



Republic of the Philippines

**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**

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**MEMORANDUM CIRCULAR**

NO. 2013- 143

TO ALL CONCERNED GOVERNORS, CONCERNED MUNICIPAL MAYORS, DILG REGIONAL DIRECTORS, DILG PROVINCIAL DIRECTORS, CITY DIRECTORS, MLGOOS, AND OTHER CONCERNED

SUBJECT POLICY GUIDELINES IN THE PROVISION OF POTABLE WATER SUPPLY UNDER THE 2013 SAGANA AT LIGTAS NA TUBIG SA LAHAT (SALINTUBIG) PROGRAM AND GRASSROOTS PARTICIPATORY PLANNING AND BUDGETING (GPPB) PRIORITY LGUs

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**I. BACKGROUND**

The Government continues to implement the Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG) Program to pursue its commitment to provide water, particularly for poor and waterless communities. Recently, it has adopted the Grassroots Participatory Planning and Budgeting (GPPB) approach in identifying and prioritizing funding for poverty reduction projects, including water supply projects. These initiatives aim to contribute to the attainment of the goal of providing potable water to the entire country and the targets defined in the Philippine Development Plan 2011-2016, Millennium Development Goals (MDG), the Philippine Water Supply Sector Roadmap (PWSSR) and the Philippine Sustainable Sanitation Roadmap (PSSR). Grant financing and capacity development programs under these initiatives aim to increase access to water and sanitation services in target areas and improve capacities of the LGUs and water service providers in planning, implementation and operation and management of water supply facilities in a sustainable manner.

The Department of the Interior and Local Government (DILG) remains as the lead agency in the implementation of 2013 SALINTUBIG Program and the GPPB approach. The Department executes these initiatives through the Office of Project Development Services (OPDS), in partnership with the DILG Regional Offices (ROs) and the target Provinces and Municipalities as implementing partners.

DILG has been appropriated a total of One Billion Eight Hundred Ten and Nine Hundred Thirty Thousand Pesos (PhP 1,810,930,000.00) for the implementation of the SALINTUBIG Program and priority water supply projects identified through the GPPB.

## II. IMPLEMENTING GUIDELINES

### 1. Purpose and Scope

The Guidelines contained herein prescribe the strategies, procedures, roles and responsibilities in the implementation and management of the 2013 SALINTUBIG Program. These serve as guide of the WSSU-OPDS, DILG Offices, and Other Stakeholders in the Program implementation.

### 2. LGU Beneficiaries

All LGUs must be awardees or must comply with the DILG's Seal of Good Housekeeping (SGH).

- a. 56 Waterless Municipalities and 97 Thematic Areas (92 Waterless Barangays, and 5 Resettlement Sites)
- b. 347 BUB LGUs as identified by NAPC and DBM, with priority water supply projects under the Local Priority Action Plan (LPRAP)

### 3. Capacity Assessment of Beneficiaries

- a. The DILG through the OPDS and DILG-ROs will conduct the LGU Capacity Assessment to determine the technical, financial, and institutional capacities of the LGUs. Assessment will be undertaken through surveys and workshops with the key functionaries of the LGUs and concerned entities.
- b. Results of the assessment will determine the implementation modalities of the water supply projects and the provision of capacity development interventions described in Section II.6 of these Guidelines.

### 4. Requirements for Availment of Program Assistance

- a. Certification on Compliance with DILG's Seal of Good Housekeeping (SGH), either in 2011 SGH Results Assessment or 2012 SGH Results Assessments.
- b. Sangguniang Resolution authorizing the Local Chief Executive to sign and or ratify the Memorandum of Agreement (MOA) with DILG ROs, and to sign, negotiate, and enter into Project Contracts
- c. MOA between the LGUs and the DILG ROs
- d. Creation of a Local Water and Sanitation (WATSAN) Council/Committee composed of the Local Chief Executive as the Head, the Engineer, Planning



and Development Coordinator, Accountant, Treasurer, Budget Officer; SB for Appropriation or Infrastructures, DILG Field Officer, Water District Manager (as available), and representative/s from the local CSOs. The general functions of the Council/Committee are (i) to formulate policies and plans of the LGUs on Water and Sanitation Sector and (ii) to establish the policies and directions for the implementation of the Program at the local level.

