
			PANABO CITY			PANABO CITY						PANABO CITY	
			SAN ISIDRO			SAN ISIDRO							
			STO. TOMAS			STO. TOMAS						STO. TOMAS	
			TALAINGOD			TALAINGOD							
		0	10		0	10		0	0		0	5	
		DAVAO ORIENTAL	BAGANGA		DAVAO ORIENTAL	BAGANGA		DAVAO ORIENTAL			DAVAO ORIENTAL		
			BANAYBANAY			BANAYBANAY						BANAYBANAY	
			BOSTON			BOSTON							BOSTON
			CARAGA			CARAGA							
			CATEEL			CATEEL						CATEEL	

Annex A

List of LGUs Covered by PAMANA-DILG FUND

PAMANA ZONE	UNIVERSE			FY 2012			FY 2013			FY 2014		
	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY
DAVAO-COMVAL-CARAGA CORRIDOR	REGION XI	DAVAO ORIENTAL	GOV. GENEROSO	REGION XI	DAVAO ORIENTAL	GOV. GENEROSO	REGION XI	DAVAO ORIENTAL		REGION XI	DAVAO ORIENTAL	
			MATI CITY			MATI CITY						
			LUPON			LUPON			LUPON			LUPON
			MANAY			MANAY			MANAY			
			SAN ISIDRO			SAN ISIDRO			SAN ISIDRO			
			TARRAGONA			TARRAGONA						
		1	11		1	11		1	5		1	3
		DAVAO DEL SUR	DAVAO CITY		DAVAO DEL SUR	DAVAO CITY						
		1	1		1	11	1	0	0	0	0	0
	1	3	33	1	2	32	1	3	7	0	2	10
	REGION XII	COTABATO (NORTH COTABATO)	ALEOSAN	REGION XII	COTABATO (NORTH COTABATO)	ALEOSAN	REGION XII	COTABATO (NORTH COTABATO)	ALEOSAN	REGION XII	COTABATO (NORTH COTABATO)	
			ARAKAN			ARAKAN						
			CARMEN			CARMEN						CARMEN
			KABACAN			KABACAN			KABACAN			KABACAN
			LIBUNGAN			LIBUNGAN			LIBUNGAN			
			MAGPET			MAGPET						
			MAKILALA			MAKILALA						
			MATALAM						MATALAM			
			MIDSAYAP			MIDSAYAP						MIDSAYAP
			MLANG			MLANG						
			PIGKAWAYAN			PIGKAWAYAN						
			PIKIT			PIKIT						
			PRES. ROXAS									PRES. ROXAS
			TULUNAN			TULUNAN			TULUNAN			
		1	14		1	12		1	5		1	4
		SARANGANI	GLAN								SARANGANI	GLAN
			MAASIM									MAASIM
			MALAPATAN									MALAPATAN
	1		3		0	0		0	0		1	3

Annex A

List of LGUs Covered by PAMANA-DILG FUND

PAMANA ZONE	UNIVERSE			FY 2012			FY 2013			FY 2014		
	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY
CENTRAL MINDANAO	REGION XII	SOUTH COTABATO	T'BOLI	REGION XII			REGION XII			REGION XII	SOUTH COTABATO	T'BOLI
		1	2		0	0		0	0		1	1
	1	3	19	1	1	12	1	1	5	1	2	5
DAVAO- COMVAL- CARAGA CORRIDOR	REGION XIII	AGUSAN DEL NORTE	BUENAVISTA	REGION XIII	AGUSAN DEL NORTE	BUENAVISTA	REGION XIII	AGUSAN DEL NORTE		REGION XIII	AGUSAN DEL NORTE	
			CARMEN			CARMEN						
			CABADBARAN CITY						CABADBARAN CITY			CABADBARAN CITY
			JABONGA			JABONGA						JABONGA
			KITCHARAO			KITCHARAO						KITCHARAO
			LAS NIEVES			LAS NIEVES						
			MAGALLANES			MAGALLANES						
			NASIPIT			NASIPIT						
			RTR			RTR						
			SANTIAGO			SANTIAGO						
			TUBAY			TUBAY						
		0	11		1	10		0	1		0	3
		AGUSAN DEL SUR	BUNAWAN		AGUSAN DEL SUR						AGUSAN DEL SUR	
			ESPERANZA									ESPERANZA
			LA PAZ									
			PROSPERIDAD			PROSPERIDAD						
			SIBAGAT			SIBAGAT						
			STA. JOSEFA			STA. JOSEFA						
			SAN LUIS									SAN LUIS
			TRENTA									TRENTA
			VERUELA			VERUELA						
		1	9		1	4		0	0		1	3
		SURIGAO DEL NORTE	ALEGRIA		SURIGAO DEL NORTE	ALEGRIA		SURIGAO DEL NORTE			SURIGAO DEL NORTE	
			BACUAG						BACUAG			
			DEL CARMEN						DEL CARMEN			

PAMANA ZONE	UNIVERSE			FY 2012			FY 2013			FY 2014		
	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY
DAVAO- COMVAL- CARAGA CORRIDOR	REGION XIII	SURIGAO DEL NORTE	GIGAQUIT	REGION XIII	SURIGAO DEL NORTE		REGION XIII	SURIGAO DEL NORTE		REGION XIII	SURIGAO DEL NORTE	GIGAQUIT
			MAINIT			MAINIT			MAINIT			
			MALIMONO			MALIMONO			MALIMONO			
			SAN FRANCISCO						SAN FRANCISCO			
			SIARGAO ISLAND			SIARGAO ISLAND						
			TAGANAAN						TAGANAAN			
			PLACER						PLACER			
			SURIGAO CITY			SURIGAO CITY			SURIGAO CITY			
		1	11		1	5		1	8		1	1
		SURIGAO DEL SUR	BAYABAS		SURIGAO DEL SUR	BAYABAS		SURIGAO DEL SUR			SURIGAO DEL SUR	
			BISLIG CITY			BISLIG CITY			BISLIG CITY			
			CORTES						CORTES			
			HINATUAN			HINATUAN						
			LIANGA									LIANGA
			LINIG						LINIG			LINIG
			MADRID						MADRID			
			MARIHATAG			MARIHATAG						
			SAN AGUSTIN			SAN AGUSTIN						SAN AGUSTIN
			SAN MIGUEL						SAN MIGUEL			
			TAGBINA			TAGBINA			TAGBINA			
			TANDAG CITY			TANDAG CITY			TANDAG CITY			
		1	12		1	7		1	7		1	3
	0	3	43	1	4	26	0	2	16	0	3	10
CENTRAL MINDANAO	ARMM	LANAO DEL SUR	BINIDAYAN	ARMM	LANAO DEL SUR	BINIDAYAN						
			BUBONG			BUBONG						
			BUMBARAN			BUMBARAN						
			CALANOGAS			CALANOGAS						
			GANASSI			GANASSI						

Annex A

List of LGUs Covered by PAMANA-DILG FUND

PAMANA ZONE	UNIVERSE			FY 2012			FY 2013			FY 2014		
	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY
CENTRAL MINDANAO	ARMM	LANAO DEL SUR	KAPAI	ARMM	LANAO DEL SUR	KAPAI						
			KAPATAGAN			KAPATAGAN						
			LUMBA-BAYABAO (MAGUING)			LUMBA-BAYABAO (MAGUING)						
			LUMBAYANAGUE			LUMBAYANAGUE						
			MAGUING			MAGUING						
			MAROGONG			MAROGONG						
			MARAWI CITY			MARAWI CITY						
			MASIU			MASIU						
			PAGAYAWAN (TATARIKAN)			PAGAYAWAN (TATARIKAN)						
			POONA BAYABAO (GATA)			POONA BAYABAO (GATA)						
			PUALAS			PUALAS						
			TAGOLOAN			TAGOLOAN						
			TUBARAN			TUBARAN						
			WAO			WAO						
		1	19		1	19					0	0
		MAGUINDANAO	AMPATUAN		MAGUINDANAO	AMPATUAN						
			BULDON			BULDON						
			DATU PIANG			DATU PIANG						
			DATU SAUDI- AMPATUAN									
			KABUNTALAN (TUMBAO)			KABUNTALAN (TUMBAO)						
			TALAYAN			TALAYAN						
		1	6		1	5					0	0
	1	0	25	1	2	24	0	0	0	0	0	0

Annex A
List of LGUs Covered by PAMANA-DILG FUND

PAMANA ZONE	UNIVERSE			FY 2012			FY 2013			FY 2014		
	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY	REGION	PROVINCE	MUNICIPALITY
ZAMBA- SULTA	ARMM	BASILAN	LANTAWAN	ARMM	BASILAN	LANTAWAN						
			MALUSO			MALUSO						
			TIPO-TIPO			TIPO-TIPO						
			TUBURAN			TUBURAN						
		1	4		1	4					0	0
		SULU	HAJI PANGlima TAHIL		SULU	HAJI PANGlima TAHIL						
			INDANAN			INDANAN						
			KALINGALAN CALUANG			KALINGALAN CALUANG						
			PAMGLIMA ESTINO			PAMGLIMA ESTINO						
			PARANG			PARANG						
			PATIKUL			PATIKUL						
		1	6		1	1					0	0
		TAWI-TAWI	BONGAO		TAWI-TAWI	BONGAO						
			LANGUYAN			LANGUYAN						
			PANGLIMA SUGALA (BALIMBING)			PANGLIMA SUGALA (BALIMBING)						
			SIMUNUL			SIMUNUL						
		1	4		1	4					0	0
	1	3	14	1	3	9	1	0	0	0	0	0
	15	33	281	15	32	163	10	18	71	9	17	57

PAMANA – DILG Fund
LIST OF NON-ELIGIBLE SUBPROJECTS

The following subprojects are not eligible under PAMANA-DILG Fund Project:

1. Purchase of weapons, chainsaws, explosives, pesticides, insecticides, herbicides, asbestos and other potentially dangerous materials and equipment
2. Purchase of fishing boats and nets above the prescribed size and weight set by RA 8550, the Philippine Fisheries Code
3. Road construction into protected areas
4. Use of project funds for purchase of/or compensation for land
5. Maintenance and operation of facilities provided with project funding
6. Recurrent government expenditures (e.g. salaries for government and LGU staff)
7. Construction or repair of government offices and places of religious worship
8. Political and religious activities, rallies, and materials
9. Salaried activities that employ children below the age of 16 years
10. Activities that unfairly exploit women or men at any age
11. International travel
12. Consumption items or events
13. Tax payments not related to the project
14. Microcredit and loan financing

PAMANA – DILG FUND FY 20 ____ BUDGET

Name of Implementing Partner

PHYSICAL AND FINANCIAL PLAN

Subproject Title: _____

Sn	Activity	Timelines			Financial Requirements		
		Duration	Start	Finish	DILG Fund	LGU Counterpart	Total
1.00	SUBPROJECT PREPARATION						
1.10	Preparation of Proposal / FS						
1.20	Community Consultation						
1.30	Preparation of DED						
1.40	Submission to DILG						
2.00	SUBPROJECT REVIEW/APPROVAL						
2.10	Endorsement to TWG						
2.20	Review by TWG						
2.30	Endorsement to RPMT						
2.40	Review by RMPT						
2.50	Approval by DILG Regional Director						
3.00	MOA Signing						
3.10	Review and Finalization of MOA						
3.20	MOA Signing						
3.30	Issuance of CAF						
3.40	Release of 1st Tranche						
4.00	PROCUREMENT PROCESS						
4.10	Bid Preparation						
4.20	Pre-Procurement Conference						
4.30	Ad/ Posting ITB ^{-1/}						
4.40	Pre-bid Conference ^{-2/}						
5.00	Submission and Receipts of Bids ^{-4/}						
5.10	Opening of Bids ^{-5/}						
5.20	Bid Evaluation ^{-6/}						
5.30	Post Qualification ^{-7/}						
5.40	Issuance of BAC Resolution w/ BER ^{-1/}						
6.00	SP/SB Resolution ^{-2/}						

Sn	Activity	Timelines			Financial Requirements		
		Duration	Start	Finish	DILG Fund	LGU Counterpart	Total
6.10	Issuance of Notice of Award ^{-3/}						
6.20	Contract Signing ^{-4/}						
6.30	Issuance of Notice to Proceed						
5.00	CONSTRUCTION/ IMPLEMENTATION						
5.1	Mobilization						
5.2	Implementation						
5.3	Punch Listing						
5.3	Acceptance						

Prepared by:

Approved by:

Provincial/City/Municipal Engineer

Governor/ Mayor

Concurred by:

DILG Provincial Director

SUBPROJECT PROPOSAL FORMAT

I. SUBPROJECT PROFILE	
Subproject Title:	<i>Indicate Subproject Title</i> <i>For infrastructure subprojects, specify if the subproject is New Construction, Rehabilitation or Upgrading of an existing facility.</i>
Subproject Location:	<i>Describe the political jurisdiction information from sitio to region. (Include the Congressional District of the LGU)</i> <i>Include a short geopolitical and socioeconomic profile of the covered municipality/ies.</i>
Subproject Location Coordinates	Provide the geographical coordinates of the subproject
Subproject Beneficiaries:	<i>Indicate segment or sector of the population in the PAMANA Zone who will benefit from the subproject.</i> <i>Notes:</i> <i>Indicate the estimated number of target beneficiaries.</i> <i>(Indicate the number or the percentage of rebel returnees who will directly benefit from the subproject, for example, in terms of employment, etc.)</i>
Total Subproject Cost:	<i>Indicate the Total Subproject Cost in Pesos and the percentage of contribution / counterpart of the proponent (if any)</i>
Subproject Duration:	<i>Indicate number of man-days or man-months needed to implement the subproject</i>
Subproject Proponent (SP):	<i>Indicate the Proponent Name, Address and Contact Persons</i>
Subproject Partners:	<i>Describe other partners in the subproject, CSO participation, their roles and commitment, if any.</i> <i>Describe other sources of funding for the subproject including other support received relevant to the proposal</i>

II. SUBPROJECT DESCRIPTION

B. Background/ Rationale

Briefly describe and summarize the peace and development issue(s) of the conflict affected area/ population being addressed by the project. Describe also how the project was conceptualized/how it came to being

Describe the relevance of the Subproject in relation to the:

- *LGU's Vision. (Describe if the subproject has been identified as a priority in the LGU's CDP, etc.)*
- *Provincial/Regional Road Maps*
- *National Government's thrust. (Describe how it will contribute to the National Government's Peace and Development thrust.)*

Describe if consultation with potential beneficiaries has been conducted; if subproject identification was done through a participatory process

Describe existing condition in terms of:

- *Poverty*
- *Governance*
- *Empowerment*

Describe the existing condition of the community, in general. Describe their existing condition in relation to the proposed subproject. For example:

- *For road subprojects, what is the existing means of transport?*
- *For watersubprojects, what is the existing source of water?*
- *For livelihood, what is the existing means of livelihood?*

Describe how the subproject contributes to increased participation of marginalized members of the community in decision-making, and to the protection and prevention of women from sexual violence.

