



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Memorandum Circular No. 2020 - 094

Date: 18 JUN 2020

TO : PROVINCIAL GOVERNORS, MEMBERS OF THE SANGGUNIANG PANLALAWIGAN, LOCAL ROAD MANAGEMENT TEAM OF PROVINCIAL LOCAL GOVERNMENT UNITS AND DIRECTORS OF THE DILG CENTRAL AND REGIONAL/FIELD OFFICES AND ALL OTHERS CONCERNED

SUBJECT : POLICY GUIDELINES AND PROCEDURES IN THE IMPLEMENTATION OF THE CONDITIONAL MATCHING GRANT TO PROVINCES (CMGP) FOR ROAD AND BRIDGE REHABILITATION, UPGRADING AND IMPROVEMENT - LOCAL GOVERNMENT SUPPORT FUND TO PROVINCES FOR FY 2020

1.0 BACKGROUND

The Conditional Matching Grant to Provinces (CMGP) Program is an initiative of the National Government that aims to institutionalize governance reforms on Local Road Management (LRM) and Public Financial Management (PFM) in Provincial Local Government Units (PLGUs). The Program addresses *poor local road conditions* that hamper mobility, connectivity of road networks, and economic development at the local level. It provides incentives to provinces that demonstrate good performance in the implementation of the LRM and PFM reforms by providing funds for road and bridge rehabilitation, upgrading and improvement of core provincial roads. Appropriate technical assistance, and capacity development interventions are provided to ensure that PLGUs are able to achieve the reform targets in this regard.

The Program traces its history from the Provincial Roads Management Facility (PRMF) funded under the Australian Department of Foreign Affairs and Trade (DFAT, formerly known as AusAID, where ten (10) provinces were supported to implement reforms on LRM and PFM from 2009 to 2015. Seeing the benefits of the project, the Philippine Government adopted and scaled up the coverage in 2016 by approving the *Konkreto at Ayos na LanSangan ang DAan sa Pangkalahatang Kaunlaran (KALSADA)* for nationwide implementation. KALSADA transitioned to the CMGP Program in 2017.

Through the partnerships forged by the Department with PLGUs, other National Government Agencies, and International Development Agencies through the years, the CMGP Program's systems and processes are continually improving to better contribute to the development of provinces, and the nation as a whole.

Since FY 2016, the Program has been funded annually in the General Appropriations Act (GAA) under the Local Government Support Fund.

2.0 PURPOSE

This Memorandum Circular (MC) is being issued to prescribe the general policies and mechanics in the implementation of the various components of the 2020 CMGP Program in governance reforms including implementation and quality assurance of road and bridge projects.

3.0 LEGISLATIVE COMPLIANCE

Republic Act (R.A.) 11465 also known as the General Appropriations Act (GAA) FY 2020 providing financial subsidy for Provincial Local Government Units under Section XXXVII Allocation for Local Government Units, C. Local Government Support Fund (LGSF), Special Provision No. 3.

4.0 COVERAGE OF THE PROGRAM

The Program shall cover 76 provinces identified under FY 2020 GAA Volume I-B for the Conditional Matching Grant to Provinces (CMGP) for Road and Bridge Rehabilitation, Upgrading and Improvement provided that the bridge/s shall be limited to those that form part of the road network or within the station limits of the road project. The project should also include road appurtenances such as, but not limited to, lateral and cross drains, slope protection, road safety devices, box and pipe culverts.

Support fund to CMGP was provided through DILG budget under FY 2020 GAA for: (a) capacity development of 76 provinces towards the achievement of their governance reform targets; (b) overall program management and monitoring; and (c) quality assurance of road and bridge projects.

4.1 Eligible Projects under the Program

- 4.1.1 Eligible projects are provincial core roads identified as priority in the most recently-approved LRNDP with at least one kilometer, except when: (a) the length of the whole road section is less than one kilometer; or (b) the remaining length to be paved is less than one kilometer;
- 4.1.2 Eligible work categories shall be limited to, or may be a combination of Road and Bridge Rehabilitation, Upgrading, and Improvement;
- 4.1.3 Projects to be funded under the Program shall have Certification from the Local Chief Executive (LCE) duly acknowledged and notarized that there are no right-of-way issues and overlapping of projects funded by other agencies. (Annex 26);
- 4.1.4 Eligible projects shall have DEDs prepared by the PLGUs in accordance with applicable DPWH standards. The minimum design criteria that shall be adopted for CMGP projects are listed in Appendix 3. The Local Chief Executive shall certify that the Detailed Drawings are in accordance with the standards.

5.0 DEFINITION OF TERMS

- 5.1 **Aide Memoire** – An official document that summarizes the commitments on findings, recommendations, and agreements as a result of the project monitoring visit conducted by the DILG. (Annex 16)
- 5.2 **Absorptive Capacity** – refers to the performance of the Provinces in the utilization of funds, procurement, implementation of projects, and achievement of reform targets under CMGP.
- 5.3 **Annual Reform Action Plan (ARAP)**- refers to governance reform implementation plan of the Provincial Government for the year which specified the annual reform objectives, activities, deliverables, timelines, responsible offices/focal persons, budgets and support agencies.
- 5.4 **Acceptance** – the process during which the Contractor handover/turnover the project to the Implementing agency from the time the project construction ends.
- 5.5 **Award** – A written notice from the procuring entity accepting a bid or proposal.
- 5.6 **Disbursements** – are the actual amounts spent or paid out of the budgeted amount.
- 5.7 **Certificate of Completion** – A document issued by the Implementing Agency stating that the project has been satisfactorily completed in accordance with the approved Plans and Specifications. (Annex 21)
- 5.8 **Certificate of Final Acceptance** – A document issued by the province upon final acceptance of the works, after the one-year Defects Liability Period and after all defects, deficiencies and failures have been corrected and supplied, based on the Final Inspection Report, duly prepared by the Inspectorate Team.
- 5.9 **Contract Implementation** – A process of undertaking a project or contract in accordance with the contract documents.
- 5.10 **Certificate of Site Possession** – certification issued by the implementing agency to the contractor to proceed with the execution of the work. This certificate records the handover of the site to the contractor for the purpose of constructing the work in terms of the agreement.
- 5.11 **CPES** – Constructors' Performance Evaluation System is a system of grading the performance of a constructor for a specific kind of projects using a set of criteria, approved by the NEDA-INFRA COM.
- 5.12 **CSOs** – Civil Society Organizations which have previous experience and participation in local planning and duly accredited in accordance with the existing guidelines in DILG MC 2016-97 series of 2016, DILG MC 2018-89 series of 2018, and/or by DILG which guidelines to be issued for the purpose.
- 5.13 **Current Situation** – refers to the description of the present situation and condition of the provincial local government unit in the seven reform areas that resulted from the conduct of the Provincial Assessment Workshop.

- 5.14 Disbursement** – refers to the settlement/liquidation/payment of an obligation incurred in the current or prior years, involving cash or non-cash transactions and covered by disbursement authorities.
- 5.15 DLP** – Defects Liability Period. All shall be one (1) year from the project completion up to final acceptance by the government.
- 5.16 Fair-to-Good Local Road Condition** – roads in maintainable condition with indicative riding speed of 70-80 kph and 50-60 kph for good and fair respectively.
- 5.17 GFH** – Good Financial Housekeeping, a component of DILG's Seal of Good Local Governance (SGLG) where LGU's compliance with accounting and auditing standards, rules and regulations are assessed.
- 5.18 Implementing Agency** – refers to the PLGU to which the funds are transferred for the purpose of prosecuting/implementing the project.
- 5.19 Improvement** – refers to road improvement means any other physical or civil works on the road system that is more than the required scope of work for road rehabilitation or maintenance. It usually involves improvement of roads to enhance accessibility and mobility.
- 5.20 Indicators** – are performance standards which translate the strategic objectives into empirically observable, quantified and concrete, i.e., "objectively verifiable" indicators (OVI).
- 5.21 Inspection Report** – A document that summarizes the narrative of the findings of the Inspectorate Team during inspection, including repair works done by the Contractor.
- 5.22 Final Inspection Report** – A document that summarizes the narrative of the findings of the Inspectorate Team during the conduct of Final Inspection. It indicates defects/deficiencies duly rectified by the Contractor after the one-year Defects Liability Period (DLP).
- 5.23 LGSF** - Local Government Support Fund, financial subsidy to LGUs for the implementation of priority programs and projects, as provided in the GAA.
- 5.24 LRM** - Local Road Management, process of planning, prioritizing, and sustainably managing the local road network in consideration of the envisioned socio-economic development of the local government unit.
- 5.25 LRMT** - Local Road Management Team refers to the team organized by the PLGUs that is responsible for the overall implementation of CMGP projects in the province, geared towards the attainment of the envisioned reforms in LRM and PFM.
- 5.26 LRNDP** - Local Road Network Development Plan, refers to a transparent and predictable multi-year development program of local road networks, including provincial, city, municipal, and barangay roads, that need to be improved or rehabilitated in the next five years to support local economic drivers, particularly agriculture, trade, logistics, and tourism hubs.

- 5.27 LRM and PFM Target Situations** – the goals, state or condition of governance concerning local road management and relevant areas of public financial management targeted to be accomplished by PLGUs by FY 2022.
- 5.28 MDS** – Modified Disbursement System, refers to the authorized government servicing banks.
- 5.29 Monitoring** – The method of collecting and analyzing information to determine the program's development or progress in reference to its overall objectives. Monitoring outputs are used to come up with sound management decisions.
- 5.30 NCA** – Notice of Cash Allocation. Cash Authority issued by the DBM to central, regional and provincial offices and operating units through the authorized government servicing banks of the MDS, to cover the cash requirements of the agencies.
- 5.31 NADAI** – Notice of Authority to Debit Account Issued refers to a document issued by the Regional Bureau of the Treasury (BTr) to the province informing them that the subsidy has been deposited into the Trust Account of the PLGU.
- 5.32 NEP** – National Expenditure Program. Budget proposal submitted by the Office of the President to Congress in accordance with Section 22, Article VII of the 1987 Philippine Constitution, serving as the basis of the General Appropriations Act (GAA).
- 5.33 Notice of Defects/Deficiencies** – A document issued by the Provincial Engineering Office (PEO) to officially notify the Contractor.
- 5.34 OPDS-CMGP PMO** – Office of Project Development Services – Conditional Matching Grant to Provinces Project Management Office, The established provincial road sector office under the DILG, which shall be responsible for the overall program management.
- 5.35 PFM** – Public Financial Management refers to a system of rules, procedures and practices for a government to manage public finances. It encompasses budgeting, accounting, auditing, cash management, management of public debt, revenue generation, and reporting of public sector financial operations.
- 5.36 PGRR** - Provincial Governance Reform Roadmap refers to a four-year governance reform plan of Provincial Governments in the seven areas concerning Local Road Management (LRM) and Public Financial Management (PFM). The document consists of annual targets and strategies to be undertaken by the PLGUs to achieve governance reform targets by 2022.
- 5.37 PhilGEPS** – Government Electronic Procurement System that provides a facility for the public posting of bid notices and awards. This system has been expanded to include electronic bidding and electronic payment functions. All agencies are required to use this system. The facility can be accessed via PhilGEPS.gov.ph
- 5.38 PI** – Performance Indicator, a characteristics or evidence that measures and illustrates the standard of performance by which an agency delivers its programs or outputs. Performance Indicators can measure the quantity, or timeliness of outputs and outcomes of an agency or a program and provide evidence that describes results such as economy, efficiency, and effectiveness.

- 5.39 PIT** – Project Inspectorate Team, primarily a group of Technical Personnel of PLGU that is tasked, among others to conduct inspection of Physical Accomplishment of projects.
- 5.40 PLGUs** – refer to Provincial Local Government Units.
- 5.41 PPMC** – Provincial Project Monitoring Committee, refers to the group of personnel of the PLGUs created in accordance with Executive Order No. 376, s. 1989, as amended by EO 93 s. 1993, “Establishing the Regional Project Monitoring and Evaluation System (RPMES).” The Local PMCs serve as the monitoring arm of the Local Development Councils for the operationalization of the RPMES at the sub-regional level.
- 5.42 Projects** – refers to the eligible projects mentioned in Section 4.1 of these Guidelines.
- 5.43 Project Assessment** – A review of issues, concerns and physical accomplishment of the project.
- 5.44 Project Completion** – refers to the 100% physical accomplishment of the works, as per approved Contract and Program of Works.
- 5.45 Project Supervision Team** – refers to the team designated to supervise the day-to-day construction activities/implementation of the project composed of not less than three (3) technical staff.
- 5.46 Provincial Core Road** – refers to a minimum road network that support economic and social development by providing linkages between the majority of population and the basic services and facilities within the province. Core roads also serve as the primary drivers of local economic growth.
- 5.47 Punch list** – A document prepared near the end of a construction project listing work not conforming to contract specifications that the general contractor must complete prior to final payment.
- 5.48 Reform Area** – refers to seven governance areas of reform agenda, among others as may be deemed necessary that will be the subject of reforms and transformation, guided by and purposively contributing to the attainment of the Suitable Development Goals (SDGs).
- 5.49 Rehabilitation** – refers to road rehabilitation means the work necessary to restore to “good” condition the existing road pavement that has deteriorated to “poor” or “bad” condition. It includes the provision of road drainage and other appurtenances.
- 5.50 Reversion** – is the returned to the original source of the appropriation or authorization from the balance of an appropriation or authorized that is remaining after the close of a specific time period.
- 5.51 Subsidy** – A grant or financial aid, usually by a government body, to some other government corporations and local government units.
- 5.52 Suspension** – The administrative penalty imposed for infractions committed by a contractor during project implementation.

- 5.53 Target Situation** – refers to description of desirable goals, state or condition of the governance of the PLGU that need to be accomplished y the provinces for each of the reform are by 2022.
- 5.54 Termination of Contract** – Extinction of contract by reason of solution or rescission under Articles 1191, 1380, 1381 of the Civil Code, Section 86 of the IRR 9184 and the other applicable laws arising from the default of the contractor, implementing agency or either.
- 5.55 Theory of Change** – is a formula or guide towards a desired direction for ensuring desired change.
- 5.56 Trust Fund** – Fund which accounts for the receipts by an agency of government or by a public office acting as trustee, agent, or administrator for the fulfillment of some obligations.
- 5.57 Undisbursed Funds** – unspent or unpaid amount out of the contracted amount.
- 5.58 Unutilized Funds** – unused out of the obligated amount from the total allocation.
- 5.59 Upgrading** – shall refer to civil works designed to elevate the current surface condition of the road to the next or higher surface condition. The pavement of the provincial road may be upgraded to a higher pavement level if the existing pavement is not adequate to carry the current and/or projected traffic volume.

6.0 GENERAL GUIDELINES

6.1 Fund

6.1.1 LGSF-CMGP FY 2020 GAA (R.A. No. 11465)

The amount of **Eight Billion Two Hundred Twenty Three Million Six Hundred Forty Five Thousand Pesos (P 8,223,645,000.00)** is a National Subsidy to Provinces appropriated under the Local Government Support Fund for Conditional Matching Grant to Provinces for Road and Bridge Rehabilitation, Upgrading and Improvement (CMGP) Program shall be used to support provinces which are compliant of DILG's Seal of Good Financial Housekeeping (GFH) and DBM-validated PFM Improvement Plan pursuant to Special Provision No. 3 under the LGSF of the GAA FY 2020.

6.1.2 Fund Allocation

6.1.2.1 As specified in Special Provision No. 3 of the LGSF in GAA FY 2020, CMGP budget allocation shall be allocated to eligible provinces based on the following criteria:

a. Needs Criteria

- i. Poverty Incidence
- ii. Resources per capita
- iii. Percentage share based on unpaved and poor-to-bad paved *core* road

b. Performance Criteria

- i. Absorptive capacity based on the performance on procurement, physical and financial accomplishment, and quality assurance rating of 2017 and 2018 CMGP Projects.
- ii. Performance on the achievement of 2018 governance reform targets
- iii. Performance on compliance with FY 2019 submission of fund release requirements

6.1.2.2 The corresponding allocation per province shall be officially communicated by DILG to the PLGUs within 10 working days upon submission of NEP by the President to the Congress.

6.2 Fund Release Requirements

6.2.1.1 Governance Reform Requirements

- a. Compliance with the Good Financial Housekeeping (GFH) component of the Seal of Good Local Governance (SGLG) of the DILG.
- b. Submission to the DILG of the Local Road Management Performance Assessment (LRMPA) Result for 2019 with improvement plan for FY 2020;
- c. Proof of submission to DBM of the PFM FY 2020 Improvement Plan.
- d. Certification of Local Finance Committee on Local Road Maintenance Budget for the current year sufficient to maintain 100% of fair-to-good roads at P100,000/km./year. An Approved Annual Maintenance Work Program (AMWP), and Road Inventory Survey. Template is shown in Annex 10.

6.2.1.2 Technical requirements:

- a. Detailed Engineering Design (DED) compliant with the DPWH standards for eligible CMGP projects.
- b. All FYs 2016 KALSADA, 2017 and 2018 CMGP Projects are completed, and FY 2019 CMGP Projects are at least ongoing.

6.3 Release of Funds

6.3.1 PLGUs are required to submit to the DILG all fund release requirements within the first quarter but shall not later than September 30 of the current year. The Public Financial Management Assessment Report (PFMAR) shall also be submitted to the DBM Regional Office within first quarter of the current year.

