



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



Joint Memorandum Circular No. 03, Series of 2016  
 June 30, 2016

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

**SUBJECT :** GUIDELINES IN THE MANAGEMENT OF THE PAMANA at Masaganang Pamayanan or PAMANA-DILG FUND for Infrastructure Component (Pillar 3)

## I. LEGAL BASES

- Chapter 9<sup>1</sup>: Peace and Security of the Philippine Development Plan 2011 to 2016, which indicates PAMANA as a priority program of the Government.
- Republic Act 10717, Special Provision No. 4 (General Appropriations Act, FY 2016) that provide appropriations for PAMANA-DILG Fund.

## II. BACKGROUND

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

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

To date, one hundred fifty-five (155) cities/municipalities located in 32 provinces in 13 regions had been assisted in FY 2012; 70 cities/municipalities located in 24 provinces in 12 regions in FY 2013, 56 cities/municipalities located in 17 provinces in 9 regions in FY 2014, 99 cities/municipalities located in 32 provinces in 11 regions in FY 2015 and 79 cities/municipalities located in 28 provinces in 10 regions shall be assisted in FY 2016. Please refer to **Annex A** for the list of provinces, cities and municipalities covered by the Fund from FY 2012 to 2016.

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



## A. Program Objectives

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

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

## B. Strategies and Approaches

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

The following approaches are adopted by the Program:

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

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

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

## C. PAMANA Program Framework

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

- **Pillar 1** – refers to interventions that support the establishment of the foundations of peace and the building of resilient communities through policy reform and development.



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

PAMANA is being implemented by 12 national government agencies, namely DILG, DSWD, DAR, DA, NEA, DOE, DENR, ARMM, NCIP, PhilHealth, CHED and DPWH, in partnership with local government units (LGUs), through various modalities as appropriate. The strategic pillars supported by projects implemented by these national government agencies are shown below:

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

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

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

#### **D. PAMANA Coverage**

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

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

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

##### **D.2 Peace Agreement Areas**

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



- D.3 Areas affected by the Communist Party of the Philippines (CPP) / New People's Army (NPA) / National Democratic Front (NDF)**
- a. Bicol-Quezon-Mindoro
  - b. Negros-Panay
  - c. Samar Island
  - d. Caraga-Davao-Compostela Valley

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

#### **E. PAMANA - DILG Fund**

To enable the realization of Pillar 3 interventions, the National Government had allocated within the DILG Budget under the FY 2016 General Appropriations Act (GAA), an amount of PHP 1.793 billion, which shall be provided to eligible LGUs thru inter-agency fund transfer under the PAMANA-DILG Fund, herein after referred to as the Fund.

### **III. GUIDELINES IN ACCESSING THE FUND**

#### **A. ELIGIBILITY REQUIREMENTS**

##### **A.1 Eligible LGUs**

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

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

##### **A.2 Eligible Projects**

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

- a. Anchored on the goal of high-impact regional or sub-regional economic integration, connectivity and development.
- b. **Locally-driven and owned** – Projects must reflect the needs of the communities, especially the vulnerable sectors. Through activities that promote inclusion and participation, communities should have been consulted in the planning, implementation and evaluation of projects. Provincial, City and Municipal LGUs should have discussed and mutually agreed on the project to be financed by the Fund.
- c. **Conflict-sensitive and peace-promoting** – The proposed projects shall be identified through a conflict-sensitive planning and programming process involving regional and provincial stakeholders. Through this, proposed projects are identified



based on the peace and development needs and challenges that should be addressed in each area. Specifically, the projects must help address security, justice and economic stressors, thereby contributing to sustainable peace and development as characterized by social cohesion, human development and social justice.

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

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

- d. **Priority projects are mainstreamed in LGU development plans** - Priority projects are to be mainstreamed in the Provincial Development and Physical Framework Plan (PDPFP)/ Annual Investment Program (AIP), for provinces; and the Comprehensive Development Plan (CDP)/ Annual Investment Program (AIP), for cities and municipalities; to be integrated in the peace and development agenda of the region. Prioritized projects should, at least, be endorsed by the respective Sanggunian of PAMANA LGUs through a resolution.
- e. **Projects not located in NIPAS area** - For those in the NIPAS and other conservation areas, all agencies of the government shall ensure that measures to eliminate or minimize the risk of biodiversity loss are integrated in the planning and implementation of all infrastructure projects. No major infrastructure project may be undertaken therein, except those intended to enhance biodiversity.

The DPWH, in coordination with the DENR, shall determine the specifications of all infrastructure projects to be implemented within the NIPAS and conservation areas to guarantee its protection.

For other types of areas or zones, the DPWH, in coordination with the MGB, shall determine the level of prohibition and/or standards of construction of new infrastructure projects as well as the rehabilitation, improvement or repair of existing ones to ensure a safe living environment.

Roads, buildings and other critical public infrastructure, such as schools, hospitals and evacuation centers, must be designed and built to be resilient to earthquake, typhoon, flood and other extreme weather events.



- f. **Projects not located in "no-build" zone** – Projects shall be constructed in locations, areas or sites that are not included in the critical geo-hazard areas or "no-build" zone as identified by the Mines and Geosciences Bureau (MGB) under the Department of Environment and Natural Resources. LGU shall secure certification or any form of evidence from MGB that the projects enrolled under the Fund are not located in the "no-build" areas except for infrastructure projects that are located near the body of water namely; Flood Control, Seawall, Ports and Wharfs, and Tourism Facilities.

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

- a. Connectivity Systems
  - i. Sub-regional Roads and Bridges
  - ii. Transportation Systems
  - iii. Local Access Roads
- b. Basic Services for Economic Development
  - i. Water Systems (except for Level I)
- c. Agricultural Services and Industry Investments
  - i. Tourism Facilities
  - ii. Cold Storage Facilities
  - iii. Ports and Wharves
  - iv. Public / Satellite / Bagsakan Markets
  - v. Entrepreneurial Development and Employment Generation
- d. Economic Investments in Conflict-Affected Areas in Mindanao and IP Areas
  - i. Halal Production Facilities
  - ii. Development and Implementation of Ancestral Domain Sustainability and Development and Protection Plans
- e. Disaster-Preparedness, Environmental and Climate Change Adaptation Interventions
  - i. Evacuation Center
- f. Internet Connections
  - i. Free Wifi/Internet Access to Selected Government-Owned Facilities

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

### A.3 Non-eligible Projects

Annex B shows the list of other non-eligible projects.

## B. PROCEDURAL REQUIREMENTS FOR ACCESSING THE FUND

### B.1 Transparency and Accountability Requirements

The latest available Good Financial Housekeeping (GFH) assessment results shall be used in the assessment of the Implementing Partners. For FY 2016, the results of the 2014 assessment shall be applied.

### B.2 Assessment of Implementing Partner

- a. The Implementing Partner is defined as the LGU or any other entity that will be responsible in the procurement and implementation of the project.
- b. As a general rule, the LGU (herein referred to as the Proponent LGU) who has the jurisdiction over the proposed project, including the operations and maintenance, shall be the Implementing Partner provided said LGU is capable to implement based on the criteria stipulated in the following section.
- c. Regional Project Management Team (RPMT) and OPAPP Area Manager shall assess the proposed Implementing Partner before MOA signing based on the following:
  - Availability of Technical Staff who can manage the project
  - Availability of funds for the administrative costs
  - Previous experience in implementing similar projects
  - Capacity to implement projects through Competitive Bidding or by Administration
  - Capacity to monitor and evaluate project implementation
  - Absorptive capacity to implement additional projects, especially, if there are still on-going projects funded in previous years and/or funded by other agencies)
  - Capacity to operate and sustain the project, particularly the capacity to provide annual Operation and Maintenance (O&M) fund
  - GFH - compliant based on the latest available GFH assessment
  - Satisfactory performance in implementing PAMANA Project for the last two (2) years
  - No unliquidated balances of cash transfer under the PAMANA Fund as stipulated in Section III, Item F.4.a. of this Guidelines.
- d. In areas where the beneficiaries are Bangsamoro, OPAPP through its Area Manager can assess and recommend which LGUs will implement the project provided that the recommended Implementing Partner meets the criteria stipulated in Section III, Item B.2.c.



- e. In the event that the Proponent LGU is non-GFH compliant, the following shall be applied:
- i. **Provincial Government is the proposed Implementing Partner but non-GFH compliant** – Regional Office shall be the Implementing Partner for the project or shall identify another Implementing Partner.
  - ii. **Highly Urbanized City/ Component City/ Municipal Government is the proposed Implementing Partner but non-GFH compliant** – Provincial Government, if GFH compliant, shall be the Implementing Partner for the project.
  - iii. **Highly Urbanized City/ Component City/ Municipal Government is the proposed Implementing Partner, but both Provincial or Highly Urbanized City/ Component City/ Municipal Government are non-GFH compliant** – DILG Regional Office shall be the Implementing Partner for the project or shall identify another Implementing Partner.
- f. If the reason for non-GFH compliance by the LGU is related to the Full Disclosure Policy (FDP), the LGU may still be considered as the Implementing Partner if it complies with the deficiencies in the FDP. Said LGU shall secure a certification from the DILG Regional Office that the FDP has been complied with in accordance with DILG Memorandum Circular No. 2014-13 before the conduct of the assessment by the DILG Regional Office. (Issuance of 2012 SGH Certificates to Local Governments with "After Assessment Compliance" for purposes of accessing Loans or other National Program Windows).
- g. The identified Implementing Partner may still be replaced, if during Regional/Provincial Technical Working Group (R/PTWG) review and appraisal of the project proposals or during final validation by the RPMT, the said Implementing Partner is found incapable to implement projects based on the criteria cited on Section III Item B.2 of this Guidelines. Recommendation for replacement shall form part of the R/PTWG project review and evaluation/appraisal report or the RPMT revalidation report.

### **B.3 Preparation and Approval of the Project List for the Succeeding Year**

- a. OPAPP in coordination with DILG-RO shall conduct Regional/Provincial Programming, cross checking and tightening of projects within the first quarter of the year, to validate and consolidate proposed project lists for the succeeding year's budgeting and to assess the capabilities of the Proponent LGU as Implementing Partner. The proposed projects shall be based on the criteria stipulated in Section III, Item A.2.
- b. After the conduct of the Regional/Provincial Programming, the proposed Project List shall be confirmed by the Proponent LGU.





- c. The Proponent LGU shall prepare an Indicative Physical and Financial Plan (PFP) for the proposed project/s, which shall be submitted to the DILG Provincial Office (PO), together with the LGU-confirmed Project List, within five (5) working days after the Regional Programming. The PFP should indicate the target dates of activities in the implementation of the proposed project/s. Pro forma PFP is shown in **Annex C**.
- d. The PFPs together with the consolidated LGU-confirmed Project List shall be reviewed and concurred by the DILG Provincial Director and shall be submitted to the DILG Regional Director within five (5) working days upon receipt.
- e. The RPMT, headed by the Regional Director, shall review all PFPs and LGU-confirmed project lists and consolidate as the Regional Project List, which shall indicate the identified Implementing Partner.
- f. The Final Regional Project List shall be submitted by the DILG Regional Director to the DILG-CO through the PAMANA-PMO under OPDS-DILG and OPAPP.
- g. OPAPP, in coordination with PAMANA-PMO, shall review and consolidate the Final Regional Project Lists which shall be treated as the PAMANA List for inclusion in the DILG Proposed Budget for the ensuing year.
- h. The PAMANA-PMO shall be responsible in preparing the budget documents to be submitted to Financial and Management Service (FMS) of DILG.
- i. DILG-CO shall issue an official notice to the ROs of the PAMANA List included in the Proposed DILG Budget for the ensuing year within the last quarter.
- j. Within three (3) working days upon receipt of the PAMANA List, the DILG-RO shall officially inform the Proponent LGU, through the DILG Provincial/City Director and C/MLGOO of the projects included in the proposed DILG Budget for the ensuing year, with the advice to proceed with the preparation of the project proposal.
- k. Within five (5) working days after receipt of the official notice, the Provincial/City Director and C/MLGOO shall orient both the Proponent LGU and the identified Implementing Partner on the Project Guidelines and confirm to the DILG-RO that both have received the official communication.
- l. Within five (5) working days after receipt of the official notice, the Proponent LGU Partner shall provide information on the preliminary activities being undertaken for project preparation.



#### **B.4 Signing of Memorandum of Agreement (MOA)**

- a. The RPMT shall assess the capability and absorptive capacity of the proposed Implementing Partner within five (5) working days after receipt of the PAMANA List, in accordance with Section III Item B.2.
- b. Sangguniang Panlalawigan / Sangguniang Panlungsod / Sangguniang Bayan Resolution authorizing the Local Chief Executive to enter into MOA with the DILG for the PAMANA-DILG Fund shall be submitted to the DILG-Regional Office (RO) within twenty five (25) working days.
- c. A MOA shall be forged to establish the implementation arrangement between the DILG-RO and the Implementing Partner after the submission of the appropriate Resolution.
- d. In areas identified by the Regional/Provincial Peace and Order Council (R/PPOC) as critical or with extreme conflict, a Tripartite MOA between the DILG-RO, Proponent LGU and Armed Forces of the Philippines (AFP) shall be forged. The MOA shall contain the following provisions, among others:
  - i. Proponent LGU or the Implementing Partner commits to shoulder the costs for the conduct of social preparation activities, which includes city/municipal orientations and community consultations.
  - ii. Proponent LGU or the implementing Partner commits to provide the counterpart fund, as needed.
  - iii. Proponent LGU commits to provide in the Annual Budget the funds for regular maintenance and repair of the completed project/s to ensure sustainability, among others.
- e. The project cost to be reflected in the MOA shall be the budget allocation of the projects based on the listing as approved by the Department of Budget and Management (DBM). Otherwise, any excess shall form part of the Proponent LGU's Equity.
- f. The LGU counterpart fund for the implementation of the project in excess of the allocation shall be reflected in the MOA.
- g. All MOAs shall be signed within five (5) working days after the submission of the required document as stated in **Annex E**.
- h. Copies of all perfected MOAs shall be submitted to both the Regional and LGU Resident Auditors, within five (5) working days after signing.

#### **B.5 Preparation and Submission of Project Proposals and Supporting Documents**

- a. As a general rule, the preparation of Project Proposal including the Detailed Engineering Design (DED) or Technical Design, whichever is applicable, and other supporting documents shall be the responsibility of the Proponent LGU. In case the Proponent LGU is not the identified



Implementing Partner, the preparation of the proposal shall be done by the Proponent LGU in coordination with the Implementing Partner.

- b. Proponent LGUs shall prepare proposal/s for projects included in the PAMANA List, immediately after receipt of the official notice from the Regional Office.
- c. In case the Proponent LGUs are city/municipality, they may seek assistance from the DILG-RO, Provincial Engineering Office and any other Entities in preparing the Project Proposal, following the suggested format. Project Proposal template is attached as **Annex D**.
- d. Formulation of the Project Proposal/s should adhere to the PAMANA Peace and Social Cohesion Standards.
- e. Project proposals including complete supporting documents shall be submitted within sixty (60) working days upon MOA signing. In case the Proponent LGU fails to submit the Project Proposal within the prescribed period, the Proponent LGU must submit a justification letter to the RO within fifteen (15) working days. If the justification be unacceptable, RO shall issue a demand letter to the Proponent LGU and/or Implementing Partner that the proposed project is cancelled.
- f. Project proposals prepared by Cities and Municipalities amounting to **PhP 15.00 Million** and below, shall be submitted to the DILG Provincial Director. Within two (2) days upon receipt of the proposal, the DILG Provincial Director shall endorse said proposal to the PAMANA PTWG, constituted under the PPOC, for review and evaluation/appraisal.
- g. Project proposals prepared by Cities and Municipalities amounting to above **PhP 15.00 Million**, shall be submitted to the DILG Regional Director. Within two (2) days upon receipt of the proposal, the DILG Regional Director shall endorse said proposals to the PAMANA RTWG, constituted under the RPOC, for review and evaluation/appraisal.
- h. Project Proposals prepared by Provincial Governments, regardless of cost, shall be submitted to the DILG Regional Director as Chair of the RPMT. Within two (2) days upon receipt of the proposal, the DILG Regional Director shall endorse said proposals to the RTWG, for review and evaluation/appraisal.
- i. Projects that require multi-year funding shall be submitted as one proposal at the initial year of implementation. Likewise, all supporting documents such as technical design, plans and sketches, bills of materials and estimated costs, implementation period, cost breakdown per year, etc., shall be defined and shown in the appropriate documents and shall be submitted together with the project proposal. Proposals for these types of projects shall be submitted to the DILG Regional Director as Chair of the RPMT. Within two (2) days upon receipt of the proposal, the DILG Regional Director shall endorse said proposals to the RTWG, for review and evaluation/appraisal.
- j. The project proposal shall be submitted in five (5) copies together with the required documents as stated in **Annex E**.



- k. Projects covered by the peace agreement with the CBA-CPLA will require the submission of proposals.

#### **B.6 Review, Evaluation/Appraisal and Approval of Project Proposals**

- a. The PTWG, constituted under the PPOC, shall review proposals prepared by cities/municipalities amounting to **PhP 15.00 Million** and below.
- b. The RTWG, constituted under the RPOC, shall review the following proposals:
  - ❖ those submitted by the City/Municipal Government amounting to above **PhP 15.00 Million**
  - ❖ those submitted by the Provincial Government, regardless of project cost
  - ❖ multi-year projects, regardless of project cost
- c. Within 10 working days after receipt of the proposal, complete with the required documents, the R/PTWG shall complete the review and appraisal with Feasibility, Soundness, Sustainability, and Peace-building as parameters.
- d. As part of the Review and Appraisal Process, R/PTWG or the RPMT shall conduct site validation to verify the accuracy of submitted documents and to further assess the feasibility of the project/s.
- e. In case the project proposals are not reviewed, evaluated and recommended by the R/PTWG within 15 working days after receipt of the proposals, the RPMT shall take over the review and evaluation/appraisal within 10 working days.
- f. In case R/PTWG has difficulty in convening, the RPMT shall take over the review and evaluation/appraisal thru the PDMU.
- g. All proposals reviewed by the R/PTWGs that passed the appraisal criteria set under the Fund must be accompanied by a report recommending approval of the proposal and shall be endorsed/submitted to the RPMTs, for their final review.
- h. Proposals that did not pass the R/PTWG or RPMT review shall be returned to the Proponent LGU for revision to comply with the comments/recommendations of the reviewing body. Within 10 working days after receipt of the official notice, the Proponent LGU shall submit the revised proposal addressing the R/PTWG or RPMT comments/recommendations, for review and approval.
- i. Within 5 working days after receipt of the revised proposal, the RPMT shall complete the review based on the comments/recommendations and to be supported by an approval letter or resolution approving the proposal.