Cultural considerations (if IPs will be affected)

C. Subproject Objectives

Specify the Specific Objectives and state how would the specific program and bsuproject contribute to the target areas/beneficiaries and how will it respond to the issues that aggravate the persistence of armed conflict and promote peace

D. Subproject Components (if applicable)

Specify the components of the subproject (program/project/activity/expected output/budget)

E. Expected Output/Outcome/Results

Describe the Expected Outputs/Results of the Subproject. This may be presented in Results Matrix format

F. Peace and Social Cohesion Dimension

- *Describe the consultation measures undertaken. Include results of the Simplified Stakeholders' Analysis undertaken*
- *Peace and Social Cohesion: If possible, describe how the PSC indicators will be achieved*
- *Gender Equality*

Discuss concrete strategies and actions that were incorporated in the subproject design to gender equality and socio-economic impact. (e.g. sex disaggregated data, conscious involvement of women, employment to be generated, etc.)

G. Simplified Demand and Supply Analysis

Describe the existing and projected demand and supply situation

Describe the demand-supply gap, which should serve as the basis in the technical design of the Subproject

H. Technical Evaluation

G.1 Site Analysis

Describe the physical and spatial location of the proposed subproject, including

- *Topography*
- *Hydrology*
- *Soil Investigation*
- *Proximity to Utilities*
- *Vulnerability to Natural Hazards*
- *Land Use/Zoning Plans*

Notes: (to take into account DRRM)

- *The proposed site should not be susceptible to excessive surface run-off or flooding except for small water impounding subprojects and inland fishery subprojects.*
- *The proposed site should not be located on or near the slopes that is prone to landslide and erosion.*
- *The proposed site should not be located near an active fault line.*
- *The proposed site will not disturb historical and monumental markers.*
- *The proposed subproject should not be located in a "no build " zone as identified by MGB of DENR.*

- *For road subprojects, describe if it is linked with an existing national road.*
- *For new water supply subprojects, describe its distance from the potential source.*

G.2 Design Considerations

- *Specify the following in the Preliminary Quantity and Cost Estimates:*

- *Activity*
- *Bill of Materials/ Services Needed*
- *Unit Cost*
- *Total Cost*
- *Detailed Cost Estimates*

- *Indicate the description of the following proposed subprojects:*

- *Building*
 - ✓ Floor area
 - ✓ Number of storey,
 - ✓ Type of structure
- *Road*
 - ✓ Concrete/Asphalt Pavement
 - Pavement thickness, length and width
 - Shoulder measurement
 - ✓ Gravelling
 - Length and width
- *Water Supply System*
 - ✓ Levels (1, 2 or 3)
 - ✓ Water source
 - ✓ Number of household beneficiaries
 - ✓ Length and size of the transmission and distribution lines
 - ✓ Type of chlorinator
 - ✓ Dimension of pumping and chlorination house
 - ✓ Dimension and capacity of reservoir
 - ✓ Number of tap stands
- *Bridge*
 - ✓ Length and width
 - ✓ Type

• **Social Considerations**

- Land Acquisition
- Resettlement

Attachment 1: a 1:10,000 clear location/vicinity map, oriented to the north. Clearly mark & indicate the name of the sitio(s), barangay(s), and town/city where the proposed subproject is located. Pinpoint the exact location of the subproject (bridge) by using an arrow, and at the tail of the arrow place a box containing the name of the subproject (bridge) and its coordinates. At the bottom of the map, write the title of the subproject, address of the subproject, name of the proponent and date the map was finalized.

Attachment 2: site photos facing all quadrants around the subproject to show a glimpse of the ecological and socio-cultural status of the project vicinity.

I. Environmental Analysis and Related Strategy (if applicable)

Discuss the impact of the subproject on the environment and the proposed mitigating measures. Include the environmental management and monitoring plan (based on the suggested format)

Discuss concrete strategies and actions that were incorporated in the project design to ensure environmental soundness and gender equality. (e.g. sex disaggregated data, conscious involvement of women, impact of the subproject on the environment)

J. Subproject Management Structure

- *Describe how the subproject will be implemented:*
- *Composition of subproject management team and positions*
- *Implementation arrangement*
- *Other stakeholders and their roles*
- *Mechanisms for coordination between and among subproject stakeholders for grievance and redress*

K. Sustainability/ Phase-out Plan

Discuss the mechanisms to sustain the subproject, such as, stakeholders' support/mapping; network and linkages whether existing or projected to be established during subproject implementation; provision for institutionalization of lessons learned (if any); generation of resources to support the subproject beyond PAMANA partnership; and identification of organization(s) or institution(s) that will operate and manage (support and monitor the subproject) the completed infrastructure or facility after termination of PAMANA assistance (program):

- *Operations and Maintenance*
- *Business Development Plan or Savings Mobilization Plan (for livelihood / enterprise subprojects)*

L. Risk Assessment and Risk Management Strategy (if applicable)

Describe the factors that may affect progress and achievement of deliverables/ output results including the proposed mitigating and risk management measures.

Identify factors internal to subproject management that may affect progress and achievement of deliverables/outcome results. Discuss mitigating and risk management measures.

Identify other external factors not mentioned in item E that may affect the progress and achievement of deliverables/outcome results. Discuss mitigating and risk management measures.

M. Commitment Section

This section should indicate LGU commitment to pursue measures/ activities for the attainment of the following:

- *Subproject sustainability*
- *Provision of annual maintenance budget*
- *Peace and social cohesion*
- *Transparency and accountability*
- *Compliance to the PD/EMP*

III. Implementation Schedule (for infra subproject)

Detailed breakdown by major activities, timeframe concerned

IV. Work and Financial Plan (for non-infra subproject)

Detailed breakdown by major activities, timeframe, concerned and budget with specification of amount requested

Prepared by:

Endorsed by:

Signature above Printed Name
P/C/MPDC

Signature above Printed Name
Governor/Mayor

LIST OF DOCUMENTARY REQUIREMENTS

1. Submission of Subproject Proposal by the Proponent LGU

- a. Official letter submitting the required documents
- b. Procurement Plan
- c. Copy of the Physical and Financial Plans (PFP) duly approved by the Local Chief Executive and concurred by the DILG Provincial Director
- d. Certification of SGH Compliance
- e. Program of Works
- f. Detailed Estimates
- g. Detailed Technical Description (for non-infrastructure subprojects)/ Detailed Engineering Design (for infrastructure subprojects that did not avail of DED) and Preliminary Design (for infrastructure subprojects that will avail of DED)
- h. Certification or any form of document from MGB indicating that the subproject is not located in a “no-build” zone

2. MOA Signing with Implementing Partner

- a. Approved Subproject Proposal
- b. Approved Detailed Technical Description/DED (If LGU did not avail of DED)
- c. Appropriate Sanggunian Resolution authorizing the Local Chief Executive to enter into a MOA for the PAMANA-DILG Fund

3. Issuance of CAF

- a. Request Letter from the Implementing Partner
- b. Bank Certificate on Implementing Partner’s Trust Account in any Government Depository Bank
- c. Appropriate Sanggunian Resolution Approving the allocation of LGU counterpart funds, if needed
- d. LGU certification that the Bidding Documents are complete and ready for issuance

4. Fund Releases

4.1 For Infrastructure Subprojects that will not avail of DED fund:

4.1.1 First Tranche – 80% of the Subproject MOA Allocation

- a. Request Letter from the Implementing Partner
- b. Signed MOA between DILG and Implementing Partner
- c. Certified copy of the EO on the designation of the Focal Person
- d. Bank Certificate that Implementing Partner’s Counterpart Fund has been deposited in the Trust Account, (if applicable)
- e. Approved Program of Works
- f. Detailed Engineering Plans and Technical Specifications (for Infrastructure Projects) and other technical drawings.
- g. Applicable Legal instrument/s allowing use of the land or property for the project (where applicable)
- h. Certified true copy of the application for permits/clearance for the following:
 - ✓ Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC)

- ✓ For Water Supply
 - Issuance of Water Permit
 - Certificate of Water Potability Quality Test
- ✓ Pursuant to RA 8371, for subproject areas with IPs that will be affected, a certification that the area affected does not overlap with any ancestral domain needs to be secured from the NCIP.

4.1.2 Second Tranche – Subproject Contract Cost less 1st Tranche

- a. Request Letter from the Implementing Partner
- b. Certified true copy of BAC Resolution Recommending Award of Contract
- c. Certified true copy of the approved Contract of Agreement
- d. Certified true copy of the Notice to Proceed/ Commence from LGU to the contractor
- e. Certified true copies of other bidding documents and evaluation report, as may be required
- f. Report of Disbursement/Liquidation duly signed by the Treasurer/Accountant and stamped-received by the concerned COA Auditor attesting that the of the 1st Tranche release and the LGU Counterpart fund, if any, has been fully disbursed
- g. Project Status Report by the LGU, with Statement of Work Accomplished, showing 100% physical accomplishment, duly signed by appropriate LGU staff and approved by LCE and verified by the CSO partners
- h. Certificate of Completion/Turn-over and Acceptance, if applicable
- i. Audit Inspection Report
- i. Operations and Sustainability Plan
- j. Certified true copy of the approve permits/clearance following:
 - ✓ Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC)
 - ✓ Applicable Legal instrument/s allowing use of the land or property for the project (where applicable)
 - ✓ For Water Supply
 - Issuance of Water Permit
 - Certificate of Water Potability Quality Test
 - ✓ Pursuant to RA 8371, for subproject areas with IPs that will be affected, a certification that the area affected does not overlap with any ancestral domain needs to be secured from the NCIP.

4.2 For Infrastructure Subprojects that will avail of DED fund:

4.2.1 First Tranche – 3% of the Subproject MOA Allocation

- a. Request Letter from the Implementing Partner
- b. Certified copy of the Sanggunian Resolution Authorizing the Governor/Mayor to sign MOA
- c. Signed MOA between DILG and LGU
- d. Certified copy of the EO on the designation of the Focal Person

4.2.2 Second Tranche – 80% of the Balance of Subproject MOA Allocation

- a. Request Letter from the Implementing Partner

- b. Certified true copy of BAC Resolution Recommending Award of Contract for DED Contract
- c. Certified true copy of the approved DED Contract of Agreement
- d. Certified true copy of the Notice to Proceed/ Commence from LGU to the DED consultant
- e. Certified true copies of other bidding documents and evaluation report, as may be required
- f. Report of Disbursement/Liquidation duly signed by the Treasurer/Accountant and stamped-received by the concerned COA Auditor attesting that the 1st Tranche release has been fully disbursed.
- g. Bank Certificate that Implementing Partner's Counterpart Fund has been deposited in the Trust Account, (if applicable)
- h. Approved Program of Works
- i. Detailed Engineering Plans and Technical Specifications and other technical drawings.
- j. Applicable Legal instrument/s allowing use of the land or property for the project (where applicable)
- k. Certified true copy of the application for permits/clearance for the following:
 - ✓ Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC)
 - ✓ For Water Supply
 - Issuance of Water Permit
 - Certificate of Water Potability Quality Test
 - ✓ Pursuant to RA 8371, for subproject areas with IPs that will be affected, a certification that the area affected does not overlap with any ancestral domain needs to be secured from the NCIP.