- 6.3.2 CMGP Funds shall *only* be released to PLGUs that have complied with all **requirements identified in the FY 2020 GAA** and section 6.2.1 of this guidelines.
- 6.3.3 The request for the release of funds to the Province shall not be endorsed to DBM unless the DILG has verified that all its FYs 2016 KALSADA, 2017 and 2018 CMGP Projects are completed, and FY 2019 CMGP Projects are at least ongoing.
- 6.3.4 Within ten (10) working days upon confirmation of satisfactory compliance by a province with the requirements listed in section 6.2.1 of this guidelines, the DILG shall endorse to DBM the release of funds.
- 6.3.5 Within five (5) working days upon endorsement of PLGUs to DBM for the release of funds, the DILG through a written notice shall advise the Provincial Government to proceed with the procurement process short of award.
- 6.3.6 Fund release requirements submitted beyond September 30, 2020 shall be endorsed to DBM in exceptional cases i.e., the occurrence of force majeure and peace and order issues or armed conflicts, subject to the approval of DILG Secretary.
- 6.3.7 The PLGUs that did not comply with the requirements for fund release by September 30, 2020 shall not be endorsed to DBM as stipulated in Section **6.2.1** of this Guidelines.
- 6.3.8 The process flow for the endorsement of projects including the release of funds is shown in Annex 5.
- 6.3.9 Upon endorsement of compliant LGUs by the DILG, the DBM may issue the corresponding Notice of Cash Allocation (NCA) to the Modified Disbursement System (MDS) - Government Servicing Bank (GSB) and the Advice of NCA Issued (ANCAI) to the BTr, which shall directly download the funds to the Province.
- 6.3.10 Upon release, the BTr to provide a copy of the Notice of NADAI to the DILG-CMGP Program Management Office, DILG and DBM ROs, and the Commission on Audit (COA) Field Offices concerned.
- 6.3.11 All other applicable provisions under DOF-DBM Joint Circular No. 2016-1 dated January 4, 2016 - Guidelines for the Direct Release of Funds by the Bureau of Treasury to Local and DBM-DOF Joint Circular No.2013-1 dated September 16, 2013 - Guidelines in the Use of Authority to Debit Account for Transfers to Local Government Units shall be observed.
- 6.3.12 The Province shall maintain a separate subsidiary ledger for each project to record each transaction. *Funds which are undisbursed, as mentioned in Section 6.4 shall be reverted to the BTr.* The amount released to the PLGUs shall be recorded as **Trust Fund** to be used for its specified purpose.
- 6.3.13 The PLGU shall exclusively utilize the fund for its intended purpose as indicated in the NADAI and in accordance with the existing government budgeting, procurement, accounting and auditing laws, rules and regulations.

- 6.3.14 The PLGU shall apply the Revenue Memorandum Circular 85-2017 dated 11 October 2017 issued by Bureau of Internal Revenue (BIR) as basis for the appropriate rate of Value Added Tax (VAT) to be used in the preparation of Approved Budget for the Contract (ABC).
- 6.3.15 In accordance to Section 6 of the Special Provisions under LGSF of GAA FY 2020 Implementation of and payments for infrastructure projects is extended until **31 December 2021**.

6.4 Prohibited Use of Funds

The CMGP Fund shall not be used:

- 6.4.1 For any purpose other than the project/s to which the fund was released as specified in the NADAI;
- 6.4.2 To fund projects already covered by other funds; and
- 6.4.3 For the payment of **Personal Services**¹ expenditures (i.e., payment of salaries, including honoraria, allowances, bonuses, and similar forms of compensation) and all other activities related to project preparation and evaluation.
- 6.5** The PLGU may use the balance from downloaded funds (i.e., the difference between the Approved Budget for the Contract and the Bid Amount) to finance additional costs due to variation orders for that particular project while the project is ongoing and within the validity of the contract. *The application of Variation Order shall be in accordance with Annex E of the 2016 Revised IRR of RA No. 9184, and with Section IV, Clause 43 of the Gen. Condition of Contract (GCC).*

6.6 Reversion of Funds

The Province shall be responsible for the following:

- 6.6.1 Any undisbursed funds after **31 December 2021**, shall be reverted to the BTr by the recipient Provinces in accordance with Paragraph 2 Section 6 of the Special Provisions of the LGSF under the Conditional Matching Grant to Provinces in the GAA FY 2020.
- 6.6.2 Any unutilized funds upon payment of the final Billing including LD shall be reverted to the BTr.
- 6.6.3 Any funds that cannot be disbursed due to the program or project cannot be implemented for any reason or the same has been funded from other sources shall be immediately reverted to BTr by the PLGU.

6.7 Cancellation of Project

- 6.7.1 In case of any approved projects, overlapped by other fund source and unresolved Peace and Order situation, the DILG RO shall demand PLGUs

¹ Sec. 306(k) of the Local Government Code of 1991

⁴ Contract Implementation Guidelines for the Procurement of Infrastructure Projects of the Revised IRR of 9184

to revert the funds equivalent to the remaining works for specific project/s after receiving a **Letter of Project Cancellation**.

- 6.7.2 In case of cancellation of ongoing projects, the PLGU shall issue **Notarized Affidavit of Undertaking** using Annex 26.

6.8 Program Arrangements

The roles and responsibilities of the concerned entities, agencies, and provinces in the implementation of the CMGP Program are listed in **Annex 7**.

6.9 Project Implementation

- 6.9.1 All projects shall be implemented in accordance with the General Conditions of the Contract and *its Annex E*; Contract Implementation Guidelines for the Procurement of Infrastructure Projects of the 2016 Revised IRR of R.A. No. 9184.
- 6.9.2 All pertinent documents to the Program that is necessary to the efficient and efficient implementation of CMGP, the PLGU shall promptly and readily provide all pertinent documents to the program in accordance with Section 28, Art. II of the 1987 Constitution, and E.O. No. 2 s.2016, which provides for the right of the people to information on matters of public concern, and state policies to full public disclosure and transparency in public service.
- 6.9.3 The specific roles and responsibilities of PLGUs, and DILG Central, Regional, and Provincial Offices in the implementation of projects funded under CMGP are listed in **Annex 8**.

6.10 Procurement by the PLGU

All projects shall be procured through competitive bidding, with strict adherence to the provisions of RA No. 9184 and its 2016 Revised Implementing Rules and Regulations (IRR). The policies and procedures are listed in **Annex 6** shall be strictly observed.

6.11 Project Monitoring and Reporting

The PLGUs are *primarily* responsible in monitoring the day-to-day implementation of their CMGP projects and reporting its status to the appropriate bodies, as required in the FY 2020 GAA. Road projects implementation and maintenance activities are monitored and reported quarterly through a fully functional Provincial Project Monitoring Committee (PPMC) that is represented by all concerned sectors in the community.

The DILG shall oversee the implementation of the Program, and monitor the performance of the Provinces in both the implementation of projects and achievement of reforms under the Program. The details on monitoring and reporting are reflected on **Annex 13**.

6.11.1 DILG Reporting

DILG RO PO reporting shall be in accordance with the provision of the DILG MC 2018-114 dated 20 July 2018, also known as the Guidelines on the Implementation of SubayBAYAN (<http://subaybayan.dilg.gov.ph>).

6.11.2 PLGU Reporting Requirements under GAA

6.11.2.1 The PLGUs shall comply with the reportorial and posting as required in Section 7 of Chapter 37 of Volume I-B, Special Provisions under the 2020 General Appropriation Act.

6.11.2.2 External Monitoring

A Guidelines shall be issued separately for Third-Party Monitors and CSOs.

6.12 Maintenance of all Fair-to-Good Provincial Roads

6.12.1 The PLGU shall implement routine and periodic maintenance activities for all fair-to-good roads in accordance with the DPWH standards and the approved Annual Maintenance Work Program (AMWP). Refer to **Annex 11** for the template.

6.12.2 The DILG CO and Field Offices shall monitor and assess the quarterly status of implementation of the AMWP. The report shall be submitted within 15 days from the end of each quarter through the following link: http://bit.ly/Maintenance_Monitoring. The report template for Road Maintenance is attached as **Annex 10**.

6.13 Modification of Projects

Changes in the location of the project outside the road section stipulated in the document endorsed to DBM *shall not be allowed*.

6.14 Liquidated Damages

Funds obtained by the PLGUs from the imposition of Liquidated Damages shall be returned to the BTr upon completion of the project or by December 31, 2021, whichever comes sooner.

6.15 Governance Reform for Provinces

The DILG shall provide assistance and interventions in the form of trainings, workshops, coaching, mentoring, and systems development for the PLGUs to support the achievement of reform targets under the seven (7) reform areas of CMGP as follows:

- i. Local Road Information Management
- ii. Local Road Network Development Planning
- iii. Local Road Construction and Maintenance
- iv. Local Road Asset Management
- v. Internal Audit
- vi. Budgeting, Revenue Generation, and Expenditure Management
- vii. Procurement

The Governance Reform target of PLGUs by FY 2022 under each reform area are reflected in *Annex 12*.

The roles and responsibilities of major stakeholders of the Program in the implementation and achievement of Governance reforms is attached as *Annex 9*.

7.0 PENAL PROVISIONS

Projects not implemented in accordance with the provisions of this guidelines including all other applicable laws, but not limited to the following may result in the filing by concerned parties of appropriate civil, criminal, and/or administrative cases against the local public officials and/or employees concerned for acts or omissions in relation to the performance of their duties, or non-inclusion and/or disqualification of the PLGU in assistance provided by the National Government:

- i. R.A. No. 3019 "Anti-Graft and Corruption Practices Act"
- ii. R.A. No. 9485 "An act to improve efficiency in the delivery of government service to the public by reducing bureaucratic red tape, preventing graft and corruption, and providing penalties therefore"
- iii. R.A. No. 9184 "The Government Procurement Reform Act and its Revised Implementing Rules and Regulations"
- iv. E.O. No. 292 "Administrative Code of 1987": Book VI "National Government Budgeting" - Chapter 5 Sec. 43 "Liability for Illegal Expenditures" and Chapter 7 Sec. 80 "Misuse of Government Funds and Property"
- v. Pertinent Provisions of R.A. No. 11260 – FY 2019 General Appropriations Act

8.0 SPECIAL PROVISION

8.1.1 Failure to revert unutilized funds for projects that cannot be implemented, i.e., "due to overlapping of funds from the sources, peace and order situations", and non-issuance of Notarized Affidavit of Undertaking (Annex 25) shall be considered as non-compliance with this Guidelines and may be considered as a ground for non-endorsement of succeeding projects pending reversion of unutilized funds.

8.1.2 In case of non-completion of projects by 31 December 2021, the PLGU shall issue a **Notarized Affidavit of Undertaking** (Annex 25), signed by the LCE, for the following:

- a. Allocate local funds equivalent to the reverted amount for the remaining works in accordance with Section 6.7.4 of this MC;
- b. Complete the project not later than the date agreed upon by the PLGU and the concerned DILG-RO;
- c. Submit Project Completion Report (Annex 24) within 30 calendar days to DILG-RO through the DILG-PO after the issuance of Certificate of Completion; and
- d. Assume accountability and liability under applicable laws and issuances in case of non-compliance with this Undertaking.

9.0 ISSUES FOR RESOLUTION

Interpretation of the provisions of this MC, including cases not covered herein, shall be submitted to DILG for resolution, except for concerns regarding transfer of funds from the NG to the PLGUs, and PFM concerns, which shall be directed to the DBM for resolution.

10.0 ANNEXES

Annex 1	:	FY 2020 PLGU's Allocation
Annex 2	:	Site Validation Assessment Form
Annex 3	:	DED Evaluation Report Guide for FY 2020
Annex 4	:	Projects Minimum Design Criteria and Detailed Drawings and Program of Works (Completeness Report)
Annex 5	:	Process Flow Chart for the Project Endorsement to DBM for Fund Release
Annex 6	:	CMGP Procurement Policies and Procedures
Annex 7	:	Program Arrangements
Annex 8	:	Project Implementation Arrangement
Annex 8a	:	Roles of DILG Offices in the Implementation of CMGP
Annex 9	:	Roles and Responsibilities in the Implementation of Governance Reform
Annex 10	:	Road Maintenance Status Report Template
Annex 11	:	Annual Maintenance Work Program Template
Annex 12	:	Governance Reform Targets for Provinces by the End of FY 2022
Annex 13	:	Roles and Responsibilities in Monitoring and Reporting
Annex 14a	:	Governor's Certification that DED/POW are Fully Compliant with All Design Criteria and Standards (Form 1.a)
Annex 14b	:	Governor's Certification for DED/POW Not Fully Compliant with All Design Criteria and Standards (Form 1.b)
Annex 15	:	Justifications for Deviation from Design Standards
Annex 16	:	Aide Memoire
Annex 17	:	Provincial Inspectorate Team Project Assessment Report
Annex 18	:	Pre-Final Inspection (Punch list)
Annex 19	:	Inspection Report for Final Completion
Annex 20	:	Final Inspection Report
Annex 21	:	Certificate of Completion
Annex 22 & 22a	:	Acceptance Report
Annex 23	:	Certificate of Acceptance
Annex 24	:	CMGP Project Completion Report
Annex 25a	:	PIR Template – Community/Stakeholder Benefit
Annex 25b	:	PIR Template – Institutional Development
Annex 25c	:	PIR Template – Citizen Engagement
Annex 25d	:	PIR Template – Program Effectiveness and Sustainability
Annex 26	:	Notarized Affidavit of Undertaking
Annex 27	:	Template for Quarterly Financial Report of Operations
Annex 28	:	Template for Quarterly Physical Report of Operations
Annex 29	:	Data Capture Form
Annex 30	:	Action Plan Form

11.0 EFFECTIVITY

This Circular shall take effect immediately upon publication in the DILG Website, or a newspaper of general circulation.

12.0 SEPARABILITY CLAUSE

If any clause, sentence or provision of this JMC shall be deemed invalid or unconstitutional, its remaining parts shall not be affected thereby.

13.0 REPEALING CLAUSE

All amendments to the provision of this MC shall be done separately by DBM and DILG through the issuance of a Local Budget Memorandum Circular (LBMC) or inclusion in the succeeding GAA and a Memorandum Circular respectively.

14.0 FEEDBACK

Inquiries concerning this document should be directed to the Office of Project Development Services, DILG, through the CMGP PMO by phone at (02) 8925 3844 and by email at kalsada.dilg@gmail.com for appropriate action.

15.0 APPROVING AUTHORITY


EDUARDO M. AÑO
Secretary, DILG

Date: _____



DILG-OSEC 06172020-014

FY 2020 CMGP Allocation per PLGU

FY 2020 CONDITIONAL MATCHING GRANT TO PROVINCES		
Region	Province	Allocation
CAR	Abra	105,805,276
	Apayao	103,373,168
	Benguet	78,199,298
	Ifugao	88,149,589
	Kalinga	106,131,232
	Mountain Province	104,153,803
	Total	585,812,371
I	Ilocos Norte	97,123,841
	Ilocos Sur	86,695,704
	La Union	92,793,838
	Pangasinan	113,116,410
	Total	389,729,793
II	Batanes	73,052,710
	Cagayan	104,686,106
	Isabela	119,327,717
	Nueva Vizcaya	115,235,736
	Quirino	100,981,717
	Total	513,283,986
III	Aurora	93,683,132
	Bataan	98,472,540
	Bulacan	107,100,957
	Nueva Ecija	107,647,811
	Pampanga	79,269,390
	Tarlac	103,442,704
	Zambales	91,145,467
	Total	680,762,001
IV-A	Batangas	87,598,768
	Cavite	92,902,667
	Laguna	91,789,947
	Quezon	89,278,177
	Rizal	96,552,667
	Total	458,122,226
IV-B	Marinduque	106,964,443
	Occidental Mindoro	101,517,713
	Oriental Mindoro	170,680,749
	Palawan	128,040,062
	Romblon	101,474,230
	Total	558,677,197
V	Albay	110,283,562
	Camarines Norte	116,835,240
	Camarines Sur	129,706,010
	Catanduanes	93,881,645
	Masbate	117,133,386
	Sorsogon	122,149,661
	Total	689,989,534
VI	Aklan	85,484,635
	Antique	91,670,538
	Capiz	94,450,087
	Guimaras	84,887,333
	Iloilo	125,456,571
	Negros Occidental	116,722,981
	Total	601,672,145

FY 2020 CMGP Allocation per PLGU

FY 2020 CONDITIONAL MATCHING GRANT TO PROVINCES		
Region	Province	Allocation
VII	Bohol	136,307,711
	Cebu	108,882,409
	Siquijor	103,893,712
	Negros Oriental	87,715,055
	Total	436,798,887
VIII	Biliran	91,312,923
	Eastern Samar	118,908,064
	Leyte	122,277,244
	Northern Samar	111,785,032
	Southern Leyte	100,249,470
	Samar	113,146,271
Total	657,679,004	
IX	Zamboanga del Norte	128,963,671
	Zamboanga del Sur	115,322,942
	Zamboanga Sibugay	133,172,700
	Total	377,459,313
X	Bukidnon	148,778,582
	Camiguin	98,343,407
	Lanao del Norte	121,393,660
	Misamis Occidental	127,074,755
	Misamis Oriental	134,539,902
Total	630,130,306	
XI	Compostela Valley	118,355,025
	Davao del Norte	132,449,806
	Davao del Sur	85,071,776
	Davao Occidental	106,986,188
	Davao Oriental	124,383,140
Total	567,245,935	
XII	Cotabato	123,547,491
	Sarangani	133,956,256
	South Cotabato	118,833,337
	Sultan Kudarat	112,582,061
Total	488,919,145	
CARAGA	Agusan del Norte	102,264,892
	Agusan del Sur	133,744,398
	Dinagat Islands	106,547,910
	Surigao del Norte	120,691,985
	Surigao del Sur	124,113,972
Total	587,363,157	
TOTAL		8,223,645,000



Department of the Interior and Local Government
Conditional Matching Grant to Provinces (CMGP)



SITE VALIDATION ASSESSMENT FORM

Name of Project: _____
 Project Length: _____
 Location: _____
 Station Limit: _____
 Date of Assessment: _____

Note: rows and items may be added, as necessary

1. LOCATION/BENEFICIARIES DATA	CITY/MUNICIPALITY	BARANGAY 1	BARANGAY 2	BARANGAY 3	BARANGAY 4	BARANGAY 5
City 1						
a. Length	0.00					
b. No. of Household	0					
c. Population	0					
City 2						
a. Length	0.00					
b. No. of Household	0					
c. Population	0					
Municipality 1						
a. Length	0.00					
b. No. of Household	0					
c. Population	0					
Municipality 2						
a. Length	0.00					
b. No. of Household	0					
c. Population	0					
Municipality 3						
a. Length	0.00					
b. No. of Household	0					
c. Population	0					
TOTAL LENGTH	0.00					
TOTAL NO. OF HOUSEHOLD	0					
TOTAL POPULATION	0					