As necessary, the LGUs will establish a Project Management Unit (PMU) serving as the project management team by ensuring that the respective Local Government Offices comply with the project policies and requirements. The Planning and Development Coordinator or the Engineer may serve as the Project Manager. In case the Province is the Implementing Partner, the beneficiary municipalities will be represented in the Provincial WATSAN Council/Committee.

## **5. Program Components**

### **a. Capacity Development**

- Seminar-workshops and coaching and mentoring sessions for LGUs, and Water Service Providers/Community Organizations. Areas for capacity development include Project Orientation, Planning and Engineering Design, Procurement, Construction Supervision, Community Organizing, Local Water Governance, and Operations and Maintenance. Other relevant training areas may be provided, depending on the results of the LGU Capacity Assessment.
- The capacity development shall be undertaken by the DILG through the established Regional Water and Sanitation (WATSAN) Hub composed of academes, water service providers, and CSOs; or engagement of individual resource persons/consultants to assist in the preparation and delivery of the programs for the seminar-workshops and mentoring activities.

### **b. Eligible Infrastructure Projects**

- Eligible projects will include the following:
  - Rehabilitation/expansion/upgrading of Level III water supply systems including appropriate water treatment systems
  - Construction/rehabilitation/expansion/upgrading of Level I and II water supply systems including appropriate water treatment systems and other alternative technologies as may be found to be the only feasible option (rain water collection technology, ram pump technology, cistern tanks, among others)

## **6. Project Implementation**

### **a) Project Identification**

Projects will be identified through the conduct of Local Water and Sanitation Assessment. Projects will be endorsed by the Local Development Council and included in the Comprehensive Development Plan (CDP), Local Development Investment Plan (LDIP). In particular, for the GPPB LGUs, the water supply projects should be identified by the LGUs and the CSOs under their Local Poverty Reduction and Action Plan (LPRAP). In the identification of projects, the LGUs shall ensure that the communities are involved and that the consultation processes are documented.

### **b) Preparation, Submission, and Approval of Project Proposals**

Project proposals will be prepared by the proponent LGUs using the prescribed proposal template with guidance from DILG. Proposals will be officially submitted by the LGUs to DILG-ROs through DILG Field Offices for review and approval.

### **c) Water Source Confirmation/Validation**

Prior the approval of project proposals, the DILG-ROs, in coordination with the Department of Health (DOH), as deemed necessary, will confirm the quantity and quality of the water source. In particular, the DILG-ROs will coordinate with the respective regional Center for Health Development (CHD) of the DOH for the water quality of the proposed water sources. The water quality must pass the Philippine National Standards for Water Drinking Quality (PNSWDQ). The volume of water supply must be more than the demand requirements.

### **d) Signing of MOA between the DILG-ROs and the LGUs**

The DILG-ROs will prepare the MOA for the project to be signed by the concerned LGU and DILG-ROs. The signed MOA will be one of the prerequisites for awarding the grant assistance to the LGUs. The MOA together with the approved project proposal (including source confirmation/validation), will be one of the basis of release of the initial funding.

### **e) Preparation and Approval of Detailed Engineering Design (DED)**

In general, the LGUs are allowed to prepare the DED by administration provided that they are found capable based on the LGU Capacity Assessment conducted by the WSSU-OPDS and the DILG-ROs. LGUs are also authorized



to directly engage LWUA/Water Districts or hire local Consultants to prepare the DED.

With official consent from the LGUs however, the DILG-ROs may out-source the preparation of DED by engaging the services of LWUA/Water Districts or Consultants or other WSPs. The engagement shall be through Agency-to-Agency Memorandum of Agreement (MOA). Alternately, the DILG-ROs may also engage the services of the Provinces in this respect.

The drawing plans, technical specifications, and project costs prepared by the DED Consultants or the LGUs will be submitted to the DILG ROs for review and approval.

For projects costing below P1 million, the DED will not be required but only the Project Proposal, the Program of Works (POW) including the schematic diagram and project costs.

**f) Procurement of Goods and Civil Works**

If undertaken by contract, goods and civil works procurement will adhere to RA 9184 (Government Procurement Reform Act) and its Revised Implementing Rules and Regulations (IRR). The LGUs are allowed to engage the services of Government Agencies including LWUA and Water Districts, subject to the limitations as provided in the Alternative Modes of Procurement prescribed in the Revised IRR of RA 9184. Procurement of any goods, services, and infrastructures related to project preparation and implementation shall be sole responsibility of the LGU-BAC with technical assistance from WSSU-OPDS only.