- j. If recommendations involve replacement of project, the Proponent LGU shall submit the request for replacement to the R/PPOC in accordance with Section III, Item B.6. Review, evaluation/appraisal and approval shall follow the same procedure stated above.
- k. In case the Proponent LGU has not complied with the aforementioned conditions, DILG-RO shall cancel the project and issue a demand letter to the Implementing Partner to return the funds received within one (1) month.
- l. The DILG Regional Director shall approve/disapprove projects recommended by the R/PTWG or the RPMT within three (3) working days after receipt of endorsement.
- m. All approved Project Proposal shall not be allowed for replacement and/or re-alignment.
- n. The DILG Regional Director shall report to RPOC the approved project proposals during the next RPOC meeting.
- o. All projects approved for implementation shall be appropriately endorsed by the R/PPOC to the concerned Regional/Provincial Development Councils (R/PDC) for appropriate adoption and integration in their respective plans and programs.

#### **B.7 Conditions for Replacement of Projects**

- a. Replacement of projects shall not be allowed after the approval/signed of the GAA, except for the following cases:
  - ⊗ The project has already been funded by other sources
  - ⊗ The project has been found to be not viable during Appraisal
  - ⊗ The project is located within a "no-build" zone.
- b. As a general rule, only the Proponent LGU can request replacements of projects. Replacement project shall be taken from the results of the Programming, if there are available. In case there are no available, replacement projects should be included in the Provincial Development and Physical Framework Plan (PDPFP)/ Annual Investment Program (AIP), for provinces; and the Comprehensive Development Plan (CDP)/ Annual Investment Program (AIP), for cities and municipalities.
- c. The DILG-RO concerned shall transmit the request of the Proponent LGU for project replacement with assessment and recommendation to the DILG-CO for endorsement to the Office of the Presidential Adviser on the Peace Process (OPAPP)-National Project Management Office (NPMO). The OPAPP-NPMO shall have the discretion as to what project will be implemented upon the recommendation of the OPAPP Area Manager, copy furnished the RPOC for information.
- d. The Proponent LGU, through the Regional/Provincial Director, shall submit a justification to the RPOC on the reason for the replacement together with the proposal for the replacement project, for review and



approval. The RPOC through the R/PTWG shall review and recommend for approval/disapproval of the proposal within ten (10) working days upon receipt. The cost for the replacement shall not be more than the Total Project Allocation; otherwise the additional cost requirement shall form part of the Proponent LGU's Equity.

- e. The approved project replacement shall be submitted to OPAPP through DILG-CO for notation and updating of database.

#### **B.8 Conditions for Change of Project Title**

- a. Change of project title can only be requested by the Proponent LGU, in consultation with the concerned OPAPP Area Manager.
- b. Proponent LGU shall submit a justification to the DILG-RO on the reason for the change of project title together with the proposal, for review and approval/disapproval of Regional Director, with OPAPP-NPMO concurrence and as recommended by its Area Manager.
- c. The approved change of project title shall be submitted to OPAPP through DILG-CO for notation and updating of database.

#### **B.9 Issuance of Certificate of Availability of Funds (CAF)**

Immediately after the approval of the Project Proposal, the DILG-RO shall issue a Certificate of Availability of Funds (CAF) to the Implementing Partner with amount corresponding to the PAMANA-DILG Fund. Annex F is a sample pro-forma for CAF.

### **C. PROCUREMENT BY THE IMPLEMENTING PARTNER**

- C.1 Preparation of bidding documents may be started after the submission of project proposal and should be finalized immediately after project approval.
- C.2 The Implementing Partner shall, upon receipt of the approved project proposal and the required documents, prepare the Procurement Timeline for the public bidding of the projects to be certified by the Bids and Awards Committee duly approved by the Local Chief Executive.
- C.3 All procurement should strictly comply with the requirements/procurement timelines (See Annex G) of R.A. 9184 (Government Procurement Reform Act) for projects to be implemented by contract or by administration.
- C.4 All Procurement activities must be included in the Annual Procurement Plan of the Implementing Partner.
- C.5 The Implementing Partner shall start the publication and posting of the Invitation to Bid (ITB) within 5 working days after issuance of the CAF by the DILG-RO. The Implementing Partner shall submit to the RPMT thru the Provincial Director a copy of the Invitation to Bid (ITB) as published in the newspaper and PhilGEPS website, within two (2) working days after publication and posting. The Implementing Partner shall complete the bidding process following the timelines stipulated in R.A. 9184.



- C.6** The Implementing Partner shall invite the DILG Regional/Provincial/City Director or his duly authorized representative and the Third Party Monitors (TPMs) to observe during the bidding process as an Observer.
- C.7** In the event of a failed bidding, the Implementing Partner shall immediately start the re-bidding process within five (5) working days after the BAC has issued a resolution declaring a failure of bidding, in accordance with the timelines set forth in RA 9184. Within the same period, the Implementing Partner shall submit to the RPMT a revised PFP indicating the revised target dates for the bidding.
- C.8** In the event that the Implementing Partner will have to resort to negotiated procurement after two failed biddings, the Implementing Partner shall commence the negotiation within five (5) working days after the Bids and Awards Committee (BAC) has issued a resolution declaring a failure of bidding and complete the negotiation within fifteen (15) working days in accordance with the provisions set forth in R.A. 9184.
- C.9** In case of failure in the two (2) biddings and negotiated procurement, the Implementing Partner shall seek clearance from DILG Regional Director concerned to implement the project by Administration. In such a case, the procurement of materials/goods shall adhere to RA 9184. Likewise, the Implementing Partner shall submit a revised Program of Works that excludes Contractor's Profit, Taxes and Overhead Contingencies and Miscellaneous (OCM) expenses with unit price derivations per item of work, for review, validation and approval by the DILG-RO. In case the Implementing Partner refused to implement the project by administration, the Implementing Partner shall return the first tranche release to DILG-RO for remittance to the National Treasury.
- C.10** Per COA Circular No. 2009-001, Section 3.1.1 dated February 12, 2009, within five (5) working days from the execution of the contract, the Implementing Partner shall submit to the Local Auditor a copy of the said contract together with all the documents forming part thereof, by reference or incorporation.
- C.11** The Procurement is deemed completed upon the issuance of the Notice to Proceed (NTP) by the Implementing Partner.
- C.12** Within five (5) working days after the receipt of the winning bidder of the NTP, the Implementing Partner shall submit to DILG-RO the following:
- Certified true copy of the BAC Resolution Recommending Award of Contract
  - Certified true copy of the Notice of Award (NOA)
  - Certified true copy of the approved Contract of Agreement
  - Certified true copy of the NTP
  - Certified true copies of bidding documents and evaluation report



## D. ADHERENCE TO NATIONAL GOVERNMENT STANDARDS AND POLICIES

D.1 Implementing Partners shall abide by the following existing national standards/guidelines, laws, department order, and policies, among others, that should be observed by all parties:

- ✧ Buildings and other vertical structures per CY 2005 Revised Edition of the IRR of the National Building Code (PD 1096), and Volume 1, 6th Edition of the National Structural Code of the Philippines published CY 2010 by the Association of Structural Engineers of the Philippines
- ✧ Bridges, Volume 2, Second Edition, National Structural Code of the Philippines published CY 1997 by the Association of Structural Engineers of the Philippines
- ✧ American Association State Highway and Transportation Official (AASHTO) Load Resistance Factor Design (LRFD) - Bridge Design Specification, Sixth Edition
- ✧ Vol. II, Standard Specifications for Public Works and Highways (2013 Edition)
- ✧ Department Order (DO) latest issuance by the Department of Public Works and Highways (DPWH) regarding the Guidelines in the preparation of the Approved Budget for the Contract (ABC)
- ✧ Post-harvest facilities, processing plants/facilities, etc. per DA guidelines
- ✧ Evacuation Centers and other DRRM and Climate Change Adaptation (CCA) required facilities
- ✧ Rainwater Collection Facilities pursuant to RA 6716
- ✧ Tourism facilities per Department of Tourism (DOT) guidelines
- ✧ "No-build" zone in accordance with FY 2014 GAA
- ✧ Philippine National Standard for Drinking Water pursuant to DOH AO 2007-0012
- ✧ Rainwater Collection Facilities pursuant to RA 6716
- ✧ Sanitation Code of the Philippines pursuant PD 856
- ✧ Clean Water Act of 2004 pursuant RA No. 9275
- ✧ Accessibility Law or the B.P. Blg. 344, as mandated by RA 7277 (National Council for Disability Affairs) or the Magna Carta for Disabled Person
- ✧ Planning and Implementation to Mitigate the Effect of Climate Change pursuant to RA 9729

D.2 The DILG-RO and the R/PTWG shall ensure that these standards and policies are considered during review and evaluation/ appraisal, and are being observed during actual implementation by the Implementing Partner.

## E. PROJECT IMPLEMENTATION

### E.1 For the Implementing Partners

- a. The Implementing Partner shall officially designate a full-time Project Engineer/Inspector or create a Project Supervision Team, whichever is necessary, to supervise the construction/implementation of the project.
- b. The Implementing Partner shall conduct a Pre-Construction Conference with the Contractor in coordination with the OPAPP Area Manager/Area Coordinator, immediately after the acceptance of the NTP to discuss the suggested Agenda in the conduct of the Pre-Construction Conference as provided in Annex H.





- c. Consistent with RA 6685 dated 12 December 1988, the Implementing Partner shall ensure that the Contractor hires at least fifty percent (50%) of the unskilled and at least thirty percent (30%) of the skilled labor requirements from the available bonafide residents in the province, city or municipality where the project is located. The Implementing Partner shall ensure that the following are strictly observed: (1) adoption of the standard labor salary rate, (2) adoption of rotation process, as possible, to accommodate as many community members in the labor force, (3) transparency in the criteria for selection, and prioritizing those from the community with no current employment and are able-bodied.
- d. The Implementing Partner shall submit or cause the submission of a monthly report on the labor force employed within the project based on the format shown in **Annex I**, as part of the Monthly Physical Accomplishment Report mentioned in Item E.1.f below.
- e. The Implementing Partner shall observe the Contractor's requirements in the implementation of the project as indicated in Annex H.
- f. The Implementing Partner shall submit or cause the submission of a narrative Monthly Physical Accomplishment Report within five (5) working days after the end of each month supported by the **Statement of Work Accomplished (Annex J)**. Copy of the report shall be submitted to the Provincial/City Director and RPMT within two (2) working days.
- g. In case there is noted/observed delay in the implementation of project by contract, the Implementing Partner shall immediately issue a **Warning Letter to the Contractor** and require the submission of a catch-up plan to complete the works within the approved contract period. If the delay is due to unforeseen events or other reasons known to and accepted by the Implementing Partner, the Contractor shall submit a request within thirty (30) calendar days from the occurrence of such circumstances/events leading to the delay, for either suspension of works or extension of contract time. Any Contractor's request submitted beyond the said period shall be denied. The Implementing Partner shall act on the Contractor's request within three (3) working days upon receipt of the request.
- h. In case the Contractor has abandoned the project or there is stoppage of work for unknown reasons, the Implementing Partner shall immediately assess/evaluate the situation, including the determination of the accomplished and remaining works, and officially notify the Contractor to explain the reason for abandonment/stoppage of work and the consequence of its action. If warranted, Implementing Partner shall forfeit the Performance Security Bond in their favor and recommend blacklisting of the Contractor and revocation of the PBAC License. The Implementing Partner shall immediately inform the DILG-RO, thru channel, on the said abandonment/stoppage of work. Upon clearance by the concerned DILG-RO, the Implementing Partner shall take over the work or immediately rebid the remaining works.



- i. In case the contractor refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the contract, the contractor shall pay the procuring entity for **liquidated damages**, and not by way of penalty, an amount, as provided in the conditions of contract, equal to at least one tenth (1/10) of one (1) percent of the cost of the unperformed portion of the works for every day of delay.

To be entitled to such liquidated damages, the Implementing Partner does not have to prove that it has incurred actual damages. The Liquidated Damages shall be deducted from any money due or which may become due the contractor under the contract and/or collect such liquidated damages from the retention money or other securities posted by the contractor whichever is convenient to the Implementing Partner.

- j. In case that the delay in the completion of the work exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the contractor, the procuring entity concerned may **rescind the contract**, forfeit the contractor's performance security and takeover the prosecution of the project or award the same to a qualified contractor through negotiated contract.
- k. The Implementing Partner shall invite the presence of DILG-RO/PD/CD/C/MLGOO and OPAPP Area Manager/Area Coordinator during major activities such as, but not limited to:
1. For Water Supply Projects
    - Well drilling
    - Pumping test
    - Pipe laying
    - Leakage/hydro testing/commissioning
    - Water sampling for potability (before, during and after construction)
  2. For Roads and Other Infrastructure Projects
    - Pouring of concrete
    - Soil testing
    - Field density test
    - Testing and commissioning
    - RCPC laying
    - Materials testing
- l. The Implementing Partner shall request inspection from DILG-RO or Provincial/City Office when the project reaches 95% physical accomplishment for Punchlisting. Immediately after inspection, the Implementing Partner shall inform the Contractor to rectify the noted deficiencies, if any, and to complete the works within the remaining contract duration.
- m. Within three (3) working days upon submission of the Contractor's request for Final Inspection of the project, the Implementing Partner shall conduct joint final inspection with representatives from DILG-RO



and, to the extent possible, with the participation of the Third Party Monitors.

- n. Within three (3) working days upon submission of the Contractor's request for Final Inspection of the project, the Implementing Partner shall also request COA inspection.
- o. The Implementing Partner shall organize ceremonial inauguration of the project after its completion.
- p. The Implementing Partner shall prepare and submit to DILG-RO the Project Completion Report (PCR), within six (6) months after completion, which should include the following documents:
  - i. Copy of Certificate of acceptance and/or certificate of completion/turn-over.
  - ii. Copy of COA Certification of Liquidation of 100% of the PAMANA-DILG project fund
  - iii. Copy of Report of Disbursement/Liquidation duly received by the COA Auditor concerned
- q. Copies of the PCR shall be submitted by the Implementing Partner to the concerned Local POC, within the same period.

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

- a. The DILG-RO, through the RPMT, shall take the lead in monitoring all aspects of project implementation.
- b. During monitoring visits, the DILG-RO, through the RPMT, shall observe/check the Contractor's requirements in the implementation of the project as indicated in **Annex H**.

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

- c. The DILG-RO, through the RPMT, Provincial/City Director and C/MLGOO shall validate reports submitted by the Implementing Partner on the Contractor's compliance with the provisions of R.A. 6685 regarding the hiring of skilled and unskilled labor. If the Contractor is not compliant with the said provisions, the Implementing Partner shall immediately be advised to cause the Contractor to comply.
- d. The DILG-RO, through the RPMT, shall evaluate all submitted reports by the Implementing Partners. For the following cases:
  - Physical Works not in accordance with the Approved Plans and Specifications - The DILG-RO, through the RPMT, Provincial/City Director and C/MLGOO shall advise the Implementing Partner to immediately issue notice to Contractor to implement corrective measures on noted defects. The Implementing Partner shall be advised to monitor Contractor's corrective actions.



- Inconsistency between the reported and actual work accomplished, RPMT and/or Provincial Director shall advise the Implementing Partner to conduct a joint inspection with the Contractor within three (3) working days, to resolve inconsistencies
- Any delay in project implementation, RPMT or Provincial Director shall advise the Implementing Partner to issue Warning Letter to the Contractor and require immediate submission of catch-up plan to complete the works within the approved contract period. (See Item III, Section E.1.g)
- Poor quality of works - The RPMT shall advise the Implementing Partner to check the results of quality control tests conducted by the Contractor, among others.

**Note:** Annex K shows the list of minimum Quality Control (QC) tests that should be conducted by the Contractor per type of project. The DILG-RO shall conduct at least two (2) separate quality control tests to validate quality of the project preferably the Field Density Test for Earthworks and Coring Test for Portland Cement Concrete Pavement (PCCP) and other testing requirements.

- e. In case the Implementing Partner did not report the stoppage of work for unknown reasons, or the Contractor has abandoned the project, the DILG-RO, through the RPMT, Provincial/City Director and C/MLGOO shall advise the Implementing Partner to submit justification for not reporting the stoppage of work and shall immediately assess/evaluate the situation and recommend appropriate action.
- f. The DILG-RO, through the RPMT, Provincial/City Director and C/MLGOO shall closely monitor the project. Advise the Implementing Partner to:
  - i. Organize the joint inspection for Punchlisting before the project reaches 95% accomplishment
  - ii. Organize the joint final inspection before the project reaches 100% physical accomplishment
  - iii. Request COA for final inspection upon 100% completion of the project
- g. The concerned Provincial Director shall recommend to the DILG-RO the inclusion of the Implementing Partner in the list of poor performers in case the Implementing Partner cannot complete the projects within the approved contract duration.