2. EXISTING ROAD RIGHT OF WAY (meters)

2.A Existing RROW Concerns (Within Construction Limits)	QUANTITY	UNIT	LOCATION/STATION	REMARKS (MOV. ACTION TAKEN, ETC.)
<i>Presence of Existing Utilities</i>				
a. Electric Lines/Posts				
b. Water Systems				
c. Cables/Telephone Lines				
d. Others (Pls. specify)				
<i>Presence of Existing Structures</i>				
a. Perimeter Fencels				
b. House/s				
c. Driveway/s				
d. Others (Pls. specify)				
<i>Presence of Trees</i>				
a. Coconut				
b. Others (Pls. specify)				

3. LAND USE (check all that applies)	REMARKS/STATION
a. Residential <input type="checkbox"/>	
b. Institutional <input type="checkbox"/>	
c. Recreational <input type="checkbox"/>	
d. Commercial <input type="checkbox"/>	
e. Industrial <input type="checkbox"/>	
f. Agricultural <input type="checkbox"/>	
g. Forest <input type="checkbox"/>	
h. Others (Pls. specify) <input type="checkbox"/>	

4. TERRAIN CONDITION (check all that applies)	REMARKS/STATION
a. Flat <input type="checkbox"/>	
b. Rolling <input type="checkbox"/>	
c. Mountainous <input type="checkbox"/>	
d. Combination of terrain condition stated above <input type="checkbox"/>	

5. EXISTING PAVEMENT/ROAD TYPE (check all that applies)	REMARKS/STATION
a. Earth <input type="checkbox"/>	
b. Gravel <input type="checkbox"/>	
c. Concrete <input type="checkbox"/>	
d. Asphalt <input type="checkbox"/>	
e. Others (Pls. specify) <input type="checkbox"/>	

6. ROAD SAFETY RELATED CONCERNS (fill-out all applicable concerns)	LOCATION/STATION	REMARKS (MOV, ACTION TAKEN IF ANY)
a. Narrow lane or shoulders		
b. Steep side slopes/ roadside obstacles		
c. Steep road slope		
d. Limited sight distance at hill crest		
e. Sharp horizontal curve		
f. Location with crash history (if any)		
g. Others (Pls. specify)		

7. PRESENCE OF EXISTING ROAD FIXTURES/ACCESSORIES	TYPE	LENGTH	LOCATION/STATION	CONDITION	REMARKS (MOV, ACTION TAKEN IF ANY)
a. Lateral Drainage					
b. Cross Drains					
c. Bridge					
d. Slope Protection					
e. Retaining Wall					
f. Side Walk					
g. Curb and Gutter					
h. Historical Structures (i.e monument, bridge etc.)					
i. Others (Pls. specify)					

8. AVERAGE DAILY TRAFFIC

9. ANNUAL AVERAGE DAILY TRAFFIC

10. ROUTESHOT VIDEO

11. OTHER DOCUMENTS	MOV	REMARKS
a. Preliminary Survey		
b. Community Consultation/Public Hearing		
c. Initial Environmental Assessment/Coordination with DENR to secure environmental clearances		
d. Coordination with DPWH to ensure no overlapping of projects and other institution		
e. Permits and clearances		
f. PCA Permits		

12. RECOMMENDATION/S

Note: In the absence of certain requirements above it must be complied within 5 working days
Please provide/send a copy of routeshoot file (for the proposed project only) conducted during the validation in CD/Flash Drive

Conducted By:
DILG CMGP PO Engineer _____
PEO Engineer _____

Noted By:
DILG Provincial Director _____

**Conditional Matching Grant to Provinces
DED EVALUATION REPORT GUIDE FOR FY 2020**

Design Parameter	Minimum Standard	Checking Reference
Right of way	15.0 m Minimum	Existing and Proposed Alignment should be presented in the Straight-Line Diagram and in Road Plan. (Notarized certification approved by LCE attached with Permits and Certificates from DENR for ECC/CnC, Agreement with Electric Cooperative for the relocation of electric utilities, Deed of Donation, Deed of Sale, Writ of Execution for RROW, Minutes of Public Hearing and attendance sheet for person with affected properties/structures)
Super elevation	8% Maximum Geometric Design of Highways and Streets, 3-27, AASHTO 2004	Super elevation Diagram to include length of transition, Cross Sections with Centerline and Side Elevation.
Cross slope	<ul style="list-style-type: none"> • 1.5 % - 2.0% for Carriageway and Paved Shoulders • 3.0 % for Gravel Shoulder Surfacing • 1.5% with Sidewalk and Gutter 	Cross section per station with centerline and side elevation indicating cross fall value.
Carriageway width	6.10 m minimum (two lanes)	Straight line and cross section diagram, traffic flow survey and assessment if proposed width is more than the minimum.
Shoulder Width	1.00 m Minimum with gravel surfacing (Item 200)	Straight line and cross section diagram
Length of Tangent between Reverse Curves	Minimum length of 30 m on Reverse Curve	Elements of Curve table,

		Control Points table Plan and Profile (Justification included in the Certification if below 30m)
Length of Vertical Curve	Min length of 60 m from point of intersection (PI) on <i>Safe Sight Distance</i>	Plan and profile indicating elevation, Vertical Curvature
Longitudinal grade	Min. of 0.50% on cut section and Max. of 12% on cut/fill section	Longitudinal inclination of the vertical Curve Vertical Curvature
Side slope ratio (H: V)	<ul style="list-style-type: none"> ● Cut slope of 1.5:1 to 1:1 for common materials ● Cut slope of 0.5:1 to 1:1 for ripplable rock ● Cut slope of 0.25:1 to 0.5:1 for hard/solid rock ● Minimum fill slope of 1.5:1 	Cross section per station, Details of Slope Protection Structures 1. Embankment Slope – use Stone Masonry Structure. 2. Cut Slope – use Riprap or Stone Masonry structure.
Side Drains/Storm Structure Drainage	Provide drainage if Longitudinal slope is 0.50% and above. <ul style="list-style-type: none"> ● Size and type should be based on pavement surface run-off and catchment area. ● Design flood frequency is 5 yrs. and check flood frequency are 10 yrs. 	Drainage Profile, Cross section per station, Straight-Line Diagram, and Plans with details on connection, discharge, and entry point structures. Trench width and depth, bedding thickness, and Drainage invert elevation
Cross drains	Minimum size of 910 mm diameter. If more than 910 mm dia., provide justification.	Cross section per station, Straight-Line Diagram, General Plans, and Schedule. Indicate invert elevation and covering

	<p>Use the ff:</p> <ul style="list-style-type: none"> ● Box culvert: 25-year flood with sufficient freeboard to contain the 50-year flood return period. ● Pipe culvert: 15-year flood with sufficient (freeboard to contain the 25-year flood return period. <p><i>DPWH Road Construction and Maintenance Management Manual</i></p>	
Slope protection	<p>Should be provided on areas with:</p> <ul style="list-style-type: none"> ● High risk of soil slope failure ● High flood level <p>Types:</p> <ul style="list-style-type: none"> ● Slope Drainage Works ● Sodding ● Retaining Wall ● Crib wall ● Mechanically Stabilized Earth Wall ● Gabion Wall ● Stone Masonry ● Grouted Riprap ● Coco Net ● Shotcrete <p><i>Refer to DPWH Design Guidelines and Standards, Vol. IV</i></p>	<p>Cross section per station, Straight-Line Diagram, General Plans, and Schedule</p> <p>Details of Slope Protection Structures:</p> <ol style="list-style-type: none"> 1. Embankment Slope – use Stone Masonry Structure; 2. Cut Slope – use Riprap or Stone Masonry structure.

<p>Aggregate Subbase Course thickness</p>	<p>California Bearing Ratio Test Result (for determination of thickness)</p> <p><i>Refer to DPWH Design Guidelines and Standards, Vol. IV</i></p> <p><i>Refer to Guidebook for Road Construction and Maintenance Manual</i></p>	<p>Cross section per station</p> <p>Submit California Bearing Ratio test result if proposed thickness of subbase is more than the minimum.</p>
<p>Portland Cement Concrete Pavement (PCCP)</p>	<p>Refer to DPWH DO 112 s2019 and DO 15 s2020 (minimum thickness required is 230 mm)</p>	<p>Design Criteria and Pavement Design Analysis (for more than the minimum requirements)</p> <p>Cross section per station</p>
<p>Dowels and Tie Bars</p>	<p>Refer to DPWH DO 32 s2016 and DO 40 s2014</p> <ul style="list-style-type: none"> • For longitudinal joint use 16 mm deform bar at 750 mm spacing and 600 mm length respectively. • For the Transverse joint use 28 mm dia. Plane round bar at 300 mm spacing and 600 mm length. 	<p>General Notes, Plans, and Details</p>
<p>Road Signs</p> <p>a. Informative</p> <p>b. Regulatory</p> <p>c. Warning</p> <p>d. Hazard (Chevron)</p>	<p>Refer to:</p> <ul style="list-style-type: none"> • DPWH Road Signs and Pavement Markings Manual - Edition 2012 • DPWH DO. 10 S. 2011 • DPWH Blue Book s. 2013 • DPWH DO 143 series 2017 - Revised Standard Pay Item 	<p>General Notes, Plans, and Profile</p> <p>Structure Detailed Plans with schedule</p> <p><i>(Should be located on critical areas i.e., School zone, pedestrian areas, curves)</i></p> <p><i>(Place of structure should be 1.0 m from the edge of the pavement in a critical section)</i></p>
<p>Guardrails</p> <p>a. Metal</p>	<p>Refer to DPWH Road Signs and Pavement Markings Manual - Edition 2012</p>	<p>Straight-Line Diagram</p> <p>Plans & Profile</p>

<p>b. Concrete Wheel Guard Blocks</p>		<p>Schedule and Location of the structure.</p> <p>Details and Section Elevation</p> <p><i>(Location should be 1.0 m from the edge of the pavement in a critical section)</i></p>
<p>Pavement Markings</p>	<p>Refer to DPWH Road Signs and Pavement Markings Manual - Edition 2012</p>	<p>Straight-Line Diagram</p> <p>Plans, and Details</p>
<p>Accessibility Requirements for Persons with Disability</p>	<p>Cut out Ramp: with max. Slope 1:12 Hand Rails – 0.70 m hts.</p> <p>Batas Pambansa (BP) 344 – Accessibility Law and its IRR</p>	<p>Straight-Line Diagram</p> <p>Plans and Details</p> <p>Section Elevation</p> <p><i>(Provide justification in the certification if accessibility facilities are not applicable)</i></p>
<p>Bridge</p> <p>a. RCDG</p> <p>b. Steel</p>	<ul style="list-style-type: none"> • Structural design based on AASHTO HS20-44, using 0.4 g ground acceleration coefficient for seismic analysis and 50year flood frequency for hydraulic analysis • Carriageway Width - 6.7m • DPWH Bridge Design Volume V • DPWH Blue Book Volume II s. 2013 • DPWH Road Construction and Maintenance Management Manual 	<p>General Provisions: Scope, Codes and Other References</p> <p>Design Data: Hydrographic Survey; Geotechnical Investigation (Borehole Location & Depth); Existing bridge Data; Hydrologic and Hydraulic Analysis</p> <p>Drawings & Details: Profile, Plans and Elevation; Substructures; Superstructures; Reinforcement/Steel connection; Elevation indicating maximum flood level; free board and minimum flood level</p> <p>Support Facilities i.e., railing, approach ramp, side protection for abutment and approach ramp.</p>

Derivation of Approved Budget for the Contract (ABC)	<p>DPWH Department Order No. 197 s. 2016 (Revised Guidelines in the Preparation of Approved Budget for the Contract)</p> <p>DPWH DO No. 143 S. 2017 (Revised Standardized Pay Item List for Infrastructure Projects)</p>	<p>POW, ABC and DUPA</p> <ul style="list-style-type: none"> ● Labor Cost should be based on DOLE Regional Wage Board Rates (construction industry) ● Equipment Rental rates should be based on latest ACEL rates
Detailed Unit Price Analysis (DUPA)	DPWH Department Order No. 197 s. 2016 (Revised Guidelines in the Preparation of Approved Budget for the Contract)	<p>POW, Quantity Take Off, Equipment Capacity, workforce output per type of works</p> <p>Equipment Time and Motion Computation</p>
Derivation of Construction Duration	DPWH Department Order No. 44 s. 2012 (Standardization of Construction Duration of DPWH Projects.)	<p>POW</p> <p>(Predetermined Unworkable Days, Sundays & Holidays)</p> <p><i>PERT-CPM, S-Curve and Bar Chart</i></p>
Pay Item: B.9 – Mobilization. /Demobilization	<p>DPWH Department Order No. 197 s. 2016 (Revised Guidelines in the Preparation of Approved Budget for the Contract)</p> <p>ACEL Rate</p>	<p>POW; the amount of Mob. /Demob. shall not exceed 1% of total direct cost of the project.</p> <p>Derivation of Item B.9 - Mobilization cost should be based on the time and motion computation of equipment requirements i.e., (Prime Mover or low bed truck) to transport heavy equipment requirements of the project.</p>
<p>Basic Construction Requirements:</p> <ol style="list-style-type: none"> a. Facilities for the Engineer b. Construction Survey and Staking c. Occupational Safety and Health Program d. Traffic Management 	Refer to DPWH DO 143 series 2017 - Revised Standard Pay Item	POW, ABC and DUPA

<ul style="list-style-type: none"> e. Mobilization and Demobilization f. Project Billboard 		
<p>Completeness of Drawing Details</p> <ul style="list-style-type: none"> a. Cover Page b. Table of Contents c. Vicinity Map d. Location Map e. Materials Source Map f. General Notes g. Abbreviations and Symbols h. Summary of Quantities i. Typical/General Drawings j. Plan and Profile (including Table of BM and Elements of Curve) k. Straight-Line-Diagram l. Cross Section Diagram m. Spot and Connection Details of Support Facilities such as but not limited to; (Lateral Drains, slope Protection, Cross Drains, Road Safety Features) n. Schedule of Support Facilities 1. Lateral drains 2 Slope Protection 3 Cross Drains 4 Road Safety Features <ul style="list-style-type: none"> o. Project Billboard p. Field Office Detailed Plan q. Network Schedule (PERT/CPM, Bar Charts and S-Curve) 	<p>DPWH Design Guidelines and Standards Vol. IV</p>	<p>All Detailed Engineering and other related plans of proposed structures should be complete that includes data for survey for topography (5.0m both sides), to include geological/geotechnical investigation if needed.</p>

r. Detailed Computation of Total Project Duration s. Quantity Take Off t. Detailed Unit Price Analysis u. Approved Budget for the Contract Program of Works (including minimum required Equipment and Manpower)		
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**Conditional Matching Grant to Provinces
PROJECTS MINIMUM DESIGN CRITERIA FOR
DETAILED DRAWINGS AND PROGRAM of WORKS
(COMPLETENESS REPORT)**

Province :
Project Name :
Location :
Date :

Completeness of Drawing Details

DPWH Design Guidelines and Standards Vol. IV - All Detailed Engineering and related plans that include geological/geotechnical investigation (if needed) and Topographic Plan and ground survey (5.0m both sides) should be submitted completely.

Please check box if the drawing/detail is provided.

Part A – General

Part A

- Cover Sheet
- Table of Contents
- General Notes
- Design Criteria
- Abbreviations, Symbols, and Legends
- Vicinity Map
- Location Map
- Materials Source Map
- Summary of Quantities

Part C – Drainage & Slope Protection

- Drainage & Slope Protection (Plan & Profile)
- Schedule
- Design Details & Cross Sections

Part B - Roadway

- Typical/General Drawings
- Straight-Line Diagram
- Plan and Profile (including Table of BM and Elements of Curve)
- Cross Section Diagram
- PCCP cut section

Part D - Miscellaneous

- Support Facilities Schedule (Road Safety Features)
- Road Safety Drawing and Schedule
- Chevron Sign Drawing and Schedule

Part E – Computation

- POW, ABC, and DUPA
- S-curve/Bar Chart, PERT-CPM, Construction Schedule
- Others, pls. specify

Pre-emptive comment:

(a) The revised calculations shall include a response sheet/email outlining the revision for each comment. Non-conforming submissions will be rejected without review.

(b) Comments made on one item may be applicable to other items. The implementing unit is responsible in correcting all conditions where a comment applies.

Design Parameter	Minimum Standard	Checking Reference	1 ST Comment
Right of way	15.0 m Minimum	Existing and Proposed Alignment should be presented in the Straight-Line Diagram and in Road Plan. (Notarized certification approved by LCE attached with Permits and Certificates from DENR for ECC/CnC, Agreement with Electric Cooperative for the relocation of electric utilities, Deed of Donation, Deed of Sale, Writ of Execution for RROW, Minutes of Public Hearing and attendance sheet for person with affected properties/structures)	
Super elevation	8% Maximum Geometric Design of Highways and Streets, 3-27, AASHTO 2004	Super elevation Diagram to include length of transition, Cross Sections with Centerline and Side Elevation.	
Cross slope	<ul style="list-style-type: none">● 1.5 % - 2.0% for Carriageway and Paved Shoulders● 3.0 % for Gravel Shoulder Surfacing● 1.5% with Sidewalk and Gutter	Cross section per station with centerline and side elevation indicating cross fall value.	
Carriageway width	6.10 m minimum (two lanes)	Straight line and cross section diagram, traffic flow survey and assessment if proposed width is more than the minimum.	