**g) Construction of Civil Works**

Construction of civil works may be done by administration or by contract, subject to the validation of the LGU capacity. As a general rule, projects to be undertaken by administration will be also included in the Annual Procurement Plan (APP) of the LGUs and the LGUs must have a track record of having completed or supervised a project by administration or by contract with a cost of at least 50% of the project cost; and must have tools and equipment to be used or have access to such tools and equipment owned by the Government Agencies and Private Groups. The LGUs will designate a Project Engineer to supervise construction activities. As warranted, the LGUs may also consider the implementation using the Build and Design modality following the Guidelines for Procurement and Implementation of Contracts for Design and Build Infrastructure Projects, Annex G of RA 9184, subject that the DILG-ROs will still review the DED.

In case the LGUs (beneficiary City or Municipalities) are not capable or not able to secure authority from the Sanggunian Panglunsod/Bayan for the Mayor to sign the MOA, the DILG-ROs or the Provinces may implement the projects by contract. In case the LGUs are not SGH compliant based on the 2011 or 2012 SGH Assessment Results, the SGH compliant Province or the DILG ROs may implement the projects by contract. As exception to the rules however, the said Non-SGH LGUs may still implement the projects only if the reason for being non-compliant is due to the delayed posting under the Full Disclosure Policy (FDP) where the LGUs may secure a certification from the DILG ROs that the posting has been already complied; or if due to the resolved adverse findings/disclaimers that occurred during the previous administration, a certification from the Local Auditor that such findings have been lifted or occurred during the previous administration.

In conflict areas, however, the AFP Engineering Brigade may be tapped to implement the projects. As warranted, the implementation may also be done by CSOs or Cooperatives in accordance with the requirements as provided by RA 9184, which primarily depends on their financial proposals and capacities and experience in implementing similar projects, DILG-ROs will enter into MOA with the said implementing Partners.

#### **h) Construction Monitoring**

Construction supervision will be the responsibility of the City/Municipal Engineering Office (MEO), with coordination and monitoring to be undertaken by the WATSAN Council/Team. The DILG ROs and the Field Offices together with the CSOs will closely monitor the projects.

Reporting System will be consistent with the monitoring system described in Section V of these Guidelines.

#### **i) Operations and Maintenance**

The LGUs may operate the completed facilities by administration by adopting governance reforms through the “ring-fencing” of utility accounts or turn-over such to any existing Water Service Providers or WSPs (Water Districts, BAWASAs, and Cooperatives). As necessary, the LGUs will establish or assist the communities establish the WSPs.

### **III. ROLES AND RESPONSIBILITIES OF THE KEY STAKEHOLDERS**

#### **1. DILG Central Office (CO)**

- Through the Water Supply & Sanitation Unit (WSSU),



- Prepare and issue policy guidelines for the implementation of Salintubig Program
- Coordinate with Government Agencies and other entities in the implementation of the Salintubig and GPPB activities
- Provide advisory services and technical assistance to DILG-ROs in the development, implementation and management, and operation of the water supply systems and in the in the conduct of capacity development activities for the LGUs and WSPs
- Conduct advocacy activities at the national and local levels
- Assist the DILG RO in the outsourcing of the preparation of DED
- Prepare and submit financial status report on both initiatives
- Perform monitoring functions described in Section V of this Guideline. As such, submit accomplishment reports to DILG Secretary/Undersecretary and NAPC
- Through the Finance Management Service (FMS), facilitate the release of funds to DILG-ROs, for Program operation and capacity development, and to the LGUs for the implementation of their water supply projects

## 2. DILG Regional Offices (ROs)

- Take the lead in the overall implementation of the Program at the regional level, particularly the administration of the infrastructure projects
- Facilitate the compliance of the LGUs with the Seal of Good Housekeeping (SGH)
- Enter into MOAs with the LGUs for the construction of water supply systems and the conduct of the capacity development activities; As necessary, enter into MOAs directly with the Contractors or engage the AFP Engineering Brigade
- As necessary, procure consulting services or engage services of Government Agencies for the preparation of DED; as such, convene its BAC with representatives from OPDS for any Program related procurement of goods and services
- Through the Project Development Management Unit (PDMU);
  - Take the lead in the implementation of the capacity development activities and collaborate with the Regional WATSAN Hubs established for the delivery of capacity development programs.
  - As applicable, supervise the DED Consultants or Government Agencies in the preparation of DED
  - Conduct site validation and investigation
  - Review and recommend for the approval of the project proposals
  - Provide technical assistance to the LGUs in any procurement activities related to project implementation
  - Provide technical assistance to the LGUs in the preparation DED
  - Provide technical assistance to the LGUs during construction