4.2.3 Third Tranche – Balance of the Subproject Contract Cost (or approved Program of Works) less the 2nd and 1st Tranche releases and less any balances from 1st Tranche Release

- a. Request Letter from the Implementing Partner
- b. Certified true copy of BAC Resolution Recommending Award of Contract
- c. Certified true copy of the approved Contract of Agreement
- d. Certified true copy of the Notice to Proceed/ Commence from LGU to the contractor
- e. Certified true copies of other bidding documents and evaluation report, as may be required
- f. Report of Disbursement/Liquidation duly signed by the Treasurer/Accountant and stamped-received by the concerned COA Auditor attesting that the 1stTranche release and the LGU Counterpart fund, if any, has been fully disbursed.
- g. Project Status Report by the LGU, with Statement of Work Accomplished, showing 100% physical accomplishment, duly signed by appropriate LGU staff and approved by LCE and verified by the CSO partners
- h. Certificate of Completion/Turn-over and Acceptance, if applicable
- i. Audit Inspection Report
- j. Operations and Sustainability Plan
- k. Certified true copy of the approve permits/clearance following:

- ✓ Environmental Compliance Certificate (ECC) or Certificate of Non-Compliance (CNC)
- ✓ Applicable Legal instrument/s allowing use of the land or property for the project (where applicable)
- ✓ For Water Supply
 - Issuance of Water Permit
 - Certificate of Water Potability Quality Test
- ✓ Pursuant to RA 8371, for subproject areas with IPs that will be affected, a certification that the

4.3 For Procurement of Equipment/Goods:

4.3.1 First Tranche – 80% of the Subproject MOA Allocation

- a. Request Letter from the Implementing Partner
- b. Certified Copy of the Sanggunian Resolution Authorizing the Governor/Mayor to sign the MOA
- c. Signed MOA between DILG and LGU
- d. Certified copy of the EO on the designation of the Focal Person
- e. Bank Certificate that Implementing Partner's Counterpart Fund has been deposited in the Trust Account, (if applicable)
- f. Approved Work and Financial Plan

4.3.2 Second Tranche – Approved Contract Cost less 1st Tranche

- a. Request Letter from the Implementing Partner
- b. Original and four copies of the Suppliers invoice showing Goods description, quantity, unit price, and total amount
- c. Certified true copy of Delivery Receipt detailing number and description of items received signed by the authorized receiving personnel
- d. Certified true copies of other bidding documents and evaluation report, as may be required
- e. Report of Disbursement/Liquidation duly signed by the Treasurer/Accountant and stamped-received by the concerned COA Auditor attesting that the 1st Tranche release and the LGU Counterpart fund has been fully disbursed
- f. LGU Inspection report
- g. Operations and Sustainability Plan

5. Subproject Completion Report

- a. Subproject Completion Report
- b. As-Built Plans and Detailed Actual Subproject Cost
- c. Summary of Subproject Report on Disbursement/Liquidation or Audited Consolidated Report on Disbursement/Liquidation with separate Auditor's Opinion
- d. Certificate of acceptance of the subproject issued or signed by the recipient or beneficiaries;
- e. Sustainability Plan
- f. Copy of COA certification of Liquidation of 100% of the subproject fund; and,
- g. Others, as deemed necessary

CAF No. _____

Dated : _____

CERTIFICATION OF AVAILABILITY OF FUNDS (CAF)

Pursuant to the provisions of RA ____ (FY 201_ General Appropriations Act), the amount of _____ (*amount in words of the total Regional Allocation*) _____ (Php *amount in figures* _____) has been allocated to DILG Region ____ for the implementation of _____ (name of Program/Project) _____ and booked-up by this Office under Fund 101.

This Office hereby certifies that a portion of the said appropriations is available for the Province/City/Municipality of _____ (*name of LGU*) _____ amounting to _____ (*amount in words based on the signed MOA*) _____ (Php *amount in figures* _____) and shall be charged against the abovementioned appropriations to finance the following PAMANA – DILG Fund Subprojects:

Project Title	Amount
1. _____	_____
2. _____	_____
3. _____	_____
TOTAL	_____

The corresponding cash shall be released in accordance with the signed **Memorandum of Agreement (MOA)** between the DILG Region and the Province/City/Municipality of _____ (*name of LGU*) _____ signed on _____ 201__ and the Joint Memorandum Circular No. ____ (**Guidelines in the Management of the PAMANA – DILG FUND FOR FY 2014 – 2016**). Tentative cash releases shall be as follows:

Project Title	First Tranche (80%)		Second Tranche (20%)	
	Amount	Date	Amount	Date
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
TOTAL	_____		_____	

Certified correct by:

Approved by:

DILG Regional Accountant

DILG Regional Director

PROCUREMENT TIMELINES

Activities	Particulars
1. Advertisement/Posting of Invitation to Bid (ITB) in PhilGEPS	<ul style="list-style-type: none"> • Advertisement and Posting in PhilGEPS should start simultaneously on the same day. • For Infrastructure Projects with ABC of above 5M and Goods with ABC of above 2 M, advertisement is done at least once in one (1) newspaper of general nationwide circulation, which is regularly publishing for at least (2) two years before the date of issue of the advertisement. • For infrastructure projects with ABC of below 5M and Goods with ABC of below 2M, advertisement in a newspaper of general nationwide circulation is not mandatory. • Posting of Invitation to Bid in PhilGEPS website and conspicuous place reserved for this purpose in the premises of the procuring entity must be done for (7) calendar days.
2. Issuance of Bidding Documents	<ul style="list-style-type: none"> • Issuance of Bidding Documents must start from 1st day of Advertisement and Posting, until the deadline for the submission and receipt of Bids.
3. Pre Bid Conference	<ul style="list-style-type: none"> • BAC shall convene at least one (1), for contracts with ABC of 1M and above • For contracts with ABC of below 1M, pre-bid conference may be conducted at the discretion of the BAC • Shall be held at least (12) calendar days before the Bid Opening
4. Supplemental/ Bid Bulletin	<ul style="list-style-type: none"> • BAC issuance should at least be seven (7) calendar days before Bid Opening.
5. Submission and Receipt of Bids	<ul style="list-style-type: none"> • For Goods, the deadline for submission of Bids must be (45) calendar days from the last day of Posting. • For Infrastructure Projects, the deadline for submission of Bids must be fifty (50) calendar days from last day of Posting for ABC of 50M and below; and sixty-five (65) calendar days for ABC of above 50M. • Submission of Bids may be done earlier than (45) and (65) calendar days

Activities	Particulars
6. Bid Evaluation	<ul style="list-style-type: none"> • Bid Evaluation should be completed within seven (7) calendar days from deadline of submission and opening of Bids for Goods and for Infrastructure Projects with ABC above 50 M and five (5) calendar days for infrastructure projects with ABC of 50 M and below. • Bid Evaluation may be completed earlier than five (5) and seven (7) calendar days, respectively.
7. Post Qualification	<ul style="list-style-type: none"> • Post qualification process shall be completed in not more than seven (7) calendar days from determination of the Lowest Calculated Bid (LCB). • In exceptional cases, post qualification period may be extended by the Head Of Procuring Entity (HOPE), but in no case shall the aggregate period exceed thirty (30) calendar days
8. Approval of Resolution/Issuance of Notice of Award (NOA)	<ul style="list-style-type: none"> • Should be done within seven (7) calendar days for Goods and for Infrastructure Projects with ABC of above 50 M; four (4) calendar days for Infrastructure Projects with ABC of 50 M and below. • BAC shall likewise notify all losing bidders of its decision • Implementing Partner to issue NOA together with draft Contract to be signed by Contractor • The BAC shall post within three (3) calendar days from its issuance, the NOA in the PhilGEPS website, its website and conspicuous places.
9. Contract preparation and signing	<ul style="list-style-type: none"> • Winning bidder shall enter into contract with Implementing Partner within ten (10) calendar days from receipt of NOA, including the posting of the required Performance Security by the Contractor.
10. Approval of Contract by higher authority	<ul style="list-style-type: none"> • When further approval of higher authority is required, approval should be done within fifteen (15) calendar days for Goods and for Infrastructure Projects with ABC of above 50 M; five (5) calendar days for Infrastructure Projects with ABC of 50 M and below. • If no action on the contract is taken by the HOPE or the approving authority within the periods specified, the concerned Contract shall be deemed approved. • Contractor to sign Contract within the 10-day period

Activities	Particulars
11. Issuance of Notice to Proceed	<ul style="list-style-type: none">• Should be done within three (3) calendar days for Goods and Infrastructure above 50 M and two (2) calendar days for Infrastructure 50 M and below after Contract Approval.• Contract Effectivity Date shall not be later than seven (7) calendar days from its issuance.

SUGGESTED PRE-CONSTRUCTION CONFERENCE AGENDA

I. Subproject Matters

- A. General Contract Data
 - Name and No. of Contract
 - Name of Contractor
 - Contract Price Award Date
 - Contract Duration
- B. Scope of Works
- C. Delegation of duties and Responsibilities and Command Structure
- D. Documents required from contractor
 - Performance Bond
 - Insurance
 - Construction Program
 - Form of Agreement
- E. Drawings of Project Sign Board Possession of Site
- F. Measurement and Payment
 - Measurement Method
 - Frequency of Payment
 - Contingencies and Dayworks
- G. Verification of RROW acquisition/LAPP has been completed and that the Contractor has permission to move to the site
- H. Review and agree the activities, flow-chart, forms and schedules of subproject monitoring and reporting
- I. Arrange and agree with Contractor's Program of Works
- J. Obtain from Contractor the List of Sub-contractors for approval by the Implementing Partner
- K. Request Contractor's Organizational Chart and CVs of personnel for comparison with those included in the bid
- L. Request Contractor's equipment and manpower utilization schedule for approval of the Implementing Partner
- M. Possible meeting with public utility authorities to coordinate and resolve possible work conflicts
- N. Any other business
 - Traffic control
 - Safety
 - Resources Proposed
 - Subcontractors
 - Environmental Control Project Vehicle add Field Office
 - Construction Camp Location

II. Site Matters

- A. Checks Contractor's shop drawing from signboard to ensure conformity with the Technical Specification, Contract Drawing or as directed by the Project Engineer
- B. Check's Contractor's mobilization of plant, equipment and personnel is in accordance with those details included in the Bidding documents, and all equipment is in good working condition and calibrated, if necessary
- C. Arrange with Contractor the operation for verification of quantities
- D. Arrange with Contractor the procedure for measurement and valuation including printing any necessary forms
- E. Check the Contractor's identification and quality of material sources
- F. Identify with Contractor possible areas for disposal of waste materials
- G. Checks Contractor's proposal for safety

- H. Checks Contractor's proposal to ensure protection of environment
- I. Verify with Contractor the provision and calibration of laboratory equipment and that the said equipment is sufficient to meet the Minimum Test Requirement of DPWH Standards Specifications and Schedule of Minimum Test Requirements
- J. Request Contractor to submit Job Mix Formula proposal for Concrete Works
- K. Organize with Contractor the work-request system plus monitoring, testing and reporting procedures

III. Site Records

A. Supervision Reporting and Documentation

- Correspondence to/from Resident Engineer,
- Correspondence to/from Contractor
- Correspondence with Other Implementing Partners
- Site Instructions
- Program of works
- Work Request form
- S-Curve reflecting the target and actual accomplishment
- Daily accomplishment
- Monthly Progress Report
- Minutes of Meetings
- Site Supervision Staff Attendance Record
- Monthly Labor Force Employment Report
- Memorandum Orders
- Daily Weather Records
- Progress Photographs
- Labor Issues
- Vehicle and Equipment
- Expenses

B. Quality Control Testing

- Quality Control Program
- Concrete Design Mix-Trial Mix and Test Results
- Materials Report in support of Contractors claim
- Weekly Quality control Assurance
- Status of Tests
- Summary of Labor Tests
- Schedule of Tests
- Routine Testing (Quality test of aggregates and other materials)

C. Quantity Measurements

- Approved AS-staked Plan
- AS-staked quality computations
- Variation Orders
- Measurement and Quantities-Daily/weekly Record signed by Resident Engineer and Contractor
- Approved As-built Plan
- As-built Quantity Computations

Republic of the Philippines

(Name of Implementing Partner)

LABOR FORCE EMPLOYMENT REPORT

As of _____

Subproject Title : _____

No	NAME			ADDRESS				AGE	GENDER	OCCUPATIONAL SKILL
	Last	First	MI	Street	District	Municipality	Province			

Prepared by:

Verified Correct by :

Contractor

Provincial/Municipal Engineer

Statement of Work Accomplished (SWA)

Project Title:

Implementing Partner :

Monthly Progress Report No:

Date Covered:

[illegible]

Prepared By:

Checked and Verified By:

Recommended By:

Approved By:

Monitored By:

Contractor

Prov./City/Mun. Engineer

	Focal Person
--	--------------

Governor/Cty/Mun. Mayor

DILG Prov./City Dir./MLGOO

Date:

Date:_____

Date:

Date: _____

Date: _____

<div style="text-align: center;">Republic of the Philippines PROVINCE OF _____ MUNICIPALITY OF _____</div>											
PAMANA-DILG FUND						Date Submitted:	Month of :	Day:	Year		
						Date Covered:	From:	To:			
							(mm/dd/yy)	(mm/dd/yy)			
						Original Contract Amount:					
MONTHLY PROGRESS REPORT NO: ____						Total Approved Value of Contract					
						Variation Order:					
Contractor:						Revised Contract Amount					
						Advance Payment					
						Completed to Date					
						Percent Completed					
SUMMARY OF PAYMENTS											
Value of Work Completed to Date-Bid items											
1. Total Value of Work Completed to Date											
2. Previous Value of Work Completed (from Previous M.P.P.r.)											
3. Work Completed this Period (#1-#2)											
4. Less: Deductions (a+b+c+d)											
a) 10% Retention (10% of Total of #3)											
b) 2% Withholding Tax (2%x100/112 of #3)											
c) 5% VAT (5%x100/112 OF #3)											
d) Recoupment of Advance Payment (15 % of # 3)											
5. Subtotal (#3-4#)											
6. Net Amount Approved for Payment this Period											
Scheduled Progress: (from Approved S-curve and Bar Chart)											
Actual Progress (%)											
Slippage: (+/-)											
Contract Expiry Date											
Prepared By:			Checked and Verified By:			Recommended By:		Approved By:		Monitored By:	
_____ Contractor			_____ Prov./City/Mun. Engineer			_____ Focal Person		_____ Governor/Cty/Mun. Mayor		_____ DILG Prov./City Dir./MLGOO	
Date:_____			Date:_____			Date:_____		Date:_____		Date:_____	

MINIMUM REQUIREMENTS QUALITY CONTROL TEST

SCHEDULE OF MINIMUM TEST REQUIREMENT GOVERNING ITEMS OF WORK OF DPWH STANDARD SPECIFICATIONS FOR HIGHWAYS, BRIDGES AND AIRPORT, 1988 (VOLUME II)

PART C – EARTHWORK

Item 100 – Clearing and Grubbing -

Tests: None

Item 101 – Removal of Structures and Obstruction -

Tests: None

Item 102 – Excavation -

Tests: Same as for item 103, 104 and 105, whichever is applicable.