## F. FUND ADMINISTRATION

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



## F.1 Fund Utilization

The Fund shall be used exclusively for the following:

- a. To finance the implementation of the approved projects reflected in the signed MOA.
- b. To finance at most, 50% of the counterpart requirement of the LGU, for projects financed by other sources (i.e. ODA, other National Government Agencies, GFI Loans), with similar objectives, e.g., those that are included in the peace and development agenda of the Proponent LG. For example, if the Total Project Cost financed by other sources is PhP 200M, and the counterpart requirement is 10% of the Total Project Cost or PhP 20M, the PAMANA-DILG Fund should not be more than PhP 10M.
- c. To finance the preparation of DED through the engagement of local consultancy services through competitive bidding following R.A. 9184 (Government Procurement Reform Act). The DED Cost to be charged under the Fund should not be more than 3% of the PAMANA-DILG Fund. Any excess shall be borne by the Proponent LGU as equity/counterpart. Cost for DED may be inclusive of preliminary surveys such as geo-resistivity tests on potential well source for water supply project and other related surveys necessary for the development of the DED. However, Proponent LGUs that have the capacity to undertake DED should do so in-house, using their own resources.
- d. Unexpended balance of the PAMANA-DILG Fund shall be returned to the DILG-RO for remittance to the National Treasury.
- e. In no case shall the Implementing Partner use the PAMANA-DILG Fund to cover administrative costs (e.g. office supplies, local travelling expenses, communication, honoraria, meetings and consultations, salaries, cost of DED preparation done in-house, service vehicle, road-right-of-way acquisition, and any other related monitoring and construction supervision expenses) of the Implementing Partner personnel overseeing and monitoring the project implementation. Such expenses shall be borne by the Implementing Partner.

## F.2 Mechanics for Fund Releases

- a. Appropriations for PAMANA-DILG Fund is included in the Regional Allocation within the DILG Budget as indicated in the GAA. DILG-RO shall book-up the Notice of Cash Allocation (NCA) as "Subsidy from National Government - 4-03-01-010" while the fund transfer shall be taken up as "Due from LGUs - 1-03-03-030".
- b. Immediately after the signing of the MOA, the concerned DILG Regional Office shall obligate the whole PAMANA-DILG Fund.



- c. Upon approval of the Project Proposal, DILG-RO shall release the 1<sup>st</sup> tranche to the **Implementing Partner** equivalent to 80% of the fund allocation. The DILG-RO shall maintain a subsidiary ledger of the fund transfer pertaining to the project/s.
- d. Implementing Partner may opt to open a Special Trust Account for the Fund or may use the existing Trust Account. If existing Trust Account will be used, a separate subsidiary ledger for each project shall be maintained to facilitate tracking of fund utilization and liquidation. The transferred funds shall be taken up as "Due to NGAs" by the Implementing Partner.
- e. For projects that will be implemented by other entities such as the AFP Engineering Brigade/other Implementing Partners, the RO shall transfer the fund to these entities based on the approved Physical and Financial Plan as agreed with the Implementing Partner. These entities shall likewise open a Special Trust Account or utilize an existing one for the purpose. The DILG, through the Regional Director, shall likewise enter into a MOA with these entities.
- f. For all types of subprojects, fund releases to Implementing Partners shall be made in the following tranches:
  - f.1 For Implementing Partner that will not avail of fund for DED preparation, fund releases shall be made in two (2) tranches upon submission of required documents listed in **Annex E**:
    - **1<sup>st</sup> Tranche - 80% of the Project Allocation**
    - **2<sup>nd</sup> Tranche - Project Contract Cost or the Approved Program of Works for projects that will be implemented by Administration**, including variation cost, if any, less the 1<sup>st</sup> Tranche released, but shall not be more than the remaining balance of the Project Allocation.
  - f.2 For Implementing Partner that will avail of fund for DED preparation, fund releases shall be made in three (3) tranches upon submission of required documents listed in **Annex E**:
    - **1<sup>st</sup> Tranche - equivalent to 3.0% of the Project Allocation**
    - **2<sup>nd</sup> Tranche - 80.0% of the balance of the Project Allocation**
    - **3<sup>rd</sup> Tranche - the Project Contract Cost (or the Approved Program of Works for projects that will be implemented by Administration)**, including variation cost, if any, less the 2<sup>nd</sup>Tranche and the balance of the 1<sup>st</sup> Tranche (1<sup>st</sup> Tranche less Awarded DED Cost).
- g. For LGU that will avail of fund for DED preparation, the Approved Budget for the Contract (ABC) for the project shall be at least or equal to 97% of the Project Allocation, plus the LGU counterpart, if any.



- h. The DILG-RO shall release the funds within five (5) working days upon satisfactory compliance of the requirements. It shall issue the check in the name of the Implementing Partner for deposit to the Implementing Partner's Trust Account maintained for the purpose. For its part, the Implementing Partner shall issue the corresponding official receipt in acknowledgment.
- i. Regional Directors are given authority to act on; and sign and/or approve contracts (if project implemented by RO), disbursement vouchers, checks, liquidation reports with amounts equivalent to the approved project costs stipulated in the MOAs with the Implementing Partners, and all other related documents pertaining to the implementation of the PAMANA Projects.
- j. The DILG-RO shall officially inform the concerned Regional and Local Resident Auditors that a check has been issued to the Implementing Partner.
- k. In cases where the Implementing Partner has to provide Cash Counterpart Fund for the implementation of the project/s, such Cash Counterpart Fund shall be deposited in the Special Trust Account before the Award of Contract. The Cash Counterpart Fund shall be fully disbursed before the release of the last Tranche.

### F.3 Documentary Requirements for Fund Releases

- a. In consideration of the time needed to secure the necessary permits, licenses, certificates, clearances, and other documentary requirements from other National Government Agencies (NGAs), copies of applications thereof may suffice as basis for the initial release of the funds. However, such requirements shall be complied with prior to implementation.
- b. The complete list of documentary requirements for Fund Releases is shown in Annex E.

### F.4 Reporting and Liquidation

- a. **Liquidation of Fund Transfers to Implementing Partners (LGUs and/or Other Entity)**
  - a.1 The Implementing Partner shall liquidate the funds and submit to the DILG-RO, either in print or by way of electronic documents, the duly signed Report of Disbursement (ROD)/Liquidation.
  - a.2 The Implementing Partner shall submit to DILG-RO the Report of Disbursement/Liquidation (ROD), including the supporting documents as evidence of the actual utilization of funds within seven (7) working days after the end of each month. The ROD shall be duly signed by the LGU Accountant and approved by the Local Chief Executive and duly received by the concerned COA Auditor. See Annex L for the pro forma ROD. The supporting document shall include, but not limited to the following:



- Copy of Disbursement Voucher (DV)
  - Copy of Checks Issued to Creditors
  - Copy of Official Receipts by Creditors
  - Copy of Creditor's Billings
- a.3 The ROD duly received by the office of the COA Auditor concerned shall be the basis for recording the liquidation of the fund transfers to LGUs by the concerned RO subject to COA post-audit.
- a.4 Within ten (10) working days after the end of each month, the DILG-RO shall submit to DILG-CO the Regional Consolidated Report on Fund Utilization. Please refer to **Annex M** for the Pro-forma Regional Consolidated Report on Fund Utilization.
- a.5 Within one (1) month after the end of each year, the Implementing Partner shall submit to DILG-RO copy of the Annual Audited Report (Consolidated Report of the Audited Monthly ROD) for on-going projects reflecting all fund deposits and actual fund utilization. DILG-RO shall furnish DILG-CO copy of such report.
- a.6 The Implementing Partner shall submit to the DILG-RO a copy of the COA Inspection Report as soon as it becomes available.
- a.7 All fund transfers shall be liquidated immediately after the release of the 2<sup>nd</sup> *Tranche* to Implementing Partners. The **Implementing Partner** shall submit RODs duly received by the office of the Local Auditor.

The DILG Regional Accountant or any authorized representative may conduct spot checks of fund utilization, proper recording of book of accounts, and overall financial management of the Implementing Partner.

#### **b. Liquidation of Regional Operational Fund**

Within seven (7) working days after the end of each month, the DILG-RO shall submit to DILG-CO the report on the utilization of the funds transferred for operational expenses.

### **IV. ADHERENCE TO PAMANA PEACE AND SOCIAL COHESION PRINCIPLES**

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

1. Inclusion – Provision of equal rights and opportunities with special focus on empowering marginalized and vulnerable individuals and groups in communities
2. Participation – Encouragement of active involvement of all stakeholders in community initiatives and processes especially in initiatives and processes that directly affect the quality of the community's relationships and way of life





3. Transparency and Accountability – Sharing of information and acting in an open and sincere manner whereby government and other legitimate institutions hold themselves responsible and answer to stakeholders on the disposal of their authority and duties
4. Conflict-sensitivity – Capacity to understand the context of the conflict, understand the interaction between any intervention and the context and act upon this understanding to avoid negative impacts and maximize positive impacts<sup>2</sup>

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

## V. IMPLEMENTATION ARRANGEMENTS

### A. PAMANA-DILG Fund Steering Committee

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

The Steering Committee shall:

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

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

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

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

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

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

**B.3 R/PPOC shall:**

- a. Create or convene PAMANA-DILG Fund R/PTWGs which shall serve as the review team for project proposals submitted at their respective level. For Regions and Provinces with existing PAMANA TWGs, the R/PPOC shall create a sub-TWG to be the PAMANA DILG Fund R/PTWG
- b. Approve/disapprove project replacements to be funded by the Fund.
- c. Coordinate provincial programs, activities and funding requirements for areas identified under PAMANA;
- d. Ensure mainstreaming of PAMANA interventions into the plans and programs of concerned government agencies and local government units;
- e. Coordinate with relevant agencies, development partners, CSOs, and project management offices on the implementation of the PAMANA in the region; and
- f. Provide support to OPAPP in monitoring the implementation of PAMANA in the region/province.

**C. Regional/Provincial Peace and Order Council Technical Working Groups****C.1 The PAMANA Technical Working groups constituted under the RPOC and PPOC shall:**

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

**C.2 Members of the R/PTWGs shall be composed of a maximum of seven (7) technical personnel from among the member agencies represented in the R/PPOC. With the varying types and nature of proposed projects, NEDA and other relevant sector agencies may be invited. However, it is acknowledged that the multi-sector nature of the proposed projects would require a variety of experts. The concerned TWG may then resort to invitation of representatives of other R/PPOC members as resource persons/experts in the evaluation meetings/site validation visits.****C.3 National Commission on Indigenous People (NCIP) representative shall be invited as additional member to the R/PTWG if the proposed project is situated in an ancestral domain or will directly affect Indigenous People. This will ensure consideration of Indigenous People's concerns in the project appraisal process that could facilitate securing of the Free Prior and Informed Consent (FPIC) or any appropriate clearances.****C.4 The PTWG shall be chaired by the DILG Provincial Director.****C.5 The Chairman of the RTWG shall be designated by the RPOC.**



## D. DILG Central Office

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

A PMO has been established in the DILG under the OPDS which shall be responsible for the overall-project management in close coordination with OPAPP. The PMO shall specifically be responsible for the following:

- a. Formulation/Updating of Operational Guidelines and Strategies for effective implementation, in coordination with PAMANA units of OPAPP
- b. Over-all physical and financial planning
- c. Over-all fund management
- d. Development and implementation of monitoring and evaluation systems
- e. Conduct of periodic monitoring on the project implementation and fund utilization.
- f. Development and maintenance of databases for the Project
- g. Preparation and submission of monthly and quarterly reports to the Fund Steering Committee, OPAPP and DILG Secretaries
- h. Provision of advisory and technical assistance to DILG Field Offices and Implementing Partners, in the development, implementation, operation and management of projects
- i. Development and implementation of Capacity Development Programs, and Project Orientation for DILG Field Offices and Implementing Partners.
- j. Conduct of regular consultations/dialogues with DILG-ROs and LGUs to resolve issues on project implementation
- k. Evaluation of Alert Status Reports submitted by DILG-RO and provide appropriate recommendations
- l. Provides information materials for social media
- m. Monitor the data provided by the DILG-RO in the Project Profile Monitoring System (PPMS)
- n. Provide technical assistance to DILG-RO in the preparation of LGUs Project Proposal/DED/Technical Drawings

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

Concern	Bureau/Office
<ul style="list-style-type: none"> <li>• Capacity-Building for Proponent LGUs under the Mainstreaming Peace and Development in Local Governance Project (MPDLGP)</li> </ul>	Local Government Academy (LGA)
<ul style="list-style-type: none"> <li>• Mainstreaming the results of the conflict-sensitive planning and programming process to the CDP/ELA/AIP</li> </ul>	Bureau of Local Government Development (BLGD)
<ul style="list-style-type: none"> <li>• Issuance of GFH and Full Disclosure Policy assessment Results</li> </ul>	Bureau of Local Government Supervision (BLGS)
<ul style="list-style-type: none"> <li>• Over-all Monitoring of Fund Releases and Liquidations</li> </ul>	Finance and Management Service (FMS)



Concern	Bureau/Office
<ul style="list-style-type: none"> <li>Communication and Advocacy</li> </ul>	Public Assistance and Communication Service (PACS)
<ul style="list-style-type: none"> <li>Outcome Manager for Socially Protective and Safe LGUs</li> </ul>	National Barangay Operations Office (NBOO)

### E. DILG Field Offices

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

#### E.1 The Regional Director shall:

- On behalf of the DILG, enter into a MOA with the Proponent and/or Implementing LGU; and other Entities for the implementation of the projects.
- Approve/disapprove projects endorsed by R/PTWG or RPMT.
- Sign and/or approve contracts (if project implemented by DILG-RO), disbursement vouchers, checks, liquidation reports relative to Project implementation
- Oversee the implementation of PAMANA projects in the Region.

#### E.2 The PAMANA-DILG Fund RPMTs shall be organized, which shall perform multiple tasks in the implementation of PAMANA. The RPMT shall be composed of the following:

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

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

- Regional Fund Management, which includes among others, review of documents submitted by Implementing Partners prior to release of funds, and verifying satisfactory compliance of requirements
- In coordination with OPAPP, facilitating the Annual Regional/Provincial Programming for the succeeding year's budgeting
- Regional physical and financial planning



- d. Provision of technical support to the R/PTWG in the review and evaluation/appraisal of project proposals including capacity of LGU to implement; take over the review, as necessary, in accordance with Section III Item B.6. of this Guidelines
- e. Final review of project proposals endorsed by R/PTWG.
- f. Provision of advisory, technical and related capacity development assistance to Implementing Partners, in the development, implementation, operation and management of projects
- g. Provision of support to OPAPP-PAMANA Area Managers and the Regional/Provincial Councils in monitoring and evaluating the projects
- h. Preparation and submission of monthly reports to the PAMANA-PMO, and furnishing copies to the R/PPOC
- i. Conduct of progress monitoring of projects
- j. Implementation of project, as necessary
- k. Conduct of separate quality control tests, as necessary
- l. Ensuring the compliance of requirements of Proponent LGUs/Implementing Partners
- m. Preparation and submission of Physical and Financial Accomplishment Reports to DILG-CO through OPDS and FMS
- n. Preparation of regular alert status reports that will provide management advance information on what is happening on the ground that will guide in addressing possible bottleneck.
- o. Conduct of regular consultations/dialogues with LGUs and other stakeholders
- p. Facilitate the resolution of implementation issues that are not resolved at the local level.

#### **E.4 DILG Provincial/City/Municipal Offices**

- a. The Provincial/City Directors shall assist the RPMT in overseeing the implementation of the Project at the local level. The DILG Provincial/City Director or his/her duly designated representative shall act as the PAMANA Focal Person in the province/city. The C/MLGOO shall serve as the PAMANA Focal Person in the city/municipality.
- b. The Provincial Director shall:
  - Chair the PTWG and recommend approval/disapproval of projects amounting to below Php 15 Million prepared by cities/municipalities.
- c. The Provincial/City Director and C/MLGOO shall be responsible for the following:
  - Participate in the Programming Process and ensure that only the pre-identified conflict-affected or vulnerable areas are included in the Program
  - Informing the LGUs of the approved list and allocation and advising the LGUs to proceed with the project preparation
  - Ensuring that Project Location and Project Description are clearly established by LGU
  - Facilitating the conduct of capacity development activities at the provincial/city/municipal level



- Briefing of the Proponent LGUs and Implementing Partners on the Project Guidelines
- Reviewing the completeness of the requirements at the various stages of project implementation and reports and other related documents submitted by the Implementing Partners
- Facilitating in finalizing the documents required in MOA signing
- Attending Bid Openings as Observer
- Monitoring and providing reports/feedback to RO on the progress of activities in all phases of project implementation to include but not limited to the following:
  - Status of the preparation of Project Proposals, DED/Technical Design and other supporting documents
  - Progress of the preparation of Bidding Documents
  - Issuance of the Sanggunian Resolution authorizing the Governor/Mayor to sign the MOA
  - Status of Procurement
  - Status of project Implementation
- Ensuring timely submission of accomplishment reports (with pictures) by the Implementing Partner
- Ensuring that the Implementing Partner install and regularly update the Community and Project Billboard in compliance with **Annex N-3** of this Guidelines and COA issuance No. 2013-004 dated January 30, 2013 and other relevant guidelines
- Participating in the conduct of punchlisting and final inspection and submission of report within 2 days after inspection to DILG-RO
- Assisting in the conduct of spot checking on the book of accounts and ledgers of the Implementing Partners
- Upon completion, attesting to the existence of the projects by submitting sworn statements to the Office of the Undersecretary for Local Government (OUSLG), through channels, that he/she has seen that the project implemented and completed
- Ensuring that completed projects are operational and functional
- Notify the concerned LGU/s to immediately submit the reason/justification for its non-submission for endorsement to DILG-RO in the event that the LGU fails to submit the required documents within the sixty (60) working days prescribed period.

## F. Implementing Partner

**F.1** Assessment of the eligibility of the Proponent LGUs as the Implementing Partner shall be in accordance with Section III.B.2 of this Guidelines and shall be further validated during Project Review Process. The Implementing Partner may be the Provincial Government or the City/Municipal Government or any other entity as may be designated by the DILG Regional Director.