Shoulder Width	1.0 m Minimum gravel surfacing (Item 200)	Straight line and cross section diagram	
Length of Tangent between Reverse Curves	Minimum length of 30 m on Reverse Curve	Elements of Curve table, Control Points table Plan and Profile (Provide justification in the certification if below 30m)	
Length of Vertical Curve	Min length of 60 m from point of intersection (PI) on <i>Safe Sight Distance</i>	Plan, Vertical Profile, and Vertical curvature	
Longitudinal grade	Min. of 0.50% on cut section and Max. of 12% on cut/fill section	Longitudinal inclination of the vertical Curve Vertical Curvature	
Side slope ratio (H: V)	<ul style="list-style-type: none"> • Cut slope of 1.5:1 to 1:1 for common materials • Cut slope of 0.5:1 to 1:1 for rippable rock • Cut slope of 0.25:1 to 0.5:1 for hard/solid rock • Minimum fill slope of 1.5:1 	Cross section per station, Details of Slope Protection Structures 1. Embankment Slope – use Stone Masonry Structure. 2. Cut Slope – use Riprap or Stone Masonry structure.	
Side Drains/Storm Structure Drainage	Provide drainage if the Longitudinal slope is 0.50% and above. <ul style="list-style-type: none"> • Size and type should be based on pavement surface runoff and catchment area. • Design flood frequency is 5 yrs. and check flood frequency is 10 yrs. 	Drainage Profile, Cross section per station, Straight-Line Diagram and Plans with details on connection, discharge and entry point structures. Trench width and depth, beddings thickness Thickness of beddings, and Drainage invert elevation	

<p>Cross drains</p>	<p>Minimum size of 910 mm diameter.</p> <p>If more than 910 mm dia., provide justification.</p> <p>Use the ff:</p> <ul style="list-style-type: none"> ● Box culvert: 25-year flood with sufficient freeboard to contain the 50-year flood return period. ● Pipe culvert: 15-year flood with sufficient (freeboard to contain the 25-year flood return period. <p><i>DPWH Road Construction and Maintenance Management Manual</i></p>	<p>Cross section at every 20m full station</p> <p>Straight-Line Diagram General Notes Plans Schedule Invert elevation and covering</p>	
<p>Slope protection</p>	<p>Should be provided on areas with:</p> <ul style="list-style-type: none"> ● High risk of soil slope failure ● High flood level <p>Types:</p> <ul style="list-style-type: none"> ● Slope Drainage Works ● Sodding ● Retaining Wall ● Crib wall ● Mechanically Stabilized Earth Wall ● Gabion Wall ● Stone Masonry ● Grouted Riprap ● Coco Net ● Shotcrete <p><i>Refer to DPWH Design Guidelines and Standards, Vol. IV</i></p>	<p>Cross section per station, Straight-Line Diagram, General Plans, and Schedule</p> <p>Details of Slope Protection Structures:</p> <ol style="list-style-type: none"> 1. Embankment Slope – use Stone Masonry Structure; 2. Cut Slope – use Riprap or Stone Masonry structure. 	

<p>Aggregate Subbase Course thickness</p>	<p><i>California Bearing Ratio Test Result (thickness determination)</i></p> <p><i>Refer to DPWH Design Guidelines and Standards, Vol. IV</i></p> <p><i>Refer to Guidebook for Road Construction and Maintenance Manual</i></p>	<p>Cross section per station</p> <p>Submit California Bearing Ratio test result if proposed thickness of subbase is more than the minimum</p>	
<p>Portland Cement Concrete Pavement (PCCP)</p>	<p>Refer to DPWH DO 112 s2019 and DO 15 s2020 (minimum thickness required is 230 mm)</p>	<p>Design Criteria and Pavement Design Analysis (for more than the minimum requirements)</p> <p>Cross section per station</p>	
<p>Dowels and Tie Bars</p>	<p>Refer to DPWH DO 32 s2016 and DO 40 s2014</p> <ul style="list-style-type: none"> • For longitudinal joint use 16 mm deform bar at 750 mm spacing and 600 mm length respectively. • For the Transverse joint use 28 mm dia. Plane round bar at 300 mm spacing and 600 mm length. 	<p>General Notes, Plans, and Details</p>	
<p>Road Signs</p> <p>e. Informative</p> <p>f. Regulatory</p> <p>g. Warning</p> <p> a. Hazard (Chevron)</p>	<p>Refer to:</p> <ul style="list-style-type: none"> • DPWH Road Signs and Pavement Markings Manual - Edition 2012 • DPWH DO. 10 S. 2011 • DPWH Blue Book s. 2013 <ul style="list-style-type: none"> • DPWH DO 143 series 2017 - Revised Standard Pay Item 	<p>General Notes, Plans, and Profile</p> <p>Structure Detailed Plans with schedule</p> <p><i>(Should be located on critical areas i.e., School zone, pedestrian areas, curves)</i></p> <p><i>(Place of structure should be 1.0 m from the edge of the pavement in a critical section)</i></p>	
<p>Guardrails</p> <p>c. Metal</p> <p> a. Concrete Wheel Guard Blocks</p>	<p>Refer to DPWH Road Signs and Pavement Markings Manual - Edition 2012</p>	<p>Straight-Line Diagram</p> <p>Plans & Profile</p> <p>Schedule and Location of the structure.</p> <p>Details and Section Elevation</p> <p><i>(Location should be 1.0 m from the edge of the pavement in a critical section)</i></p>	

Pavement Markings	Refer to DPWH Road Signs and Pavement Marking Manual, Ed.2012	Straight-Line Diagram Plans and Details	
Accessibility Requirements for Persons with Disability	Cut out Ramp: with max. Slope 1:12 Hand Rails – 0.7 m ht. Batas Pambansa (BP) 344 – Accessibility Law and its IRR	Straight-Line Diagram Plans and Details Section Elevation (Provide justification in the certification if accessibility facilities are not applicable)	
Bridge a. RCDG b. Steel	<ul style="list-style-type: none"> Structural design based on AASHTO HS20-44, using 0.4 g ground acceleration coefficient for seismic analysis and 50year flood frequency for hydraulic analysis Carriageway Width - 6.7 m DPWH Design Guidelines and Standards Vol. IV DPWH Road Construction and Maintenance Management Manual 	<p>General Provisions: Scope, Codes and Other References</p> <p>Design Data: Hydrographic Survey; Geotechnical Investigation (Borehole Location & Depth); Existing bridge Data; Hydrologic and Hydraulic Analysis</p> <p>Drawings & Details: Profile, Plans and Elevation; Substructures; Superstructures; Reinforcement/Steel connection; Elevation indicating maximum flood level; free board and minimum flood level</p> <p>Support Facilities i.e., railing, approach ramp, side protection for abutment and approach ramp.</p>	
Derivation of Approved Budget for the Contract (ABC)	<p>DPWH Department Order No. 197 s. 2016 (Revised Guidelines in the Preparation of Approved Budget for the Contract)</p> <ul style="list-style-type: none"> DPWH DO No. 143 S. 2017 (Revised Standardized Pay Item List for Infrastructure Projects) 	<p>POW, ABC and DUPA</p> <ul style="list-style-type: none"> Labor Cost should be based on DOLE Regional Wage Board Rates (construction industry) Equipment Rental rates should be based on latest ACEL rates 	

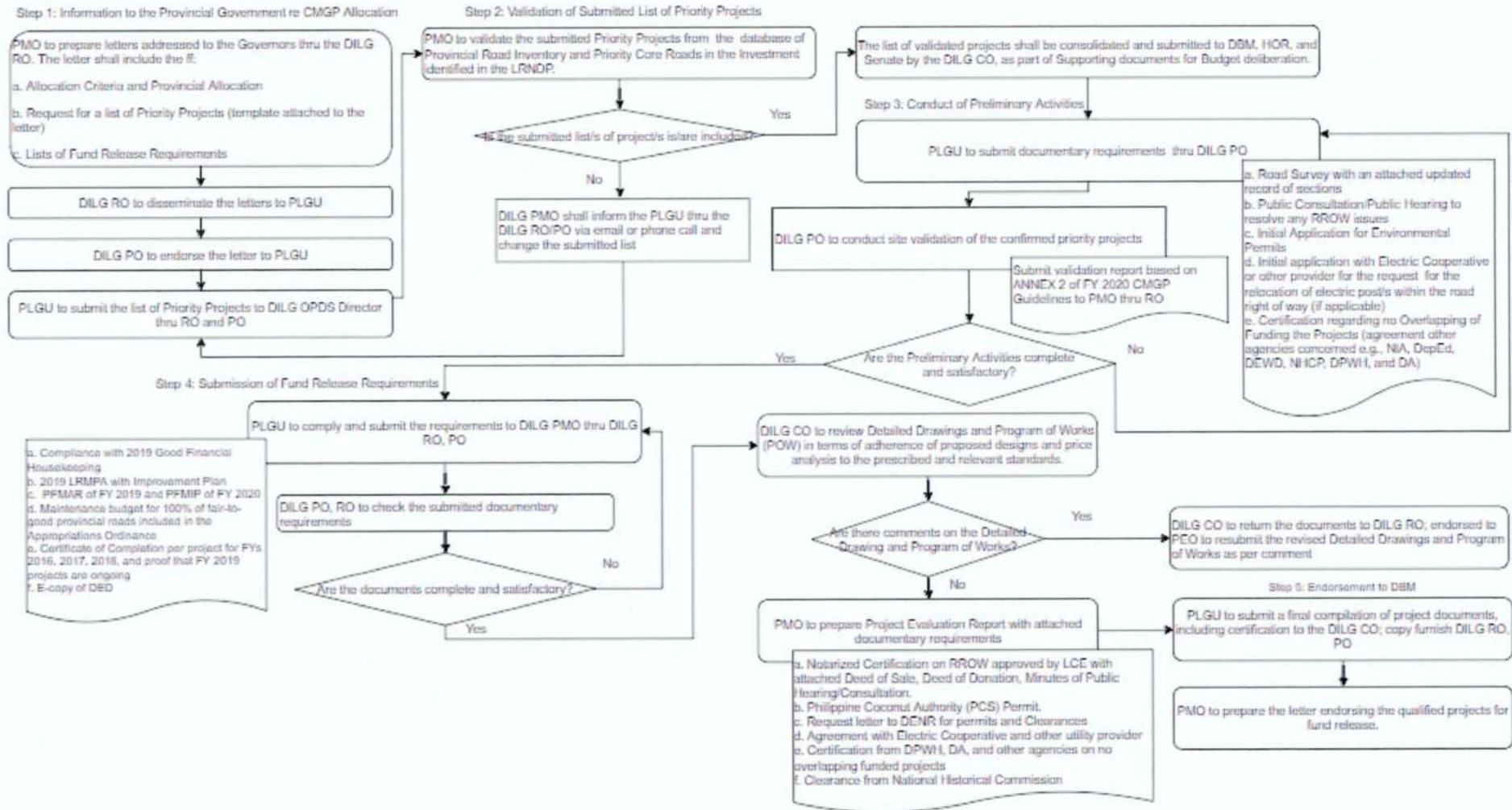
Detailed Unit Price Analysis (DUPA)	<ul style="list-style-type: none"> DPWH Department Order No. 197 s. 2016 (Revised Guidelines in the Preparation of Approved Budget for the Contract) 	<p>POW, Quantity Take Off, Equipment Capacity, workforce output per type of works</p> <p>Equipment Time and Motion Computation</p>	
Derivation of Construction Duration	<ul style="list-style-type: none"> DPWH Department Order No. 44 s. 2012 (Standardization of Construction Duration of DPWH Projects.) 	<p>POW</p> <p>(Predetermined Unworkable Days, Sundays & Holidays)</p> <p><i>PERT-CPM, S-Curve and Bar Chart</i></p>	
Pay Item: B.9 – Mobilization. /Demobilization	<p>DPWH Department Order No. 197 s. 2016 (Revised Guidelines in the Preparation of Approved Budget for the Contract)</p> <ul style="list-style-type: none"> ACEL Rate 	<p>POW; the amount of Mob. /Demob. shall not exceed 1% of total direct cost of the project.</p> <p>Derivation of Item B.9 - Mobilization cost should be based on the time and motion computation of equipment requirements i.e., (Prime Mover or low bed truck) to transport heavy equipment requirements of the project.</p>	
<p>Basic Construction Requirements:</p> <p>g. Facilities for the Engineer</p> <p>h. Construction Survey and Staking</p> <p>i. Occupational Safety and Health Program</p> <p>j. Traffic Management</p> <p>k. Mobilization and Demobilization</p> <p>l. Project Billboard</p>	<p>Refer to DPWH DO 143 series 2017 - Revised Standard Pay Item</p>	<p>POW, ABC and DUPA</p>	

Note: All computations must be submitted as excel files.

Checked by:

CMGP PMO Technical Staff

PROCESS FLOW CHART FOR THE PROJECT ENDORSEMENT TO DBM FOR FUND RELEASE



CMGP PROCUREMENT POLICIES AND PROCEDURES**Provincial Governments**

1. The Provincial Government shall use the latest standard bidding documents for procurement of infrastructure projects provided by the GPPB.
2. All procurement activities must be included in the approved Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) of the Provincial Government. Consistent with Section 5.2.3.1.
3. Upon DILG's advice, the Provincial Government shall proceed with the advance procurement process in accordance with the RA No. 9184 and its IRR, short of award.

A copy of the procurement schedule shall be submitted to the DILG by the Provincial Government within five (5) days upon receipt of the advice to proceed with the procurement process. The PLGU may invite the DILG to attend the procurement process and observe the opening of bids.

4. The Provincial Government shall strictly observe the following grounds for disqualification of contractors in the procurement process as provided under Section 34.3(b)(ii) of the 2016 Revised IRR of R.A. No. 9184:
 - a. Negative slippage of at least fifteen percent (15%) in any one project or a negative slippage of at least ten percent (10%) in each of two (2) or more contracts;
 - b. Failure of the contractor to commence repair works on ongoing contracts within seven (7) calendar days and to complete them within thirty (30) calendar days after receipt of the Procuring Entity's notice of defects and deficiencies;
 - c. Failure of the contractor to commence repair works on contracts with pending certificates of acceptance within thirty (30) calendar days and complete them within ninety (90) days after receipt of the Procuring Entity's notice of defects and failures; or
 - d. Substandard quality of work as per contract plans and specifications, or unsatisfactory performance of the contractor's obligations as per contract terms and conditions at the time of inspection."
5. The Provincial Government shall strictly observe the following conditions for the post-qualification of contractor as provided in Section 12.3 of the approved CPES Guidelines:
 - a. The constructor must not have a zero (0) rating for "Time" for on-going projects; and
 - b. The constructor must have a CPES rating of at least "Satisfactory" in all of its on-going projects.
6. The PLGU who conducted advance procurement process shall immediately issue a Notice of Award to the winning contractor for the project upon receipt of the funds

7. The PLGU shall submit to DILG a copy of the duly approved "Abstract of Bids" for all CMGP-funded projects.
8. The PLGU shall ensure the posting of Performance Security by contractors in accordance with Section 39 of RA No. 9184 and its IRR.
9. The procurement process is to be completed within 30 Calendar Days but shall not exceed 156 calendar days from the posting of advertisement in accordance with ANNEX C of the 2016 Revised IRR of RA No. 9184.
10. The PLGU shall submit to the Local Auditor a copy of the contract and other required supporting documents within five (5) days from the perfection of the contract, in accordance with Section 3.1 of COA Circular No. 2009-001 dated 12 February 2009.
11. In the event of a failed bidding, the PLGU shall immediately start the re-bidding process within five (5) working days after the Head of the Procuring Entity (HOPE) has approved the BAC Resolution declaring a failure of bidding, in accordance with the timelines set forth in 2016 Revised IRR of RA No. 9184 and within the same period, the PLGU shall submit to the DILG a revised procurement schedule indicating the revised target dates for the Rebidding.
12. In the event that the implementing PLGU will have to resort to Alternative mode of Negotiated Procurement after two failed biddings, the procurement shall be commenced within five (5) days after the HOPE has approved the resolution declaring a failure of bidding and shall be completed within thirty (30) days and within the same period, the PLGU shall submit to the DILG a revised procurement schedule indicating the revised target dates for the procurement process.
13. For projects that have not undergone advance procurement, the publication and posting of the advertisement shall not be later than fifteen (15) working days after the funds have been received by the Provincial Government.

DILG

The DILG representative *may* attend, if invited by the PLGU, in the procurement activities to observe. Any non-compliance to the provisions of the procurement law shall be reported to the DILG Central Office accordingly, through appropriate channels.

PROGRAM ARRANGEMENTS

1. **Department of the Interior and Local Government (DILG).** The DILG shall:
 - a. Create a Project Management Office (PMO) under the Office of Project Development Services (OPDS) which shall be responsible for the overall project management of the CMGP projects, in coordination with the DBM and the Provincial Governments;
 - b. In coordination with the DBM, determine the annual allocation to be provided to the PLGUs based on approved criteria or conditions;
 - c. Within ten (10) working days upon confirmation of compliance with the minimum design requirements listed in **Annex 3**, endorse to the DBM the release of funds to the province;
 - d. Monitor and provide technical assistance to PLGUs in the implementation of civil works and in the achievement of governance reforms under CMGP.
 - e. Provide technical assistance to PLGUs in ensuring good quality in the implementation of their road projects.
 - f. Conduct Assessment on the achievement of the PLGUs Governance Reform Targets on LRM and PFM; and
 - g. In collaboration with other organizations, provide capacity development interventions to the PLGUs through formal training, coaching and/or mentoring to help them achieve the reform targets listed in **Annex 12**.

2. **Department of Budget and Management (DBM).** The DBM will:
 - a. Issue the Special Allotment Release Order (SARO)
 - b. Consistent with DBM-DILG-DOF-NEDA Joint Memorandum Circular No. 2015-1 dated 24 February 2015:
 - assist the PLGUs in assessing their PFM systems, including assessment of the Provincial Government's procurement system through the GPPB using the APCPI;
 - c. Analyze the PFM assessment results and provide copy to DILG as basis in updating the Governance Reform Road Map and development of capacity development interventions.

3. **Provincial Government**
 - a. The Governor shall organize an LRM Team, composed but not limited to the following:
 - i. Provincial Administrator;
 - ii. Provincial Planning and Development Coordinator;
 - iii. Provincial Engineer;
 - iv. Provincial Budget Officer;
 - v. Provincial Environment and Natural Resources Officer;
 - vi. Provincial Treasurer;
 - vii. Provincial Accountant;

- viii. Provincial Human Resource Management Officer;
 - ix. Provincial Social Welfare and Development Officer;
 - x. Provincial Assessor;
 - xi. Provincial General Services Officer;
 - xii. Sangguniang Panlalawigan Representative;
 - xiii. Accredited Civil Society Organization Representative
 - xiv. Registered Non-Governmental Organization Representative
- b. The Governor, through the LRM Team, shall be responsible for the implementation of CMGP Projects in the province, geared towards the achievement of reform targets in LRM and PFM.
- c. The Governor, through the Office of the Provincial Engineer, shall have the primary responsibility in the implementation of the projects and ensuring the quality of works.
- d. Under the Provincial Engineer's Office, shall create a Project Supervision Team of not less than three (3) technical staff to supervise the day-to-day construction activities/ implementation of the project.
- e. The Governor shall create an office which shall serve as the Constructor's Performance Evaluation - Implementing Unit (CPE-IU) to conduct the evaluation of constructors' performance for all CMGP and local projects using the NEDA-approved CPES Guidelines.
- f. The Governor shall ensure that the priority projects have no social, technical, and right of way issues, and that the necessary permits have been secured prior DED preparation.
- g. The Governor shall ensure that the proposed projects for funding under the Program have not been considered for funding by other Agencies/other funding sources.
- h. The Provincial Government shall allocate funds for the following:
- i. road maintenance for 100 % of Fair-to-Good roads.
 - ii. implementation of the reform targets on LRM and PFM based on the PGRR;
 - iii. preparation of DED, including community consultations, securing clearances and permits, and production of detailed plans;
 - iv. administrative costs in contract management and construction supervision;
 - v. conduct of CPES
 - vi. travelling expenses of PLGU staff in attending trainings/ meetings/workshops related to CMGP;
- i. The Provincial Government shall submit to DBM the Public Financial Management Assessment Report (PFMAR) every three years, and a Public Financial Management Improvement Plan (PFMIP) within the first semester of every year, in accordance with DBM-DILG-DOF-NEDA Joint Memorandum Circular No. 2015-1 dated 24 February 2015.