Item 103 – Structure Excavation

If excavated materials are wasted, the volume involved shall be reported, so that quality control requirements maybe adjusted accordingly. Submit Project Engineer Certificate of Waste.

If excavated materials are incorporated into the work:

Tests: For every 1500m³ or fraction thereof:

1-G, Grading Test

1-P, Plasticity Test (LL, PL, P.I.)

For every 150mm layer in uncompacted depth

1-D, Field Density Test

Item 104 – Embankment

Tests: For every 1500m³ or fraction thereof

1-G, Grading Test

1-P, Plasticity Test (LL, PL, P.I.)

1-C, Laboratory Compaction Test

For each 500m² of each layer of compacted fill or fraction thereof at least one group of three (3) in-situ density tests. The Layers shall be placed not exceeding 200mm in loose measurement or based on the result of compaction trials.

Item 105 – Sub-grade Preparation

Same as for Item 104

Item 106 – Compaction Equipment and Density Control Strips

Tests: Same as for items 104, 105, 200, 201, 202, 203, 204, 205, 206 and 300

Item 107 – Overhaul

Tests: None

PART D – SUB-BASE AND BASE COURSE

Item 200 – Aggregate Sub-base Course

Tests: For every 300m³ or fraction thereof:

1-G, Grading Test

1-P, Plasticity Test (LL, PL, P.I.)

For every 1500m³ or fraction thereof:

- 1-Q, Quality Test (Grading, Plasticity & Abrasion)
- 1-C, Lab. Compaction Test

For every 2500m³ or fraction thereof:

- 1-CBR, California Bearing Ratio

For every layer of 150mm of compacted depth/based on the results of Compaction trials. At least one group of three (3) in-situ density tests for each 500m² or fraction thereof.

Item 201 – Aggregate Base Course

Tests: For every 300m³ or fraction thereof:

- 1-G, Grading Test
- 1-P, Plasticity Test (LL, PL, P.I.)

For every 1500m³ OR fraction thereof:

- 1-Q, Quality Test (Grading, Plasticity & Abrasion)
- 1-C, Lab. Compaction Test

For every 2500m³ or fraction thereof:

- 1-CBR, California Bearing Ratio Test

For every layer of 150mm of compacted depth/based on the results of compaction trials at least one group of three(3) in-situ density tests for each 500m² or fraction thereof.

Item 202 – Crushed Aggregate Base Course

Tests: Same as for Item 201

For every 1500m³ or fraction thereof:

- 1-F, Fractured Face

Item 203 – Lime Stabilized Road Mix Base Course

Amount of Lime to be added: 3 to 12 mass percent of dry soil aggregate

Tests:

A. Soil Aggregate

For every 300m³ or fraction thereof:

- 1-G, Grading Test
- 1-P, Plasticity Test (LL, PL, P.I.)

For every 1500m³ or fraction thereof:

- 1-Q, Quality Test (Grading, Plasticity & Abrasion)

B. Mix

For every 300m³ or fraction thereof:

- 1-C, Laboratory Compaction Test
- 1-UC, Unconfined Compression Test
- 1-CBR, California Bearing Ratio Test

C. Compacted Base Course

For every 150mm compacted depth:

- 1-D, Field Density Test for every 150m or fraction thereof
- 1-T, thickness Determination for every 150m or fraction thereof

D. Hydrated Lime

For every 100t or fraction thereof:

- 1-Q, Quality Test

Item 204 – Portland Cement Stabilized Road Mix Base Course

Amount of Cement to be added: 6 to 10 mass percent of dry soil aggregate

Tests:

A. Soil Aggregate – Same as for Item 203

B. Cement

1-Q, Quality Test for every 2,000 bags or fraction thereof

C. Water

1-Q, Quality Test/Project Engineer's Certificate

D. Mix

For every 300m³ or fraction thereof:

1-C, Laboratory Compaction Test

1-UC, Unconfined Compression Test

1-UCBR, California Bearing Ratio Test

E. Compacted Base Course

For every layer of 150mm compacted depth

1-D, Field Density Test for every 150m or fraction thereof

1-T, Thickness determination for every 150m or fraction thereof

Item 205 – Asphalt Stabilized Road Mix Base Course

Amount of Asphalt to be added: 4 to 7 mass of dry soil aggregate

Tests:

A. Soil Aggregate – same as for Item 203

B. Emulsified Asphalt:

1-Q, Quality Test for every 40t or 200 drums or fraction thereof

C. Mix – same as for Item 203

D. Compacted Base Course – same as for Item 203

Item 206 – Portland Cement Treated Plant Mix Base Course

Amount of cement to be added: 6 to 10 mass % of dry soil aggregate

A. Soil Aggregate

Tests: Same as for Item 203

B. Portland Cement

Tests: For every 2,000 bags or fraction thereof:

1-Q, Quality Test

C. Water

Tests: 1-Q, Quality Test/Project Engineer's Certificate

D. Mix

Tests: Same as for Item 204

E. Compacted Base Course

Tests: For every layer of 150mm compacted depth

1-D, Field Density Test for every 150m or fraction thereof

1-T, Thickness determination for every 150m or fraction thereof

Item 207 – Aggregate Stockpile

Tests: Same as the specified Item No. of the Specifications.

PART E – SURFACE COURSE

Item 300 – Aggregate Surface Course

Tests: For every 300m³ or fraction thereof:

- 1-G, Grading Test
- 1-P, Plasticity Test (LL, PL, P.I.)

For every 1,500m³ or fraction thereof:

- 1-C, Compaction Test
- 1-Q, Quality Test (Grading, Plasticity and Abrasion)

For every layer of 150mm of compacted depth/based on the results of compaction trials:

At least one (1) group of three in-situ density tests for each 500m² or fraction thereof.

For Crushed Gravel or Crushed Stone, 1,500m³ or fraction thereof:

- 1-F, Fractured Face

Item 301 – Bituminous Prime Coat

Quantity: 1 TO 2 L/m²

Tests: 1-Q, Quality Test for every 40t or 200 drums

Item 302 – Bituminous Tack Coat

Quantity: 0.2 to 0.7 L/m²

Tests: 1 –Q, Quality Test for every 40 t or 200 drums.

Item 303 – Bituminous Seal Coat

A. Bituminous Materials

Quantity: 0.2 to 1.5 L/m²

Tests: 1-Q, Quality Test for every 40 t or 200 drums

B. Cover Aggregates

Quality: From 5 to 14 Kg/m²

Tests: From every 75 m³/200 kg or fraction thereof:

- 1-G, Grading Test.

Item 304 – Bituminous Surface Treatment (Double or Single Treatment)

A. Aggregates

Quantity: *Using Cut-Back Asphalt or Asphalt Cement –*

13.6 Kg/m² for Single Treatment

38.0 Kg/m² for Double Treatment

27.2 kg/m² - 1st course

10.88 kg/m² – 2nd course

Using Emulsified Asphalt –

13.6 kg/m² for Single Treatment

19.04 kg/m² for Double Treatment

13.6 kg/m² – 1st course

5.44 kg/m² – 2nd course

Tests: For every 75 m³/200 kg. Or fraction thereof:

- 1-G, Grading Test
- 1-P, Plasticity Test (PL, LL, PI)

For every 1500 m³ or fraction thereof:

1-Q, Quality Test for: (Grading, Plasticity, Abrasion, Stripping and Bulk Specific Gravity)

1-F, Fractured Face.

B. Bituminous Materials

Quantity: Using Cut-Back Asphalt or Asphalt Cement –

1.36 L/m² for Single Treatment

2.94 L/m² for Double Treatment

1.36 L/m² – 1st Course

1.58 L/m² – 2nd Course

Quantity: Using Emulsified Asphalt -

1.58 L/m² for Single Treatment

2.04 L/m² for Double treatment

None – 1st Course

2.04 – 2nd Course

Test: Same as for ITEM 301

Item 305 – Bituminous Penetration Macadam Pavement

A. Aggregates

Quantity: Using Asphalt Cement or Rapid Curing

Coarse (Crushed) ----- 90 kg/m²

Key (Crushed)(13 & 11)----- 24 kg/m²

Cover (Crushed or Screened)--- 8 kg/m²

Quantity: Using Emulsified Asphalt

Coarse (Crushed)----- 90 kg/m²

Choker (Crushed)----- 10 kg/m²

Key (Crushed)(10 & 8) ----- 18 kg/m²

Cover (Crushed or Screened)--- 8 kg/m²

Tests: Same as for ITEM 304

B) Bituminous Materials

Quantity: Asphalt Cement / Rapid Curing : 7.2 L/m²

Quantity: Emulsified Asphalt : 11.0 L/m²

Tests: Same as for ITEM 301

Item 306 – Bituminous Road Mix Surface Course

A. Aggregates

Tests: Same as for Item 304

B. Bituminous Materials

Quantity: Using Cut-Back Asphalt – 4.5 to 7.0 mass % of total dry aggregates

Quantity: Using Emulsified Asphalt – 6.0 to 10.0 mass % of total dry aggregate

Tests: Same as for Item 301

C. Mix

Tests: For every 75 Cu.M./130t of fraction thereof:

1-G, Grading Test

1-Ext., Extraction

1-Sty., Stability

1-C, Laboratory Compaction

D. Hydrated Lime

For every 100 t or fraction thereof:

Tests: 1-Q, Quality Test

E. Compaction Pavement

For each full day's operation:

Tests: D & T (Density and Thickness Tests) – at Least one (1) but not more than three (3) samples shall be taken.

Item 307 – Bituminous Plant-Mix Surface Course – General

A. Aggregates

Tests:

For every 75 Cu.M./200 t or fraction thereof:

1-G & P, Grading and Plasticity Tests

For every 1,500 Cu.M./4000 t or fraction thereof:

1-Q, Quality Test for: (Grading, Plasticity, Abrasion, Stripping and Bulk Specific Gravity)

1-F, Fractured Face

B. Bituminous Materials

Quantity: 5.0 to 8.0 mass % of total dry aggregates

Tests: 1 - Q, Quality Test for each 40 t or fraction thereof.

C. Mix

Tests: For every 75 m³ / 130 t or fraction thereof:

1 – G, Grading Test

1 – Ext., Extraction

1 – Sty., Stability

1 – C, Laboratory Compaction

D. Hydrated Lime

Tests: For every 100 t or fraction thereof:

1 – Q, Quality Test

E. Mineral Filler

Tests: For every 75 m³ or fraction thereof:

1 – G & P, Grading and Plasticity Tests (LL, PL, PI)

F. Compacted Pavement

Tests: For each full day's operation:

D & T (Density and Thickness Tests) – at least one (1) but not more than three (3) samples shall be taken.

Item 308 – Bituminous Plant – Mix Surface Course, Cold-Laid

A. Aggregates

Tests: Same as for Item 307

B. Bituminous Materials

Quantity: Using Cut-Back Asphalt – 4.5 to 7.0 mass percent of total dry aggregate.

Quantity: Using Emulsified Asphalt – 6.0 to 10.0 mass percent of total dry aggregates.