**F.2** The Proponent LGU shall:

- Prepare project proposals based on the approved PAMANA Project List
- Provide counterpart funds, as necessary



- Adhere to existing national standards/guidelines, laws and policies stipulated in Section III, Item D, among others
- If not eligible as Implementing Partner, enter into a MOA with DILG and Implementing Partner
- If not eligible as Implementing Partner, jointly monitor the implementation of project with the Implementing Partner
- Commit to provide annual operations and maintenance funds through a Sanggunian Resolution
- Conduct social preparation activities, such as municipal orientations and community consultations
- For water supply projects, identify appropriate institution to manage and operate the project

### F.3 The Implementing Partner shall:

- Enter into a MOA with the DILG and/or Proponent LGU for the implementation of the project
- May opt to open or maintain an existing Trust Account for the transfer of funds
- Designate a focal person/appropriate focal unit/department in the organization which will manage and coordinate the implementation of project/s, including financial transactions
- Designate a full time Project Engineer/Supervisor for small scale projects (Php 15M and below) or create a Project Supervision Team for large scale projects (above Php 15M) to closely supervise the physical implementation of the projects to ensure that it is in accordance with the approved plans and specifications
- Adhere to existing national standards/guidelines, laws, department orders and policies stipulated in Section III, Item D, among others
- Adhere to peace and social cohesion principles, namely inclusion, participation, transparency and accountability, and conflict-sensitivity and peace promotion, all throughout the different processes in project implementation
- During procurement, adhere to and implement all provisions of R.A. 9184 and its Implementing Rules and Regulations (IRR)
- Consistent with Sections III, Item E.1 of this Guidelines, ensure that project is implemented in accordance with the approved schedule, within the approved budget and in accordance with acceptable standards
- Submit monthly financial and physical accomplishment reports to the DILG-RO
- Be responsible for the liquidation of funds transferred to the Implementing Partner
- Return to DILG-RO any unexpended balance from the funds transferred

### G. Structures and Mechanisms Established Under the Peace Agreements

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



## VI. MONITORING AND EVALUATION

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

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

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

### A. Progress Monitoring

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

#### A.1 PAMANA-PMO

- a. Conduct regular site visits and spot checks of all phases of project implementation, particularly for big ticket and critical projects
- b. Conduct of semi-annual Project Implementation Reviews
- c. Submit weekly, monthly and quarterly progress reports to the Secretaries of DILG and OPAPP

#### A.2 DILG Field Offices

DILG ROs shall take the lead in the following:

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





- c. Alert Status Reports shall be established to ensure timely resolution of issues that may arise before, during and after project implementation.

### **A.3 PAMANA-NPMO**

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

## **B. Transparency and Accountability Mechanisms (TAM)**

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

- B.1** Implementing Partners shall install community and project billboards on the project sites to provide information including the period of implementation, fund allocation and status of fund utilization consistent with COA Circular No. 2013-004 dated 30 January 2013 – Information and Publicity on Programs/Projects/Activities of Government Agencies on project reporting and monitoring of project/s..
- B.2** Implementing Partners shall post in their respective websites, within thirty (30) calendars days from entering into Contract with the winning bidder, the following information per project:
  - a. Project title and detailed description which shall include the nature and location
  - b. The detailed estimates in arriving at the Approved Budget for the Contract (ABC)
  - c. The winning Bidder and the detailed estimates of the bid awarded.
- B.3** Implementing Partners shall post in their respective websites within thirty (30) calendars days from the issuance of project completion the following:
  - Detailed actual cost of the project; and
  - Variation orders, if any
- B.4** PAMANA DILG-PMO, ROs and OPPAP shall post project implementation status on their respective websites. Full disclosure of project information and status of implementation is encouraged through tri-media.
- B.5** Civil Society Organizations will be tapped by OPAPP as third party monitors to conduct project monitoring, identify implementation issues, facilitate constructive engagement with implementing partners, and facilitate community participation in monitoring and evaluation.
- B.6** The Implementing Partner shall also abide by COA Circular No. 2013-004 dated 30 January 2013 – Information and Publicity on Programs/Projects/Activities of Government Agencies on project reporting and monitoring of project/s.



### C. Program Outcome Evaluation

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

### D. Information Dissemination and Institutional Learning

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

## VII. TIMELINES TO BE OBSERVED

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

## VIII. PENALTIES and SANCTIONS

A. The Regional Director shall terminate/cancel the implementation of the project in the following instances:

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

In such case that the project is partially or fully cancelled due to the fault of the Implementing Partner, the Implementing Partner shall be obliged to return the unexpended balance of the released portion of the funds or the pertinent portion related to the cancelled component of the project, whichever applies.

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

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



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

#### VIII. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

  
**MEL SENEN S. SARMIENTO**  
Secretary, DILG

  
**TERESITA QUINTOS DELES**  
Secretary, OPAPP



## **LIST OF ANNEXES**

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

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

PAMANA ZONE	UNIVERSE			2012	2013	2014	2015	2016	
	REGION	PROVINCE	CITY / MUNICIPALITY	CITY / MUNICIPALITY	CITY / MUNICIPALITY	CITY / MUNICIPALITY	CITY / MUNICIPALITY	CITY / MUNICIPALITY	
CORDILLERA	CAR	ABRA	LICUAN-BAAY (LICUAN)				LICUAN-BAAY (LICUAN)		
			LACUB		LACUB				
			TINEG		TINEG				
			TUBO				TUBO		
			SAN ISIDRO				SAN ISIDRO		
		1	5	0	2	0	1	2	
		APAYAO	FLORA		FLORA				
			CALANASAN				CALANASAN		
			LUNA				LUNA		
			CONNER				CONNER		
		1	4	0	1	0	0	3	
		BENGUET	BAKUN					BAKUN	
			KIBUNGAN				KIBUNGAN		
			MANKAYAN		MANKAYAN				
			KABAYAN				KABAYAN		
		1	4	0	1	0	2	1	
		IFUGAO	ALFONSO LISTA (POTIA)					ALFONSO LISTA (POTIA)	ALFONSO LISTA (POTIA)
			ASPULO		ASPULO				
			TINOC		TINOC			TINOC	
			KANGAN				KANGAN		

**Annex A**  
List of LGUs Covered by PAMANA-DILG FUND

		1	4	0	2	0	1	3
	KALINGA	BALBALAN	BALBALAN					BALBALAN
		CITY OF TABUK	CITY OF TABUK					
		PASIL	PASIL					PASIL
		PINUKPUK	PINUKPUK	PINUKPUK				PINUKPUK
		TANUDAN	TANUDAN					TANUDAN
		TINGLAYAN	TINGLAYAN				TINGLAYAN	
		1	6	6	1	0	1	4
	MOUNTAIN PROVINCE	BESAO		BESAO				BESAO
		BONTOC		BONTOC			BONTOC	BONTOC
		PARACELIS		PARACELIS				
		NATONIN		NATONIN				
		SADANGA	SADANGA	SADANGA				SADANGA
		TADIAN						TADIAN
	1	1	6	1	5	0	1	4
	1	6	29	7	12	0	6	17
BICOL-QUEZON-MINDORO	REGION IV-A	QUEZON	BUENAVISTA	BUENAVISTA		BUENAVISTA		
			CATANAUAN	CATANAUAN				
			GEN. LUNA			GEN. LUNA		
			LOPEZ			LOPEZ		
			MACALELON			MACALELON		
			MULANAY	MULANAY				
			SAN FRANCISCO (AURORA)	SAN FRANCISCO (AURORA)		SAN FRANCISCO (AURORA)		
			SAN NARCISO	SAN NARCISO		SAN NARCISO		
	1	1	8	1	2	6	0	0
	REGION IV-B	ORIENTAL MINDORO	GLORIA	GLORIA	GLORIA		GLORIA	

**Annex A**  
List of LGUs Covered by PAMANA-DILG FUND

		MANSALAY	MANSALAY	MANSALAY		MANSALAY		
		BULALACAO	BULALACAO		BULALACAO	BULALACAO	BULALACAO	
		3	3	2	1	3	1	
REGION V	ALBAY	GUINOBATAN				GUINOBATAN	GUINOBATAN	
		1	0	0	0	1	1	
	CAMARINES NORTE	BASUD			BASUD	BASUD		BASUD
		CAPALONGA	CAPALONGA		CAPALONGA	CAPALONGA		CAPALONGA
		MECEDES				MECEDES		
		STA. ELENA				STA. ELENA	STA. ELENA	STA. ELENA
		SAN LORENZO RUIZ (IMELDA)			SAN LORENZO RUIZ (IMELDA)			
		JOSE PANGANIBAN	JOSE PANGANIBAN					
	LABO	LABO			LABO	LABO	LABO	
		1	7	3	3	5	2	4
	CAMARINES SUR	BAAO					BAAO	
		BATO					BATO	
		BULA					BULA	
		DEL GALLEGO					DEL GALLEGO	
		GARCHITORENA					GARCHITORENA	
		1	5	0	0	0	5	0
	MASBATE	MOBO	MOBO				MOBO	
MONREAL		MONREAL				MONREAL		
SAN PASCUAL		SAN PASCUAL				SAN PASCUAL	SAN PASCUAL	
CAWAYAN						CAWAYAN	CAWAYAN	
PALANAS						PALANAS		
MILAGROS						MILAGROS	MILAGROS	
USON						USON	USON	

**Annex A**  
List of LGUs Covered by PAMANA-DILG FUND

		1	7	3	0	0	7	4	
	SORSOGON		BARCELONA	BARCELONA	BARCELONA		BARCELONA	BARCELONA	
			BULAN	BULAN					
			CASIGURAN	CASIGURAN	CASIGURAN		CASIGURAN		
			GUBAT	GUBAT				GUBAT	
			IROSIN	IROSIN					
			JUBAN	JUBAN				JUBAN	
			MAGALLANES	MAGALLANES			MAGALLANES		
			PRIETO DIAZ	PRIETO DIAZ	PRIETO DIAZ			PRIETO DIAZ	
			1	8	8	3	0	3	4
1	6	26	14	6	5	14	13		
NEGROS-PANAY	REGION VI	AKLAN	BAJAY				BAJAY		
		1	1	0	0	0	1	0	
		ANTIQUE							
		1	0	0	0	0	0	0	
		CAPIZ	MA-AYON				MA-AYON		
			TAPAIZ				TAPAIZ		
		1	2	0	0	2	0	0	
	ILOILO						MAASIN		
1	0	0	0	0	0	1			
1	4	3	0	0	2	1	1		
NIR	NEGROS OCCIDENTAL		CADIZ CITY		CADIZ CITY	CADIZ CITY	CADIZ CITY		
			CALATRAVA			CALATRAVA			
			CITY OF ESCALANTE			CITY OF ESCALANTE	CITY OF ESCALANTE		
			CITY OF KABANKALAN		CITY OF KABANKALAN	CITY OF KABANKALAN	CITY OF KABANKALAN		



**Annex A**  
List of LGUs Covered by PAMANA-DILG FUND

			ENRIQUE B. MAGALONA (SARAVIA)			ENRIQUE B. MAGALONA (SARAVIA)		
			SAN CARLOS CITY		SAN CARLOS CITY	SAN CARLOS CITY	SAN CARLOS CITY	SAN CARLOS CITY
			SIPALAY CITY			SIPALAY CITY		
			TOBOSO				TOBOSO	TOBOSO
			LA CASTELLANA					LA CASTELLANA
			MURCIA					MURCIA
			VICTORIAS					VICTORIAS
		1	11	0	3	5	6	6
		NEGROS ORIENTAL	AMLAN (AYUQUITAN)				AMLAN (AYUQUITAN)	
			CITY OF TANJAY		CITY OF TANJAY		CITY OF TANJAY	
			SIBULAN				SIBULAN	
		1	3	0	1	0	3	0
		<b>1</b>	<b>14</b>	<b>0</b>	<b>4</b>	<b>5</b>	<b>9</b>	<b>6</b>
SAMAR ISLAND	REGION VII	EASTERN SAMAR	CAN-AVID	CAN-AVID				
			JIPAPAD	JIPAPAD				
			MASLOG	MASLOG				
			LAPING	LAPING				
			ARTECHE				ARTECHE	
			ORAS				ORAS	
		1	6	4	0	0	2	0
		NORTHERN SAMAR	LOPE DE VEGA		LOPE DE VEGA		LOPE DE VEGA	
			MONDRAGON	MONDRAGON	MONDRAGON		MONDRAGON	
			SILVINO LOBOS	SILVINO LOBOS				
1	3	2	2	0	2	0		
SAMAR (WESTERN SAMAR)	MATUGUINAO					MATUGUINAO	MATUGUINAO	
	PARANAS	PARANAS	PARANAS		PARANAS			

**Annex A**  
List of LGUs Covered by PAMANA-DILG FUND

			SAN JOSE DE BUAN	SAN JOSE DE BUAN	SAN JOSE DE BUAN		SAN JOSE DE BUAN		
			GANDARA				GANDARA	GANDARA	
		1	4	2	2	0	3	2	
	1	3	12	8	4	0	7	2	
ZAMBA-SULTA	REGION IX	ZAMBOANGA DEL NORTE	SIBUCO	SIBUCO			SIBUCO		
			SIOCON	SIOCON	SIOCON		SIOCON	SIOCON	
			BALIGUAN				BALIGUAN	BALIGUAN	
			GODOO					GODOO	
			SIRAWI					SIRAWI	
		1	5	2	1	0	3	4	
		ZAMBOANGA DEL SUR	AURORA		AURORA				
			CITY OF PAGADIAN		CITY OF PAGADIAN				
			LABANGAN	LABANGAN					
			MARGOSATUBIG	MARGOSATUBIG					
			SAN PABLO	SAN PABLO					
			KUMALARANG				KUMALARANG		
			DIKATALING					DIKATALING	
		LAPUYAN					LAPUYAN		
		1	8	3	2	0	1	2	
		ZAMBOANGA SIBUGAY	ALICIA						ALICIA
			DIPLAHAN		DIPLAHAN				
			IMELDA			IMELDA			
			IPI			IPI			
			KABASALAN	KABASALAN		KABASALAN		KABASALAN	
MABUHAY	MABUHAY		MABUHAY						
NAGA	NAGA		NAGA	NAGA	NAGA		NAGA		
OLUTANGA	OLUTANGA	OLUTANGA							

**Annex A**  
List of LGUs Covered by PAMANA-DILG FUND

			PAYAO	PAYAO			PAYAO	PAYAO		
			ROSELLER LIM			ROSELLER LIM				
			TALUSAN	TALUSAN	TALUSAN	TALUSAN				
			TITAY	TITAY						
			TUNGAWAN	TUNGAWAN	TUNGAWAN		TUNGAWAN	TUNGAWAN		
			1	13	8	8	2	5		
			1	3	13	8	8	11		
CENTRAL MINDANAO	REGION X	BUKIDNON	CABANGLASAN		CABANGLASAN					
			SAN FERNANDO		SAN FERNANDO		SAN FERNANDO			
			IMPASUG-ONG				IMPASUG-ONG			
				1	3	0	2	0	2	0
		LANAO DEL NORTE	KAUSWAGAN	KAUSWAGAN		KAUSWAGAN				
			KOLAMBUGAN	KOLAMBUGAN	KOLAMBUGAN					
			MUNAJ	MUNAJ	MUNAJ	MUNAJ				
			POONA PIAGAPO	POONA PIAGAPO	POONA PIAGAPO					
			SALVADOR	SALVADOR						
			TANGCAL	TANGCAL		TANGCAL				
			BACOLOD					BACOLOD		
				1	7	6	3	3	1	0
		WISAMIS ORIENTAL	BALINGASAG						BALINGASAG	
				1	1	0	0	0	0	1
		1	3	11	6	5	3	1		
DAVAO-COMVAL-CARAGA CORRIDOR	REGION XI	COMPOSTELA VALLEY	COMPOSTELA	COMPOSTELA			COMPOSTELA			
			LAAK	LAAK	LAAK	LAAK	LAAK			
			MABINI	MABINI				MABINI		
			MACO	MACO			MACO	MACO		

**Annex A**  
List of LGUs Covered by PAMANA-DILG FUND

		MARAGUSAN (SAN MARIANO)	MARAGUSAN (SAN MARIANO)			MARAGUSAN (SAN MARIANO)
		MAWAB	MAWAB		MAWAB	
		MONKAYO	MONKAYO		MONKAYO	
		MONTEVISTA	MONTEVISTA		MONTEVISTA	
		NABUNTARAN	NABUNTARAN	NABUNTARAN		
		NEW BATAAN	NEW BATAAN			
		PANTUKAN	PANTUKAN		PANTUKAN	PANTUKAN
	1	11	11	2	2	7
		ASUNCION	ASUNCION		ASUNCION	
		B. E. DUJALI	B. E. DUJALI			
		CARMEN	CARMEN		CARMEN	
		KAPALONG	KAPALONG		KAPALONG	
		NEW CORELLA	NEW CORELLA		NEW CORELLA	
		PANABO CITY	PANABO CITY		PANABO CITY	
		SAN ISIDRO	SAN ISIDRO			
		STO. TOMAS	STO. TOMAS		STO. TOMAS	
		TALAINGOD	TALAINGOD		TALAINGOD	
		TAGUM CITY				TAGUM CITY
	1	10	0	0	5	2
		BAGANGA	BAGANGA		BAGANGA	
		BANAYBANAY	BANAYBANAY	BANAYBANAY	BANAYBANAY	
		BOSTON	BOSTON		BOSTON	BOSTON
		CARAGA	CARAGA			
		CATEEL	CATEEL	CATEEL	CATEEL	
		GOV. GENEROSO	GOV. GENEROSO			
		MATI CITY	MATI CITY			
		LUPON	LUPON	LUPON	LUPON	LUPON



