



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

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DECEMBER 19, 2013

MEMORANDUM CIRCULAR

NO. 2013 – 148

TO : ALL PROVINCIAL GOVERNORS, CITY/MUNICIPAL MAYORS,
REGIONAL, PROVINCIAL, AND CITY DIRECTORS, CLGOOs, MLGOOs
AND ALL OTHERS CONCERNED

SUBJECT : GUIDELINES IN THE IMPLEMENTATION OF THE CY 2013
PERFORMANCE CHALLENGE FUND (PCF)

I. PREFATORY STATEMENT AND OBJECTIVE

The President's vision as espoused in the Philippine Development Plan (PDP) 2011-2016 is to achieve inclusive growth – rapid and sustained environment that creates jobs and continuously reduces mass poverty. It also puts premium on the promotion of effective and honest governance particularly at the local level through intensive campaign on full disclosure of LGU operations, implementation of systems to determine performance of LGUs in terms of their state of local governance and compliance with policies, and institution of performance –based LGU incentives or awards.

Corollary to PDP's policy on good governance is a national declaration and campaign for people's engagement in local governance. It demands for increased participation of civil society organizations (CSOs) and the private sector in local development process which reinforces the responsiveness and accountability of local officials. LGUs are encouraged to create opportunities for citizens to continuously engage with them in an inclusionary and participatory manner such as in the implementation of local government's development projects, among others.

In 2011 and 2012, the Department of the Interior and Local Government (DILG) through its Performance Challenge Fund (PCF) provided financial incentives to local government units that were committed in valuing the fundamentals of good governance by meeting the requirements of the Seal of Good Housekeeping (SGH), and in some cases, garnering the *Gawad Pamana ng Lahi* award.

For CY 2013, the DILG through its PCF is instituting a progressive incentive system to influence LGUs to deliver public services more efficiently and create a business-friendly and safe environment. It also champions the institutionalization of CSO engagement in LGU project development, implementation, monitoring and evaluation; and disclosure of programs, projects and activities to the public.

II. DESCRIPTION

The Performance Challenge Fund (PCF) is a performance-based reform program of the DILG that seeks to rationalize national government intergovernmental transfers to LGUs, and encourages convergence of local development initiatives with national development agenda, and priorities. It is an incentive to an eligible LGU in the form of a counterpart fund to finance high-impact local development projects identified as priority by the LGU.

For CY 2013, one of the eligibility criteria for LGUs to access the PCF incentive is passing the 2012 scaled-up Seal of Good Housekeeping (SGH) assessment.

The 2012 SGH assessed the LGUs on the following governance areas:

- *Accountable Governance* – “Unqualified” or “Qualified” COA opinion on financial transactions of the immediately preceding year
- *Transparent Governance* – Compliance to the 1) Full Disclosure Policy of Local Budget and Finances, Bids and Public Offerings as stated in DILG Memorandum Circular No. 2011-134 dated September 19, 2011 and Section 84 of FY 2012 General Appropriations Act, and 2) Government Procurement Act – a) organized and functional Bids and Awards Committee, and b) on-line posting requirement through the Philippine Government Electronic Procurement System (PhilGEPS) – Bid Notice Abstract and Award Notice Abstract
- *Frontline Service Performance* – Excellent or good performance rating as indicated in the Anti-Red Tape Act – Report Card Survey of the Civil Service Commission

III. GUIDING PRINCIPLES

The administration of the Performance Challenge Fund for CY 2013 shall be governed by the following guiding principles:

1. Support the advocacy of the government in improving over-all LGU performance in governance and delivery of basic services;
2. Expand opportunities for performing LGUs to accelerate local inclusive development giving their constituencies access to education, health care and livelihood;
3. Sustain the provision of incentives to LGUs commensurate to their performance level.
4. Foster and sustain cooperation among government stakeholders, development partners, non-government organizations, business community, civil society organizations to influence greater LGU performance; and
5. Amplify the engagement of CSOs in the DILG appraisal and monitoring of LGU projects to institutionalize a participatory, balanced and transparent PCF; and in the LGU's process of program/project designing/development, implementation, monitoring and evaluation.