Tests: 1 – Q, Quality Test for every 40t or 200 drums

C. Mix

Tests: Same as for Item 307

D. Hydrated Lime

Tests: Same as for Item 307

E. Mineral Filler

For every 75 Cu.M. or fraction thereof:

Tests: 1 –G & P, Grading and Plasticity Tests (LL, PL, PI)

F. Compacted Pavement

Test: Same as for Item 307

Item 309 – Bituminous Plant-Mix (Stockpile Maintenance Mixture)

A. Aggregates

Tests: Same as for Item 307

B. Bituminous Materials

Quantity: 4 to 10 mass % of total mix

Tests: 1- Q, Quality Test for every 40T or 200 Drums

C. Mix

Tests: Same as for Item 307

D. Hydrated Lime

Tests: Same as for Item 307

E. Mineral Filler

Tests: Same as for Item 307

F. Compacted Pavement

Tests: Same as for Item 307

Item 310 – Bituminous Concrete Surface Course, Hot – Laid

A. Aggregates

Tests: Same as for Item 307

B. Bituminous Materials

Quantity: 5.0 to 8.0 mass percent of total dry Aggregate

Tests: Same as for Item 307

C. Mix

Tests: Same as for Item 307

D. Hydrated Lime

Tests: Same as for Item 307

E. Mineral Filler

Tests: Same as for Item 307

F. Compacted Pavement

Tests: Same as for Item 307

Item 311 – Portland Cement Concrete Pavement

A. Cement

Quantity: 9.00 bags per Cu M. (40 Kgs/bag)

Tests: For every 2,000 bags or fraction thereof:

1 – Q, Quality Test

B. Fine Aggregates

Quantity: 0.50 m³ / m³ concrete (if rounded coarse aggregate is used)

Quantity: 0.54 m³ / m³ concrete (if angular coarse aggregate is used)

Tests: For every 1500 m³ or fraction thereof:

a) For a source not yet tested, or failed in previous quality test:

1 – Q, Quality Test for: Grading, Elutriation (wash), Bulk Specific Gravity, Absorption, Mortar Strength, Soundness, Organic impurities, Unit Weight, % Clay Lumps and Shale.

b) For a source previously tested and passed quality test:

1 – Q, Quality Test for: Grading Elutriation (wash), Bulk Specific Gravity, Absorption and Mortar Strength.

Tests: For every 75 m³ or fraction thereof:

1 – G, Grading Test

C. Coarse Aggregate

Quantity: 0.77 m³ / m³ concrete (if rounded coarse aggregate is used)

Quantity: 0.68 m³ / m³ concrete (if angular coarse aggregate is used)

Tests: For every 1500 m³ or fraction thereof:

a) For a source not yet tested and or failed in previous quality test:

1 – Q, Quality Test for: Grading, Bulk Specific Gravity, Absorption, Soundness and Unit Weight.

b) For a source previously tested and passed Quality test:

1 – Q, Quality Test for: Grading, Bulk Specific Gravity, Absorption and Abrasion.

For every 75 m³ or fraction thereof:

1 – G, Grading Test

D. Water

Tests: 1 – PE Cert., Certificate from Project Engineer or

1 – Q, Quality Test, if source is questionable

E. Joint Filler

1. Poured Joint Filler

Tests: 1 – Q, Quality Test on each type of Ingredient for each shipment

2. Premolded Joint Filler

Tests: 1 – Q, Quality Test on each thickness of filler for each shipment

F. Special Curing Agents

Tests: 1 – Q, Quality Test for each shipment

G. Steel Bars

Tests: For every 10,000 kg. or fraction thereof for each size:

1 – Q, Quality Test, (Bending, Tension and Chemical Analysis)

H. Concrete

Tests: Flexural Strength Test on Concrete Beam Samples:

1 – set consisting of 3 beam samples shall represent a 330 m² of pavement, 230mm. depth, or fraction thereof placed each day. Volume of concrete not more than 75 m³.

I. Completed Pavement

Tests: Thickness determination by concrete core drilling on a lot basis.

Five (5) holes per km per lane or five (5) holes per 500 m² when 2 lanes are poured concurrently.

PART F – BRIDGE CONSTRUCTION

Item 400 – Piling

A. Timber Piles

Tests: 1 – Inspection Report for each size and shipment of Timber

B. Concrete Piles

a) Concrete

Tests: Same as for Item 405

b) Reinforcing Steel

Tests: Same as for Item 404

C. Structural Piles

Tests: 1 – Q, Quality Test/Mill Test Certificate

1 – IR, Inspection Report

Item 401 – Railing

A. Concrete

Tests: Same as for Item 405, Class C

B. Reinforcing Steel

Tests: Same as for Item 404

Item 402 – Timber Structures

Tests:

1 – Q, Quality Test or Manufacturer's Certificate for each type of materials used

1 – IR, Inspection Report for each size and shipment of Timber

Item 403 – Metal Structures

Tests:

1 – Q, Quality Test or Mill Certificate for each type of materials used.

1 – IR, Inspection Report for each type and shipment of metal used.

Item 404 – Reinforcing Steel

A. Bar reinforcement for concrete for every 10,000 kg or Fraction thereof for each size:

1 – Q, Quality Test for Bending, Tension and Chemical Analysis.

B. Wire and Wire Mesh

1 – Q, Quality Test

Item 405 – Structural Concrete

A. Cement

Quantity: (40 kg/bag)

Class A ----- 9.0 bags/M³ of concrete

Class B ----- 8.0 bags/M³ of concrete

Class C ----- 9.5 bags/M³ of concrete

Class P ----- 11.0 bags/M³ of concrete

Tests: For every 2000 bags or fraction thereof

1 – Q, Quality Test

B) Fine Aggregate

Quantity: M3/M3 of concrete

	For Rounded	For Angular
Class A -----	0.50	0.54
Class B -----	0.45	0.52
Class C -----	0.53	0.59
Class P -----	0.44	0.47

Tests: For every 1500 M3 or fraction thereof:

- a) For a source not yet tested or failed in previous Quality test
1-Q, Quality Test for: Grading, Elutriation (Wash), Bulk Specific Gravity, Absorption, Mortar Strength, Soundness, Organic Impurities, Unit Weight, % Clay Lumps and Shale.
- b) For a source previously tested and passed quality Test:
1 – Q, Quality Test (Grading, Elutriation (Wash), Bulk Specific Gravity, Absorption, Mortar Strength)

Tests: For every 75 M3 or fraction thereof:

1 – G, Grading Test

C) Coarse Aggregates

Quantity: M3/M3 of concrete

	For Rounded CA	For Angular CA
Class A -----	0.77	0.68
Class B -----	0.82	0.73
Class C -----	0.70	0.68
Class P -----	0.68	0.65

Tests: For every 1500 M3 or fraction thereof:

- a) For a source not yet tested or failed in previous Quality tests:
1 – Q, Quality Test (Grading, Bulk Specific Gravity, Absorption, Abrasion, Soundness and Unit Weight)
- b) For a source previously tested and passed quality Test:
1 – Q, Quality Test (Grading, Absorption, Bulk Specific Gravity and Abrasion)

Tests: For every 75 M3 or fraction thereof:

1 – G, Grading Test

D) Water

Tests: 1 – Q, Quality Test, if source is questionable Certificate of Project Engineer

E) Premolded Filler for expansion joints

Tests:

1 – Q, Quality Test on each thickness of filler for each shipment

F) Steel Reinforcement

Tests:

1 – Q, Quality Test for every 10,000 kg or fraction thereof for each size.

B. Concrete

Tests:

Compressive strength test on concrete cylinder Samples. One (1) set consisting of 3 concrete. Cylinder samples shall be taken from each day's pouring and to represent not more than 75 M3 of Concrete or fraction thereof.

Item 406 – Pretressed Concrete Structures

A. Concrete

Tests: Same as for Item 405, Class P

B. Steel Reinforcement

Tests: Same as for Item 404

C. Wire Strand

Tests: 1 – Q, for every 20 t or fraction thereof.

Item 407 – Concrete Structures

Tests: Same Test as for Item 403, 404, 405 and 411. Elastomeric Bearing Pad will be tested to determine its quality.

Item 408 – Steel Bridges

Tests: Same as for Item 403 and 411

Painting:

1 – Q, One 20-L can for every 100 cans or fraction thereof or

1 – Q, One 4-L can for every 100 cans or fraction thereof.

Item 409 – Welded Structural Steel

Tests: Same Tests as for 403 and Inspection Report

Item 410 – Treated and Untreated Timber

Tests: Inspection Report for Timber

1 – Q, Quality Test for preservatives

Item 411 – Paint

Tests:

1 – Q, One 20-L can for every 100 cans or fraction thereof or

1 – Q, One 4-L can for every 100 cans or fraction thereof.

PART G – DRAINAGE AND SLOPE PROTECTION STRUCTURES

Item 500 – Pipe Culverts and Storm Drains

A. Pipes

Tests:

1 – P, Pipe for every 50 pieces: Strength, Absorption and Dimension

Alternative Requirement:

1 – Set consisting of 3 concrete cylinder samples for not more than 25 pipes cast in the field and

1 – Inspection Report for each size for not more than 25 pipes cast in the field

B. Clay Pipe

Tests:

1 – Pipe for every 200 pieces each size, with a minimum of 2 specimens for strength, absorption and dimension.

Item 502 – Manholes, Inlets and Catch Basins

A. Concrete

Tests: Same as for Item 405, Class A

B. Lids, Cast Iron Frames and Grating
Tests: Inspection Report

Item 503 – Cleaning and Reconditioning

Existing Drainage Structures

Tests: Inspection Report

Item 504 – Riprap and Grouted Riprap

Tests: Same as for Item 505

Item 505 – Stone Masonry

A. Cement

Quantity: 2 bags/M3 of concrete

Tests: For every 2,000 bags or fraction thereof:

1 – Q, Quality Test

B. Fine Aggregates

Quantity: 0.17 M3/M3 of concrete

Tests: For every 1,500 M3 or fraction thereof:

1 – Q, Quality Test (Same as for Item 405)

For every 75 M3 or fraction thereof:

1 – G, Grading Test

C. Stone

Tests: Inspection Report

D. Water

Tests: 1 – PE Cert., Project Engineer's Certificate or

1 – Q, Quality Test, if source is questionable

Item 506 – Hand-Laid Rock Embankment

Tests: Inspection Report

Item 507 – Sheet Piles

A. Timber Sheet Piles

Tests: Inspection Report

B. Concrete Sheet Piles

Tests: Same as for Item 400

C. Steel Sheet Piles

Tests: Same as for Item 403

Item 508 – Concrete Slope Projection

A. Bed Course

Tests: Same as for Item 200

B. Steel Reinforcement

Tests: Same as for Item 404

C. Concrete

Tests: Same as for Item 405

Item 509 – Gabions

Tests:

1 – Q, Quality Test for each shipment

PART H – MISCELLANEOUS STRUCTURES

Item 600 – Curb and/or Gutter

A. Concrete

Quantity: 0.078 M3/M (Curb Only)

0.092 M3/M (Curb and Gutter, Type A)

0.149 M3/M (Curb and Gutter, Type B)

0.074 M3/M (Curb and Gutter, Type C)

Tests: Same as for Item 405

B. Joint Filler

Tests: Same as for Item 311

Item 601 – Sidewalk

A. Concrete

Tests: Same as for Item 405 Class A

B. Pre-molded Expansion Joint Filler

Tests: Same as for Item 311

Item 602 – Monuments, Markers and Guide Posts

A. Concrete

Tests: Same as for Item 405

B. Reinforcing Steel

Tests: Same as for Item 404

C. Timber

Tests: Same as for Item 410

D. Paint

Tests: Same as for Item 411

Item 603 – Guardrail

A. Steel Posts

Tests: Same as for Item 403

B. Timber Posts

Tests: Same as for Item 410

C. Concrete

Tests: Same as for Item 405

D. Reinforcing Steel

Tests: Same as for Item 404

E. Rail

Tests: Inspection Report

F. Paint

Tests: Same as for Item 411

PAMANA - DILG FUND
Report of Disbursement/Liquidations
For the Month of _____

	DILG Fund	Amount LGU Counterpart	Total
Amount Received per NTA No.____			
Less: Disbursement			
Balance as of _____			

Payee	Nature of Payment	Check No.	Date	Amount DILG Fund LGU Counterpart	Total	Remarks

Certified Correct:

Approved by:

Verified by:

Accountant

Head of Agency/LGU

Resident Auditor

REGIONAL CONSOLIDATED FUND UTILIZATION REPORT¹

SN	PROJ. CODE	PROVINCE	MUNICI- PALITY	PROJECT TITLE	BUDGET ALLOCA- TION	NCA RELEASES					Cash Transfer			LGU LIQUIDATION			
						First Tranche		Second Tranche		Total	Total for the Previous Month	Current Month	Total	Total for the Previous Month	Current	Total	Balance
						Date Received	Amount	Date Received	Amount								
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	

Prepare by:

Approved by:

Regional Accountant

Regional Director

¹ To be supported with the Report of Disbursement on the NCA received and cash transferred to Implementing Partner



PAyapa at M**A**saganang P**a**maya**N**An

PAMANA PILLAR 3 IMPLEMENTATION GUIDELINES FOR IMPLEMENTING PARTNERS

I. Rationale/Background

According to Chapter 9 of the Philippine Development Plan, PAMANA is the Complementary Track of the Peace Process that bridges the realities in the negotiating table with the realities on the ground by addressing the roots of armed conflict in Conflict-Affected Areas (CAAs). As such, PAMANA is the national government's framework and program for peace and development to achieve the following objectives: 1) Reduce poverty through community infrastructure and focused delivery of social services, 2) improve governance by promoting convergence, in the delivery of basic social services, and 3) build capacities of communities in addressing disputes and promoting peace through activities that ensure participation and inclusion.