**Annex A**  
List of LGUs Covered by PAMANA-DLG FUND

			PIGKAWAYAN	PIGKAWAYAN				
			PKIT	PKIT			PKIT	
			PRES. ROXAS			PRES. ROXAS		
			TULUNAN	TULUNAN	TULUNAN			
		1	14	12	3	4	6	0
		SARANGANI	GLAN			GLAN		GLAN
			MAASM			MAASM	MAASM	
			MALAPATAN			MALAPATAN	MALAPATAN	
			KIAMBA				KIAMBA	
		1	4	0	0	3	3	1
		SOUTH COTABATO	TBOLI			TBOLI		TBOLI
		1	1	0	0	1	0	1
		SULTAN KUDARAT	LAMBAYONG					LAMBAYONG
		1	1	0	0	0	0	1
		<b>1</b>	<b>4</b>	<b>12</b>	<b>3</b>	<b>8</b>	<b>9</b>	<b>3</b>
DAVAO-COMVAL-CARAGA CORRIDOR	REGION XII	AGUSAN DEL NORTE	BUENAVISTA	BUENAVISTA				
			BUTUAN CITY				BUTUAN CITY	BUTUAN CITY
			CARMEN	CARMEN				
			CABADBARAN CITY		CABADBARAN CITY	CABADBARAN CITY		
			JABONGA	JABONGA		JABONGA		
			KITCHARAO	KITCHARAO		KITCHARAO	KITCHARAO	
			LAS NIEVES	LAS NIEVES				
			MAGALLANES	MAGALLANES				
			NASIPIT	NASIPIT				
			RTR	RTR				

**Annex A**  
List of LGUs Covered by PAMANA-DILG FUND

		SANTIAGO	SANTIAGO				
		TUBAY	TUBAY				
	1	12	10	1	3	2	1
	AGUSAN DEL SUR	ESPERANZA			ESPERANZA	ESPERANZA	
		PROSPERIDAD	PROSPERIDAD			PROSPERIDAD	
		SIBAGAT	SIBAGAT			SIBAGAT	
		STA. JOSEFA	STA. JOSEFA			STA. JOSEFA	
		SAN LUIS			SAN LUIS	SAN LUIS	
		TRENTO			TRENTO	TRENTO	
		VERUELA	VERUELA			VERUELA	VERUELA
		LORETO				LORETO	LORETO
		LA PAZ				LA PAZ	
	1	9	4	0	3	8	3
	SURIGAO DEL NORTE	ALEGRIA	ALEGRIA			ALEGRIA	
		BACUAG		BACUAG		BACUAG	
		DEL CARMEN		DEL CARMEN			
		GIGAQUIT			GIGAQUIT	GIGAQUIT	
		MANIT	MANIT	MANIT			
		MALIMONO	MALIMONO	MALIMONO			
		SAN FRANCISCO		SAN FRANCISCO			
		TAGANWAN		TAGANWAN			
		PLACER		PLACER			
		SURIGAO CITY	SURIGAO CITY	SURIGAO CITY			
		CLAVER				CLAVER	
		SARGAO ISLAND	SARGAO ISLAND				
	1	12	5	8	1	4	0
	SURIGAO DEL SUR	BAYABAS	BAYABAS				

**Annex A**  
List of LGUs Covered by PAMANA-DILG FUND

			BISLIG CITY	BISLIG CITY	BISLIG CITY		BISLIG CITY		
			CORTES		CORTES				
			HINATUAN	HINATUAN					
			LIANGA			LIANGA			
			LINGIG		LINGIG	LINGIG	LINGIG		
			MADRID		MADRID		MADRID		
			MARHATAG	MARHATAG					
			SAN AGUSTIN	SAN AGUSTIN		SAN AGUSTIN			
			SAN MIGUEL		SAN MIGUEL		SAN MIGUEL	SAN MIGUEL	
			TAGBINA	TAGBINA	TAGBINA				
			TANDAG CITY	TANDAG CITY	TANDAG CITY		TANDAG CITY	TANDAG CITY	
			CANTILAN				CANTILAN		
			CARRASCAL				CARRASCAL		
			LANUZA				LANUZA		
			TAGO				TAGO		
			1	16	7	7	3	9	2
			1	4	29	16	10	23	6
CENTRAL MINDANAO	ARMM	LANAO DEL SUR	BINDAYAN	BINDAYAN					
			BUBONG	BUBONG					
			BUMBARAN	BUMBARAN					
			CALANOGAS	CALANOGAS					
			GANASSI	GANASSI					
			KAPAI	KAPAI					
			KAPATAGAN	KAPATAGAN					
			LUMBA-BAYABAO (MAGUING)	LUMBA-BAYABAO (MAGUING)					
			LUMBAYANAGUE	LUMBAYANAGUE					



**Annex A**  
List of LGUs Covered by PAMANA-DILG FUND

			MAGLING	MAGLING									
			MAROGONG	MAROGONG									
			MARAWI CITY	MARAWI CITY									
			MASIU	MASIU									
			PAGAYAWAN (TATARAKAN)	PAGAYAWAN (TATARAKAN)									
			POONA BAYABAO (GATA)	POONA BAYABAO (GATA)									
			PUALAS	PUALAS									
			TAGLOAN	TAGLOAN									
			TUBARAN	TUBARAN									
			WAO	WAO									
			TUGAYA	TUGAYA									
			MALABANG	MALABANG									
			1	21					21	0	0	0	0
			MAGUINDANAO	AMPATUAN					AMPATUAN				
BULDON	BULDON												
DATU PIANG	DATU PIANG												
KABUNTALAN (TUMBAC)	KABUNTALAN (TUMBAC)												
TALAYAN	TALAYAN												
1	5	5	0	0	0	0							
ZAMBA-SULTA	BASILAN	LANTAWAN	LANTAWAN										
		MALUSO	MALUSO										
		TIPO-TIPO	TIPO-TIPO										
		TUBURAN	TUBURAN										
1	4	4	0	0	0	0							
	SULU	HAJI PANGLIMA TAHIL	HAJI PANGLIMA TAHIL										

**Annex A**  
List of LGUs Covered by PAMANA-DILG FUND

			INDANAN	INDANAN				
			KALINGALAN CALUANG	KALINGALAN CALUANG				
			PANGLIMA ESTINO	PANGLIMA ESTINO				
			PARANG	PARANG				
			PATIKUL	PATIKUL				
		1	0	0	0	0	0	0
		TAWI-TAWI	BONGAO	BONGAO				
			LANGUYAN	LANGUYAN				
			PANGLIMA SUGALA (BALIMBING)	PANGLIMA SUGALA (BALIMBING)				
			SIMUNUL	SIMUNUL				
		1	4	4	0	0	0	0
	1	5	40	40	0	0	0	0
	13	46	266	165	70	56	99	79

**PAMANA – DILG Fund**  
**LIST OF NON-ELIGIBLE PROJECTS**

The following projects are not eligible under PAMANA-DILG Fund:

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

**PAMANA – DILG FUND FY 20 \_\_ BUDGET**

\_\_\_\_\_   
Name of Implementing Partner

**PHYSICAL AND FINANCIAL PLAN**

Project Title: \_\_\_\_\_

Sn	Activity	Timelines			Financial Requirements		
		Duration	Start	Finish	DILG Fund	LGU Counterpart	Total
1.00	<b>MOA Signing</b>						
1.10	Review and Finalization of MOA						
1.20	MOA Signing						
2.00	<b>PROJECT PREPARATION</b>						
2.10	Preparation of Proposal / FS						
2.20	Community Consultation						
2.30	Preparation of DED						
2.40	Submission to DILG						
3.00	<b>PROJECT REVIEW/APPROVAL</b>						
3.10	Endorsement to TWG						
3.20	Review by TWG						
3.30	Endorsement to RPMT						
3.40	Review by RPMT						
3.50	Approval by DILG Regional Director						
4.00	<b>ISSUANCE OF CAF</b>						
4.10	Issuance of CAF						
4.20	Release of 1st Tranche						
5.00	<b>PROCUREMENT PROCESS</b>						
5.10	Bid Preparation						
5.20	Pre-Procurement Conference						
5.30	Ad/ Posting ITB- <sup>1)</sup>						
5.40	Pre-bid Conference- <sup>2)</sup>						
5.50	Submission and Receipts of Bids- <sup>4)</sup>						
5.60	Opening of Bids- <sup>3)</sup>						
5.70	Bid Evaluation- <sup>4)</sup>						
5.80	Post Qualification- <sup>1)</sup>						
5.90	Issuance of BAC Resolution w/ BER- <sup>1)</sup>						
6.00	SP/SB Resolution- <sup>2)</sup>						

Sn	Activity	Timelines			Financial Requirements		
		Duration	Start	Finish	DILG Fund	LGU Counterpart	Total
6.10	Issuance of Notice of Award- <sup>3</sup>						
6.20	Contract Signing- <sup>4</sup>						
6.30	Issuance of Notice to Proceed						
<b>6.00</b>	<b>CONSTRUCTION/ IMPLEMENTATION</b>						
6.10	Mobilization						
6.20	Implementation						
6.30	Punch Listing						
6.40	Acceptance						

Prepared by:

Approved by:

\_\_\_\_\_  
Provincial/City/Municipal Engineer

\_\_\_\_\_  
Governor/ Mayor

Concurred by:

\_\_\_\_\_  
DILG Provincial Director

## PROJECT PROPOSAL FORMAT

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

## **II. PROJECT DESCRIPTION**

### **A. Background/ Rationale**

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

Describe the relevance of the Project in relation to the:

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

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

Describe existing condition in terms of:

- Poverty
- Governance
- Empowerment

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

- For road projects, what is the existing means of transport?
- For water projects, what is the existing source of water?
- For livelihood, what is the existing means of livelihood?

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

Cultural considerations (if IPs will be affected)

### **B. Project Objectives**

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

### **C. Project Components (if applicable)**

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

**D. Expected Output/Outcome/Results**

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

**E. Peace and Social Cohesion Dimension**

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

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

**F. Simplified Demand and Supply Analysis**

Describe the existing and projected demand and supply situation.

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

**G. Technical Evaluation**

**G.1 Site Analysis**

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

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

Notes: (to take into account DRRM)

- The proposed site should not be susceptible to excessive surface run-off or flooding except for small water impounding projects and inland fishery projects.
- The proposed site should not be located on or near the slopes that is prone to landslide and erosion.
- The proposed site should not be located near an active fault line.
- The proposed site will not disturb historical and monumental markers.
- The proposed project should not be located in a "no build" zone as identified by MGB of DENR.
- For road projects, describe if it is linked with an existing national road.



- For new water supply projects, describe its distance from the potential source.

## **G.2 Design Considerations**

- Specify the following in the Preliminary Quantity and Cost Estimates:
  - Activity
  - Bill of Materials/ Services Needed
  - Unit Cost
  - Total Cost
  - Detailed Cost Estimates
- Indicate the description of the following proposed projects:
  - Building
    - ✓ Floor area
    - ✓ Number of storey,
    - ✓ Type of structure
  - Road
    - ✓ Concrete/Asphalt Pavement
      - Pavement thickness, length and width
      - Shoulder measurement
    - ✓ Graveling
      - Length and width
  - Water Supply System
    - ✓ Levels (1, 2 or 3)
    - ✓ Water source
    - ✓ Number of household beneficiaries
    - ✓ Length and size of the transmission and distribution lines
    - ✓ Type of chlorinator
    - ✓ Dimension of pumping and chlorination house
    - ✓ Dimension and capacity of reservoir
    - ✓ Number of tap stands
  - Bridge
    - ✓ Length and width
    - ✓ Type
- **Social Considerations**
  - Land Acquisition
  - Resettlement

## **Annex D**

### *Project Proposal Formant*

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

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

#### **H. Environmental Analysis and Related Strategy (if applicable)**

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

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

#### **I. Project Management Structure**

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

#### **J. Sustainability/ Phase-out Plan**

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

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

#### **K. Risk Assessment and Risk Management Strategy (if applicable)**

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

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

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

**L. Commitment Section**

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

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

**III. Implementation Schedule (for infra project)**

Detailed breakdown by major activities, timeframe concerned

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

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

**Prepared by:**

**Endorsed by:**

\_\_\_\_\_  
Signature above Printed Name  
P/C/MPDC

\_\_\_\_\_  
Signature above Printed Name  
Governor/Mayor

## **LIST OF DOCUMENTARY REQUIREMENTS**

### **1. MOA Signing with the Implementing Partner**

- a. Appropriate Sanggunian Resolution authorizing the Local Chief Executive to enter into a MOA for the PAMANA-DILG Fund

### **2. Submission of Project Proposal by the Proponent LGU**

- a. Official letter submitting the required documents
- b. Procurement Plan
- c. Copy of the Physical and Financial Plans (PFP) duly approved by the Local Chief Executive and concurred by the DILG Provincial Director
- d. Program of Works
- e. Detailed Estimates
- f. Detailed Technical Description (for non-infrastructure projects)/ Detailed Engineering Design (for infrastructure projects)
- g. Certified thru copy of the EO on the designation of the Focal Person
- h. Certification or any form of document from MGB/Zoning Administrator indicating that the project is not located in a "no-build" zone.
- i. Certificate of Land Ownership, if applicable
- j. Certification from NCIP that the area affected does not overlap with any ancestral domain.
- k. Copy of application for the issuance of Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whichever is applicable
- l. Copy of application for the issuance of Water Permits from deputized agencies of National Water Resources Board (NWRB) (For water supply projects)

### **3. Issuance of CAF**

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

### **4. Fund Releases**

#### **4.1 For Infrastructure Projects that will not avail of DED fund:**

##### **4.1.1 First Tranche – 80% of the Project Allocation**

- a. Request Letter from the Implementing Partner
- b. Bank Certificate that Implementing Partner's Counterpart Fund has been deposited in the Trust Account, (if applicable)

##### **4.1.2 Second Tranche – Project Contract Cost less 1<sup>st</sup> Tranche**

- a. Request Letter from the Implementing Partner
- b. Report of Disbursement/Liquidation duly signed by the Treasurer/Accountant and stamped-received by the concerned COA Auditor attesting that the of the 1<sup>st</sup> Tranche release and the LGU Counterpart fund, if any, has been fully disbursed

- c. Project Status Report by the LGU, with Statement of Work Accomplished, showing 100% physical accomplishment, duly signed by appropriate LGU staff and approved by LCE and verified by the CSO partners
- d. Certificate of Completion/Turn-over and Acceptance
- e. Audit Inspection Report
- f. Operations and Sustainability Plan
- g. For Water Supply System Project, certified true copy of the approve permits/clearance of the following:
  - Issuance of Water Permit
  - Certificate of Water Potability Quality Test

**4.2 For Infrastructure Projects that will avail of DED fund:**

**4.2.1 First Tranche – 3% of the Project Allocation**

- a. Request Letter from the Implementing Partner
- b. Bank Certificate on Implementing Partner's Trust Account in any Government Depository Bank
- c. Certified copy of the EO on the designation of the Focal Person

**4.2.2 Second Tranche – 80% of the Balance of Project Allocation**

- a. Request Letter from the Implementing Partner
- b. For Hiring of Consultancy for the preparation of DED:
  - Certified true copy of BAC Resolution Recommending Award
  - Certified true copy of the Notice of Award
  - Certified true copy of the Contract of Agreement
  - Certified true copy of the Notice to Proceed/ Commence from LGU
  - Certified true copies of Terms of Reference/Bidding documents and evaluation report
- c. Report of Disbursement/Liquidation duly signed by the Treasurer/Accountant and stamped-received by the concerned COA Auditor attesting that the 1<sup>st</sup> Tranche release has been fully disbursed.
- d. Bank Certificate that Implementing Partner's Counterpart Fund has been deposited in the Trust Account, (if applicable)

**4.2.3 Third Tranche – Balance of the Project Contract Cost (or approved Program of Works) less the 2<sup>nd</sup> Tranche and the balance of the 1<sup>st</sup> Tranche ( 1<sup>st</sup> Tranche less Awarded DED cost)**

- a. Request Letter from the Implementing Partner
- b. Report of Disbursement/Liquidation duly signed by the Treasurer/Accountant and stamped-received by the concerned COA Auditor attesting that the 2<sup>nd</sup> Tranche release and the LGU Counterpart fund, if any, has been fully disabused.
- c. Project Status Report by the LGU, with Statement of Work Accomplished, showing 100% physical accomplishment, duly signed by appropriate LGU staff and approved by LCE and verified by the CSO partners
- d. Certificate of Completion/Turn-over and Acceptance, if applicable
- e. Audit Inspection Report

## **Annex E**

### *List of Documentary Requirements*

- f. Operations and Sustainability Plan
- g. For Water Supply System Project, certified true copy of the approve permits/clearance of the following:
  - Issuance of Water Permit
  - Certificate of Water Potability Quality Test

#### **4.3 For Procurement of Equipment/Goods:**

##### **4.3.1 First Tranche – 80% of the Project Allocation**

- a. Request Letter from the Implementing Partner
- b. Bank Certificate that Implementing Partner's Counterpart Fund has been deposited in the Trust Account, (if applicable)
- c. Certified thru copy of the EO on the designation of the Focal Person

##### **4.3.2 Second Tranche – Approved Contract Cost less 1<sup>st</sup> Tranche**

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

#### **5. Project Completion Report**

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

CAF No.: \_\_\_\_\_

Dated : \_\_\_\_\_

**CERTIFICATION OF AVAILABILITY OF FUNDS (CAF)**

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

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

Project Title	Amount
1. _____	_____
2. _____	_____
3. _____	_____
<b>TOTAL</b>	_____

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

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

Certified correct by:

Approved by:

\_\_\_\_\_  
DILG Regional Accountant

\_\_\_\_\_  
DILG Regional Director

## PROCUREMENT TIMELINES

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



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

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

## **SUGGESTED PRE-CONSTRUCTION CONFERENCE AGENDA**

### **I. Project Matters**

- A. General Contract Data
  - Name of Project
  - Location of Project
  - Name of Contractor
  - Contract Amount
  - Notice to Proceed
  - Contract Duration
  - Original Contract Effectivity Date
  - Original Contract Expiry Date
  - Variation Order, Time Extension, Time Suspension and Resumption, if any
- B. Scope of Works
- C. Delegation of Duties and Responsibilities and Command Structure
- D. Documents required from Contractor
  - Performance Bond
  - Contractor's All Risk Insurance (CARI)
  - Construction Program and Occupational Health and Safety Program
  - Approved PERT-CPM, S-Curve & Bar-chart, Cash Flow, Manpower and Equipment Utilization Schedule duly signed by the Contractor and Implementing Partner
  - For road projects prior to actual construction activities: As-Stake Survey Plan and Profiles, Survey Notes and Quantity Derivations
  - Contract Agreement
- E. Drawings of Project Sign Board Possession of Site
- F. Measurement and Payment
  - Measurement Method
  - Frequency of Payment
  - Contingencies and Day works
  - Requirements for every billing:
    - Statement of Work Accomplished (SWA)
    - Back-up Computation
    - Pictures/Photographs (Before, On-going, After)
    - Materials and Testing Tests Results
- G. Verification of RROW acquisition/LAPP has been completed and that the Contractor has permission to move to the site
- H. Review and agree the activities, flow-chart, forms and schedules of project monitoring and reporting
- I. Arrange and agree with Contractor's Program of Works
- J. Obtain from Contractor the List of Sub-contractors for approval by the Implementing Partner
- K. Request Contractor's Organizational Chart and CVs of personnel for comparison with those included in the bid
- L. Request Contractor's equipment and manpower utilization schedule for approval of the Implementing Partner
- M. Possible meeting with public utility authorities to coordinate and resolve possible work conflicts
- N. Any other business
  - Traffic control
  - Safety
  - Resources Proposed

- Subcontractors
- Environmental Control Project Vehicle and Field Office
- Construction Camp Location

**II. Site Matters**

- A. Check Contractor's shop drawing for signboard to ensure conformity with the Technical Specification, Contract Drawing or as directed by the Project Engineer
- B. Check Contractor's mobilization of plant, equipment and personnel is in accordance with those details included in the Bidding documents, and all equipment is in good working condition and calibrated, if necessary
- C. Arrange with Contractor the operation for verification of quantities
- D. Arrange with Contractor the procedure for measurement and valuation including printing any necessary forms
- E. Check the Contractor's identification and quality of material sources
- F. Identify with Contractor possible areas for disposal of water materials
- G. Check Contractor's proposal for safety
- H. Check Contractor's proposal to ensure protection of environment
- I. Verify with Contractor the provision and calibration of laboratory equipment and that the said equipment is sufficient to meet the Minimum Test Requirement of DPWH Standards Specifications and Schedule of Minimum Test Requirements
- J. Request Contractor to submit Job Mix Formula proposal for Concrete Works
- K. Organize with Contractor the work-request system plus monitoring, testing and reporting procedures
- L. Check availability of construction materials on site, in accordance with the approved plans and specification
- M. Check staff as indicated in the Organizational Structure is present on site
- N. Check full time DPWH Accredited Materials Engineer is present on site
- O. Check Quality Control tests results conducted whether they are consistent with the frequency and number specified in the Technical Specification and whether the tests were conducted by accredited testing center/laboratory
- P. Check Health and Safety standards set by DOLE are being implemented
- Q. Check Contractor's Works are in accordance with the approved Plans and Specifications
- R. Check the Contractor's availability of laboratory equipment for the conduct of compaction test or field density test (FDT)
- S. Check the Contractor's availability of survey instruments on site to check road alignment and design grade elevation

**III. Site Records**

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

- Progress Photographs
  - Labor Issues
  - Vehicle and Equipment
  - Expenses
- B. Quality Control Testing
- Quality Control Program
  - Concrete Design Mix-Trial Mix and Test Results
  - Materials Report in support of Contractors claim
  - Weekly Quality control Assurance
  - Status of Tests
  - Summary of Labor Tests
  - Schedule of Tests
  - Routine Testing (Quality test of aggregates and other materials)
- C. Quantity Measurements
- Approved AS-staked Plan
  - AS-staked **quantity** computations
  - Variation Orders
  - Measurement and Quantities-Daily/weekly Record signed by Resident Engineer and Contractor
  - Approved As-built Plan
  - As-built Quantity Computations





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



## MINIMUM REQUIREMENTS QUALITY CONTROL TEST

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

### PART C – EARTHWORK

Item 100 – Clearing and Grubbing -

Tests: None

Item 101 – Removal of Structures and Obstruction -

Tests: None

Item 102 – Excavation -

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

Item 103 – Structure Excavation

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

If excavated materials are incorporated into the work:

Tests: For every 1500m<sup>3</sup> or fraction thereof:

1-G, Grading Test

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

For every 150mm layer in uncompacted depth

1-D, Field Density Test

Item 104 – Embankment

Tests: For every 1500m<sup>3</sup> or fraction thereof

1-G, Grading Test

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

1-C, Laboratory Compaction Test

For each 500m<sup>2</sup> of each layer of compacted fill or fraction thereof at least one group of three (3) in-situ density tests. The Layers shall be placed not exceeding 200mm in loose measurement or based on the result of compaction trials.

Item 105 – Sub-grade Preparation

Same as for Item 104

Item 106 – Compaction Equipment and Density Control Strips

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

Item 107 – Overhaul

Tests: None

### PART D – SUB-BASE AND BASE COURSE

Item 200 – Aggregate Sub-base Course

Tests: For every 300m<sup>3</sup> or fraction thereof:

1-G, Grading Test

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

For every 1500m<sup>3</sup> or fraction thereof:  
1-Q, Quality Test (Grading, Plasticity & Abrasion)  
1-C, Lab. Compaction Test

For every 2500m<sup>3</sup> or fraction thereof:  
1-CBR, California Bearing Ratio

For every layer of 150mm of compacted depth/based on the results of Compaction trials. At least one group of three (3) in-situ density tests for each 500m<sup>2</sup> or fraction thereof.

Item 201 – Aggregate Base Course

Tests: For every 300m<sup>3</sup> or fraction thereof:  
1-G, Grading Test  
1-P, Plasticity Test (LL, PL, P.I.)

For every 1500m<sup>3</sup> OR fraction thereof:  
1-Q, Quality Test (Grading, Plasticity & Abrasion)  
1-C, Lab. Compaction Test

For every 2500m<sup>3</sup> or fraction thereof:  
1-CBR, California Bearing Ratio Test

For every layer of 150mm of compacted depth/based on the results of compaction trials at least one group of three(3) in-situ density tests for each 500m<sup>2</sup> or fraction thereof.

Item 202 – Crushed Aggregate Base Course

Tests: Same as for Item 201

For every 1500m<sup>3</sup> or fraction thereof:  
1-F, Fractured Face

Item 203 – Lime Stabilized Road Mix Base Course

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

Tests:

A. Soil Aggregate

For every 300m<sup>3</sup> or fraction thereof:  
1-G, Grading Test  
1-P, Plasticity Test (LL, PL, P.I.)

For every 1500m<sup>3</sup> or fraction thereof:  
1-Q, Quality Test (Grading, Plasticity & Abrasion)

B. Mix

For every 300m<sup>3</sup> or fraction thereof:  
1-C, Laboratory Compaction Test  
1-UC, Unconfined Compression Test  
1-CBR, California Bearing Ratio Test

C. Compacted Base Course

For every 150mm compacted depth:  
1-D, Field Density Test for every 150m or fraction thereof  
1-T, thickness Determination for every 150m or fraction thereof

D. Hydrated Lime

For every 100t or fraction thereof:  
1-Q, Quality Test

Item 204 – Portland Cement Stabilized Road Mix Base Course

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

Tests:

A. Soil Aggregate – Same as for Item 203

B. Cement

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

C. Water

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

D. Mix

For every 300m<sup>3</sup> or fraction thereof:

1-C, Laboratory Compaction Test

1-UC, Unconfined Compression Test

1-UCBR, California Bearing Ratio Test

E. Compacted Base Course

For every layer of 150mm compacted depth

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

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

Item 205 – Asphalt Stabilized Road Mix Base Course

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

Tests:

A. Soil Aggregate – same as for Item 203

B. Emulsified Asphalt:

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

C. Mix – same as for Item 203

D. Compacted Base Course – same as for Item 203

Item 206 – Portland Cement Treated Plant Mix Base Course

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

A. Soil Aggregate

Tests: Same as for Item 203

B. Portland Cement

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

1-Q, Quality Test

C. Water

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

D. Mix

Tests: Same as for Item 204

E. Compacted Base Course

Tests: For every layer of 150mm compacted depth

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

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

Item 207 – Aggregate Stockpile

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

**PART E – SURFACE COURSE**

Item 300 – Aggregate Surface Course

Tests: For every 300m<sup>3</sup> or fraction thereof:

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

For every 1,500m<sup>3</sup> or fraction thereof:

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

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

At least one (1) group of three in-situ density tests for each 500m<sup>2</sup> or fraction thereof.

For Crushed Gravel or Crushed Stone, 1,500m<sup>3</sup> or fraction thereof:

- 1-F, Fractured Face

Item 301 – Bituminous Prime Coat

Quantity: 1 TO 2 L/m<sup>2</sup>

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

Item 302 – Bituminous Tack Coat

Quantity: 0.2 to 0.7 L/m<sup>2</sup>

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

Item 303 – Bituminous Seal Coat

A. Bituminous Materials

Quantity: 0.2 to 1.5 L/m<sup>2</sup>

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

B. Cover Aggregates

Quality: From 5 to 14 Kg/m<sup>2</sup>

Tests: From every 75 m<sup>3</sup>/200 kg or fraction thereof:

- 1-G, Grading Test.

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

A. Aggregates

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

- 13.6 Kg/m<sup>2</sup> for Single Treatment
- 38.0 Kg/m<sup>2</sup> for Double Treatment
- 27.2 kg/m<sup>2</sup> - 1st course
- 10.88 kg/m<sup>2</sup> – 2nd course

*Using Emulsified Asphalt –*

- 13.6 kg/m<sup>2</sup> for Single Treatment
- 19.04 kg/m<sup>2</sup> for Double Treatment
- 13.6 kg/m<sup>2</sup> – 1<sup>st</sup> course
- 5.44 kg/m<sup>2</sup> – 2<sup>nd</sup> course

Tests: For every 75 m<sup>3</sup>/200 kg. Or fraction thereof:

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

For every 1500 m<sup>3</sup> or fraction thereof:

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

**B. Bituminous Materials**

Quantity: Using Cut-Back Asphalt or Asphalt Cement –

- 1.36 L/m<sup>2</sup> for Single Treatment
- 2.94 L/m<sup>2</sup> for Double Treatment
- 1.36 L/m<sup>2</sup> – 1<sup>st</sup> Course
- 1.58 L/m<sup>2</sup> – 2<sup>nd</sup> Course

Quantity: Using Emulsified Asphalt -

- 1.58 L/m<sup>2</sup> for Single Treatment
- 2.04 L/m<sup>2</sup> for Double treatment
- None – 1<sup>st</sup> Course
- 2.04 – 2<sup>nd</sup> Course

Test: Same as for ITEM 301

**Item 305 – Bituminous Penetration Macadam Pavement**

**A. Aggregates**

Quantity: Using Asphalt Cement or Rapid Curing

- Coarse (Crushed) ----- 90 kg/m<sup>2</sup>
- Key (Crushed)(13 & 11)----- 24 kg/m<sup>2</sup>
- Cover (Crushed or Screened)--- 8 kg/m<sup>2</sup>

Quantity: Using Emulsified Asphalt

- Coarse (Crushed)----- 90 kg/m<sup>2</sup>
- Choker (Crushed)----- 10 kg/m<sup>2</sup>
- Key (Crushed)(10 & 8) ----- 18 kg/m<sup>2</sup>
- Cover (Crushed or Screened)--- 8 kg/m<sup>2</sup>

Tests: Same as for ITEM 304

**B) Bituminous Materials**

Quantity: Asphalt Cement / Rapid Curing : 7.2 L/m<sup>2</sup>

Quantity: Emulsified Asphalt : 11.0 L/m<sup>2</sup>

Tests: Same as for ITEM 301

**Item 306 – Bituminous Road Mix Surface Course**

**A. Aggregates**

Tests: Same as for Item 304

**B. Bituminous Materials**

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

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

Tests: Same as for Item 301

**C. Mix**

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

- 1-G, Grading Test
- 1-Ext., Extraction
- 1-Sty., Stability
- 1-C, Laboratory Compaction

D. Hydrated Lime

For every 100 t or fraction thereof:

Tests: 1-Q, Quality Test

E. Compaction Pavement

For each full day's operation:

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

Item 307 – Bituminous Plant-Mix Surface Course – General

A. Aggregates

Tests:

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

1-G & P, Grading and Plasticity Tests

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

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

1-F, Fractured Face

B. Bituminous Materials

Quantity: 5.0 to 8.0 mass % of total dry aggregates

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

C. Mix

Tests: For every 75 m<sup>3</sup> / 130 t or fraction thereof:

1 - G, Grading Test

1 - Ext., Extraction

1 - Sty., Stability

1 - C, Laboratory Compaction

D. Hydrated Lime

Tests: For every 100 t or fraction thereof:

1 - Q, Quality Test

E. Mineral Filler

Tests: For every 75 m<sup>3</sup> or fraction thereof:

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

F. Compacted Pavement

Tests: For each full day's operation:

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

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

A. Aggregates

Tests: Same as for Item 307

B. Bituminous Materials

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

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

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

C. Mix

Tests: Same as for Item 307

D. Hydrated Lime

Tests: Same as for Item 307

E. Mineral Filler  
For every 75 Cu.M. or fraction thereof:  
Tests: 1 –G & P, Grading and Plasticity Tests (LL, PL, PI)

F. Compacted Pavement  
Test: Same as for Item 307

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

A. Aggregates  
Tests: Same as for Item 307

B. Bituminous Materials  
Quantity: 4 to 10 mass % of total mix  
Tests: 1- Q, Quality Test for every 40T or 200 Drums

C. Mix  
Tests: Same as for Item 307

D. Hydrated Lime  
Tests: Same as for Item 307

E. Mineral Filler  
Tests: Same as for Item 307

F. Compacted Pavement  
Tests: Same as for Item 307

Item 310 – Bituminous Concrete Surface Course, Hot – Laid

A. Aggregates  
Tests: Same as for Item 307

B. Bituminous Materials  
Quantity: 5.0 to 8.0 mass percent of total dry Aggregate  
Tests: Same as for Item 307

C. Mix  
Tests: Same as for Item 307

D. Hydrated Lime  
Tests: Same as for Item 307

E. Mineral Filler  
Tests: Same as for Item 307

F. Compacted Pavement  
Tests: Same as for Item 307

Item 311 – Portland Cement Concrete Pavement]

A. Cement  
Quantity: 9.00 bags per Cu M. (40 Kgs/bag)  
Tests: For every 2,000 bags or fraction thereof:  
1 – Q, Quality Test

B. Fine Aggregates  
Quantity: 0.50 m<sup>3</sup> / m<sup>3</sup> concrete (if rounded coarse aggregate is used)  
Quantity: 0.54 m<sup>3</sup> / m<sup>3</sup> concrete (if angular coarse aggregate is used)

Tests: For every 1500 m<sup>3</sup> or fraction thereof:

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

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

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

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

Tests: For every 75 m<sup>3</sup> or fraction thereof:

1 – G, Grading Test

#### C. Coarse Aggregate

Quantity: 0.77 m<sup>3</sup> / m<sup>3</sup> concrete (if rounded coarse aggregate is used)

Quantity: 0.68 m<sup>3</sup> / m<sup>3</sup> concrete (if angular coarse aggregate is used)

Tests: For every 1500 m<sup>3</sup> or fraction thereof:

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

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

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

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

For every 75 m<sup>3</sup> or fraction thereof:

1 – G, Grading Test

#### D. Water

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

1 – Q, Quality Test, if source is questionable

#### E. Joint Filler

##### 1. Poured Joint Filler

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

##### 2. Premolded Joint Filler

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

#### F. Special Curing Agents

Tests: 1 – Q, Quality Test for each shipment

#### G. Steel Bars

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

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

#### H. Concrete

Tests: Flexural Strength Test on Concrete Beam Samples:

1 – set consisting of 3 beam samples shall represent a 330 m<sup>2</sup> of pavement, 230mm. depth, or fraction thereof placed each day. Volume of concrete not more than 75 m<sup>3</sup>.

#### I. Completed Pavement

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



Five (5) holes per km per lane or five (5) holes per 500 m<sup>2</sup> when 2 lanes are poured concurrently.