IV. OPERATIONAL GUIDELINES

A. Eligibility Requirements

1. Eligible LGUs for 2013 PCF

a) Local government units (LGUs) that passed the CY 2012 SGH will be covered by the PCF, PROVIDED, that the eligible LGUs have:

- NO uncompleted previous PCF-supported projects, except those projects released with subsidies on December 2012
- NO unliquidated PCF subsidy
- Submitted to DILG Regional Office corresponding Project Completion Reports of completed projects and Reports of disbursement

b) Target recipients shall be prioritized according to the following ranking:

- 1st Priority: 4th – 6th class LGUs
- 2nd Priority: 3rd class LGUs
- 3rd Priority: 2nd class LGUs

c.) Since the remaining balance allocated supposedly for 1st class LGUs is insufficient, such balance will be given to Local Government Units (LGUs) which were affected by Typhoon Yolanda (Haiyan) in the Visayas region.

2. Eligible Projects

Projects eligible for the PCF subsidy are those consistent with the provisions of the General Appropriations Act of 2013, as follows:

- Achievement of MDGs (e.g. school buildings, rural health units/health centers, birthing or lying-in facilities, water and sanitation, and housing and settlements)
- Maintenance of Core Road Network to Boost Tourism and Local Economic Development (e.g. core local roads and bridges, access roads, drainage)
- Promote transparency and accountability in all government transactions
- Disaster Risk Reduction and Management (e.g. flood control, reforestation, storm drainage, dikes, seawall and related flood protection measures and slope protection, evacuation centers, rainwater collection facility, early warning system/devices and rescue equipment)
- Ecological Solid Waste Management (e.g. sanitary landfill, material recovery facilities, sewerage system)

B. PC Fund Allocation and Utilization

1. The 2013 PCF is allocated as subsidy for the 2012 SGH passers as stated in IV, 1., with which shall be apportioned according to LGU level :
 - Province – P7,000,000.00
 - City – P3,000,000.00
 - Municipality – P1,000,000.00
2. The PCF subsidy shall be used to finance local development projects indicated in the 2014 Annual Investment Program (AIPs) of LGUs consistent with the priority thrusts of the national government as indicated in the GAA 2013 for PCF.
3. Each PCF subsidy shall be used for ONE (1) specific modular type of project only (See Annex "A" for list of recommended projects).
4. The 2013 PCF subsidized-projects must be implemented and completed by the recipient LGU within one (1) year from the date of receipt of the PCF Check.

V. PROCEDURES IN ACCESSING THE PC FUND

A. Administrative Requirements and Processes in Evaluating LGU Proposed Projects

1. CY 2013 PCF subsidy may be released to LGUs upon the forging of the Memorandum of Agreement (MOA) with DILG indicating the projects which are in the 2014 AIP and consistent with National Development Agenda.
2. Administrative requirements in availing the PCF subsidy and the processes in the review/assessment/ validation and approval of LGU proposed projects as provided for in the DILG Memorandum Circular No. 2012 – 68 dated April 13, 2012 – **Implementing Guidelines in the Availment of 2012 Performance Challenge Fund**, including templates/formats shall still be enforced and strictly followed before project implementation. (See Annex “B” for List of Documentary Requirements)
3. Eligible LGUs shall ensure:
 - that the proposed projects are in pursuance to the provisions for PCF under the 2013 General Appropriations Act;
 - that all basic information/data stipulated in the proposed project are likewise reflected in the Memorandum of Agreement between the LGU and DILG Regional Director; and
 - that the DILG Regional Offices are immediately and properly informed/notified in case of change of project proposal/design/implementation strategy/program of work based on justifiable/meritorious reasons or circumstances. No changes of the items in the approved Program of Work shall be effected by concerned LGU without proper communication and approval of RPCF Team.
4. Regional PCF Management Team shall ensure:
 - the participation of CSOs representatives in the project review/appraisal of LGU project proposals;
 - that all sites of proposed projects are evaluated/validated thru actual site inspection prior to their approval; and
 - that only projects with complete supporting documents shall be approved

B. Modality and Schedule of Release of PCF Subsidy

1. The FMS shall sub-allot to the Regions the PCF subsidy within three (3) calendar days upon receipt of list of target LGU beneficiaries from BLGD.
2. Upon receipt of sub-allotment from Central Office, the Regional Office shall notify concerned PCF LGU beneficiary to submit INITIALLY, to facilitate the release of PCF check to the LGUs, the following: a) signed Memorandum of Agreement (MOA) between DILG Regional Director and Local Government Units (LGU) which shall contain, among others, information related to the proposed project, such as project title, brief description of the project, project cost, location, date of start of project, estimate date of completion of project, type and estimated number of target beneficiaries, and project implementation schedule. Signed MOA shall be accompanied by letter of intent and Local Sanggunian Resolution authorizing the Local Chief Executive to enter into a MOA with DILG; b) government bank certification that the LGU has an existing/active Trust Fund

Account to accommodate the PCF transfer; and c) copy of the 2014 AIP of the LGU.