One of the mechanisms by which PAMANA will implement these objectives is Pillar 3 which is anchored on the goal of high-impact sub-regional economic integration, connectivity and development. It provides support for economic integration of poor areas with more prosperous areas, thus addressing development issues beyond the geographic boundaries of conflict-affected communities. This ultimately contributes to the building of communities that are resilient even in the midst of armed conflict.

Hand-in-hand with the goal of bringing sub-regional development to CAAs, PAMANA Pillar 3 also aims to heal, build and strengthen the relationships within and among communities, and between citizens and the government in order to build up the social and institutional capital necessary to further peace and development in the respective conflict-affected communities. As such, PAMANA carries the following principles that should be embedded and operationalized throughout every process of policy, program and project implementation.

- 1) **Inclusion-** Provision of equal rights and opportunities with special focus on empowering marginalized and vulnerable individuals and groups in communities;
- 2) **Participation-** Encouragement of active involvement of all stakeholders in community initiatives and processes especially in initiatives and processes that directly affect the quality of the community's relationships and way of life;
- 3) **Transparency & Accountability-** Sharing of information and acting in an open and sincere manner whereby government and other legitimate institutions hold themselves responsible and answer to stakeholders on the disposal of their authority and duties; and,

- 4) **Conflict sensitivity** - Capacity to understand the context of conflict, understand the interaction between any intervention and the context, act upon this understanding to avoid negative impacts and maximize positive impacts.³

The aforementioned principles can be seen in the various implementation processes laid out in these guidelines. **These guidelines present the minimum process by which a Pillar 3 Subproject is to be implemented through a PAMANA Partner Agency. These supplement the Standard Implementation Guidelines of the Partner Agencies.** Enclosed in **Annex N-1** is the Glossary of Basic Concepts of PAMANA for further reference.

It is assumed here that the following processes led by OPAPP, PAMANA Partner Agencies, and partner LGUs have already been conducted:

- 1) Coordination Activities and PAMANA Orientations with LGU Partners;
- 2) Mainstreaming conflict sensitive programming in the local planning process specifically at the provincial and city/municipal level;
- 3) Adoption of the Peace and Development Agenda that incorporates the projects identified from the conflict-sensitive and peace promoting local planning process, by the local Peace and Order, and Development Committees (LPOC and LDCs);
- 4) Project Proposal/Design Preparation by the Project Proponent following the prescribed format and processes (Please refer to **Annex D** of this Guidelines);
- 5) Technical Review of Project Proposal following the process prescribed by the Partner Agency and utilizing the PAMANA project appraisal guide with peacebuilding parameters; and
- 6) Endorsement of the Project to the appropriate PAMANA Implementing Partner.

A. Pre-Implementation

1. Social Preparation: Conduct of Coordination Activities and Orientation for the Stakeholders

To ensure greater stakeholder/community participation, the following minimum social preparation activities shall be conducted prior to project implementation:

a. Municipal Orientations

Representatives from the Implementing Partner (IP) in coordination with the Municipal Government and concerned Barangay Government shall present the PAMANA Program and project/s to the Municipal Development Council (MDC) and Municipal Peace and Order Council (MPOC) towards harmonizing and enhancing the Council's peace and development agenda with the PAMANA Framework. Aside from being a venue to discuss the approved project design and components, risk management, sustainability, and the setting-up of a Grievance and Redress Mechanisms, peace and conflict concepts and realities shall be discussed to ensure that they will implement PAMANA Pillar 3 projects in CAAs in a peacebuilding and conflict-sensitive manner.

These Municipal Meetings shall involve the representatives of barangays covered by the project to include the President of the Association of Barangay Captains (ABC).

³*The Forum for Early Warning and Early Response (FEWER) et al., A Resource Pack, Chapter 1, 1.*

b. Community Consultations

The Barangay Chairs of the barangays that will be directly covered by the project will take responsibility to inform their constituency about the project and engage them in the process. This will be done through the conduct of barangay consultations before the start of project implementation. The IP is encouraged to take part in these barangay consultations.

A concrete area wherein the community members are encouraged to participate is on project monitoring. The covered barangay may consider electing a member from the community to be the focal person who will be responsible to contact the Project Manager designated by the IP for any concern that has been monitored and needed to be addressed. The IP and the Project Manager shall be necessarily informed of this designated focal person/s. The Barangay Government/community is particularly being tapped as well for ensuring that the appropriate project billboard is in place.

See **Annex N-2** for the Guide in Orienting Communities about the Pillar 3 Project.

B. Implementation

1. Bidding and Procurement Process

Project implementation of both infrastructure and non-infrastructure projects shall be done either by Contract or by Administration depending on the guidelines that will be issued by the Partner Agency.

In both cases, the IP shall ensure strict compliance to the Implementing Rules and Regulations (IRR) Part A, promulgated pursuant to Section 75 of Republic Act No. 9184 (R.A. 9184), otherwise known as the “Government Procurement Reform Act” (GPRA), which prescribes the necessary rules and regulations for the modernization, standardization, and regulation of the procurement activities of the government. It covers all fully domestically funded procurement activities from procurement planning up to contract implementation and termination.

The provisions of the IRR-A are in line with the Government’s commitment to good governance and its effort to adhere to the principle of transparency, accountability, equity, efficiency, and economy in its procurement process. Moreover, the IRR-A ensures adherence to Government policy that procurement of infrastructure projects, goods and consulting services shall be competitive and transparent, and therefore shall be done through public bidding, except as otherwise provided in the IRR-A.

The IP shall also ensure that the assigned Third Party Monitors (TPMs) and the Partner Agency shall be invited as observers in the bidding process as part of the latter’s monitoring function.

2. Pre-Construction Conference with Contractors

The IP shall ensure that a pre-construction orientation with the Contractors, as normally practiced, is accomplished for the PAMANA Projects. During said orientation, the IP shall not only discuss the technical aspect of the contract but also ensure that the Contractors appreciate the nature and thrust of the project in relation to the PAMANA Program. Pertinent policies such as following the minimum wage, hiring local labor

force and non-employment of minors shall be reminded the Contractors to ensure compliance. The Contractors will also be informed of the participatory monitoring that the Project employs (see item # 5 below) as well as the PAMANA standard for project billboards.

3. Community Participation Through Labor

The IP shall tap the needed skilled and unskilled labor force from the covered communities considering the following: (1) adoption of the standard labor salary rate, (2) adoption of rotation process, as possible, to accommodate as many community members in the labor force, (3) transparency in the criteria for selection, and (4) prioritizing those from the community with no current employment and are abled.

RA 6685 of 12 December 1988 provides that private contractors to whom national, provincial, city and municipal public works projects have been awarded under contract are to hire at least fifty percent (50%) of the unskilled and at least thirty percent (30%) of the skilled labor requirements to be taken from the available bonafide residents in the province, city or municipality in which the projects are to be undertaken and penalizing those who fail to do so. (This is also the basis for RA 8759, the Act Institutionalizing A National Facilitation Service Network Through The Establishment Of A Public Employment Service Office in Every Province, Key City And Other Strategic Areas Throughout The Country).

4. Establishment of a Grievance Reporting and Feed-backing System

To allow opportunity for the community to feedback observations regarding the project implementation towards helping the IP effectively implement the project, the Project Management Structure that will be set up by the IP shall also carry on the work of receiving and addressing issues related to the project implementation. The IP shall designate focal person/s who should be accessible to receive concerns, ensure action is done and feedback such response to those who have raised complaints.

Moreover, efforts shall be undertaken by the IP to inform the community of this feedback mechanism structures and procedures. It shall also ensure that concerns and issues are properly documented and reported to the Partner Agency.

Parallel to this is a separate PAMANA Grievance Mechanism under the OPAPP.

5. Participatory Project Monitoring

Regular monitoring of the projects will be performed by the IP.

Additionally, as part of the Transparency and Accountability Mechanism (TAM) of PAMANA, the OPAPP will partner with non-government organizations and civil society organizations to act as **Third Party Monitors (TPMs)** that will assist in validating project implementation. The IP is expected to engage with the TPM and provide them access to pertinent project-related documents. The communities shall also be engaged in validating the results of the monitoring through the use the Project User Satisfaction Survey that the TPMs will administer. These participatory surveys shall take into account the concerns and perceptions of the community stakeholders on the project's implementation.

6. Reporting Mechanisms

Some of the ways by which IPs can regularly report the project's status are:

a. Community and subproject billboards

Sub-project information, status of implementation, fund allocation and utilization shall be posted in a project billboard that will be set-up at the project site. The IP will be responsible for the construction of the community project billboard, as counterpart, guided by the standard PAMANA template (See **Annex N-3** for the Guidelines on the Preparation of PAMANA billboards).

b. Web-posting

The list of sub-projects, program of works and the status of implementation shall be posted on the Partner Agency's websites and the OPAPP PAMANA Website (www.pamana.net). The Partner Agency will be in constant coordination with OPAPP in the submission of status reports and documentation that will be posted on the PAMANA website.

c. Status Reports

There shall be regular full disclosure of project information and the physical and financial status of the project's implementation through the monthly project monitoring report prescribed by the Partner Agency, which shall include as attachments the report of disbursements (ROD) and report of checks issued (RCI). These shall be made available in the quad-media.

The status of project implementation will be reported regularly by the Partner Agency/IP to the Regional and Provincial Peace and Order Council and Development Council.

The concerned Partner Agency will submit quarterly status/accomplishment report of implementation of the PAMANA Program to the OPAPP.

C. Post-Implementation

1. Exit Conference

At the end of project implementation, the IP shall present before the MPOC/MDC, with the Barangay Chairs of the concerned barangays in attendance, the project completion report and engage the community in ensuring project operations and maintenance. This will also be a venue to address whatever remaining concerns there may be before the Project Turnover.

The Barangay Chairs will take responsibility to inform his/her constituents, through a barangay assembly, of the completed project and the agreements to ensure project operation and maintenance. The IP is encouraged to take part in these barangay assemblies.

2. Project Inauguration and Turn-Over

Ceremonial Inauguration of projects will be held to officially turn-over the completed projects to the proponent LGUs. Terminal reports should include the following documents:

- a. Certificate of acceptance of the project issued or signed by the recipient or beneficiaries;
- b. COA certification of Liquidation of 100% of the project fund; and,
- c. Others, as deemed necessary.

The reports should be accomplished and submitted by the IP to the concerned Local POC and Development Councils, and to the Partner Agency.

3. Implementation of the Operations and Maintenance Plan

The IP shall work closely with the concerned LGUs and community representatives to ensure that the operations and maintenance plan that was planned will be implemented.

Minimum prescribed requirements that need to be in place to ensure the sustainability of the projects are the following:

- a. **Budget** – It is integral that there be funding allocated annually for the operation and maintenance of the project that may be sourced from the internal revenue allotment (IRA), generated from user's fee charged from the common facility, from the contributions of the beneficiaries of the facility, or from charges for income generating projects.
- b. **Designated Personnel and Mechanisms** – Aside from the provision of budget, vital also is the identification of a dedicated unit or personnel assigned to oversee the operation and maintenance of the facility and provide technical assistance as needed, as well as the establishment of mechanisms for continuous monitoring at the LGU level.
- c. **Local policies/legislations** – In order to capture the agreements and commitments for the provision of budget, personnel and/or mechanisms, that will ensure the implementation and sustainability requirements of the project, Barangay Resolutions/Ordinances and other like policies or legislation need to be passed or enacted.

It should be noted that RA 9184 provides the following sustainability safeguards for the completed projects:

Section 62.2.1 of the IRR-A prescribes a one-year defects liability period for infrastructure, from project completion up to final acceptance by the Government, during which the contractor shall undertake the repair works, at his own expense, of any damage to the infrastructure projects on account of the use of materials of inferior quality within ninety (90) days from the time the head of the procuring entity has issued an order to undertake repair; and,

Section 62.2.2 of said IRR-A provides that after final acceptance of the project by the Government, the contractor shall be held responsible for structural defects and/or failure of the completed project within 15 years for permanent structures, five years for semi-permanent structures, and 2 years for structures other than those earlier mentioned, from final acceptance, except those occasioned by force majeure and those caused by other parties.

4. Impact Evaluation

Two to three years after the Pillar 3 projects' implementation, project sites will be revisited and relevant stakeholders will be re-convened to share their experiences, insights and feelings on the impact of PAMANA on their lives. This will allow for a collaborative process of surfacing, analyzing and communicating the peace-building outcomes of the PAMANA projects.

- Annex N-1.** Definition of the Basic Concepts of PAMANA
- Annex N-2.** Guide for the Conduct of PAMANA Project Orientation
- Annex N-3.** Guidelines on the Preparation of PAMANA Project Billboards

BASIC PAMANA CONCEPTS

Peacebuilding - a process that facilitates the establishment of durable peace and tries to prevent the recurrence of violence by addressing root causes and effects of conflict through reconciliation, institution building, and political as well as economic transformation.[1] This consists of a set of physical, social, and structural initiatives that are often an integral part of post-conflict reconstruction and rehabilitation.