- Conduct project inspection and validation of work accomplishments for the release of funds for infrastructure investments
- Conduct advocacy activities in coordination with DILG-CO
- Utilize and liquidate funds for program operation or capacity development activities in accordance with accounting and auditing rules and regulations
- Submit liquidation reports and verified monthly reports of disbursement to DILG-CO (Finance Management Service)
- Perform monitoring functions described in Section V of these Guidelines

### 3. DILG Provinces/MLGOOs

- Monitor the submission of Sanggunian Resolution, MOA, and Executive Order (E.O.) for the WATSAN Council/Committee or the PMU
- Monitor the designation of LGU counterpart staff and availability of LGU equity
- Review the completeness of project proposal/feasibility study and all submittals by the LGUs prior the endorsement thereof to DILG-ROs
- Facilitate the visits of the representative/s of DILG-CO, DILG-ROs, and the Contractor/Suppliers/Consultants
- Ensure that the LGUs consult the beneficiaries/communities in all phases of project implementation
- Monitor the implementation of projects from the preparation, implementation to operation; as such, submit project status reports to DILG-ROs in accordance with the format to be prescribed by the DILG-OPDS.

### 4. Provincial Government

- Provide technical assistance, monitor and facilitate the compliance of the Municipalities in the preparation of project proposals and detailed engineering, procurement, and the construction supervision.
- Participate in the capacity development activities provided under the Program
- Attend meetings, conferences and forum related to project implementation
- Provide counterpart funds for the administrative cost that may be incurred by the staff in the participation.
- Perform monitoring functions described in Section V of these Guidelines
- As warranted, prepare the design and implement the water supply projects of the LGUs.

### 5. City/Municipal Government

- Organize the Municipal WATSAN Council thru an E.O. which is responsible in establishing the goal, vision, and strategies for water & sanitation sector, and for managing the implementation of water supply projects.



- As deemed necessary, organize the Program Management Unit (PMU) thru an Executive Order to be responsible for overseeing the day-to-day project implementation and to be headed by either the Planning and Development Coordinator or the Engineer.
- Organize poor communities without access to safe drinking water, with high incidence of water-borne diseases, and high poverty incidence which have shown interest to the project and have capacity to serve as implementing partners; as such, organize the beneficiary barangay/s for the gathering of data/information during the preparation of proposals
- Prepare and submit project proposal/feasibility study and the accompanying documents to DILG-ROs through the DILG Field Offices
- Open trust account with any local depository bank of the Government for account expenses
- Assist the DED Consultant or Agencies in the preparation of DED
- Provide technical assistance to other types of water service providers (WSPs) such as water cooperatives, barangay water supply associations, rural water supply associations, and private operators
- Comply with the documentary requirements for the release of funds to the municipalities such as the project proposal/feasibility study and other requirements thereafter for the succeeding releases
- Implement the projects by administration or by contract in accordance with the approved DED and Construction Schedule. In any amendment or variation from the original design, the Municipality must seek the approval of DILG-ROs.
- Designate a Project Engineer to supervise construction activities, including but not limited to the inspection of works to ensure that the contractor comply with the materials quality control and safety standards, and that the construction is undertaken in accordance with the time bound schedule
- Allocate an equivalent of 10% of the total project cost for the activities mentioned in Section II.7
- Participate in all capacity building interventions provided by DILG, DOH, LWUA, and NAPC
- Work closely with the CSOs in the area
- Install community billboards on the project sites to inform the communities on the implementation period and fund allocation; and if applicable, provide project information on the LGU websites
- Ensure the sustainability of the projects by allocating funds annually for the operations and maintenance of the facilities including other maintenance costs; as such, ensure the continued monitoring of the water quality and quantity including the project source identification, and/or before and during the operations of facilities. As necessary, organize and turn over the projects to BWASAs or Cooperatives or Water Districts to manage the projects
- Attend meetings, conferences and forum related to project implementation