3. Other documentary requirements will then be submitted to the RPCF for further review and approval once the PCF check is released to the LGU and prior to the issuance of notice to bid the PCF project by the LGU recipient.
4. The PCF appropriation for FY 2013 has only one (1) year validity.

C. Utilization of Unexpended Balances of PCF Subsidies After Project Completion

1. In the event there are unexpended balances of the 2011 and 2012 PCF subsidies, LGUs shall utilize them for the enhancement/improvement of the original PCF project and/or procurement or subsidizing a project supporting the original one. In both cases, approval of the new project proposal shall be done by the concerned DILG Regional Office. Otherwise, said balances shall be remitted /refunded to the National Treasury by the concerned LGU following the existing guidelines on the transfer of funds (COA Circular No. 94-013 dated December 13, 2004). Proof of such remittance/refund shall be submitted to the concerned DILG Regional Office, which shall in turn forward the same to FMS, DILG Central Office for records purposes.
2. LGUs shall strictly adhere to the rules and regulations prescribed under Republic Act No. 9184 and other applicable laws particularly on contract implementation for the procurement of infrastructure projects for (a) variation order-change orders/extra work orders, and b) additional/extra work costing.

VI. CSO ENGAGEMENT IN PCF IMPLEMENTATION

The inclusion of people's participation in the PCF process shall be pursued to foster transparency and social accountability in the overall program administration. Prior to the actual engagement of CSOs, they shall be briefed on the PCF program and operating guidelines.

1. At the regional level, the DILG Regional Office shall engage CSOs that have legal personality, operating region-wide, with established offices and track record on local governance-related areas. CSOs shall be engaged in the review/appraisal of LGU proposed projects and in monitoring/validation activities,
2. At the local level, the LGUs shall engage CSOs that are operating in the area, with acceptable track record and have technical and analytical expertise or at least working knowledge on project development and management and other related fields. They shall be engaged particularly in project proposal development (projects that are reflected in the LGU's AIP) and in monitoring PCF-subsidized projects. (See Annex "C" for Entry Points of CSOs in the Implementation Steps).

VII. TRANSPARENCY IN THE IMPLEMENTATION OF PROJECTS

Pursuant to Commission on Audit Circular No. 2013-004 dated January 30, 2013 in line with the promotion of good governance through transparency and accountability, public participation and securing the right of the people to information on matters of public concern at the least possible cost on public funds or most economically effective means, all heads of government agencies and Local Government Units (LGUs), and in this case for the Performance Challenge Fund program, shall:

1. At the beginning of the year, provide their respective assigned Supervising Auditors (SAs) and Audit Team Leaders (ATLs) with a list of all on-going government projects/programs/activities (P/P/As) and those that are to be implemented during the year. (See Annex "D" for the required information and prescribed format). Other information on the PPAs may be requested by the SA or ATL anytime for audit purposes.
2. Notify and inform the public of the essential features/elements of the P/P/A through the posting of relevant information detailed in item "1" above on signboards in a) conspicuous places within the agency/LGU premises and b) in the venue where the PPA is located or carried out. Signboards such as blackboards, whiteboards, posters, tarpaulins, streamers, electronic boards or similar materials shall measure not exceeding 3 feet by 2 feet. This rule applies to all PPAs regardless of amount or source of funds.
3. If the PPAs are implemented with the assistance or co-funding of foreign development agencies (e.g. AUSAID) the name and logo of such development agency shall be prominently printed in the signboards and public notices.
4. For infrastructure projects, a tarpaulin signboard must be suitably framed for outdoor display at the project location, and shall be posted as soon as the award has been made with the following specifications:

Tarpaulin	: white, 8ft x 8ft
Resolution	: 70dpi
Font	: Helvetica
Font Size for Main Information	: 3"
Sub-Information	: 1"
Font Color	: Black

(See Annex "E" for the textual format of the signboard)