It is generally agreed that the central task of peacebuilding is to create positive peace, a "stable social equilibrium in which the surfacing of new disputes does not escalate into violence and war." [2] Sustainable peace is characterized by the absence of physical and structural violence, the elimination of discrimination, and self-sustainability.[3] Moving towards this sort of environment goes beyond problem solving or conflict management. Peacebuilding initiatives try to fix the core problems that underlie the conflict and change the patterns of interaction of the involved parties.[4] They aim to move a given population from a condition of extreme vulnerability and dependency to one of self-sufficiency and well-being.[5] ⁴

[1] Boutros-Ghali, Boutros. *An Agenda for Peace*. New York: United Nations 1995. [2] Henning Haugerudbraaten, "Peacebuilding: Six Dimensions and Two Concepts," Institute For Security Studies. [available at: <http://www.iss.co.za/Pubs/ASR/7No6/Peacebuilding.html>]

[3] Luc Reyhler, "From Conflict to Sustainable Peacebuilding: Concepts and Analytical Tools," in *Peacebuilding: A Field Guide*, Luc Reyhler and Thania Paffenholz, eds. (Boulder, Colorado: Lynne Rienner Publishers, Inc., 2001), 12.

[4] Reyhler, 12.

[5] John Paul Lederach, *Building Peace: Sustainable Reconciliation in Divided Societies*. (Washington, D.C., United States Institute of Peace, 1997), 75.

Inclusion – the provision of equal rights and opportunities with special focus on empowering marginalized and vulnerable individuals and groups in communities.

Participation – the encouragement of active involvement of all stakeholders in community initiatives and processes especially in initiatives and processes that directly affect the quality of the community's relationships and way of life.

Transparency & Accountability- refers to the sharing of information and acting in an open and sincere manner whereby government and other legitimate institutions hold themselves responsible and answer to stakeholders on the disposal of their authority and duties.

Conflict Sensitivity – the capacity of an organization to understand the context of conflict, understand the interaction between any intervention and the context, act upon this understanding to avoid negative impacts and maximize positive impacts.⁵

Conflict Analysis - considered the central component of conflict-sensitive practice. Conflict Analysis is the "practical process of examining and understanding the reality or context of the conflict from a variety of perspectives, which becomes the basis for strategies, actions, and plans" (Africa Peace Forum, et.al, 2004).

⁴ Maiese, Michelle. "Peacebuilding." *Beyond Intractability*. Eds. Guy Burgess and Heidi Burgess. Conflict Information Consortium, University of Colorado, Boulder. Posted: September 2003 <<http://www.beyondintractability.org/bi-essay/peacebuilding>>.

⁵ The Forum for Early Warning and Early Response (FEWER) et al., *A Resource Pack*, Chapter 1, 1.

Marginalized - refers to the basic, disadvantaged, or vulnerable persons or group who are mostly living in poverty and have little or no access to land and other resources, basic social and economic services such as health care, education, water, and sanitation, employment and livelihood opportunities, housing, social, physical infrastructure, and the justice system (MCW, 2009). In conflict affected areas, marginalized members include the internally displaced persons, former rebels, indigenous people, women and youth.

The above basic concepts can be enhanced by taking into account the circumstances and situation of both men and women in areas where conflict is evident or cycles of violence have been a practice. Inclusion of the following gender-related concepts to level-off and rationalize the integration of gender parameters in the PAMANA project implementation will ensure that both men and women issues are mainstreamed into these interventions.

Gender- refers to the social characteristics or attributes and opportunities associated with being a male or female. These attributes, opportunities and relationships are socially constructed on the basis of different factors, as such as age, religion, nationality, ethnicity and social origin and are learned through socialization (UNHCR, 2003)

Gender analysis – the methodology for collecting and processing information about gender. It provides disaggregated data by sex, and an understanding of the social construction of gender roles, how labor is divided and valued. It is a process of analyzing information in order to ensure development benefits and resources are effectively and equitably targeted to both women and men, and to successfully anticipate and avoid any negative impacts development interventions may have on women or on gender relations (UNDP, 2001)

Gender equality – refers to the principle asserting the equality of men and women and their right to enjoy equal conditions realizing their full human potentials to contribute to and benefit from the results of development, and with State recognizing that all human beings are free and equal in dignity and rights (MCW, 2009)

Sexual violence – an act of a sexual in nature against one or more persons or caused such person or persons to engage in an act of a sexual in nature by force, or by threat of force or coercion, such as that caused by fear of violence, duress, detention, psychological oppression or abuse of power, against such person or persons or another person, or by taking advantage of a coercive environment or such person or persons incapacity to give genuine consent. It encompasses sexual slavery; rape, enforced prostitution, forced pregnancy, enforced sterilization, or any other form of sexual violence of comparable gravity which may include indecent assault, trafficking, inappropriate medical examinations (ICC, 1998)

GUIDE FOR THE CONDUCT OF PAMANA PROJECT ORIENTATION

A. Participants will depend on which level of orientation

B. Discussion Flow

1. Background on the PAMANA Program. Present the PAMANA objectives and how it relates/ translates to the conflict situation in the locality:
 - a. Reduce poverty through community infrastructure and focused delivery of social services;
 - b. Improve governance by promoting convergence, in the delivery of basic social services, and
 - c. Build capacities of communities in addressing disputes and promoting peace through activities that ensure participation and inclusion.
2. Specific PAMANA Projects to include description, location, project cost and breakdown. The IP/Barangay Chair to present as well other programs for the communities to highlight convergence of efforts to address their needs and a government that is present for the people.
3. Project objectives
 - a. Highlight the social benefits and contributions to peace-building;
 - b. Present baseline information to the community;
 - c. Present target outputs and impacts of said projects.
4. Project implementation details: labor force selection, project management team, monitoring mechanisms, initial sustainability plan, grievance, redress and feedback mechanism, etc.
 - a. Highlight areas for community participation i.e. labor force, monitoring, maintenance, among others; and
 - b. Engage the communities in a discussion on ways in which they can participate; anticipated issues and concerns (risks) in project implementation and generate their recommendations and support in addressing such.

GUIDELINES ON COMMUNITY AND SUBPROJECT BILLBOARDS

I. Introduction

PAMANA is the government's peace and development framework that aims to respond and strengthen peace building, reconstruction and development in conflict affected areas (CAAs) as well as sustain all on-going governance and development initiatives on the ground. Its main strategy is to bring back government in these communities by ensuring that they benefit from improved delivery of basic social services and are served by responsive, transparent and accountable governments on resource allocation and utilization, alongside economic development efforts.

As the complementary track to the ongoing peace talks, PAMANA shall be implemented in areas which correspond to five (5) peace process lines.

PAMANA aims to contribute to lasting peace by achieving the following:

1. Reduce poverty and vulnerability in conflict-affected areas through community infrastructure and focused delivery of social services;
2. Improve governance through partnerships with national and local institutions, building capacities for governance, and enhancement of transparency and accountability mechanisms; and,
3. Empower communities and strengthen their capacity to address issues of conflict and peace through activities that promote social cohesion.

II. Transparency and Accountability

In line with the administration's policy of transparent and accountable governance, a number of mechanisms are being adopted for PAMANA implementation in addition to the regular monitoring and evaluation functions of government agencies, these include:

- a. **Third party monitors.** Non-government organizations and civil society organizations will be tapped by OPAPP as third party monitors to validate project implementation. A capacity-building program for the TPMs to undertake project monitoring will be conducted by OPAPP.
- b. **Community and Subproject billboard:** Sub-project information and status of implementation, fund allocation and utilization shall be posted in a project billboard that will be set-up at the project site. OPAPP shall provide the standard templates to be used for the community and project billboards.
- c. **Web-posting:** The list of sub-projects and the status of implementation shall be posted in the PAMANA website. Likewise, links to the website of PAMANA partner agencies will be provided from the OPAPP website.
- d. **Communications:** Full disclosure of project information and status of implementation will be made through quad-media.

III. Guidelines for Community and Project Billboards

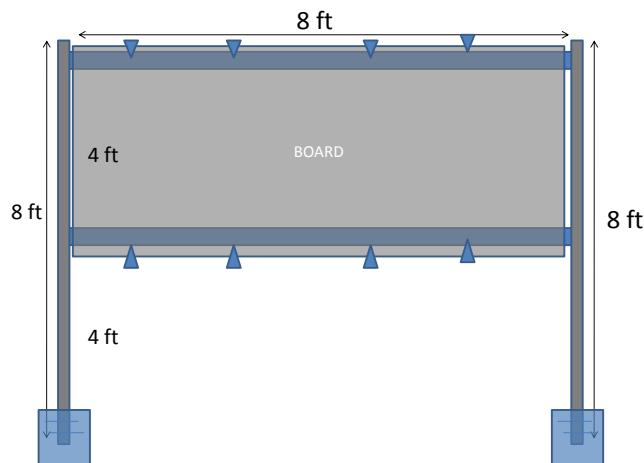
1. Objectives

The use of project billboards will be utilized as part of the PAMANA Transparency and Accountability Mechanisms.

- a. Billboards will serve to inform the general public that the community/ LGU is a PAMANA area and shall provide information about the project being implemented.
- b. The PAMANA Community Billboard will provide a profile of the municipality and will indicate that the LGU is a PAMANA Community. A community billboard will be set-up per PAMANA municipality.
- c. The Project Billboard will provide information on the project, fund disbursement status and contact information. Each project will have its own project billboard set-up on-site.

2. Specifications for Community Billboards

- a. Design specifications



Materials:

1. Reflectorized sticker, all-weather
2. Board – 8ftx4ft, galvanized sheet
3. Posts – 2 pcs., 10 ft, 2 inches in diameter, galvanized pipe
4. Base – ½ sack cement, ¼ sand and gravel

- b. Design/ Layout

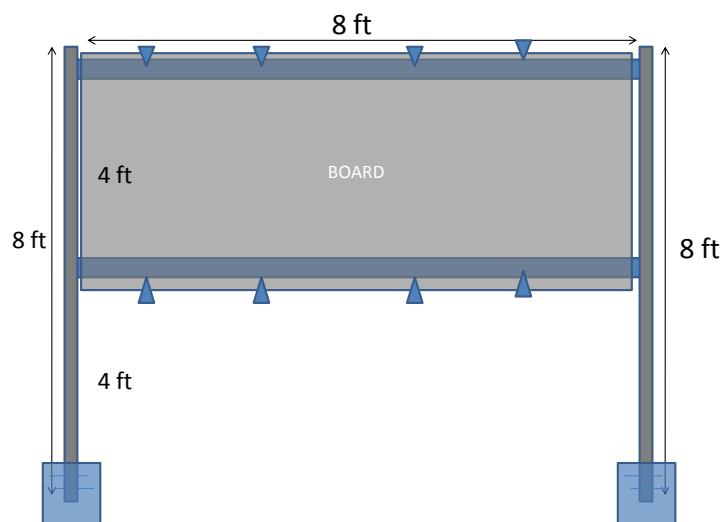


c. Content.

- i. Brief LGU profile (class, source of income) and community profile (composition, source of livelihood)
- ii. Challenges and opportunities.
- iii. Brief description of PAMANA intervention/s in the area
- iv. Contact information: hotline, website
- v. Logos: Republic of the Philippines, LGU

3. Specifications for Subproject Billboards

a. Design Specifications



Materials:

- i. Tarpaulin - 8ftx4ft, full-color
- ii. Board – 8ftx4ft, plywood
- iii. Posts – 2 pcs., 10 ft, 2 inches in diameter, galvanized pipe
- iv. Base – ½ sack cement, ¼ sand and gravel

b. Design/ Layout

PAMANA Project Title
PAyapa at MASaganang PamayaNAn A PAMANA Project of the People of _____

Logo of DILG Logo of IP

Project ID:
Project Description:

Location:
Implementation Period:
Project Cost:
Proponent:
Contact Information:

FUND STATUS		
Date	Amount Released	Amount Disbursed

For information call: PAMANA hotline:

c. Content. (To be based on the Project Design documents)

- i. Subproject ID: (c/o OPAPP)
- ii. Subproject Title:
- iii. Subproject Description: (write-up)
- iv. Location: indicate Barangay, Municipality, Province as appropriate
- v. Date Stated (MM/DD/YYYY)
- vi. Contract Completion Date (MM/DD/YYYY)
- vii. Contract Cost:
- viii. Contractor: name of the contractor or indicate "By Administration" as appropriate
- ix. Source of Fund:
- x. Proponent:
- xi. Contact information:
- xii. Logo: Logo of the Project Proponent/ Implementing Partner (IP) and the PAMANA Partner Agency (PA)/Funding Agency
- xiii. **FUND STATUS**
 - a. Date
 - b. Amount Released
 - c. Amount Disbursed

Note: The fund status stable will be updated monthly to reflect utilization of project funding.

d. **Exclusions**

The following items shall not be included in the Billboards:

- i. Name/ names of local and national officials
- ii. Images of local and national officials
- iii. Culturally insensitive graphics or text

IV. Preparation of Community and Subproject Billboards

1. For Community Billboards

- a. The Municipal Government drafts the content or write-up and submits to OPAPP-PAMANA Unit.
- b. OPAPP PAMANA Unit returns the approved content and layout to the Municipal Government for printing.
- c. Municipal Government installs community billboard and submits photo of installed billboard with the date of installation to OPAPP.
- d. Community Billboards will be in place as soon as a PAMANA project is started in said Municipality.
- e. The Municipal Government shall maintain the community billboard for the duration of the PAMANA Program.