PROJECT IMPLEMENTATION ARRANGEMENT

Provincial Government

The PLGU shall be responsible on the implementation of the following:

1. Thru the Provincial Engineering Office (PEO), conduct a Pre-Construction Conference within three (3) days after the issuance of the Notice to Proceed (NTP).
2. Thru the Provincial Engineering Office (PEO), install community billboards in three (3) conspicuous place and project billboards before the start and the end stations of the project, and updated in accordance with COA Circular No. 2013-004 dated 30 January 2013, and other relevant guidelines.
3. Thru the Provincial Engineering Office (PEO), establish or mobilize the Project Inspectorate Team (PIT), which shall be responsible in the inspection of projects.
4. Thru the Provincial Engineering Office (PEO), designate a *full-time/dedicated* Project Engineer, Site Engineer, and Quality Assurance Engineer per project to supervise the daily construction activities in the project site and be present during critical construction/quality control activities such as, but not limited to the following:
 - Field Survey;
 - Concrete Pouring;
 - Soil Testing/Field Density Test;
 - RCPC Laying;-and
 - Materials Delivery and Testing.
5. Thru the Provincial Engineering Office (PEO), shall submit a monthly accomplishment report on all CMGP projects are implemented on schedule and in accordance with the approved plans, specifications and quality standards set by DPWH.
6. Thru the Provincial Engineering Office (PEO), create or mobilize a Quality Assurance and Quality Control (QA/QC) office in charge of the QA/QC activities.
7. Thru the Provincial Engineering Office (PEO), implement R.A. No. 11058 (An Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations Thereof) and its Implementing Rules and Regulations issued through DOLE Department Order No. 198-18, for all projects.
8. Thru the Provincial Engineering Office (PEO), follow the calibrated actions:
 - a. **slippage of 5%** - issuance of Warning Letter with a requirement for the Contractor to submit a Catch-up Plan;
 - b. **slippage of 10%** - issuance of final Warning Letter with a requirement for the Contractor to submit a detailed schedule of activities to catch up with the delays, supported by adequate resources such as materials, workforce and equipment; and
 - c. **slippage of 15%** - initiation of termination process in accordance with Annex I.IV.A of the 2016 Revised IRR of RA No. 9184 (Contract Implementation Guidelines for the Procurement of Infrastructure Projects).

9. Thru the Bids and Awards Committee (BAC), in cases of *termination of contracts*, either conduct a re-bidding of the remaining works in accordance to Sec. 21.2 of the IRR of RA 9184, apply the provisions in Sec 53 of RA 9184 – Alternative Mode of Negotiated Procurement, *or* proceed by force account in accordance with the provisions in Appendix 1, Sec. 3 of the Revised IRR of RA 9184.
10. Approve all variation; change/extra work orders; and contract time extensions in accordance with Annex E of 2016 IRR of RA 9184 and Section IV Clause 43 of the General Conditions of Contract.
11. Impose Liquidated Damages (LD) in accordance with **Annex E of the 2016 Revised IRR of RA 9184**, in case the contractor fails to complete the work within the specified contract time, plus any approved time extension
12. Thru the Provincial Engineering Office (PEO), instruct the contractor to rectify the noted deficiencies based on the punch listing and final inspections.
13. Thru the Provincial Engineering Office (PEO), request COA to conduct an inspection of the completed project within five (5) working days upon issuance of the Certificate of Completion.
14. Thru the Provincial Engineering Office (PEO), instruct the contractor to post of warranty securities after the defects liability period and acceptance of the project, in accordance with Sec. 62.2 of the 2016 Revised IRR of RA No. 9184.
15. Submit an accomplishment report for the actions taken, in accordance with the agreements in the aide memoire and the timeline stated in the Action Plan
16. Prepare a Project Completion Report (PCR) Annex 30 and submit an electronic copy to DILG within three (3) months after project completion. The PCR shall include the following documents:
 - a. Copy of Certificate of Completion
 - b. Copy of Report of Disbursement duly received by the COA Auditor concerned.
 - c. Copy of the Acknowledgement Receipt of returned funds to BTr, if any.
17. Submit a copy of the Certificate of Final Acceptance to OPDS – CMGP PMO after the defects liability period.

Department of the Interior and Local Government

The DILG shall:

1. Monitor the PLGUs compliance with the provisions of this Guidelines and shall set-up a database of its performances.
2. Provide PLGUs with technical assistance in a form of coaching and mentoring, in contract management and construction supervision as part of the interventions for the Provincial Government;
3. Recommend corrective actions for any defects, issues and concern observed by the DILG and the PLGU;

4. Monitor the actions taken by the PLGUs based on the issues and concern discussed on the aide memoire and provide calibrated actions accordingly.
5. Advise the PLGU to issue Warning Letter to the Contractor and to require the immediate submission of a Catch-up Plan, to complete the works within the approved contract period in case of negative slippage.

ROLES OF DILG OFFICES IN THE IMPLEMENTATION OF CMGP

ROLE	ACTIVITIES		
	CENTRAL OFFICE	REGIONAL OFFICE	PROVINCIAL OFFICE
Administrative	<ul style="list-style-type: none"> Determine the annual allocation of each province through a set of criteria and set formula for the funding year 		
	<ul style="list-style-type: none"> Endorse projects of PLGUs to DBM for fund release 		
	<ul style="list-style-type: none"> Finalize Operation Plans and Budget (OPB) Monitor the utilization of Support to Operations/MOOE funds in the CO and those sub-allotted to the field offices 	<ul style="list-style-type: none"> Prepare Regional Operation Plans and Budget (OPB) indicating its deliverables and activities under the CMGP Program Submit <i>monthly</i> reports on utilization of sub-allotted Support to Operations/ MOOE funds to DILG CO 	
	<ul style="list-style-type: none"> Develop knowledge products, including communication materials for policies and guidelines, and disseminate the materials to all appropriate stakeholders, in coordination with PACS 	<ul style="list-style-type: none"> Disseminate and monitor the use and application of the policies and guidelines and use of communication materials to all appropriate stakeholders, in coordination with PACS 	
	<ul style="list-style-type: none"> Provide assistance to the DILG RO in documenting the PLGUs reform outcome on communities, institutional, citizen engagement and 	<ul style="list-style-type: none"> Lead the documentation and collection of outcome stories and visuals for the PLGU reform outcome on communities, institutional, citizen engagement and project sustainability 	<ul style="list-style-type: none"> Assist the RO in the documentation and collection of outcome stories

	project sustainability introduced by CMGP.	within their respective jurisdictions. (Refer Annex ____) for the templates The output shall be submitted to the DILG CO-CMGP PMO accordingly.	
2. Implementation of CMGP Road Projects			
Pre-implementation Phase	<ul style="list-style-type: none"> Review and evaluate the completeness of fund release requirements. Inform the PLGUs to comply with all the requirements. Conduct final checking on the submitted Detailed Drawings and Program of Works prepared by the provinces. Prepare Project Evaluation Report (PER) for endorsement for fund release to DBM. 	<ul style="list-style-type: none"> Conduct initial review on the submitted Detailed Drawings and Program of Works to ensure the completeness in reference with the check list provided in Annexes 3 & 4. Submit the results of initial review and recommendation of the Detailed Drawings and Program of Works to DILG CMGP PMO. Endorse complete documentary requirements such as Detailed Drawings and Program of Works attached with Notarized Certification on Right of RROW approved by LCE, PSA Permit, Request Letter to DENR for Permits and clearances, agreement with electrical cooperatives and other utility providers, Certification from DPWH, DA and other agencies on no overlapping of funded projects, and 	<ul style="list-style-type: none"> Conduct site validation of proposed projects; Monitor progress of DEDs' preparation; Check completeness of data collected and validated; Submit complete e-copy of documentary requirements such as Detailed Drawings and Program of Works attached with Notarized Certification on Road Right of RROW approved by LCE, PSA Permit, Request Letter to DENR for Permits and clearances, agreement with electrical cooperatives and other utility providers, Certification from DPWH, DA and other agencies on no overlapping of

		clearance from National Historical Commission to DILG CO (CMGP PMO)	<p>funded projects, and clearance from National Historical Commission to RO;</p> <ul style="list-style-type: none"> ● Check and verify the completion FYs 2016, 2017 and 2018 CMGP funded projects; ● Monitor and provide TA to all Provincial Governments to fully comply with fund release requirements by March 31, 2020. ● Follow-up of Local Finance Committee (LFC) certification on maintenance budget for succeeding FY (to cover 100% of fair-to-good roads)
Procurement Phase	<ul style="list-style-type: none"> ● Prepare communication to Provinces thru the RO on the conduct of advance procurement short of award. ● Prepare a Procurement Database on planned and actual Procurement Timelines. ● Consolidate Abstract of Bids, Notice of Award, Notice to Proceed, and Contract Agreement submitted by the PEO thru the RO. 	<ul style="list-style-type: none"> ● Monitor the Provincial Local Governments' procurement activities: <ul style="list-style-type: none"> ○ <i>Submission of CMGP projects procurement schedule</i> ○ <i>Status of procurement of CMGP projects</i> ○ <i>Updates of procurement status in the CMGP database/ any appropriate channel</i> ○ <i>Submission of status of project contracts and</i> 	<ul style="list-style-type: none"> ● Require the PLGU to submit planned and actual Procurement Timelines to CMGP PMO thru RO ● Monitor the status of procurement and submit reports to RO ● Require the PLGU to submit a copy of Abstract of Bids, Notice of Award, Notice to Proceed, and Contract Agreement to CMGP PMO thru RO

	<ul style="list-style-type: none"> • 	<p><i>other supporting documents to COA</i></p> <ul style="list-style-type: none"> • Attend procurement activities for CMGP Projects when invited and submit Post Activity Report to CMGP PMO. • Submit report to the DILG CO on any observed non-compliance to the provisions of the procurement law. 	<ul style="list-style-type: none"> • Attend procurement activities for CMGP Projects when invited.
<p>ation Phase</p>	<ul style="list-style-type: none"> • Prepare travel plans to provinces with project at risk (critical). • Upload travel plans to the consolidated database and provide updates on a quarterly basis. • Conduct monitoring on the ongoing projects based on the approved travel plan and prepare an Aide Memoire based on field activities conducted • Prepare back-to-office report and submit to the OPDS Director. • Conduct Quality Assurance Assessment and prepare Quality Assurance Assessment Report. • Provide interventions for projects with delays and quality issues. 	<ul style="list-style-type: none"> • Upload travel plans to the consolidated database and provide updates on a monthly basis. • Conduct monitoring on the ongoing projects based on the approved travel plan and prepare an Aide Memoire based on field activities conducted • Prepare a consolidated report on findings and observation based conducted field visit and submit a copy to the CMGP PMO • Monitor the actions taken by the PLGU based on the recommendations as indicated in the Aide Memoire and submit a report to CMGP PMO. • Conduct Quality Assurance Assessment and prepare Quality Assurance Assessment Report and submit a copy to CMGP PMO. • Check and verify the consistency of the 	<ul style="list-style-type: none"> • Upload travel plans to the consolidated database and provide updates on a monthly basis. • Conduct a <i>bi-monthly</i> on-site monitoring of the CMGP project of the PLGU, including quality assurance inspection; • Check and verify the consistency of the accomplishment report submitted by the PLGU to the actual works being implemented in the site. • Monitor the presence and completeness of project documents and submit a consolidated report to RO. • Provide technical assistance <i>and</i> monitor the actions taken by

	<ul style="list-style-type: none"> ● Monitor the actions taken by the PLGU for projects with delays and quality issues. ● Update database bi-monthly in reference to the submitted Data Capture Form by the provinces. ● Prepare communication and letter response to PLGU on policy direction and clarification to queries. ● Provide technical assistance thru coaching and mentoring on contract management and construction supervision to the PLGU. 	<p>accomplishment report submitted by the PLGU to the actual works being implemented in the site.</p> <ul style="list-style-type: none"> ● Monitor the presence and completeness of project documents and submit a consolidated report to the DILG CMGP PMO. 	<p>the PLGU based on the recommendations for projects with delays and quality issues.</p> <ul style="list-style-type: none"> ● Update physical and financial status of projects and upload photos on the SubayBAYAN
Post Implementation Phase	<ul style="list-style-type: none"> ● Develop and provide template of Project Completion Report ● Consolidate Project Completion Reports submitted by PLGU thru the RO 	<ul style="list-style-type: none"> ● Disseminate the template of Project Completion Report to PLGU thru the PO ● Review the submitted Project Completion Reports ● ● 	<ul style="list-style-type: none"> ● Monitor the turn over and acceptance of the project and submit consolidated report to the CMGP PMO thru the RO ● Provide assistance to PLGU in the preparation of Project Completion Reports ● Monitor the submission of Project Completion Reports.
Monitoring of Maintenance Activities	<ul style="list-style-type: none"> ● Review the submitted Annual Maintenance Work Program 	<p>Consolidate the submitted post activity report for submission to CMGP PMO.</p>	<p>Conduct monitoring of ongoing maintenance activities based on</p>

	<p>(AMWP) submitted by the PLGU.</p> <ul style="list-style-type: none">● Conduct random monitoring of ongoing maintenance activities based on the submitted AMWP.	<p>Consolidate the submitted status report to CMGP PMO</p>	<p>the AMWP and prepare post activity report to be submitted to CMGP PMO thru the RO. Monitor submission of POWs for the maintenance activities Monitor submission of physical accomplishment reports Monitor submission of financial accomplishment report Submit status report to CMGP PMO thru RO</p>
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IMPLEMENTATION OF GOVERNANCE REFORMS

ROLES AND RESPONSIBILITIES IN THE IMPLEMENTATION OF GOVERNANCE REFORMS

1. Provincial Local Government Units (PLGUs)

The execution of activities concerning the governance reform targets shall be a responsibility of the Local Chief Executive (LCE) through the Local Road Management Team. The roles and responsibilities of the PLGUs are listed below:

- a. Implement the annual reform action plan and activities stipulated in the PGRR and shall ensure the accomplishment of their committed reform targets by the end of the year.
- b. Conduct a Local Road Management Performance Assessment (LRMPA) using the LRMPA Tool of the Department within the last quarter of every year.
- c. Conduct PFM Assessment every three years, and a PFMI shall be submitted to the DBM annually, consistent with DBM, DOF, and National Economic and Development Authority's JMC No. 2015 – 1
- d. Conduct annually the assessment of Agency Procurement Compliance Performance Indicator (APCPI) Performance Assessment(LRMPA) using the LRMPA Tool
- e. Implement the CapDev Plan indicated in the PGRR.
- f. Conduct Annual Project Implementation Review related to Community/Stakeholder Benefit, Institutional Development, Citizen Engagement and Project Effectiveness and Sustainability by the last quarter of the year using the attached templates in Annex 25a,25b,25c,25d.

2. DILG

2.1 OPDS – CMGP PMO

- a. The CMGP PMO shall review the following:
 - Monitoring sheets on the submission of CMGP Fund Release and Governance Reform requirements
 - Completeness of the submitted CMGP Fund Release and Governance Reform requirements and endorse the project of provinces, which have fully complied with the governance and technical fund release requirements.
 - Annual Maintenance Works Programs (AMWP) prepared by the PLGUs.
- b. Provide TA to PLGUs in collaboration with ROs and POs in the roll out of manuals and systems developed by CMGP in partnership with UNDP;

- c. Provide assistance to ROs in the conduct of cap dev activities through coaching and mentoring to PLGUs related to the seven (7) key reform areas of the CMGP Program.
- d. Provide TA through coaching and mentoring to PLGUs in the achievement of their governance reform targets.
- e. Develop a monitoring tool on the PLGUs' achievement of governance reforms.
- f. Monitor and validate quarterly the accomplishment of road maintenance works stipulated in the AMWP.
- g. Perform a quarterly analysis of capdev activities conducted by the ROs and the projected improvements in the PLGU, as a result of the interventions provided to them, in adherence to the targets specified in their PGRRs.
- h. Evaluate the accomplishments of PLGUs vis-à-vis projections and targets in coordination with ROs.
- i. Prepare Annual report based on Program M & E tool.
- j. Compute the PLGUs' LRM performance score based on approved criteria.