5. For non-infrastructure PPAs, a tarpaulin signboard similar to Item "4" above may be displayed at the project site, but not to exceed 3ft by 4ft. Project details may be omitted for PPAs not exceeding 5 days; however, the start and end dates must be specified.
6. The cost of the public notices shall be charged against the project cost, provided such notices conform to the specifications set forth herein.
7. Display and/or affixture of picture, image, motto, logo, color motif, initials or other symbol or graphic representation associated with the top leadership of the implementing agency/LGU is considered as unnecessary:
 - On signboard which applies to Members of Congress, Executive Officials or Local Officials where the PPA is implemented wholly or partially through the Priority Development Assistance Fund (PDAF) of Congress or through other forms of government fund transfers from the Executive Department or LGUs.
 - On equipment and facilities; vehicles of all types, whether engine, manpower or animal driven; wrappers, containers, and similar items; tokens, souvenir items, calendars, ball pens, T-Shirts or other apparel, and other publicity materials relating to any PPA.
8. Within ten (10) days after the award of the infrastructure project or before the start of the project, the DILG Regional Office shall inform the SA and ATL that the

appropriate project signboards and/or public notices are already posted, of which the SA and ATL shall validate the same.

10. The Project Status reflected in the Signboard (Annex "E") shall be maintained and updated using the following schedule:

Contract Duration	Frequency of Verification	Interval of Verification (% of Work Accomplished)
90 days or less	2 times	50% and 100%
91-180 days	3 times	30%, 50% and 100%
181-240 days	4 times	25%, 50%, 75% and 100%
241-360 days	5 times	20%, 40%, 60%, 80% and 100%
361-720 days	7 times	15%, 30%, 45%, 60%, 75%, 90%, and 100%
More than 720 days	10 times	Every 10%

VIII. MONITORING, REPORTING AND EVALUATION

A. Coverage and Procedures of Monitoring/Validation and Submission of Reports

1. Monitoring and evaluation of the PCF shall cover LGU projects implemented in 2010, 2011 and 2012 and the utilization of PCF administrative funds.
2. In compliance with COA regulation, submission of status report/updates shall be on a **monthly** basis which shall be verified by COA's Technical Audit Specialist. (See Annex "F" for the Monthly Reporting Form)
3. Procedures in the monitoring and evaluation, including the reporting schedule as provided for in DILG MC 2012-68 shall be continuously followed.
4. Submission of Report of Disbursement by LGU beneficiaries to the DILG Regional Office and other related reports shall strictly be complied with in accordance to prescribed schedule per DILG MC 2012-68.
5. Certification that the project is existing and is in accordance with the program of work shall be issued by the respective Municipal Local Government Operations Officer (MLGOO). The said certification shall be under oath and notarized to ensure the truthfulness of the statements written therein.

B. On-Line Reporting at PCF Website

1. To fast track submission of PCF project accomplishment reports and to achieve a paperless submission of reports for 2014, the cluster leaders and PCF provincial focal person shall assist the regional PCF team in uploading the status of LGU project implementation on a monthly basis directly at the PCF website. Cluster leaders shall encode accomplishment reports of LGUs under its jurisdiction while the PCF provincial focal person shall encode reports from LGU provincial beneficiaries. Other LGUS (i.e highly urbanized cities (HUCs) and those who do not

fall under the above-mentioned personnel shall be encoded by the PCF regional focal person.

2. All field officers of PCF-covered LGUs shall regularly submit update report on the status of LGU project implementation to their respective cluster leaders for posting at the PCF website. Also, an electronic copy (e-copy) of the following must be submitted for proper uploading of the concerned cluster leader or provincial PCF focal person or the regional PCF focal person:

- Project proposal
- Annual Investment Program (page indicating the project)
- Memorandum of Agreement
- Pictures of the project (before, during and after) in high resolution jpg file
- Final report of disbursement (duly signed by the auditor)
- Project completion report
- Certificate of acceptance

C. Markers of Completed Projects

1. For all completed projects either purchase of equipment or construction of buildings/infrastructure projects, LGUs shall install permanent markers (6 inches in height x 11 inches in width) using tin plate or brass materials. For procured equipment, the marker shall be installed at the driver's side (left front door). For buildings, it shall be installed near at the entrance door.
2. For roads, bridges, and flood control projects, the marker shall be installed in a post at the beginning of said infrastructure. (See Annex "G" for the sample markers of completed projects).