- Submit to DILG-ROs verified Statement of Expenditures (SOE) duly designed by the Treasurer, Accountant and verified by the Auditor and Statement of Receipts and Disbursements (SORD)
- Perform monitoring functions described in Section V of these Guidelines

#### IV. FUND MANAGEMENT

##### 1. Utilization of Project Funds

The Php1,810,930 Million allocated under the 2013 GAA will be utilized based on the approved Work and Financial Plan for the following expenditures:

##### a. Project Management and Capacity Development

- Professional services for the staff of the WSSU-OPDS and DILG-ROs.
- Maintenance and Operating Expenses (MOE) for travels, supplies and materials, communication and transportation, repair and maintenance, and miscellaneous expenses.
- Capacity development activities for the LGUs/WSP through seminar-workshops, and coaching and mentoring.

##### b. Water Supply Infrastructure Investments

- Civil works including rehabilitation, expansion, and upgrading of Level 3 water supply systems including appropriate water treatment systems; and construction, rehabilitation, expansion, and upgrading of Level 2 and 1 water supply systems including appropriate water treatment systems and other alternative technologies.
- The LGUs may propose one or more water supply systems. However, any excess between the actual project cost and the maximum grant will be part of the additional counterpart of the LGU.
- Co-financing for other water supply projects of the LGUs (on top of the LGU equity share), subject that there will be proofs of confirmed or committed funds from other source.
- Allocation for the LGUs will be as follows:

Category	Maximum Allocation (Php Million)	Remarks
Waterless Municipalities	8.0 - 10.0 Million	Identified based on the 455 waterless municipalities identified by NAPC.
Waterless Barangays	1.0 - 3.0 Million	Waterless barangays with high level of waterlessness, poverty incidence, and water borne diseases



Resettlement Sites	2.5 -5.0 Million	Resettlement areas of National Housing Authority (NHA) which have been transferred to the LGUs or those implemented by the LGUs themselves
GPPB LGUs	Depending on LGU Proposal as provided in the LPRAP approved by DBM/NAPC	

## 2. Mechanics for Fund Releases

### 1. Project Management and Capacity Development

- For the Project operation at the national level, WSSU-OPDS will use part of the funds for the professional services and the maintenance and operating expenses. DILG CO will sub-allot funds for the operating and maintenance expenses of the DILG ROs on quarterly basis subject to the liquidation of the previously sub-allotted funds. DILG-ROs will hire technical staff to be charged against the professional services budget code of the sub-allotted funds. DILG-ROs will liquidate expenses on monthly basis. Any funds required to support the activities in the ARMM shall pass through the DILG Region XII.
- For the Capacity Development activities, funds will be sub-allotted by the DILG CO to the DILG Host Regions on activity basis. Liquidation will be made within 14 days from the completion of the said activity.

### 2. Water Supply Infrastructure Investments

- Eligible items for financing include the following:
  - DED preparation including the required water source confirmation including water quality testing and hydro geological surveys, as applicable, using the amount up to 6% of the Civil Works Cost
  - Civil Works (also known as Construction Cost or Project Cost)

Items not allowed for financing by the Project include (i) salaries of personnel, (ii) operating and maintenance expenses, (iii) office equipment, furniture and fixtures), (iv) land acquisition, and (v) social preparation activities.

- The LGUs will put-up local equity equivalent to at least 10% of the total project cost to finance the following activities:

- Implementation of Sustainable Sanitation Program including behavioral change communication, and barangay consultation on water, sanitation and hygiene
- Participation of local government officials and functionaries in the various seminar-workshops and mentoring sessions
- Any of the following activities:
  - Establishment of monitoring system for the sustainable management and operation of the water systems
  - Establishment of reporting and monitoring system for environmental health related diseases and outbreaks
  - Equity for Civil Works, in case the combined DED and Civil Works Cost exceed the maximum allocation
  - Incremental cost for project preparation such as the feasibility study, and land acquisition or right-of-way (ROW), and administrative cost for Program implementation at the local level.
- The LGUs will open special trust account in a Government Bank (If there is existing Trust Account, separate the book of accounts for the 2013 Salintubig and GPPB priority projects)
- Requests for fund releases will be submitted to the DILG-ROs.
- For projects with cost of more than Php 1.0 Million, funds will be released in two equal tranches to LGUs, upon compliance to the following conditions:

Release	Requirements	Conditions
1 <sup>st</sup> Tranche 50%	Signed MOA between DILG Region and LGU  Certification of new Trust Account (or if there is existing trust account, separate the books of account)  Certification of Seal of Good Housekeeping (SGH) Recipient  Draft Project Proposals	Upon approval of the project proposal by the DILG and completion of the required documents including the Water source confirmation.
2 <sup>nd</sup> Tranche 50%	Approved Project Proposals  Draft DED <ul style="list-style-type: none"> <li>● Drawing Plans</li> <li>● Cost Estimates</li> <li>● Technical Specifications</li> <li>● System Hydraulics, as necessary</li> <li>● Soil Bearing Test Result cum Structural Analysis for Elevated Water Tank, as necessary</li> </ul>	Liquidation of at least 10% of first tranche Statement of Expenditures (SOE) and Statement of Receipts and Disbursements (SORD) signed by the LGU Treasurer and Accountant, at least stamp-received by the COA. The 10% may include but not limited to



		the (i) pre-engineering design activities including the conduct of technical surveys, geo-resistivity studies and the likes, ii) detailed engineering design, and iii) part of civil works with priority on source development
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- For projects with cost of Php 1.0 Million and below, funds will be released in one (1) tranche, upon compliance to the following conditions:

Release	Requirements	Conditions
One Tranche 100%	Signed MOA between DILG ROs and LGU  Executive Order: Creation of WATSAN Council/Committee  Certification of new Trust Account (or if there is existing trust account, separate the books of account)  Certification of Seal of Good Housekeeping (SGH) Recipient  Approved Project Proposal	Upon approval of the project proposal by the DILG and completion of the required documents including the water source confirmation.

- The SARO/NCA will be directly released by DBM to the DILG RO through the MDS Fund 101 Account. As an addendum to DILG Circular 10-Series of 2010 dated 02 August 2012, the DILG Regional Directors are given authority to act on, sign and/or approve papers/documents (e.g. disbursement, liquidation vouchers, checks for civil works funds and Consultancy Contracts Services), up to Php 12.0 Million, subject to the usual accounting and auditing rules and regulations. Funds intended for the ARMM LGUs shall pass through DILG DILG XII.
- DILG-ROs will only release the funds to respective LGUs upon validation and review of the required documents, copy furnished DILG CO.
- Unutilized funds retained at the DILG-ROs due to the non-participation of Salintubig LGUs may be used as grant awards for performing existing LGU Beneficiaries within the Region. However, unutilized funds due to the non-participation of GPPB LGUs shall be reverted back to the National Treasury.

- Unutilized funds and savings retained at the LGU level must be reverted back to DILG-ROs.
- Liquidation will be made by the LGUs to DILG-ROs on monthly basis through the submission of at least COA stamp-received SORD/SOE, copy furnished DILG-CO. Likewise, the LGUs shall submit COA validated/verified SORD/SOE upon project completion, copy furnished the DILG-CO.
- Utilization and liquidation of funds will be subject to the provisions of COA Circular 94-013-Series of 1994.
  - The transferred funds will be taken up as a Financial Subsidy to the LGUs.
  - The checks shall be issued in the name of the LGUs shall be deposited to the trust account in Government Depository Bank. The LGUs will issue official receipt in acknowledgment.
  - A separate subsidiary record for each account will be maintained by the LGUs. The LGUs will maintain a subsidiary ledger of the cash transferred pertaining to the project.
  - Within 10 days after the end of the month, the LGUs will submit to DILG-ROs the Report of Checks Issued (RCI), Statement of Receipts and Disbursement (SORD), and Statement of Expenditure (SOE) to report the utilization of funds, as at least stamped receipt by the COA.
  - The LGUs will liquidate the funds and submit to the DILG-ROs, either in printed or by the way of electronic documents, separate monthly reports on the liquidation of the said amount;
  - The DILG CO and DILG-ROs will conduct periodic spot check on fund utilization, proper utilization of book of accounts of the LGUs.

## V. MONITORING AND EVALUATION (M&E)

### 1. M & E Process

Monitoring and evaluation of Program implementation and results will be guided by the Salintubig M&E Manual. M&E will focus on the gathering and reporting of the following: (a) physical status and accomplishment; (b) financial status and performance; (c) problems encountered and analysis; (d) assumption/risk analysis; and (e) achievement of outcomes.