2.1 Regional Offices – PDMU

The PDMU shall

- a. Re-engineer the established protocols of PDMU-LGU collaboration in terms of the following:
 - Governance Reforms in the seven key reform areas of CMGP
 - Project Preparation among others: Local Road Network Mapping, Local Road Network Development Plan, Detailed Engineering Designs
 - Project Management including adjustments/ remedial measures where necessary
- b. Provide technical assistance (e.g. coaching, mentoring) to Provincial Local Government Units (PLGUs) for the achievement of the Annual Governance Reform Targets.
- c. Monitor and provides technical assistance (TA) to provinces to ensure the compliance of provinces on the following:
 - FY 2020 CMGP fund release requirements.
 - Documentary Requirements for FY 2020 in support to the achievement of 2020 Governance Reforms
 - Achievement of PLGUs on the FY 2020 Governance Reform Targets.
 - Submission Quarterly Physical and Financial Accomplishment Report of PLGUs to all concerned agencies
 - Project Completion Report for KALSADA AND CMGP
 - Documentation of completed projects under KALSADA and CMGP

- d. Organize and facilitate the conduct of Program Implementation Review and Performance Evaluation of PLGUs relative to the implementation of CMGP Program
- e. Provide support in the roll out of manuals and systems developed by CMGP in partnership with UNDP;
- f. Monitor the submission of the PLGUs shapefiles and road attributes on Local Road Network Map.
- g. Validate the 2019 Local Road Management Performance Assessment of PLGUs and monitor the implementation of the Improvement Plan for FY 2020;
- h. Review the completeness of the submitted fund release requirements of provinces for FY 2020 and 2021 CMGP.
- i. Ensure that the Local Road Management Team (LRMT) of each PLGUs have conducted meetings on a regular basis to address the issues and concerns in the implementation of Governance Reform and CMGP Projects.
- j. Consolidate best practices in the implementation of CMGP Governance Reforms and Project.
- k. Coordinate the details of the conduct of outcome documentation activity of completed KALSADA/CMGP projects.
- l. Prepare activity design indicated in the 2020 CAP DEV Plan and shall facilitate the conduct thereof.
- m. Develop action plan after each training activity conducted in the provinces.
- n. Monitor the implementation and completion of each activity indicated in the PLGUs action plan and evaluate the quality, relevance and effectiveness and outcomes of the applications of learnings from the trainings conducted and submit to CMGP PMO.
- o. The DILG RO through the CMGP Regional Coordinator and concerned CMGP Engineer hired at DILG-PO shall closely coordinate with the concerned BTr RO for the issuance of NADAI to the PLGUs for CMGP projects. Within 15 working days reckoning from the date of the NADAI, the copy shall be uploaded by the CMGP provincial engineer to the designated Google Drive folder through the following link: <http://bit.ly/NADAI>.
- p. Finalize the priority CDs and prepare the 2020 CD Implementation Plan in consultation with the component PLGUs, copy furnish OPDS - CMGP PMO.
- q. Update the CMGP PMO on the status of utilization of the funds downloaded to Regional and Provincial Offices in the First Semester of 2020 under the FY 2020 CMGP funds.

2.2 Provincial Offices (POs)

The POs shall

- a. Endorse the activity design prepared by the province to their respective Regional Director.
- b. Facilitate the conduct of the capacity development activities specifically for their PLGU and shall be assisted by the CMGP Regional Coordinator and CMGP provincial engineer.
- c. Monitor and validate quarterly on the road maintenance activities of the province and submit CMGP PMO on the results of validation within 10 days after the end of each quarter.
- d. Develop action plan for every activity conducted, and the activity indicated in the action plan shall be monitored and evaluated in terms of quality and effectiveness, to ensure the attainment of the outcome of the activity conducted.
- e. Assist ROs in the providing TA to ensure the compliance of provinces on the following:
- f. Submit Monthly Updates on the status of CapDev Activities achievement of Governance Reforms of PLGUs to CMGP PMO
 - FY 2020 CMGP fund release requirements.
 - Documentary Requirements for FY 2020 in support to the achievement of 2020 Governance Reforms
 - Achievement of PLGUs on the FY 2020 Governance Reform Targets.
 - Submission Quarterly Physical and Financial Accomplishment Report of PLGUs to all concerned agencies
 - Project Completion Report for KALSADA AND CMGP
 - Documentation of completed projects under KALSADA and CMGP

Road Maintenance Status Report Template

FY 2019 Road Maintenance Program							
Region:							
Province:							
Road Section	Activities	Length (km)	Estimated Cost (Php)	Physical Accomplishment	Financial Accomplishment	Actual Cost	Mode of Implementation
	<i>(please refer to Annex A and B on the next tab)</i>		<i>(Labor+Equipment+Materials+Other exp)</i>				<i>(either By Contract or By Administration)</i>
Examples:							
Rizal-Bonifacio Provincial Road	Pavement Maintenance, Manual Ditch Cleaning, Sign Maintenance	3.05 kms	314,000.00	82.22%	22.50%		By Administration
Cebuana-Palawan Road	Vegetation Control, Centerline and Lane Line Repainting, Guardrail	15.45 kms	136,654.00	43.00%	20.00%		By Administration

	Maintenanc e						
Villarica Road	Crack & Joint Sealing of Concrete Pavements , Culvert Line Cleaning	12.89 kms	830,888.88	35.44%	20.00%		By Administration
Ilaya Provincial Road	Patching of Concrete Pavements	1.05 km	56,000.00	100.00%	100.00%	48,000.0 0	By Administration

Prepared by:

Reviewed by:

Approved by:

Annex 11

BOM-AMWP-001

Sheet 2 of 5

Region XI		ANNUAL MAINTENANCE WORK PROGRAM AND PERFORMANCE BUDGET - ROADS AND BRIDGES (TOTAL)														Sheet 2 of 5
PROVINCIAL ENGINEERING OFFICE AKLAN		PREPARED BY:							SUBMITTED BY:			APPROVED BY:				TA_ 4.1
		DATE:							DATE:			DATE:				
NO.	ACTIVITIES	WORK CTRL. CATEG.	FEATURE INVENTORY		QTY STD	PLANNED WORK		AVE. DAILY PROD.	CREW DAYS REQ'D.	CREW SIZE	MAN- DAYS REQ'D.	PERFORMANCE BUDGET (PES/05)				TOTAL
				UNIT		QTY.	UNIT					LABOR	EQUIPMENT	MATERIALS	CONTRACTUAL & OTHER EXP.†	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
						= (4) x (6)			= (7) / (9)		= (10) x (11)					= (13) + (14) + (15) + (16)
41X	Emergency Projects															
501	Production of Bituminous Premix															
502	Other Material Production and Handling															
503	Indirect Cost Work of Expenses															
504	Other Work or Expenses															
509	Foreman Supervision															
510	Unproductive Time															
161	Ferry Service															
62X	Re-sealing Bituminous Surface															
66X	Selective Replacement of Concrete Pavement															
71X	Special Maintenance															
	Sub-Group Totals															
	Work Category No. 11															
	Regravelling															
61X	Resurfacing of Unpaved Roadways															
63X	Resurfacing of Unpaved Shoulders															
	Sub-Group Totals															
	Work Category No. 12															
	Bridge and Structure Maintenance															
151	Cleaning of Bridges															
152	Patching of Concrete Deck															
153	Repairs of Concrete Bridges															

†Where Applicable

REGION XI		ANNUAL MAINTENANCE WORK PROGRAM AND PERFORMANCE BUDGET - ROADS AND BRIDGES (TOTAL)														Sheet 3 of 5
PROVINCIAL ENGINEERING OFFICE AKLAN		PREPARED BY:						SUBMITTED BY:				APPROVED BY				TA_ 4.1
		DATE:						DATE:				DATE:				
NO.	ACTIVITIES	WORK CTRL. CATEG.	FEATURE INVENTORY		QTY STD	PLANNED WORK		AVE DAILY PROD.	CREW DAYS REQD.	CREW SIZE	MAN- DAYS REQD.	PERFORMANCE BUDGET (PESOS)				TOTAL
				UNIT		QTY.	UNIT					LABOR	EQUIPMENT	MATERIALS	CONTRACTUAL & OTHER EXP. ¹	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
						= (4)x(6)			= (7)/(9)		= (10)x(11)					= (13)+(14)+(15)+(16)
154	Repairs of Steel Bridges															
155	Repairs of Bailey Bridges															
156	Repairs of Timber Bridges															
157	Clearing Bridge Waterways															
402	Initial Response to Emergencies - Bridges															
41X	Emergency Projects															
64X	Replacing Timber Decks															
65X	Bridge Repainting															
71X	Special Maintenance															
	Sub-Group Totals															
	ROADSIDE MAINTENANCE															
	Work Category No. 15															
	Shoulder Maintenance															
131	Manual Repair of Unpaved Shoulders															
132	Manual Patching of Unpaved Shoulders															
133	Machine Grading of Unpaved Shoulders															
71X	Special Maintenance															
	Sub-Group Totals															
	Work Category No. 16															
	Drainage Maintenance															
141	Manual Ditch Cleaning															

¹Where Applicable

REGION XI		ANNUAL MAINTENANCE WORK PROGRAM AND PERFORMANCE BUDGET - ROADS AND BRIDGES (TOTAL)													Sheet 4 of 5	
PROVINCIAL ENGINEERING OFFICE AKLAN		PREPARED BY:					SUBMITTED BY:			APPROVED BY:					TA_ 4.1	
		DATE:					DATE:			DATE:						
NO.	ACTIVITIES	WORK CTRL. CATEG.	FEATURE INVENTORY		QTY STD	PLANNED WORK		AVE. DAILY PROD.	CREW DAYS REQD.	CREW SIZE	MAN- DAYS REQD.	PERFORMANCE BUDGET (PESOS)				TOTAL
				UNIT		QTY.	UNIT					LABOR	EQUIPMENT	MATERIALS	CONTRACTUAL & OTHER EXP. ¹	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
						= (4) x (6)			= (7) / (9)		= (10) x (11)					= (13) + (14) + (15) + (16)
142	Manual Inlet/Outlet Cleaning															
143	Culvert Line Cleaning															
144	Repair and/or Replacement of Minor Drainage Structure															
199	Other Maintenance to Roadways and Related Features															
203	Repair of Major Roadside Structures															
71X	Special Maintenance															
	Sub-Group Totals															
	Work Category No. 17															
	Vegetation Control															
201	Vegetation Control															
	Sub-Group Totals															
	Work Category No. 19															
	Erosion Control															
202	Erosion Repair and Control to Roadsides															
209	Other Roadside Maintenance															
	Sub-Group Totals															
	Work Category No. 18															
	Traffic Services Maintenance															
301	Sign Maintenance															

¹Where Applicable

REGION XI		ANNUAL MAINTENANCE WORK PROGRAM AND PERFORMANCE BUDGET - ROADS AND BRIDGES (TOTAL)														Sheet 5 of 5
PROVINCIAL ENGINEERING OFFICE AKLAN		PREPARED BY:						SUBMITTED BY:				APPROVED BY				TA_4.1
		DATE:						DATE:				DATE:				
NO.	ACTIVITIES	WORK CTRL. CATEG.	FEATURE INVENTORY		QTY STD	PLANNED WORK		AVE. DAILY PROD.	CREW DAYS REQD.	CREW SIZE	MAN- DAYS REQD.	PERFORMANCE BUDGET (PES/05)				TOTAL
				UNIT		QTY.	UNIT					LABOR	EQUIPMENT	MATERIALS	CONTRACTUAL & OTHER EXP. ³	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
						= (4)x(6)			= (7)/(9)		= (10)x(11)					= (13)+(14)+(15)+(16)
302	Centerline and Lane Line Repainting															
303	Guardrail Maintenance															
304	Sight Distance Mowing and Clearing															
309	Other Traffic Services															
71X	Special Maintenance															
Sub-Group Totals																
	STANDARD ROUTINE MAINTENANCE TOTAL															
	ACCOUNTING ADJUSTMENTS															
	ACTIVITY 501															
	ACTIVITY 502															
	RENT-FREE EQUIPMENT															
	REIMBURSEMENT FOR EMERGENCIES															
	TOTAL OF ADJUSTMENTS															
	ACC. ADJ. ROUTINE MAINTENANCE TOTAL															

³Where Applicable

PREPARED BY:	SUBMITTED BY:	RECOMMENDING APPROVAL:	APPROVED BY:
_____	_____	_____	_____
POSITION	DEPARTMENT HEAD	PROVINCIAL ENGINEER	GOVERNOR

REGION XI			ANNUAL MAINTENANCE WORK PROGRAM AND PERFORMANCE BUDGET - ROADS AND BRIDGES (TOTAL)													TA_4.1
PROVINCIAL ENGINEERING OFFICE AKLAN			PREPARED BY:						SUBMITTED BY:				APPROVED BY:			
			DATE:						DATE:				DATE:			
NO.	ACTIVITIES	WORK CTRL. CATEG.	FEATURE INVENTORY		QTY STD	PLANNED WORK		AVE. DAILY PROD.	CREW DAYS REQD.	CREW SIZE	MAN- DAYS REQD.	PERFORMANCE BUDGET (PESOS)				TOTAL
				UNIT		QTY.	UNIT					LABOR	EQUIPMENT	MATERIALS	CONTRACTUAL & OTHER EXP. ¹	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
						= (4) x (6)			= (7) / (9)		= (10) x (11)					= (13) + (14) + (15) + (16)
	Work Category No. 12															
	Bridge and Structure Maintenance															
151	Cleaning of Bridges															
152	Patching of Concrete Deck															
153	Repairs of Concrete Bridges															
154	Repairs of Steel Bridges															
155	Repairs of Bailey Bridges															
156	Repairs of Timber Bridges															
157	Clearing Bridge Waterways															
402	Initial Response to Emergencies - Bridges															
41X	Emergency Projects															
64X	Replacing Timber Decks															
65X	Bridge Repainting															
71X	Special Maintenance															
	Group Total															
161	Ferry Service															
	minus, RENT-FREE EQUIPMENT															
	TOTAL - BRIDGES															

¹Where Applicable

PREPARED BY:	SUBMITTED BY:	RECOMMENDING APPROVAL:	APPROVED BY:
_____	_____	_____	_____
POSITION	DEPARTMENT HEAD	PROVINCIAL ENGINEER	GOVERNOR

GOVERNANCE REFORM TARGETS FOR PROVINCES BY THE END OF FY 2022

The results of the Local Road Management Performance Assessment (LRMPA), Public Financial Management Assessment (PFMA) and Agency Procurement Compliance and Performance Indicators (APCPI), and other relevant assessment tools, shall serve as references in identifying the interventions and strategies.

A. Local Road Management (LRM)

1. Local Road Information Management

- a. Established, updated, disaster risk (hazards) and sustainable development goals (SDG) - informed Road and Bridge Information System (RBIS), managed by *all* PLGUs.
- b. RBIS used for local road network planning, programming, evaluation and monitoring.
- c. Established, updated and utilized GIS based local road network map for planning, programming, evaluation and monitoring with complete attributes and managed by the PLGUs.
- d. All provincial roads video-tagged and uploaded in a web-based portal.

2. Local Road Network Development Planning

- a. Institutionalization of a functional Local Road Management Team which facilitates achievement of governance reforms in LRM and PFM.
- b. Multi-stakeholder participation (with involvement and representation of the marginalized sectors) in road network planning and investment programming adopted as standard practice.
- c. Achievement of at least "Satisfactory" rating for CMGP in the Citizen Participation Satisfaction Survey under DevLive.
- d. LRNDP adopted by the province as a planning document through Sangguniang Panlalawigan Resolution, in support of the Provincial Development and Physical Framework Plan (PDPFP).
- e. Climate resiliency considered in the design of prioritized local road projects.
- f. LRNDP updated every three years, adopting social and environmental safeguard policies.
- g. Sustainable Development Goals considered in the LRNDP.
- h. PEO engineers are able to prepare road designs and plans in accordance with standards.
- i. All road projects for the year have detailed engineering design, program of works, environmental management plans and detailed estimates based on existing standards.
- j. All road projects proposed for funding are taken from the LRNDP.
- k. Institutionalization of a functional Project Monitoring Committee to monitor results-based and SDG-linked LRNDP implementation.

3. Local Road Construction & Maintenance

- a. All road and bridge project implementation are in accordance with DPWH standards:
 - i. All road and bridge projects have QC plans and other requirements in compliance with QA Manual for LGUs;
 - ii. PEOs are capacitated on QA/QC thru continuing capacity development and acquisition or outsourcing of QA/QC equipment/services.
- b. CPES is regularly applied to Provincial road & bridge projects and constructors' performances are effectively evaluated in accordance with CPES guidelines.
- c. All provincial roads maintained in fair-to-good condition based on applicable DPWH guidelines with due considerations of DRRM-CCA, environmental and concerns of the marginalized sector.
- d. All maintenance work is implemented in accordance with the Annual Maintenance Work Program.
- e. All fair – good provincial roads are maintained at rates/km/year computed according to the DPWH EMK formula including road safety measures and furniture.
- f. Communities are engaged and actively participate in provincial road maintenance activities such as maintenance planning, community contracting, monitoring, and feedback, and equal opportunities are provided the marginalized sector of the community.
- g. Road project and contract documentation are complete and efficiently processed with strict observance of standards and deadlines.
- h. LGU has adequate staff with knowledge and skills on road contract management, construction supervision and management, project monitoring and evaluation, and environmental and social management.
- i. Policies, measures and strategies are in place to ensure that trained personnel are retained or render the required service before leaving the LGU.
- j. Road construction projects and maintenance activities are monitored and reported through a fully functional Provincial Project Monitoring Committee (PPMC) that is represented by all concerned sectors in the community.
- k. Functional and effective feedback mechanism (DevLive) for the community established.
- l. All provincial roads are constructed with road safety features in accordance with DPWH standards.
- m. PLGU conducts regular road safety audit based on DPWH guidelines.
- n. Unpaved poor-to-bad paved core provincial roads are rehabilitated and improved/upgraded as necessary.
- o. Effective contract management system in place .

4. Local Road Asset Management

- a. Performance condition assessment of road assets conducted and reported regularly.
- b. All provincial road infrastructure and facilities recorded as assets in the LGU's book of accounts in accordance with NGAS and relevant COA circulars, and updated annually; with complete description and cost segregation of road components to monitor changes over time.
- c. Province adopts and implements Local Road Asset Management Plan for improved investment decisions and road asset preservation.
- d. The PLGUs use the Local Road Asset Management Manual as guide in asset preservation.

B. Public Financial Management (PFM)

1. Internal Audit

- a. Internal Audit Unit/department is established, functional and resourced consistent with applicable Guidelines issued by the DBM and the CSC.
- b. Road related Provincial Offices are regularly subjected to internal audit based on the approved Annual Internal Audit Plan.
- c. Recommendations in the Internal Audit Report are promptly resolve and acted by LCE and implemented by concerned provincial offices.
- d. Internal control systems and procedures of road related offices are established, operational and documented.
- e. Internal auditors with sufficient capacity on the preparation of audit programs/plans, baseline assessment, BAICS.