D. Documentation of PCF-Assisted Projects

1. DILG Field Offices shall undertake a documentation of all completed LGU PCF-assisted projects in their respective area of responsibility which shall be submitted to the Regional Information Officer for review and finalization and for submission to the Bureau of Local Government Development (BLGD) and the Public Affairs and Communication Service (PACS), Central Office, within three (3) months after completion of the project.(See Annex "H" for the prescribed template)
2. Documentation of completed projects shall be published in the DILG Digest/Website and Regional Newsletter and in a separate PCF publication, if any.

All DILG Regional Offices through the Regional PCF Focal Persons, Cluster Heads, and City/Municipal Local Government Operations Officers are hereby directed to cause the dissemination of this Circular, conduct orientation and as deemed necessary extend appropriate assistance to LGU beneficiaries.

VII. Effectivity. This Memorandum Circular shall take effect immediately.


MAR ROXAS
Secretary



DILG-OSEC OUTGOING 13-04219

LIST OF RECOMMENDED MODULAR PROJECTS

Project Category		Amount	Sample Model Template/ Standard Specification
MDG	School Building	P 3M	<ul style="list-style-type: none"> • 1 storey 6 classroom building • 1 storey 2-unit classroom building (all with toilets for men, women and PWDs)
		P 1M	
	School Computer Laboratory	P 1M	<ul style="list-style-type: none"> • 1 unit computer laboratory room with equipment
	Rural Health Unit/	P 1M	<ul style="list-style-type: none"> • 1-unit rural health unit with toilets for men, women and PWDs*
	Birthing Facility	P 3M	<ul style="list-style-type: none"> • 1 unit birthing facility with recovery room (with toilets for men, women and PWDs)
		P 1M	
	Access Road	P 1M	<ul style="list-style-type: none"> • Sand and gravel 'single lane' road* (no. of ___ meters) • Concrete (no. of ___ meters) • Asphalt (no. of ___ meters) • Concrete/Asphalt (no. of ___ meters)
Core local road construction/ maintenance/rehabilitation	P 1M	<ul style="list-style-type: none"> • asphalt road (___ kilometer) • Concrete (___ kilometer) 	
	P 3M P 7M		
Water and Sanitation	P 1M	<ul style="list-style-type: none"> • 10 hand pumps, level 1 water system • Level 2 water system for 1 barangay 	
	P 3M		
LED	Tourism Facility	P 1M	<ul style="list-style-type: none"> • "Pasalubong" Center • Construction/Rehab of Cultural Heritage Center
		P 3M	
	Public Market	P 1M	<ul style="list-style-type: none"> • 1-unit "Bagsakan" Center (with toilets for men , women and PWDs) • 1 unit open market building with toilets for men, women and PWDs)
		P 3M P 7M	
Slaughterhouse	P 1M	<ul style="list-style-type: none"> • 1 facility with compartments for types of animals ; with water supply and drainage system 	
Transport Terminal	P 7M	<ul style="list-style-type: none"> • Covered jeepney/bus terminal (with toilets for men , women and PWDs) 	
DRRM	Evacuation Facility	P 7M	<ul style="list-style-type: none"> • 1 unit standard evacuation center (with toilets for men, women and PWDs)
	Rescue Equipment	P 1M	<ul style="list-style-type: none"> • Procurement of prescribed equipment
	Flood Control	P 3M	<ul style="list-style-type: none"> • Construction of canals/drainage, sea walls
ESWM	MRF and Sanitary Landfill	P 1M	<ul style="list-style-type: none"> • 1 unit Material Recovery Facility* • Sanitary Landfill by Phase
		P 3M	