Monitoring and reporting of progress of project implementation will be done monthly and quarterly using M&E form prescribed by DILG CO.

### 2. Institutional Arrangements

#### a. Municipal Local Government Operations Office (MLGOO)

- In coordination with the Municipal Project Management Unit (PMUs), monitor the water supply projects based on the approved DED, Program of



Works (POW), and Implementation Schedule. MLGOOs will cooperate with the local CSOs in monitoring the projects.

- Prepare bi-*monthly* status reports based on the prescribed format to be submitted DILG-PO not later than the 5<sup>th</sup> day of the ensuing month.
- b. DILG-Provincial Office (DILG-PO)
- Validate selected monitoring information submitted by MLGOOs.
  - Consolidate bi-*monthly* progress reports from MLGOOs to be submitted to the DILG-ROs not later than the 10<sup>th</sup> day of the month.
  - Consolidate *quarterly* status reports from MLGOOs based on prescribed format to be submitted to the DILG-ROs not later than 10<sup>th</sup> day of the month.
  - Participate in meetings, seminar-workshops, monitoring and evaluation activities
- c. DILG - Regional Office (DILG-ROs)
- Monitor Program implementation at the regional level.
  - Maintain appropriate database of program implementation and monitoring information.
  - Facilitate the conduct of M&E debriefings prior to submission of regional status to DILG CO.
  - Participate in the meetings, seminar-workshops, monitoring and evaluation activities
  - Consolidate bi-*monthly* status reports from the DILG-POs based on prescribed format to be submitted to the DILG-OPDS-WSSU not later than the 15<sup>th</sup> day of the ensuing month.
- d. WSSU-OPDS
- Monitor the overall Program implementation
  - Review, evaluate and validate physical and financial performance based on submitted reports from the regions that may be required on special cases.
  - Facilitate the resolution of issues/concerns on program implementation as elevated by the regions and formulate recommended action/s.
  - Consolidate bi-monthly progress reports submitted by the DILG-ROs to be forwarded to the Undersecretary for Local Government not later than the 16<sup>th</sup> day of ensuing month.
  - Prepare and submit quarterly progress reports to NAPC-PMO not later than the 16<sup>th</sup> day of ensuing month.
  - Prepare periodic reports (annual and other special reports), and submit to DILG Central management and other concerned NGAs/stakeholders, as required
  - Through the Finance Management Service (FMS)/Assistant Secretary for Finance and Comptrollership, submit financial status report (DBM Form: Physical and Financial Accomplishment) to DBM Bureau D.

## VI. INDICATIVE IMPLEMENTATION SCHEDULE

Following will be the time table for the implementation of the Program:

2013 ACTIVITY	TARGET DATE
Project Start-up <ul style="list-style-type: none"> <li>• Conduct of Program Orientation</li> <li>• LGUs Assessment</li> <li>• Compliance of the LGUs on the Project Requirements (Issuance of SB Resolution, Signing of MOA, Creation of Watsan Council/PMU, Opening of Trust Account, Compliance with SGH)</li> </ul>	1 <sup>st</sup> week of November 2013 4 <sup>th</sup> week of January 2013
Procurement of DED Consultants (as applicable) <ul style="list-style-type: none"> <li>• Shortlisting</li> <li>• Tendering</li> </ul>	1 <sup>st</sup> week of January 2013 4 <sup>th</sup> week of February 2013
Preparation of Detailed Engineering Designs	May-Nov 2013
Procurement of Civil Works/Goods	1 <sup>st</sup> week of July 2013 4 <sup>th</sup> week of Aug-Dec 2013
Construction of Civil Works	Starting 1 <sup>st</sup> week of June 2013
Capacity Development (Seminar-Workshop, Mentoring, Coaching, Technical Assistance) <ul style="list-style-type: none"> <li>• Orientation and Project Design Preparation</li> <li>• Detailed Engineering Design and Procurement</li> <li>• Community Organizing and Local Water Governance</li> <li>• Construction Supervision and Contract Administration</li> <li>• Operation &amp; Management</li> </ul>	1 <sup>st</sup> week of Nov 2013 2 <sup>nd</sup> week of Dec 2013

## VII. EFFECTIVITY

This Memorandum Circular will take effect immediately.

  
**MAR ROXAS**  
 Secretary

16



DILG-OSEC OUTGOING 13-03345