2. Budgeting, Revenue Generation, and Expenditure Management

- a. Increase percentage of local revenues allotted for road maintenance.
- b. Sufficient allocation and full utilization of funds for local road maintenance, rehabilitation, and upgrading.
- c. Participation of Civil Society Organizations (CSOs) in the planning and budgeting processes of the Provincial Government.
- d. Synchronized planning and budgeting calendar, particularly for budget preparation and authorization, is strictly observed.
- e. Approved budget allocation for local road rehab/maintenance is based on LRNDP
- f. The appropriation ordinance authorizing the annual budget(s) is linked with the Annual Investment Program, Local Development Investment Program (LDIP) and Provincial Development and Physical Framework Plan (PDPFP).
- g. Revenue targets met and collection efficiency improved to support budgeted programs and activities.
1. Provincial Government operates with credible budget such that actual appropriations are expended and disbursed for the Revenue targets and collection improve annually.
- h. Budget is utilized and disbursed according to plans and schedules.
- i. Provincial Government has no disallowances from the Commission on Audit.
- j. Financial reports are prepared on time and published in accordance with DILG's Full Disclosure Policy.
- k. Timely and accurate financial reports are generated through an appropriate e-system.

3. Procurement

- a. The BAC of the Provincial Government uses an effective *record management system*; with an updated database of items and costs related to goods and services for analyzing and evaluating proposals.
- b. Public bidding of the PLGU conducted and completed at the minimum cycle time.
- c. Adoption of standard documentation based on Phil. Bidding documents.
- d. Use of alternative methods of procurement minimized/limited.
- e. Promotion and application of *green* procurement.
- f. Adoption and implementation of RA 9184-compliant Provincial Procurement Operations Guide by the LGU.
- g. All contract documents are prepared by the BAC TWG, and turned over to the PEO once approved.

ROLES AND RESPONSIBILITIES IN MONITORING AND REPORTING

MONITORING

1. Provincial Government

1.1. Infrastructure Projects of Provincial Governments

1.1.1. Project Implementation Phase

- 1.1.1.1. The Provincial Engineering Office (PEO) shall supervise the day-to-day construction activities of the project.
- 1.1.1.2. The PEO shall conduct an official monthly Quality Assurance Inspection (QAI) of the projects using the QA Tool. The Monthly QA Rating for both workmanship, and project management and documentation shall be included in the Bi-monthly Data Capture and Monitoring Report.
- 1.1.1.3. The PEO shall implement the Constructor's Performance Evaluation System (CPES) for all CMGP projects in accordance with the NEDA-approved CPES Guidelines. Accordingly, adequate funds shall be allocated for the purpose.

1.1.2. Operation and Maintenance Phase

- 1.1.2.1. The condition of provincial roads shall be updated annually and uploaded to the RBIS.
- 1.1.2.2. The Quarterly Status of Implementation of the Approved Annual Maintenance Work Program (AMWP) shall be reported through the Road Maintenance Status Report Template in Google Drive with the following link: http://bit.ly/Maintenance_Monitoring
- 1.1.2.3. The road maintenance status report shall be updated within 15 days from the *end* of each quarter

1.1.3. Monitoring and Reporting

- 1.1.3.1. Road construction projects and maintenance activities are monitored and reported quarterly through a fully functional Provincial Project Monitoring Committee (PPMC) that is represented by all concerned sectors in the community

2. DILG

2.1. Infrastructure Projects of Provincial Governments

2.1.1. Pre-implementation Phase

- 2.1.1.1. The DILG, through its Technical Personnel from the Central and Field Offices, shall monitor the preparation of the detailed engineering design (DED) and Program of Works (POW),

including the conduct of consultations and appropriate engineering investigations. As necessary, Technical Assistance to LGU personnel shall be provided by DILG to ensure that the DEDs are prepared in accordance with DPWH standards.

2.1.2. Procurement Phase

- 2.1.2.1. Any non-compliance to the provisions of RA 9184 and its 2016 IRR shall be reported to the DILG Central Office through appropriate channels.

2.1.3. Project Implementation Phase

- 2.1.3.1. The DILG Technical Personnel shall undertake regular monitoring and quality assurance visits of CMGP projects based on the Monthly Risk Management Report to be prepared by CMGP PMO every 15th day of the month, in accordance with the approved QMS process. The level of monitoring shall be as follows:

- i. **Projects classified as no risk to low risk (Slippage below 10% or QA Rating above 85%)** - Appropriate interventions shall be initiated by the DILG Provincial Office.
- ii. **Projects classified as moderate risk (Slippage between 10%-15% or QA Rating between 70%-85%)** - Appropriate interventions shall be initiated by the DILG Regional Office through the PDMU, in coordination with DILG Provincial Office.
- iii. **Projects classified as high risk (Slippage above 15% or QA Rating below 70%)** - Appropriate interventions shall be initiated by DILG Central Office through CMGP PMO, in coordination with DILG Regional and Provincial Offices.

- 2.1.3.2. The interventions or strategies to be undertaken may include any or a combination of the following:

- i. Management coordination meetings with concerned stakeholders. This shall be conducted weekly if the project has slippage of more the 15% or the QA Rating of the project is below 70%.
- ii. Official letters to the Governor requiring the submission of an LCE approved *catch-up plan*

- 2.1.3.3. The DILG Provincial CMGP Engineer shall review the Bi-monthly Report for each project submitted through Google Drive within 2 days from the cut-off date. Any comments and observations on the Report shall be communicated to the PEO through email, copy furnished the PDMU and CMGP PMO.

- 2.1.3.4. The DILG Provincial Office shall monitor the submission of geo-tagged videos of projects based on the following milestones:

- i. within 10 days before construction
- ii. at 50% accomplishment rate

- iii. within 10 days after actual completion date

2.1.4. Operation and Maintenance Phase

- 2.1.4.1. The Provincial CMGP Engineer shall monitor the implementation of road maintenance activities for provincial roads in fair-to-good condition. A monthly visit shall be conducted for at least 10 randomly selected road sections within the provincial road network.
- 2.1.4.2. b. The Provincial CMGP Engineer shall review the Road Maintenance Status Report submitted by the Provinces within 30 days from the end of each quarter. Results of review, comments and observations shall be included in the designated column in the Status Report in the Google Drive through the following link: http://bit.ly/Maintenance_Monitoring.

2.2. Governance Reforms under CMGP

The DILG shall:

- 2.2.1. Establish a monitoring system for governance reforms and CMGP projects;
- 2.2.2. Use existing assessment tools such as the LRMPA, PFMA, and APCPI to evaluate the provinces' performance in LRM, PFM, and in procurement, respectively;
- 2.2.3. The DILG Regional Office shall designate a Regional Coordinator (RC) and Assistant Regional Coordinator (ARC) by engaging new personnel or by assigning the roles and responsibilities of the RC and ARC to existing personnel.

The Regional Coordinators shall be responsible for regularly monitoring the enactment of strategies and accomplishment of the milestones for the annual governance reform targets of the Provincial Government.

The RC shall be guided by the Province's Monitoring and Evaluation Framework, Annual Reform Action Plan, and the Monitoring and Assessment

Tools for Governance Reforms in preparing a report on the Province's accomplishments.

- 2.2.4. The Regional Offices shall take the first line of action to ensure that the provinces are able to achieve their reform targets.
- 2.2.5. The CMGP PMO shall be responsible for overseeing the implementation of the Provincial Governance Reform Roadmap of *all* provinces, through the concerned Regional and Provincial Offices. It shall provide necessary technical assistance to both DILG field offices and PLGUs to ensure that the required interventions for the achievement of reform targets are timely implemented.

- 2.2.6. The DILG RO and PO may recommend additional necessary interventions/capacity development activities as may be identified upon conduct of the quarterly review of governance reform accomplishments
- 2.2.7. The CMGP PMO shall assess and produce analysis of the overall performance of provinces in the accomplishment of governance reform targets in LRM and PFM
- 2.2.8. The CMGP PMO shall assist the field offices in identifying possible resource persons for capacity development activities when necessary.

REPORTING

1. Provincial Government

Infrastructure Projects of Provincial Governments

- 1.1. The Provincial Government shall submit a Monthly Report on the status of implementation of CMGP projects through the Data Capture and Progress Monitoring Report shared to the designated PEO Google Account. The Monthly Report shall be submitted to the DILG on or before the 25th of the month. The *signed* copy of the Data Capture Report (DCR) shall be emailed monthly to the DILG RO, copy-furnished the DILG CO-CMGP PMO, on the aforementioned dates. Refer to Annex 29.
- 1.2. The Provincial Government, in adherence to Section 6 of the Special Provisions of the FY 2019 GAA, shall submit quarterly reports on the utilization of their allocation, the template of which are attached as Appendix 13 and 14, through the following:
 - Local Government Units Reporting System (LGURS) or other electronic means for reports not covered by the LG URS; and
 - LGU's website

The LGU shall send written notices when said reports have been submitted or posted on its website to the Senate of the Philippines, House Committee on Appropriations, Senate Committee on Finance, and other offices where the submission of reports is required under existing laws, rules, and regulations. The date of notice to said agencies shall be considered the date of compliance with this requirement.

Governance Reform Component

- 1.1. The LRMT shall prepare annual reports or a Year-End Report to the DILG CO through the DILG RO, on governance reform accomplishments to be submitted to the Provincial Governor, copy furnished the Sangguniang Panlalawigan. These reports shall contain:
 - Summary of accomplishments against the Annual Reform Action Plan and target situations;
 - Challenges encountered and recognized opportunities during implementation of reforms.

2. DILG

Infrastructure Projects of Provincial Governments

- 2.1. The DILG Central Office, through the OPDS, shall prepare a Monthly Report on the progress of CMGP projects.
- 2.2. The DILG Central Office, through the OPDS, shall submit its quarterly reports on the status of the implementation of CMGP projects with electronic signature to the DBM, through the Unified Reporting System (upon its availability), and to the Speaker of the House of Representatives, the President of the Senate of the Philippines, the House Committee on Appropriations, and the Senate Committee on Finance, by posting said reports on the DILG website for a period of three (3) years. A written notice shall be sent to the said offices when said reports have been posted on its website, which shall be considered the date of submission.

2.3. **Risk Assessment Report**

A Monthly Risk Management Report (RMR) shall be prepared by the CMGP PMO. The said Matrix shall include the summary of all projects indicating risk level based on the monitoring parameters on timeliness and quality. The Monthly RMR shall be disseminated to Regional and Provincial Offices for their reference in prioritizing their monthly monitoring activities based on the level of monitoring provided in Appendix 12, Section 2.1.3.1.

2.4. **DILG Platform for Monitoring, Reporting, and Transparency**

The SubayBAYAN shall be the main platform to be used for reporting and transparency. The designated personnel in the DILG Provincial Office shall serve as the focal person for this and be responsible for *updating* the SubayBAYAN Portal based on the Monthly Reports submitted by the Provinces through the Google Drive *or*, alternately, when available, the DILG Provincial Office shall *validate the accuracy* of the status and other data updates coming from any automated infrastructure project management system of the PLGUs that is linked to SubayBAYAN (such as the Infrastructure Project Management System or IPMS).

- 2.5. While the project management system in SubayBAYAN is still being developed, the CMGP PMO shall update the Consolidated Progress Report based on the Bi-monthly Reports through the Google Drive and shall generate the Monthly Status Dashboards. The Dashboard shall be available for download by all concerned stakeholders within 5 days from the cut-off date through the link http://bit.ly/CMGP_Dashboard.
- 2.6. The CMGP PMO shall ensure that the LGU Monthly Reports and **Consolidated Progress Reports** are always accessible to all concerned project stakeholders real-time through the Google Drive.

Governance Reform Component

- 2.7. The Regional Coordinator for CMGP shall prepare *quarterly reports* on the accomplishment of governance reform target indicators to be made available to the DILG CO/CMGP PMO by uploading these to the CMGP Governance Group drive. The report shall contain the following:

- Analysis of the performance of PLGUs on governance reform

- Recommendations on improving the performance of the Provincial Government in the achievement of their target reforms
- Updates on the capacity development activities and technical assistance being provided by the PO and RO to the Provincial Government

2.8. The DILG PMO shall prepare a mid-year and year-end report on the progress of governance reforms for dissemination to concerned stakeholders;



Form 1.a: For DED/POW Fully Compliant with All Design Criteria and Standards

PLGU LETTERHEAD

CERTIFICATION

This is to certify that the Detailed Engineering Design and Program of Works for the (Name of Project) are compliant with the minimum design criteria and other DPWH standards adopted under the Conditional Matching Grant to Provinces Program.

Attested by:

Provincial Engineer

Approved by:

Provincial Governor

Date: _____

SUBSCRIBED AND SWORN to before me, this ___th day of _____ at _____, affiant, personally appeared before me and exhibited to me his/her _____ ID no. _____ issued at _____ which is valid until _____.

Doc. No.: _____
Page No.: _____
Book No: _____
Series of _____

Form 1.b: For DED/POW Not Fully Compliant with All Design Criteria and Standards

PLGU LETTERHEAD

CERTIFICATION

This is to certify that the Detailed Engineering Design and Program of Works for the (Name of Project) are compliant with the minimum design criteria and other DPWH standards adopted under the Conditional Matching Grant to Provinces Program, except on the following aspects based on the attached justifications²:

(Sample only)

1. *Minimum length of vertical curve at Sta 0+167 to Sta 0+210*
2. *Minimum radius of horizontal curve at Sta 0+250 to Sta 0+275*

Attested by:

Provincial Engineer

Approved by:

Provincial Governor

Date: _____

SUBSCRIBED AND SWORN to before me, this ___th day of _____ at _____, affiant, personally appeared before me and exhibited to me his/her _____ ID no. _____ issued at _____ which is valid until _____.

Doc. No.: _____

Page No.: _____

Book No: _____

² Provided Justifications

Series of _____

Annex 15

PLGU LETTER HEAD

Justifications for Deviation from Design Standards
(Name of Project)

Reference Standard	Actual Design/ Program	Justification/s

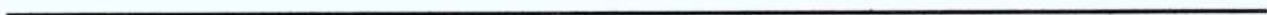
Attested by:

Provincial Engineer

Approved by:

Provincial Governor

Date: _____



AIDE MEMOIRE

Province:

Date: (Date of Travel)

Highlights of the Meeting:**Details of the discussion**

- I. **Project Name (FY Program)– Project Length (in km)**
Contract Cost:

Alert level: (Low, No, High) Risk

Findings/Observations/ Issues/ Concerns	Recommendations/ Agreed Actions	Person Responsible/Timeline/Re marks
A. Gen. Requirements		
B. Contract Documents		
C. Workmanship/Quality Item 200: Aggregate Subbase Course Item 311: Portland Cement Concrete Pavement (PCCP)	Item 200: Aggregate Subbase Course Item 311: Portland Cement Concrete Pavement (PCCP)	
D. Materials		
E. Safety and Health		
F. Resources Deployment		
G. Time		
H. Disbursement		

- II. **Others** (non-project specific issues/ concerns)

Issues/ Concerns	Recommendations/ Agreed Actions	Person Responsible/Timeline/Re marks
Routeshoot	Before Construction, 50% and 100%	
Data Capture Report	Bi-monthly report (10 th , & 25 th of the month)	
Quarterly Report submission	Submitted to DBM, Senate & Congress (<i>both Physical and Financial Report</i>)	

PEO Representatives
Engr.
 Provincial Engineer
 OPDS

DILG Representatives
Engr.
 CMGP Technical Staff –

Republic of the Philippines
Province of _____
Provincial Capitol

**PROVINCIAL INSPECTORATE TEAM
PROJECT ASSESSMENT REPORT**

Date of Inspection: _____

I. PROJECT INFORMATION

Name of Project: _____
Location: _____
Contract Amount: _____
Contractor: _____

II. FINDINGS AND OBSERVATIONS

III. RECOMMENDATIONS

Submitted by:

INSPECTORATE TEAM

Republic of the Philippines
Province of _____
Provincial Capitol

Date: _____

Pre-final Inspection
(PUNCHLIST)

NAME OF PROJECT: _____

STATION LIMITS: _____

LOCATION: _____

CONTRACTOR: _____

FINDINGS: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Prepared by:

Project Facilitator

Project Engineer

Received by:

Contractor

PLGU Logo Here
Province of _____

INSPECTION REPORT FOR FINAL COMPLETION

NAME OF PROJECT: _____
CONTRACTOR: _____
IMPLEMENTATING OFFICE: _____

This is to certify that the above-stated project has been satisfactorily completed on _____ in accordance with the Plans and Specifications of the Contract based on the Final Inspection Report of the Inspectorate Team dated _____.

This Certificate does not relieve the Contractor of his obligations and responsibilities in undertaking repair works on any defect or failure that may occur on any section of the Project during the defects liability period starting from the date completion as herein stated. Neither is he relieved of his obligations and responsibilities pursuant to the provisions of R.A 9184.

Representative
Construction Division/Section

Representative
Planning & Design
Division/Section

Representative
Maintenance Division/Section

Representative
QA Division/Section

NOTED BY:

Provincial Engineer

Republic of the Philippines
Province of _____
Provincial Capitol

FINAL INSPECTION REPORT

PROJECT/LOCATION:

CONTRACTOR:

We, the undersigned members of the Inspectorate Team, conducted a joint inspection of the above-stated project and found the same to be satisfactory completed on _____ in accordance with Plans and Specification of the Contract.

Chief Construction Division/Section

Chief Planning & Design Division/Section

Chief Quality Assurance Division/Section

Chief Maintenance Division/Section

NOTED BY:

Provincial Engineer

Republic of the Philippines
PROVINCE OF _____
PROVINCIAL ENGINEERING OFFICE
(Address)

Date: _____

CERTIFICATE OF COMPLETION

Project/Location:

Contractor:

This is to certify that the above-stated project has been satisfactorily completed on _____ (date) _____ in accordance with the Plans and Specifications of the Contract based on the Final Inspection Report of the Inspectorate Team dated _____.

This certification does not relieve the Contractor of his obligations and responsibilities in undertaking repair works on any defect or failure that may occur in any section of the project during defects liability period starting from the date of completion in herein stated. Neither is he relieved of his obligations and responsibilities pursuant to the provisions of R.A. 9184.