## **PART F – BRIDGE CONSTRUCTION**

### Item 400 – Piling

#### A. Timber Piles

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

#### B. Concrete Piles

##### a) Concrete

Tests: Same as for Item 405

##### b) Reinforcing Steel

Tests: Same as for Item 404

#### C. Structural Piles

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

1 – IR, Inspection Report

### Item 401 – Railing

#### A. Concrete

Tests: Same as for Item 405, Class C

#### B. Reinforcing Steel

Tests: Same as for Item 404

### Item 402 – Timber Structures

Tests:

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

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

### Item 403 – Metal Structures

Tests:

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

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

### Item 404 – Reinforcing Steel

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

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

B. Wire and Wire Mesh

1 – Q, Quality Test

### Item 405 – Structural Concrete

#### A. Cement

Quantity: (40 kg/bag)

Class A ----- 9.0 bags/M<sup>3</sup> of concrete

Class B ----- 8.0 bags/M<sup>3</sup> of concrete

Class C ----- 9.5 bags/M<sup>3</sup> of concrete

Class P ----- 11.0 bags/M<sup>3</sup> of concrete

Tests: For every 2000 bags or fraction thereof

1 – Q, Quality Test

B) Fine Aggregate

Quantity: M3/M3 of concrete

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

Tests: For every 1500 M3 or fraction thereof:

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

Tests: For every 75 M3 or fraction thereof:

1 - G, Grading Test

C) Coarse Aggregates

Quantity: M3/M3 of concrete

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

Tests: For every 1500 M3 or fraction thereof:

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

Tests: For every 75 M3 or fraction thereof:

1 - G, Grading Test

D) Water

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

E) Premolded Filler for expansion joints

Tests:

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

F) Steel Reinforcement

Tests:

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

B. Concrete

Tests:

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

Item 406 – Prestressed Concrete Structures

A. Concrete

Tests: Same as for Item 405, Class P

B. Steel Reinforcement

Tests: Same as for Item 404

C. Wire Strand

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

Item 407 – Concrete Structures

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

Item 408 – Steel Bridges

Tests: Same as for Item 403 and 411

Painting:

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

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

Item 409 – Welded Structural Steel

Tests: Same Tests as for 403 and Inspection Report

Item 410 – Treated and Untreated Timber

Tests: Inspection Report for Timber

1 – Q, Quality Test for preservatives

Item 411 – Paint

Tests:

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

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

**PART G – DRAINAGE AND SLOPE PROTECTION STRUCTURES**

Item 500 – Pipe Culverts and Storm Drains

A. Pipes

Tests:

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

Alternative Requirement:

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

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

B. Clay Pipe

Tests:

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

Item 502 – Manholes, Inlets and Catch Basins

A. Concrete

Tests: Same as for Item 405, Class A

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

Item 503 – Cleaning and Reconditioning

Existing Drainage Structures  
Tests: Inspection Report

Item 504 – Riprap and Grouted Riprap

Tests: Same as for Item 505

Item 505 – Stone Masonry

A. Cement  
Quantity: 2 bags/M3 of concrete  
Tests: For every 2,000 bags or fraction thereof:  
1 – Q, Quality Test

B. Fine Aggregates  
Quantity: 0.17 M3/M3 of concrete  
Tests: For every 1,500 M3 or fraction thereof:  
1 – Q, Quality Test (Same as for Item 405)

For every 75 M3 or fraction thereof:  
1 – G, Grading Test

C. Stone  
Tests: Inspection Report

D. Water  
Tests: 1 – PE Cert., Project Engineer's Certificate or  
1 – Q, Quality Test, if source is questionable

Item 506 – Hand-Laid Rock Embankment

Tests: Inspection Report

Item 507 – Sheet Piles

A. Timber Sheet Piles  
Tests: Inspection Report

B. Concrete Sheet Piles  
Tests: Same as for Item 400

C. Steel Sheet Piles  
Tests: Same as for Item 403

Item 508 – Concrete Slope Projection

A. Bed Course  
Tests: Same as for Item 200  
B. Steel Reinforcement  
Tests: Same as for Item 404

C. Concrete  
Tests: Same as for Item 405

Item 509 – Gabions

Tests:  
1 – Q, Quality Test for each shipment

**PART H – MISCELLANEOUS STRUCTURES**

Item 600 – Curb and/or Gutter

A. Concrete

Quantity: 0.078 M3/M (Curb Only)  
0.092 M3/M (Curb and Gutter, Type A)  
0.149 M3/M (Curb and Gutter, Type B)  
0.074 M3/M (Curb and Gutter, Type C)

Tests: Same as for Item 405

B. Joint Filler

Tests: Same as for Item 311

Item 601 – Sidewalk

A. Concrete

Tests: Same as for Item 405 Class A

B. Pre-molded Expansion Joint Filler

Tests: Same as for Item 311

Item 602 – Monuments, Markers and Guide Posts

A. Concrete

Tests: Same as for Item 405

B. Reinforcing Steel

Tests: Same as for Item 404

C. Timber

Tests: Same as for Item 410

D. Paint

Tests: Same as for Item 411

Item 603 – Guardrail

A. Steel Posts

Tests: Same as for Item 403

B. Timber Posts

Tests: Same as for Item 410

C. Concrete

Tests: Same as for Item 405

D. Reinforcing Steel

Tests: Same as for Item 404

E. Rail

Tests: Inspection Report

F. Paint

Tests: Same as for Item 411

**PAMANA - DILG FUND**  
**Report of Disbursement/Liquidations**  
**For the Month of \_\_\_\_\_**

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

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

Certified Correct:

Approved by:

Verified by:

\_\_\_\_\_  
Accountant

\_\_\_\_\_  
Head of Agency/LGU

\_\_\_\_\_  
Resident Auditor

### REGIONAL CONSOLIDATED FUND UTILIZATION REPORT<sup>1</sup>

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

Prepare by:

Approved by:

\_\_\_\_\_  
Regional Accountant

\_\_\_\_\_  
Regional Director

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



## **PAMANA PILLAR 3 IMPLEMENTATION GUIDELINES FOR IMPLEMENTING PARTNERS**

### **I. Rationale/Background**

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

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

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

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



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

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

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

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

#### **A. Pre-Implementation**

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

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

###### **a. Municipal Orientations**

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

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

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

**b. Community Consultations**

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

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

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

**B. Implementation**

**1. Bidding and Procurement Process**

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

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

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

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

**2. Pre-Construction Conference with Contractors**

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

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

### **3. Community Participation Through Labor**

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

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

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

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

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

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

### **5. Participatory Project Monitoring**

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

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

## 6. Reporting Mechanisms

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

### a. Community and project billboards

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

### b. Web-posting

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

### c. Status Reports

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

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

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

## C. Post-Implementation

### 1. Exit Conference

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

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

### 2. Project Inauguration and Turn-Over

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

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

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

### **3. Implementation of the Operations and Maintenance Plan**

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

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

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

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

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

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

#### **4. Impact Evaluation**

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

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

## BASIC PAMANA CONCEPTS

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

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

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

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

[4] Reyhler, 12.

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## **GUIDE FOR THE CONDUCT OF PAMANA PROJECT ORIENTATION**

### **A. Participants will depend on which level of orientation**

### **B. Discussion Flow**

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

## **GUIDELINES ON COMMUNITY AND PROJECT BILLBOARDS**

### **I. Introduction**

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

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

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

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

### **II. Transparency and Accountability**

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

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

### III. Guidelines for Community and Project Billboards

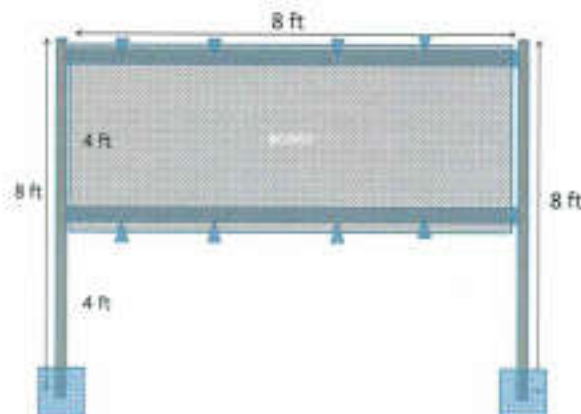
#### 1. Objectives

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

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

#### 2. Specifications for Community Billboards

##### a. Design specifications



##### Materials:

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

##### b. Design/ Layout

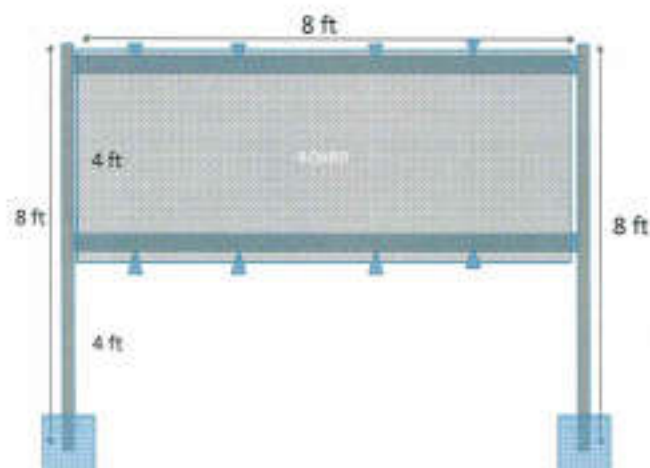


c. Content.

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

3. Specifications for Project Billboards

a. Design Specifications



Materials:

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

b. Design/ Layout

**PAMANA** Project Title  
 PAyapa at MAaganang PamayaNAin A PAMANA Project of the People of \_\_\_\_\_

Logo of CRD      Logo of IP

**Project ID:**  
**Project Description:**

FUND STATUS		
Date	Amount Released	Amount Disbursed

**Location:**  
**Implementation Period:**  
**Project Cost:**  
**Proponent:**  
**Contact information:**

For information call: \_\_\_\_\_ PAMANA hotline: \_\_\_\_\_

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

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

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

d. Exclusions

The following items shall not be included in the Billboards:

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

**IV. Preparation of Community and Project Billboards**

**1. For Community Billboards**

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

**2. For Subproject Billboards**

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

**PAMANA – DILG FUND TIMELINES  
PROJECT PROGRAMMING**

S/n	Activity	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	OPR	MOV
1.1	Conduct of Provincial/ Regional Workshop	45 wd		■	■	■									OPAPP/ DILG/LGU	Project List
1.2	LGU Confirmation of Project List and Preparation of Work and Financial Plan (WFP)	5 wd				■									LGUx	Confirmed LGU Project Lists and Work Financial Plans
1.3	Consolidation of LGU Confirmed Project List and Review and Concurrence of WFP	5 wd				■									DILG PD	Consolidated Confirmed LGU Project Lists and concurred WFP's
1.4	Review and consolidate LGU-confirmed Project List and WFP	5 wd				■									RPMT	Consolidated Regional Project List/ Concurred WFP
1.5	Submission of the Final Regional Project List to DILG Central Office and OPAPP	5wd				■									RPOC	Final Regional Project List
1.6	Review and consolidate Final Regional Project List	5 wd					■								OPAPP/DI LG/LGU	PAMANA List
1.7	Preparation and Submission to DBM the PAMANA Budget Requirement	5 wd					■								DILG CO	PAMANA List Proposed Budget
1.8	Presentation of Budget to Congress and Senate	100 wd								■	■	■			Congress/ Senate	Budget Deliberation
1.9	DILG issuance of the Official Notice on the PAMANA List to DILG Regional Office	7 days											■		DILG CO	Official Notice of PAMANA List
1.10	Information to LGUs on the PAMANA List	2 wd											■		DILG RO	Official Notice to LGUs
1.11	PD/CD/MLGDD brief the LGU on the Project Guidelines and Confirm to DILG Regional Office that the LGU has received the Official Notice	2 wd											■		PVC Director or MLGDD	Confirmation Letter
1.12	LGU acknowledgement on the receipt of the official Notice	5 wd											■		LGUx	LGU Confirmation Letter

**PAMANA – DILG FUND TIMELINES  
PROJECT IMPLEMENTATION**

Sn	Activity	Duration	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	OFF	HCV
2.1	MOA Signing	5 wd		■												DILG RD/LGU	Signed MOA
2.2	Preparation and Submission of Project Proposal	60 wd		■	■	■	■	■								LGU	Project Proposal and Supporting Documents
2.3	Endorsement to RP/TVG	2 wd					■									Regional/ Provincial Director	Endorsement Letter
2.4	Review/Evaluation/ Appraisal by RP/TVG	10 wd						■					■			RP/TVG	RP/TVG Appraisal Report
2.5	Endorsement to RPMT	2 wd							■							RP/TVG	Endorsement Letter
2.6	Review by RPMT	5 wd							■							RPMT	RPMT Appraisal Report
2.7	DILG Approval	3 wd							■							DILG RD	Official Communication approved Project
2.8	Issuance of CAF	5 wd							■							DILG Regional Accountant	CAF
2.9	Preparation of Bidding Documents	3 mos					■	■	■							LGU	Bidding Documents
2.10	Procurement Process	45 wd							■	■	■					LGU	Notice to Proceed
2.11	Construction Implementation	Contract Duration										■	■	■	■	Contractor	Physical and Financial Reports



TYPICAL ROAD CROSS SECTIONAL DESIGN

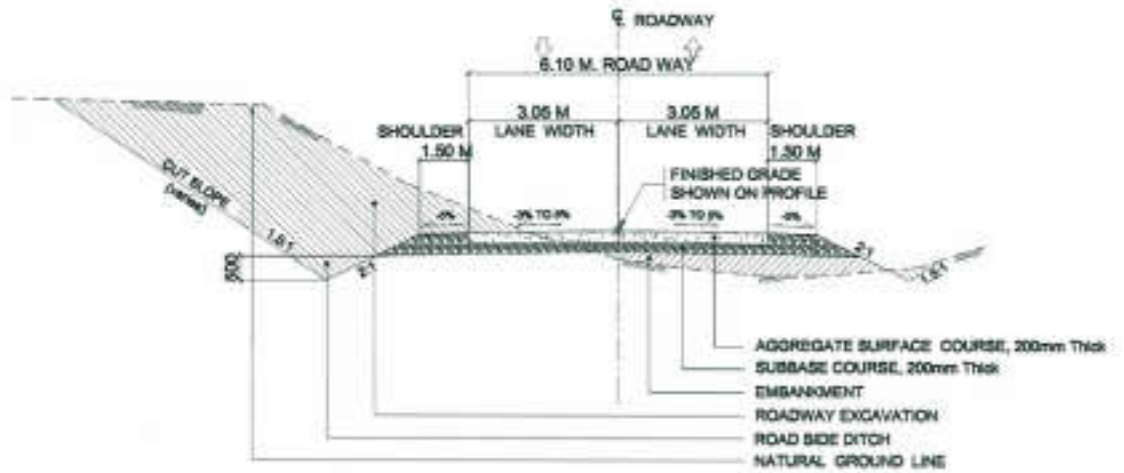


FIGURE 1: TYPICAL ROADWAY CROSS-SECTION FOR ROAD OPENING

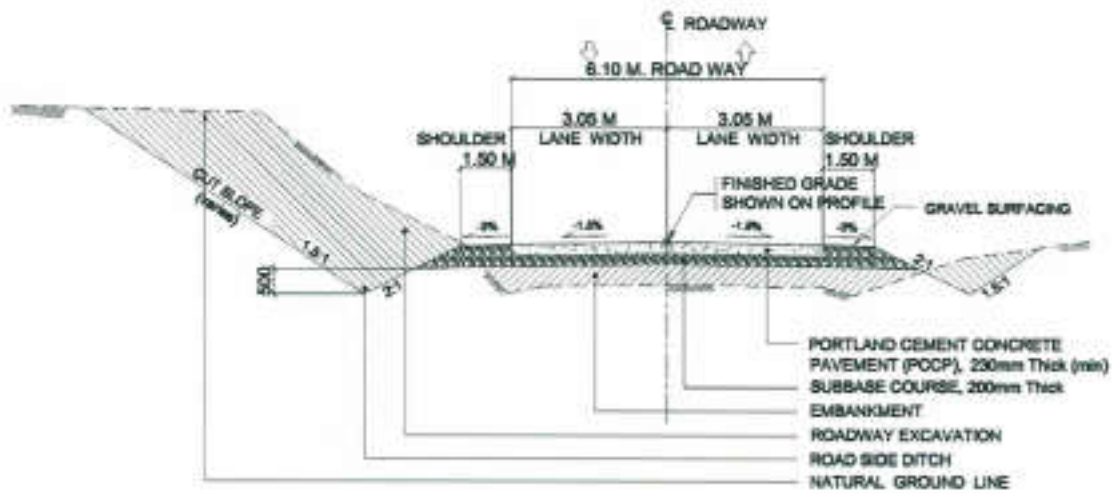


FIGURE 2: TYPICAL ROADWAY CROSS-SECTION FOR EXISTING ROADS

PROVINCIAL / CITY / MUNICIPAL ROAD

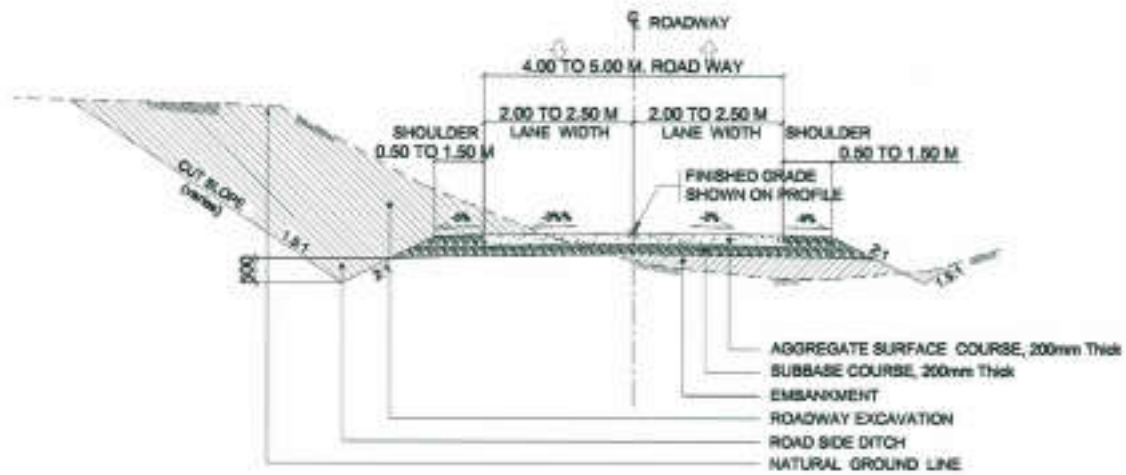


FIGURE 3: TYPICAL ROADWAY CROSS-SECTION FOR ROAD OPENING

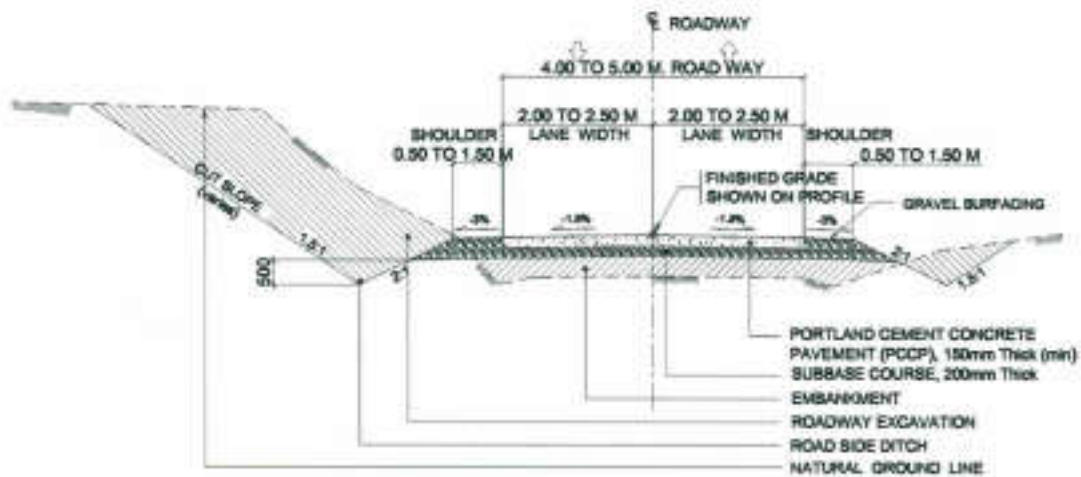


FIGURE 4: TYPICAL ROADWAY CROSS-SECTION FOR EXISTING ROADS

## BARANGAY / FARM TO MARKET ROAD

**MEMORANDUM OF AGREEMENT  
BETWEEN THE  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
AND PROVINCE/CITY/MUNICIPALITY OF \_\_\_\_\_**

**KNOWN ALL MEN BY THESE PRESENTS:**

This Agreement made and executed into this \_\_\_ day of \_\_\_\_\_ 201\_ by and between:

The **DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**, a national government agency represented herein by its Regional Director, \_\_\_\_\_, Region \_\_\_\_\_ with office address at \_\_\_\_\_, hereinafter referred to as the "DILG".

and

The **Province/City/Municipality of \_\_\_\_\_** a local government unit (LGU) in Region \_\_\_\_\_, duly established under the laws of the Republic of the Philippines, with address at \_\_\_\_\_ herein represented by its Governor/City/Municipal Mayor \_\_\_\_\_, hereinafter referred to as the "Implementing Partner".