2. For Subproject Billboards

- a. The Subproject Proponent/ Implementing Partner prepares billboard design and copy and submits to the Partner Agency (Funding Agency).
- b. The Partner Agency returns approved billboard design and copy to the Implementing Partner for printing.
- c. The Implementing Partner installs subproject billboard and submits photo of installed billboard with the date of installation as part of its monthly subproject progress report.
- d. Subproject billboard is installed upon commencement of subproject implementation.
- e. The concerned Barangay Government shall maintain the project billboard. This will be arranged by the Subproject Proponent with the Barangay Government

PAMANA – DILG FUND TIMELINES SUBPROJECT PROGRAMMING

Sn.	Activity	Duration	Time-lines	Jan	Feb	Mar	Apr.	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	OPR	MOV
1.10	Conduct of Provincial/Regional Workshop	45 days	15-Feb													OPAPP/ DILG/LGU	Subproject List
1.20	LGU Confirmation of Subproject List and Preparation Work and Financial Plan (WFP)	7days	1st week March													LGUs	Confirmed LGU Subproject Lists and Work and Financial Plans
1.30	Consolidation LGU Confirmed Subproject List and Review and Concurrence of WFP	7days	15th March													DILG PD	Consolidated Confirmed LGU Subproject Lists and Concurred WFPs
1.40	Review and Consolidate LGU-confirmed Subproject List and WFP and conduct assessment of Implementing Partners	7 days	3rd week March													RPMT	Consolidated Regional Subproject List/ Concurred WFP and Implementing Partner Assessment
1.50	Review and Approve/Disapprove Regional Subproject List and Submission to OPAPP	10 days	1st week April													RPOC	Final Regional Subproject List
1.60	Review and Consolidate Final Regional Subproject List	30 days	end of April													OPAPP/ DILG/LGU	PAMANA List
1.70	Preparation and Submission to DBM PAMANA Budget Requirement	15 days	DBM Sched													DILG CO	PAMANA List Proposed Budget
1.80	DILG Issuance of the Official Notice on the PAMANA List to DILG Regional Office	7 days	2nd Week of Nov													DILG CO	Official Notice of PAMANA List
1.90	Information to LGUs on the PAMANA List	2 days	end of Nov													DILG RO	Official Notice to LGUs
1.10	PDI/CD /MLGOO brief the LGU on the Project Guidelines and Confirm to DILG Regional Office that the LGU has received the Official Notice	2day	1st Week of Dec													P/C Director or MLGOO	Confirmation Letter
1.11	LGU acknowledgement on the receipt of the official notice	2 mos.	2nd Week of Dec													LGUs	LGU Confirmation Letter

PAMANA – DILG FUND TIMELINES SUBPROJECT IMPLEMENTATION

SN	Activity	Duration	Time-lines	Dec	Jan	Feb	Mar	Apr.	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	OPR	MOV
2.10	Preparation and Submission of Subproject Proposal	1.5 mos.	end of March														LGUs	Subproject Proposal and Supporting documents
2.20	Endorsement to R/PWTG	2 days	1st week of April														Regional/ Prov . Director	Endorsement Letter
2.30	Review of R/PTWG and endorsement to RPMT	15 days	end of April														R/PTWG	R/PTWG Appraisal Report
2.30	Endorsement to RPMT	2 days	1st of May														R/PTWG	Endorsement Letter
2.40	Review by RPMT	10 days	3rd of May														RPMT	RPMT Appraisal Report
2.50	DILG Approval	3 days	end of May														DILG RD	Official Communication approved subproject
2.60	MOA signing	1 week	1st week of June														DILG RD/LGU	Signed MOA
2.70	Issuance of CAF	5 days	2nd week June														DILG Regional Accountant	CAF
2.80	Preparation of Bidding Documents	3 mos	1st week of June														LGUs	Bidding Documents
2.90	Procurement Process	45 days	1st week of August														LGU	Notice to Proceed
3.00	Construction/Implementation	Contract Duration	Contract Duration															Physical and Financial Reports

TYPICAL ROAD CROSS SECTIONAL DESIGN

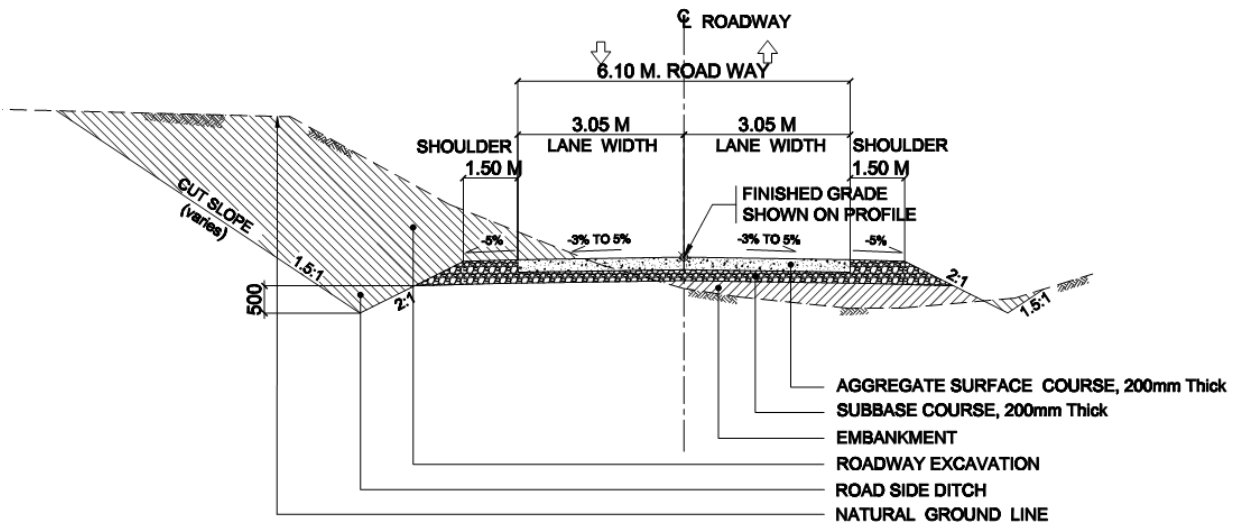


FIGURE 1: TYPICAL ROADWAY CROSS-SECTION FOR ROAD OPENING

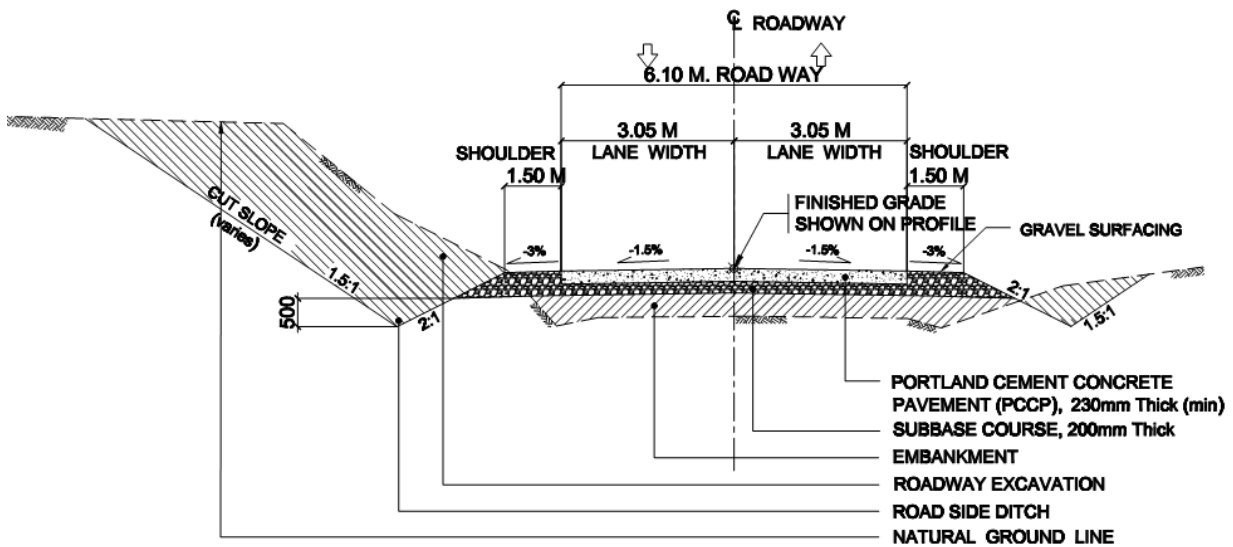


FIGURE 2: TYPICAL ROADWAY CROSS-SECTION FOR EXISTING ROADS

PROVINCIAL / CITY / MUNICIPAL ROAD

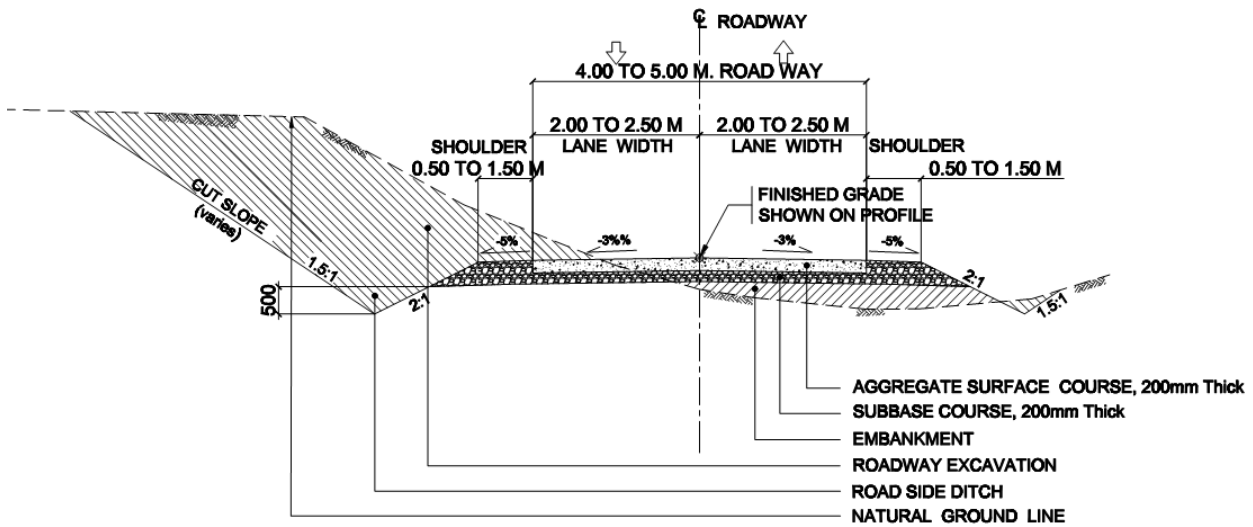


FIGURE 3: TYPICAL ROADWAY CROSS-SECTION FOR ROAD OPENING

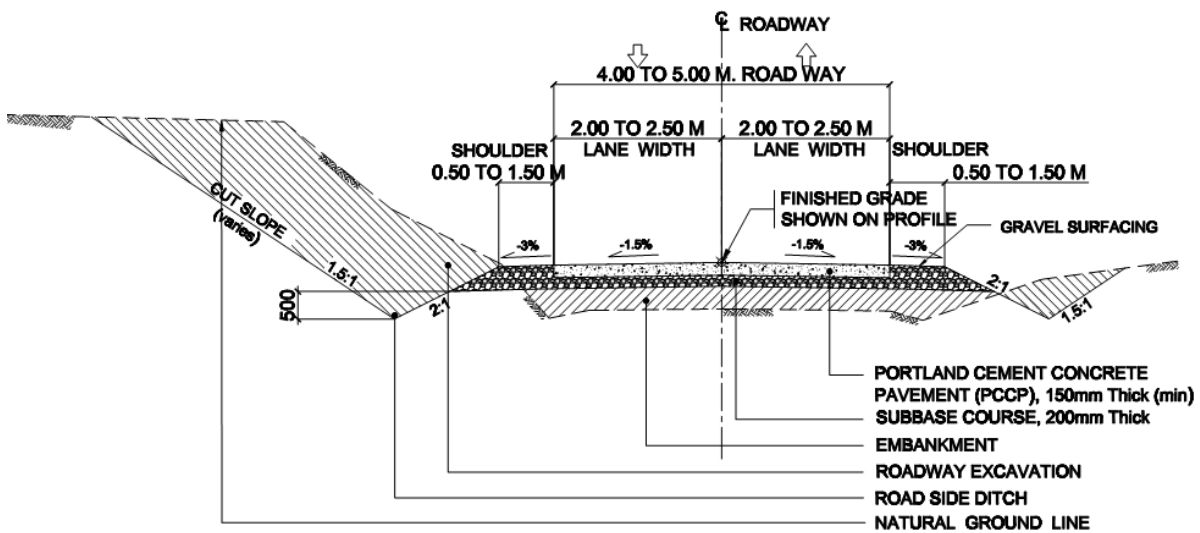


FIGURE 4: TYPICAL ROADWAY CROSS-SECTION FOR EXISTING ROADS

BARANGAY / FARM TO MARKET ROAD