Recommended by:

Head of Construction Division

Approved by:

Provincial Engineer

Received by:

Contractor

Republic of the Philippines
PROVINCE OF _____
PROVINCIAL ENGINEERING OFFICE
(Address)

Date: _____

ACCEPTANCE REPORT

Project/Location:

Contractor:

We, the undersigned members of the Inspectorate team, conducted an inspection on the above-stated project and found the same to be free from failures and detects that are traceable to poor workmanship, use of poor quality materials and non-compliance with Plans and Specification of the Contract.

Planning and Design Section Representative

Construction Section Representative

Maintenance Section Representative

Quality Assurance Section Representative

LGU Engineering Office Representative

Republic of the Philippines
PROVINCE OF _____
PROVINCIAL ENGINEERING OFFICE
(Address)

Date: _____

ACCEPTANCE REPORT

Project/Location: _____

Contractor: _____

We, the undersigned members of the Inspectorate team, conducted an inspection on the above-stated project and found to be satisfactorily completed, however minor defects/deficiencies were noted to wit:

- A. Project Information:
- B. Findings:
- C. Recommendations:

In view thereof, the Contractor is required to institute remedial measures on the noted defects/deficiencies and submit to the implementing office photo taken before, during and after correction.

Certification of Acceptance from the implementing office shall be issued to the Contractor after defects/deficiencies have been corrected.

Planning and Design Section Representative Construction Section Representative

Maintenance Section Representative Quality Assurance Section Representative

LGU Engineering Office Representative

Republic of the Philippines
PROVINCE OF _____
PROVINCIAL ENGINEERING OFFICE
(Address)

Date: _____

CERTIFICATE OF ACCEPTANCE

Project/Location: _____
Contractor: _____

This is to certify that the above-stated project has been accepted as of
date.

Based on the Acceptance Report of the Inspectorate Team dated
_____, the project is free from failures and defects which are traceable to
poor workmanship, use of poor quality materials and non-compliance with Plans and
Specifications of the Contract.

Recommended by:

Head of Inspectorate Team

Approved by:

Provincial Engineer

Received by:

Contractor

**CMGP PROJECT COMPLETION REPORT
BASIC DATA**

Funding Year:		Province:	
Project Name:			
Project Description:			
Location:			
Length:			
Total Beneficiaries:			
Project Cost:		Mode of Implementation:	
NG Cost:		Contract Amount:	
LGU Counterpart (If any):		Contractor:	

I. PROCUREMENT AND IMPLEMENTATION MILESTONE

<i>Procurement:</i>	Planned	Actual	<i>Implementation:</i>
Pre-Procurement Conference:			Contract Duration:
Posting Advertisement:			Start Date:
Pre-bid Conference:			Original Intended Completion Date:
Bid Opening:			Approved Time Extension:
Bid Evaluation:			Actual Completion Date:
Post Qualification:			Variation Order: (<i>Cost Adjustment</i>)
Notice of award:			Revised Contract Amount:
Contract Signing:			
Notice to Proceed:			

II. DISBURSEMENTS

Payments	Disbursement	Remarks (<i>Advance, Progress, Final, Retention</i>)	Physical Accomplishment

III. CONTRACTOR'S PERFORMANCE

CPES Inspection	Date	Rating
@ 30% (1 st)		
@ 60% (2 nd)		
@ 100% (3 rd)		

IV. PROBLEMS/ISSUES ENCOUNTERED

Describe the problems encountered, how these affected project implementation and what measures were implemented to address the problems.

V. ASSESSMENTS AND RECOMMENDATIONS

a. Assessment on Completed Project/Section

- b. Lessons learned
- c. Course of Actions
- d. Recommendations

VI. ANNEXES

- a. Copy of Certificate of Completion
- b. Copy of Report of Disbursement or Liquidation duly received by the COA Auditor concerned
- c. Copy of request and approval for Time Extension, Variation Order, Suspension Order, Police Report and any other related documents (*if applicable*)
- d. Photo Documentation or other additional documents such as draft of press release, letter/feedbacks from beneficiaries are welcome.

PIR Template

Name of Region:

Name of Province

Type of Outcome Classification: Community/Stakeholder Benefit		
HEADLINE #1:		
<p>Outcome Story:</p> <p>(Discuss the "transformation" in detail that takes place at the community or among a set of stakeholders.)</p> <p>(Discuss to what extent that such transformation can be attributed to the Program support)</p>	SDG Indicator	Means of Verification/ Evidences that can support the claim
<p>Output Story:</p> <p>(Discuss here the physical and financial accomplishments that have direct contributions to the achievement of the outcome.)</p> <p>(Discuss here the good practices and success stories in the program implementation.)</p>	Facilitating Factors:	
	Hindering Factors:	
	Lessons in Program Implementation:	
<p>Process Story:</p> <p>(What have been the capacity development support activities which have been instrumental to the achievement of outputs?)</p>		
<p>Input Story:</p> <p>(What have been the provincial government contributions which have been instrumental for the conduct of activities?)</p>		
<p>Context:</p> <p>(What are the specific political, socio-economic changes in the context which have implications, directly or indirectly, in program implementation?)</p> <p>(How did the LGU manage these changes in context to mitigate the risks?)</p>		

Name of Region: _____

Name of Province: _____

Type of Outcome Classification: Institutional Development	
Key Result Area:	
HEADLINE #1:	
<p>Outcome Story:</p> <p>(Discuss the governance reforms/institutional outcomes which are worth showcasing because these have cascading effects or contribute significantly to the reform agenda of the Program)</p> <p>(Discuss to what extent that such transformation can be attributed to the Program support)</p>	<p>Means of Verification/ Evidences that can support the claim</p>
<p>Output Story:</p> <p>(Discuss here the physical and financial accomplishments that have direct contributions to the achievement of the outcome.)</p>	Facilitating Factors:
	Hindering Factors:
	Lessons in Program Management:
<p>Process Story:</p> <p>(What have been the capacity development support activities which have been instrumental to the achievement of outputs?)</p>	
<p>Input Story:</p> <p>(What have been the provincial government contributions which have been instrumental for the conduct of activities?)</p>	
<p>Context:</p> <p>(What are the key changes in institutional context that affected, positively or negatively, the pursuant of the institutional outcomes in this reform area?</p> <p>(How did the PLGU manage the specific changes to mitigate the risks?)</p>	

Name of Region: _____

Name of Province: _____

Type of Outcome Classification: Citizen Engagement	
HEADLINE #1:	
<p>Outcome Story:</p> <p>(Discuss the key milestones in citizen engagement which are worth showcasing because these have cascading effects or contribute significantly to the reform agenda of the Program)</p> <p>(Discuss to what extent that such transformation can be attributed to the Program support)</p>	<p>Means of Verification/ Evidences that can support the claim</p>
<p>Output Story:</p> <p>(Discuss here the physical and financial accomplishments that have direct contributions to the achievement of the outcome.)</p>	Facilitating Factors:
	Hindering Factors:
<p>Process Story:</p> <p>(What have been the capacity development support activities which have been instrumental to the achievement of outputs?)</p>	
<p>Input Story:</p> <p>(What have been the provincial government contributions which have been instrumental for the conduct of activities?)</p>	
<p>Context:</p> <p>(What are the political or institutional changes in context that affected, positively or negatively, citizen engagement?)</p> <p>(How did the PLGU manage the changes to mitigate the risks?)</p>	

Type of Outcome Classification: Program Effectiveness and Sustainability	
HEADLINE #1:	
<p>Outcome Story:</p> <p>(Discuss the key milestones in program effectiveness and sustainability which are worth showcasing because these can help ensure the overall sustainability of the Program.)</p> <p>(Discuss to what extent that such transformation can be attributed to the Program support)</p>	<p>Means of Verification/ Evidences that can support the claim</p>
<p>Output Story:</p> <p>(Discuss here the physical and financial accomplishments that have direct contributions to the achievement of the outcome.)</p>	Facilitating Factors:
	Hindering Factors:
<p>Process Story:</p> <p>(What have been the capacity development support activities which have been instrumental to the achievement of outputs?)</p>	
<p>Input Story:</p> <p>(What have been the provincial government contributions which have been instrumental for the conduct of activities?)</p>	
<p>Context:</p> <p>(What are the political or institutional changes in context that affected, positively or negatively, the sustainability of the reform agenda introduced by CMGP?)</p> <p>(How did the PLGU manage the specific changes to mitigate the risks?)</p>	

REPUBLIC OF THE PHILIPPINES
Municipality of _____) S.S.

AFFIDAVIT OF UNDERTAKING

I, _____ **(LOCAL CHIEF EXECUTIVE)** _____, Filipino, of legal age, (civil status), the duly-elected Local Chief Executive of the Province of _____, with address at (Address of Provincial Capitol), after having been duly sworn in accordance with the law, hereby depose and state:

THAT, the (Province) of _____ received an amount of PhP _____ to fund the project/s (NAME OF PROJECT/S) under the _____.

THAT, the (Province) shall record the amount released by the National Government as trust fund to be used for the specified purpose. Funds which remain unutilized as of December 31, 2019 shall be reverted to the National Treasury in accordance with Section 90(c) of 2018 General Appropriation Act (GAA).

THAT, the (Province) of _____ shall allocate local funds equivalent to the reverted amount for the remaining works and shall complete the project not later than _____;

THAT, the (Province) shall submit a receipt from the National Treasury as proof that the unutilized fund has been reverted.

THAT, the (Province) shall submit a Project Completion Report (PCR) (Annex ___ of DILG-MC _____) within thirty (30) calendar days to DILG after the issuance of the Certificate of Completion and or Acceptance (Annex ___ of DILG-MC _____); and

THAT, the (Province) shall assume accountability and liability under applicable laws and issuances in case of non-compliance with this Undertaking.

IN WITNESS HEREOF, I have hereunto affixed my signature this ___th day of (Month), (Year) in (Place).

(LOCAL CHIEF EXECUTIVE)
Affiant

SUBSCRIBED AND SWORN to before me this ___th day of (Year) in (Mun, Province). Affiant exhibiting to me his evidence of identity _____.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Local Government Support Fund
Conditional Matching Grant to Provinces for Road Repair, Rehabilitation and
Improvement (CMGP)
Quarterly Financial Report of Operations
For the Quarter Ending _____

Fund Source	Date of Notice of Authority to Debit Account Issued (NADAI)	Type of Project	Name/ Title of Project	Specific Location (Include Municipality & Brgy)	Mode of Implementation (by Contract)	Amount (in pesos)									Remarks			
						Received			Obligation			Disbursement						
						Previous Quarter	This Quarter	Total	Previous Quarter	This Quarter	Total	Previous Quarter	This Quarter	Total				

Attested by:

Prepared by: **The Local Finance Committee (LFC)**

 Provincial Budget Officer

 Provincial Governor

 Provincial Treasurer

 Provincial Planning and Development Coordinator

Instructions:

1. The report shall be prepared by the LFC in coordination with the other Provincial Officials concerned (e.g., Provincial Accountant on the allotment, obligation and disbursements).
2. The fund source shall be based on the NADAI issued by BTr to the province.
3. The type of program/project (e.g., repair, rehabilitation, or improvement)
4. Amount received refers to the amount received by the Provincial Government; it is the amount indicated in the NADAI. Obligation refers to the total amount obligated by the Provincial Government as of end of reporting period. Disbursement refers to the total amount paid by the Provincial Government as of end of reporting period.
5. Remarks shall contain other relevant information for which no appropriate column is provided.

**Local Government Support Fund
Conditional Matching Grant to Provinces for Road Repair, Rehabilitation and
Improvement (CMGP)
Quarterly Physical Report of Operations
For the Quarter Ending _____**

Name/ Title of Project	Target Output					Actual Performance					Variance as of _____	Remarks	
	1 st Quar ter	2 nd Quar ter	3 rd Quar ter	4 th Quar ter	Total	1 st Quar ter	2 nd Quar ter	3 rd Quar ter	4 th Quar ter	Total			

Prepared by: **The Local Finance Committee (LFC)**

Attested by:

Provincial Budget Officer

Provincial Governor

Provincial Treasurer

Provincial Planning and Development Coordinator

Instructions:

1. The report shall be prepared by the LFC in coordination with the other Provincial Officials concerned (e.g., Provincial Engineer on the status of projects).
2. Target outputs and actual performance shall be broken quarterly and total variance shall be reflected for the as of quarter reporting period.
3. Remarks shall reflect relevant information/reasons/justifications for increase or decrease in actual performance versus target output as of the quarter covered by the report.

Department of the Interior and Local Government
Conditional Matching Grant to Provinces (CMGP) Program

INDIVIDUAL PROJECT PHYSICAL PROGRESS REPORT

Last update:

Table 1: BASIC DATA

GAA Year	
Name of Project:	
Project ID:	To be assigned by DLS
Batch No.	
Scope:	
Region:	
Province:	
Income Class:	
PSGC :	http://map.psa.gov.ph/active/state/psgc/130000_000
LGSP Allocation:	http://map.psa.gov.ph/active/state/psgc/130000_000
Release Date (Based on NADA):	
Project Length (in km):	
Approved Budget for the Contract (ABC)	
Contract Price:	
Contract Duration (calendar days)	
Contractor:	

Table 2: Location and Beneficiaries Data

Location (City/Municipality):	City/Municipality	Barangay 1	Barangay 2	Barangay 3	Barangay 4	Barangay 5	
City 1							Name of City/Municipality
(Length)	0						Distance (in km)
(No. of Households)	0						Est No. of Households
(Population)	0						Estimated No. of Pop Served
City 2							Name of City/Municipality
(Length)	0						Distance (in km)
(No. of Households)	0						Est No. of Households
(Population)	0						Estimated No. of Pop Served
Municipality 1							Name of City/Municipality
(Length)	0						Distance (in km)
(No. of Households)	0						Est No. of Households
(Population)	0						Estimated No. of Pop Served
Municipality 2							Name of City/Municipality
(Length)	0						Distance (in km)
(No. of Households)	0						Est No. of Households
(Population)	0						Estimated No. of Pop Served
Municipality 3							Name of City/Municipality
(Length)	0						Distance (in km)
(No. of Households)	0						Est No. of Households
(Population)	0						Estimated No. of Pop Served
TOTAL LENGTH	-		No. of Cities	0	No. of Brgys	0	
TOTAL NO. OF HOUSEHOLDS	-						
TOTAL POPULATION	-		No. of Mun	0			

*Population should consider only the number of persons residing in the barangay who use the road as primary access.

Table 3: Procurement Milestones:

	Planned	Actual	Remarks
Pre-procurement Conference			
Posting of Advertisement			
Pre-bid Conference			
Bid Opening			
Bid Evaluation			Date of BAC Resolution Declaring LCB
Post-qualification			Date of BAC Resolution Declaring LCRB
Notice of Award			
Contract Signing			
Notice to Proceed			
Procurement Period (od)		0	

Table 4: Implementation Milestones

	Planned	Actual	CPES Rating
Start Date			Effective date of contract as indicated in the NTP
Orig Intended Completion Date			
CPES Inspection @ 30% (1st)			Under Planned Column, initial dates can be set based on original construction schedule
CPES Inspection (2nd)			
CPES Inspection @ 100% (final)			
Actual Completion Date			

Table 5: Variation Order

Variation Order	Cost Adjustment (+/-)	Brief Description	Justification/s
VO. No. 1			
VO. No. 2			
VO. No. 3			
VO. No. 4			
VO. No. 5			
VO. No. 6			
VO. No. 7			
VO. No. 8			
Total	-	Shall not exceed 10% of contract price; Cost in excess of LSGDF Allocation shall be charged against PLOU Budget	
Revised Contract Price	-		

Table 6: Time Extension

Extension of Time	Time Adjustment	Brief Description	Justification/s
EOT No. 1			
EOT No. 2			
EOT No. 3			
EOT No. 4			
EOT No. 5			
EOT No. 6			
EOT No. 7			
EOT No. 8			
Total	0		
Revised Contract Duration	0		
Revised Intended Completion			

Table 7: Disbursements

Payments	Net Payment (including taxes)	Description (Advance, Progress, Final, Retention)	Remarks
Payment No. 1			
Payment No. 2			
Payment No. 3			
Payment No. 4			
Payment No. 5			
Payment No. 6			
Payment No. 7			
Payment No. 8			
Payment No. 9			
Payment No. 10			
Payment No. 11			
Payment No. 12			
Payment No. 13			
Payment No. 14			
Total	-		

Table 8: Physical Accomplishment, Job Generation, Issues/Concerns

Cut-off Date	Planned Accomplishment (Based on Construction Schedule)	Actual Accomplishment	Variance	Jobs Generated			Issues and Concerns
				Male	Female	Total	
15-Jan-20			0.00%			-	
30-Jan-20			0.00%			-	
15-Feb-20			0.00%			-	
01-Feb-20			0.00%			-	
15-Mar-20			0.00%			-	
30-Mar-20			0.00%			-	
15-Apr-20			0.00%			-	
30-Apr-20			0.00%			-	
15-May-20			0.00%			-	
30-May-20			0.00%			-	
15-Jun-20			0.00%			-	
30-Jun-20			0.00%			-	
15-Jul-20			0.00%			-	
30-Jul-20			0.00%			-	
15-Aug-20			0.00%			-	
30-Aug-20			0.00%			-	
15-Sep-20			0.00%			-	
30-Sep-20			0.00%			-	
15-Oct-20			0.00%			-	
30-Oct-20			0.00%			-	
15-Nov-20			0.00%			-	
30-Nov-20			0.00%			-	
15-Dec-20			0.00%			-	
30-Dec-20			0.00%			-	

Table 9: PLGU Contacts

	Name	Mobile No.	Landline/Fax	Email
Governor				
Provincial Engineer				
Focal Person*				

Verified by:

Concurred by:

Provincial Engineer

Provincial Governor

ACTION PLAN FORM

Province :

Name of Project :

Duration

Planned :

Revised :

Accomplishment

CMGP-PMO Inspection Results				Evaluation Matrix			
1	2	3	4	5	6	7	8
Issues and Concern	Recommended Action	Timelines	Responsible Person	Specific Action Required	Timelines	Means of Verification	Remarks

Note:

1. Approved copy should be submitted to CMGP-PMO three working days after the exit conference; cc DILG Regional and Provincial Office.
2. Submit report on the results of action plan to CMGP-PMO within thirty working days with attachment as stated in column 7

Planned :

Actual :

Date :

Prepared by:

Conforme:

Provincial Engineering Office

Contractor

Approved by:

Provincial Governor