ANNEX B

LIST OF DOCUMENTARY REQUIREMENTS IN ACCESSING PCF

1. Letter of Intent accompanied by the following documents for evaluation:
 - Project Proposal which shall contain the ff:
 - a. Description (Brief Summary of the Project, Project Goals and Objectives, Location, Type and Estimated Number of Target Beneficiaries, Project Partners)
 - b. Project Components and Implementation Schedule
 - c. Work and Financial Plan (or Project Implementation Plan)
 - d. Project Management (including composition of Project Implementation and Management Team)
 - e. Project Sustainability
 - f. Project Output/Outcome
 - g. Risk Management
 2. Program of Work
 3. Detailed Cost Estimates of the Project
 4. Detailed Engineering Design (for infrastructure projects)
 5. Copy of the 2014 Annual Investment Program (AIP)
 6. Local Sanggunian Resolution authorizing the Local Chief Executive to enter into a Memorandum of Agreement (MOA) with the DILG through its Regional Director for the PCF subsidy and implementation of the PCF projects.
 7. Administrative/Executive Order creating the LGU PCF Project Implementation Unit/Team
 8. Other administrative requirements such as:
 - a. For construction : photo of site before construction; photo copy of deed of donation, etc. (as listed in the ARAF)
 - b. For purchase of motor vehicle and relevant equipment : inventory of vehicles, SB resolution, certified copy of approval from the Department of Budget and Management to purchase vehicles/equipments pursuant to Section 8.0 of A.O. No. 233, Series of 2008, as amended by Section 2 of A.O. No. 15 dated May 25, 2011
1. Certification from a government bank that the LGU has an existing Trust Fund

ANNEX C

POSSIBLE ENTRY POINTS OF CSOs IN THE PCF IMPLEMENTATION STEPS

Implementation Step	Description	Role of CSO
<ul style="list-style-type: none"> Notification of eligibility 	<ul style="list-style-type: none"> LGU is notified that it is eligible to access PCF 	
<ul style="list-style-type: none"> Project identification 	<ul style="list-style-type: none"> LCE convenes the LDC to identify project to be proposed under PCF 	<ul style="list-style-type: none"> CSO as a member of the LDC shall take an active role in the project identification process
<ul style="list-style-type: none"> Submission of Letter of Intent (LOI) 	<ul style="list-style-type: none"> LGU submits LOI to access PCF to DILG Regional Office, with required supporting documents 	<ul style="list-style-type: none"> CSO may provide inputs to the final LGU proposal for submission to the DILG
<ul style="list-style-type: none"> DILG Compliance Check 	<ul style="list-style-type: none"> DILG Regional Office PCF Focal Person checks completeness of documentary requirements. LGU is notified if not complete 	<ul style="list-style-type: none"> At the regional level, the DILG Regional Office shall invite a CSO that will assist the RPCF Team in the validation of documents
<ul style="list-style-type: none"> Review of project proposal 	<ul style="list-style-type: none"> Regional PCF Management Team (RPCFT) conducts review of project proposal and supporting documents 	<ul style="list-style-type: none"> Invited CSO shall participate in the review of LGU's project proposal and validates responsiveness, relevance and beneficiaries of the project in an FGD with the project site-based CSOs of which results shall be submitted to RPCFT.
<ul style="list-style-type: none"> On-site inspection and validation to assess physical viability, relevance, responsiveness of project 	<ul style="list-style-type: none"> RPCFT conducts on-site inspection 	
<ul style="list-style-type: none"> Periodic monitoring by RPCFT 	<ul style="list-style-type: none"> RPCFT, with provincial PCF focal person, cluster head and C/MLGOO shall conduct periodic monitoring 	<ul style="list-style-type: none"> Invited CSO shall participate in the process
<ul style="list-style-type: none"> LGU posts reports in public places and city/municipal/provincial website 	<ul style="list-style-type: none"> LGU posts report in conspicuous places, a website. If a city/municipal has no website, post the report in the provincial website or DILG regional/central website 	<ul style="list-style-type: none"> CSOs may view reports, validate facts and figures and bring matters to the attention of the RPCFT, if needed
<ul style="list-style-type: none"> Validation of reports 	<ul style="list-style-type: none"> RPCFT conducts validation and ocular inspection of projects to validate report 	<ul style="list-style-type: none"> Invited CSO representative/s may participate in the process. Focus of the CSO monitoring activity will be on potential social, cultural, economic impact on the community, even before project completion, and validation of project status through discussions among CSOs present on-site.
<ul style="list-style-type: none"> RPCFT submits consolidated reports 	<ul style="list-style-type: none"> RPCFT submits consolidated reports to PCF Project Management Team-Central through BLGD and post report in DILG regional website 	<ul style="list-style-type: none"> CSOs may view reports, validate facts and figures and bring matters to the attention of the RPCFT, if needed
<ul style="list-style-type: none"> PCF Project Management Team - Central conducts validation 	<ul style="list-style-type: none"> PCF Project Management Team reviews consolidated reports and if necessary conducts validation visits to implementation sites 	<ul style="list-style-type: none"> Invited CSO representative/s may participate in the process
<ul style="list-style-type: none"> Submit completion report 	<ul style="list-style-type: none"> LGU submits completion report, with documentation, pictorials etc. 	<ul style="list-style-type: none"> Invited CSOs may assist to validate completion report through a meeting of project site beneficiaries

P/P/A FORM FOR SUBMISSION TO SUPERVISING AUDITOR

Province/City/Municipality of _____

LIST OF PCF- ASSISTED ON-GOING PROJECTS/PROGRAMS/ACTIVITIES

Implementing Unit/Office/Division	Project Name	Brief Description	Contractor/Supplier	Mode of Procurement	Funding Source	Cost (Approved Budget)	Project Duration (Date Started)	Expected Date of Completion	Location

Submitted by: _____

Local Engineer

Noted by: _____

Local Chief Executive

TARPAULIN SIGNBOARD FORMAT

Province/City/Municipality of _____

**PCF-ASSISTED INFRASTRUCTURE PROJECTS
Implementation Status Board**

Project Title : _____

Location: _____

Cost: _____

Fund Source: **Performance Challenge Fund**

Contractor/Supplier: _____

Brief Description of Project: _____

_____**Project Details:**

Project Date			Project Status				Remarks
Duration	Started	Target Date of Completion	Percentage of Completion	As of (Date)	Cost Incurred to Date	Date Completed	

For particulars or complaints about this, project, please contact the Regional Office or Cluster which has audit jurisdiction on this project:

COA Regional Office No./Cluster : _____

Address: _____

Contact No.: _____ or Text COA Citizen's Desk at 0915-5391957

Republic of the Philippines
 Province of _____
 CITY/MUNICIPALITY OF _____

**Physical and Financial Status Report
 For the Month of _____**

Project Title: _____ Total Project Cost : _____
 Location: _____ Fund Source/s: _____
 Contractor: (if By Contract) _____
 No. and Type of Beneficiaries : _____

Project Date		Physical Status			Financial Status			Remarks (Indicate reasons for delay, if any)		
Duration	Started	Date Target of Completion	Planned Activities	% of Completion	As of (Date)	Date Completed	PCF Subsidy		% of Utilization	LGU Counterpart/ Other Source, if any

Certified by: _____ Approved by: _____
 Local Engineer Local Accountant Local Chief Executive

SAMPLE MARKERS FOR COMPLETED PROJECTS

Project : Construction of Access Road

This farm to market road was constructed thru the DILG Performance Challenge Fund availed of by the Province/ City/Municipality of _____ having passed the DILG Seal of Good Housekeeping in 2012.

Project Completed on : _____

Project : Procurement of Dump Truck

This equipment was procured thru the DILG Performance Challenge Fund availed of by the Province/City/ Municipality of _____ having passed the DILG Seal of Good Housekeeping in 2012.

Equipment Procured on : _____

DILG Documentation Template**PERFORMANCE CHALLENGE FUND****PCF-Assisted Completed Projects**

LGU Visited	Name of LGU & Brief LGU Profile
Project	Project Profile <ul style="list-style-type: none"> - Name of Project and other details such as location, amount, time frame - When was said LGU conferred with SGH
Objectives of the Project	Data Source : Project proposal
Baseline Information/Background	Answer question: Why was this chosen project necessary? What were the prevailing conditions? Any particular group to be benefitted? Or how many are expected to benefit from the project? (Figures highly appreciated) What are the expected changes in the community if this were to be carried out? Description of the project's rationale/importance
Interviews undertaken	Interviews with recipients Interviews with local officials involved in the project Interviews with CSO partners and local media, if possible, on their perception about the project Profile of persons interviewed
Results Impact of the Project (Point of view of the LCEs and the recipients)	Comparative Analysis – Before and After the Project/Results What is the prevailing condition before the implementation of the project? (What are the problems encountered before and during the project implementation, if there is any) How did the beneficiaries' lives improved? What are the outcomes expected towards the end of the project? Did the target beneficiaries actually (or will actually) benefit from the project? (Suggested questions to be raised during the interview. You may add more)
General Observations & Recommendations	Analysis & Lessons Learned
Annexes Existing Documentation	List documents, reports, photographs (before and after photos) even videos, graphs (statistics)

Documentor : _____

Name/Position

Noted: _____

DILG Supervisor

Station/Region