**-WITNESSETH -**

**WHEREAS**, one of the key results of the President's Social Contract as embodied in the Philippine Development Plan (PDP) for 2011 to 2016 is to attain a comprehensive, just and lasting peace and the rule of law;

**WHEREAS**, National Government has adopted a dual strategy to attain a just and lasting peace of undertaking political settlements of the conflict and a complementary track called PAMANA Program aimed at addressing the root causes of conflict and issues that affect the peace processes and narrow the gap between negotiating table and the ground;

**WHEREAS**, the **PAyapa at MAsaganang PamayaNAn (PAMANA)** Program is envisioned to provide the framework for intervention in conflict-affected and vulnerable areas to complement the government's peace negotiation efforts;

**WHEREAS**, PAMANA is the convergence framework through which national government, the local government units and development agencies provide targeted interventions in identified conflict-affected areas (CAAs) focused on responsible governance; improved delivery of basic services; sustainable development and economic reconstruction; and security sector reforms by ensuring delivery of basic

services, implementation of transparent and accountable mechanisms and capacity building of communities while ensuring that income generating activities and economic development are supported and employment opportunities provided;

**WHEREAS**, the PAMANA Program aims to (i) reduce poverty and vulnerability in conflict-affected areas; (ii) improve governance; (iii) empower communities and strengthen their capacities to address issues of conflict and peace through activities that promote social cohesion;

**WHEREAS**, the PAMANA Framework is anchored on three complementary strategic pillars that define core interventions to achieve lasting peace. These are:

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

**WHEREAS**, the Department of the Interior and Local Government (DILG) has been designated as the lead agency responsible in executing and administering Pillar 3, in partnership with the Office of the Presidential Adviser on the Peace Process (OPAPP);

**WHEREAS**, to enable the realization of Pillar 3 interventions, the National Government has allocated under the FY 201\_\_\_ General Appropriations Act, the PAMANA-DILG Fund, which shall be provided to eligible LGUs in the form of fund subsidy;

**WHEREAS**, Local Government Units (LGUs), as provided under the Local Government Code of 1991 or Republic Act No. 7160, assume the primary responsibility for the provision of basic services and facilities and the improvement of quality of life of their constituents ;

**WHEREAS**, LGUs are recognized by the OPAPP to have a significant role in peace-building and conflict transformation due to their strategic advantage in the community, having direct knowledge of community issues and concerns and both entities are committed towards the achievement of the PAMANA Program;

**WHEREAS**, both the DILG and the **Implementing Partner** are committed to the principles of transparency and accountability and to engage the general public, through civil society organization (CSOs), in the attainment of good governance, through the proper implementation of government programs, activities and projects, and the timely delivery of services to the Filipino people;

**WHEREAS**, the **Implementing Partner** has submitted a package of project/s, through the **DILG** to be financed under the Project as contained in Section 1.1 of this Agreement;

**WHEREAS**, the project/s passed the evaluation on the technical, financial, economic, social and environmental criteria of the project/s by the PAMANA-Regional/Provincial Technical Working Group (PAMANA-R/PTWG) of the Regional/Provincial Peace and Order Council (R/PPOC) and approved by the DILG Regional Director;

**NOW, THEREFORE**, for and in consideration of the above premises and of the mutual covenants stipulated hereinafter set forth, the **PARTIES** hereto agree into this Memorandum of Agreement to adhere to the following terms and conditions;

**Article I**  
**THE PROJECT**

**Section 1.1** This Memorandum of Agreement (MOA) covers the implementation of the following 201\_\_ PAMANA-DILG Fund Project/s in the Municipality of \_\_\_\_\_, Province of \_\_\_\_\_ in accordance with Joint Memorandum Circular No. \_\_\_\_, Series of 2016 - Guidelines in the Management of the PAyapa at MAsaganang PamayaNAn or PAMANA-DILG FUND for Infrastructure Component (Pillar 3):

Project Title	Project Cost		
	DILG Allocation	LGU Cash Counterpart	Total
<b>Total</b>			

**Section 1.2** The **DILG** shall make available to the **Implementing Partner** part of the FY 201\_\_ General Appropriation Act to finance the project/s stipulated in Section 1.1 above, not to exceed the aggregate amount of (  amount in words  ), (Php \_\_\_\_\_) subject to the terms and conditions of this Agreement.

**Section 1.3** In case the project/s cost is/are more than the allocation as stipulated in Section 1.1, the **Implementing Partner** shall provide cash counterpart equivalent to the excess in project allocation.

**Section 1.4** Any variation to the subproject design during the course of implementation should first seek the review and conformity of the **DILG** and should only be limited to the total project cost. Any variation order

resulting to an increase in the total project cost shall be borne by the **Implementing Partner**

**Section 1.5** The **Implementing Partner** shall also provide counterpart in cash or in kind to finance the preparatory activities and monitoring in the implementation of the project/s.

**Article II**  
**OTHER COVENANTS**

**Section 2.1** The **Implementing Partner** shall take out and maintain with responsible insurers such insurances, against such risk and in such amounts as shall be consistent with appropriate government and/or business practices to cover:

- a. Hazards incidental to acquisition, transportation and delivery of goods financed out of the Fund to the place of installation.
- b. Risk of fire, flood and other damages to the facilities constructed in whole or part out of the Fund.

**Section 2.2** Upon the issuance of Certificate of Acceptance the **Implementing Partner** shall:

- a. Take out and maintain with responsible insurers such insurances, against such risk and in such amounts as shall be consistent with appropriate government and/or business practices to cover risk of fire, flood and other damages to the facilities constructed in whole or part out of the Fund.
- b. Operate and maintain, or cause to be operated and maintained properly, the facility provided under the Project and shall include in their annual appropriation funds for the maintenance and operation of the completed facility.

**Section 2.3** Any notice or request or permission to be given or made in this Agreement shall be in writing and shall be deemed to have been duly given or made when it is delivered in the case of **DILG** to \_\_\_\_\_ (office address) \_\_\_\_\_ and in the case of the **Implementing Partner** to \_\_\_\_\_ (office address) \_\_\_\_\_, or such other addresses which the parties hereto may specify in writing.

- a. Any action required or permitted to be taken, and any documents required or permitted to be executed under this Agreement on behalf of **DILG** may be taken or executed by the **DILG Regional Director** of Region \_\_\_\_ or his/her authorized representative.
- b. Any action required or permitted to be taken, and any documents required or permitted to be executed under this Agreement on

behalf of **Implementing Partner** may be taken or executed by the **Provincial Governor/City/Municipal Mayor** or such persons as he/she shall designate in writing.

**Section 2.4** By mutual consent, this Agreement or any part thereof may be changed, modified, revised and amended or supplemented for the purpose of effective implementation and management of the Project/s. All other parties concerned shall be notified/informed of such changes, revisions and amendments.

**Section 2.5** All disputes or controversies between the parties arising out or in connection with this Agreement, which is not settled, between the parties shall be elevated initially to **PAMANA-DILG Fund Steering Committee**.

### **Article III** **TERMINATION OR SUSPENSION**

**Section 3.1** The DILG reserves the right to:

a. Terminate/Cancel the implementation of the projects in following instances:

- **Implementing Partner** non-compliance to prescribed processes, standards and requirements
- Occurrence of fraudulent practices
- Occurrence of *force majeure* where it becomes improbable for the projects to continue to be carried out

In such case that the project/s are partially or fully cancelled due to the fault of the **Implementing Partner**, the **Implementing Partner** shall be obliged to return the spent amount and the unexpended balance of the released portion of the funds of the pertinent portions related to the cancelled component.

b. Suspend/Withhold the release of the final tranche in the following occurs:

- **Implementing Partner** is performing unsatisfactorily in the implementation and execution of the project or in the event that substantial slippage in implementation is incurred.
- Extraordinary conditions such as *force majeure*, fortuitous events and the like which shall make it necessary to suspend the implementation of the project.

**Section 3.2** **Implementing Partner** will be given one month to resolve the issue, improve performance or remedy the situation. However, termination will be resorted to only, if **Implementing Partner**, having been duly notified, do not make any effort to institute measure that will address issues at hand.

**Article IV**  
**ANTI-GRAFT AND CORRUPTION PRACTICES ACT**

**Section 4.1** Neither of the parties of this Agreement shall unduly benefit from each other nor gain anything which is disadvantageous to the Government, and in violation of Republic Act No. 3019, as amended, otherwise known as the Anti-graft and Corrupt Practices Act.

**Article V**  
**EFFECTIVITY OF THE AGREEMENT**

**Section 5.1** This Agreement shall take effect immediately upon approval and signing by the contracting parties and shall remain in force and effect until the completion of the project/s and the requirements stipulated under this MOA and the accompanying Guidelines in the Management of the PAMANA-DILG Fund, unless sooner terminated.

**IN WITNESS WHEREOF**, the Parties hereto, acting through their representatives thereto authorized, have caused this Agreement to be signed in their respective names in \_\_\_\_\_, Philippines on \_\_\_\_ day of \_\_\_\_\_ 201\_\_.

**DEPARTMENT OF THE INTERIOR  
AND LOCAL GOVERNMENT**

**PROVINCE/CITY/MUNICIPALITY of**

\_\_\_\_\_

\_\_\_\_\_  
DILG Regional Director

\_\_\_\_\_  
Governor/ Mayor

**WITNESSES**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**ACKNOWLEDGMENT**

Republic of the Philippines)  
\_\_\_\_\_ ) S.S.

**BEFORE ME**, a Notary Public for and in \_\_\_\_\_, this  
\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_, personally appeared  
\_\_\_\_\_ with ID number \_\_\_\_\_ issued at  
\_\_\_\_\_ dated \_\_\_\_\_, both known to me to be the  
same persons who executed the foregoing instruments and acknowledged to me  
that the same is their own free and voluntary act of deed.

This instrument refers to a Memorandum of Agreement consisting of  
\_\_\_\_\_ (\_\_\_\_) pages including this page where the  
acknowledgement is duly written and signed by the parties and their instrumental  
witnesses on each page thereof.

**WITNESS MY HAND AND NOTARIAL SEAL.**

Until : \_\_\_\_\_  
Ptr No. : \_\_\_\_\_  
Issued on: \_\_\_\_\_  
Issued at : \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 201\_\_\_\_.

**MEMORANDUM OF AGREEMENT  
AMONG THE  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
PROVINCE OF \_\_\_\_\_  
AND CITY/MUNICIPALITY OF \_\_\_\_\_**

**KNOWN ALL MEN BY THESE PRESENTS:**

This Agreement made and executed into this \_\_\_ day of \_\_\_\_\_ 201\_ by and among:

The **DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**, a national government agency represented herein by its Regional Director, \_\_\_\_\_ with office address at \_\_\_\_\_, hereinafter referred to as the **"DILG"**.

The **Province of \_\_\_\_\_** a local government unit (LGU) in Region \_\_\_\_\_, duly established under the laws of the Republic of the Philippines, with address \_\_\_\_\_ at \_\_\_\_\_ herein represented by its Governor, Hon. \_\_\_\_\_ hereinafter referred to as the **"Implementing Partner"**.

**and**

The **City/Municipality of \_\_\_\_\_** a local government unit (LGU) in Region \_\_\_\_\_, duly established under the laws of the Republic of the Philippines, with address at \_\_\_\_\_ herein represented by its Mayor, Hon. \_\_\_\_\_, hereinafter referred to as the **"Proponent LGU"**.

**-WITNESSETH -**

**WHEREAS**, one of the key results of the President's Social Contract as embodied in the Philippine Development Plan (PDP) for 2011 to 2016 is to attain a comprehensive, just and lasting peace and the rule of law;

**WHEREAS**, Government has adopted a dual strategy to attain a just and lasting peace of undertaking political settlements of the conflict and a complementary track called PAMANA Program aimed at addressing the root causes of conflict and issues that affect the peace processes and narrow the gap between the negotiating table and the ground;

**WHEREAS**, the **PAYapa at MASaganang PamayaNAn (PAMANA)** Program is envisioned to provide the framework for intervention in conflict-affected and vulnerable areas to complement the government's peace negotiation efforts;

**WHEREAS**, PAMANA is the convergence framework through which national government, the local government units and development agencies provide targeted interventions in identified conflict-affected areas (CAAs) focused on responsible governance; improved delivery of basic services; sustainable development and economic reconstruction; and security sector reforms by ensuring delivery of basic services, implementation of transparent and accountable mechanisms and capacity building of communities while ensuring that income generating activities and economic development are supported and employment opportunities provided;

**WHEREAS**, the PAMANA Program aims to (i) reduce poverty and vulnerability in conflict-affected areas; (ii) improve governance; (iii) empower communities and strengthen their capacities to address issues of conflict and peace through activities that promote social cohesion;

**WHEREAS**, the PAMANA Framework is anchored on three complementary strategic pillars that define core interventions to achieve lasting peace. These are:

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

**WHEREAS**, the Department of the Interior and Local Government (DILG) has been designated as the lead agency responsible in executing and administering Pillar 3, in partnership with the Office of the Presidential Adviser on the Peace Process (OPAPP);

**WHEREAS**, to enable the realization of Pillar 3 interventions, the National Government has allocated under the FY 201\_\_ General Appropriations Act, the PAMANA-DILG Fund which shall be provided to eligible LGUs in the form of fund subsidy;

**WHEREAS**, Local Government Units (LGUs), as provided under the Local Government Code of 1991 or Republic Act No. 7160, assume the primary responsibility for the provision of basic services and facilities and the improvement of quality of life of their constituents ;

**WHEREAS**, LGUs are recognized by the OPAPP to have a significant role in peace-building and conflict transformation due to their strategic advantage in the community, having direct knowledge of community issues and concerns and both entities are committed towards the achievement of the PAMANA Program;

**WHEREAS**, the **DILG, Implementing Partner** and the **Proponent LGU** are committed to the principles of transparency and accountability and to engage the general public, through civil society organization (CSOs), in the attainment of good governance, through the proper implementation of government programs, activities and projects, and the timely delivery of services to the Filipino people;

**WHEREAS**, the **Proponent LGU** has submitted a package of project/s, through the **DILG** to be financed under the Project as contained in Section 1.1 of this Agreement;

**WHEREAS**, the project/s passed the evaluation on the technical, financial, economic, social and environmental criteria of the project/s by the PAMANA-Regional/Provincial Technical Working Group (PAMANA-R/PTWG) of the Regional/Provincial Peace and Order Council (R/PPOC) and approved by the DILG Regional Director;

**WHEREAS**, after the evaluation, the **Proponent LGU** was found ineligible to implement the approved project/s,

**WHEREAS**, the **DILG** has identified the **Province of \_\_\_\_\_** as the **Implementing Partner**

**NOW, THEREFORE**, for and in consideration of the above premises and of the mutual covenants stipulated hereinafter set forth, the **PARTIES** hereto agree into this Memorandum of Agreement to adhere to the following terms and conditions;

**Article I**  
**THE PROJECT**

**Section 1.1** This Memorandum of Agreement (MOA) covers the implementation of the following 201\_ PAMANA-DILG Fund Project/s in the Municipality of \_\_\_\_\_, Province of \_\_\_\_\_ in accordance with **Joint Memorandum Circular No. \_\_\_\_, Series of 2016 - Guidelines in the Management of the PAyapa at MAsaganang PamayaNAn or PAMANA-DILG FUND for Infrastructure Component (Pillar 3):**

Project Title	Project Cost		
	DILG Allocation	LGU Cash Counterpart	Total
<b>Total</b>			

- Section 1.2** The DILG shall make available to the **Implementing Partner** part of the FY 201\_ General Appropriations Act to finance the project/s stipulated in Section 1.1 above, not to exceed the aggregate amount of (     amount in words     ), (Php           ) subject to the terms and conditions of this Agreement.
- Section 1.3** In case the project/s cost is/are more than the allocation as stipulated in Section 1.1, the **Proponent LGU** shall provide cash counterpart equivalent to the excess in project/s allocation and shall transfer the said amount to the **Implementing Partner**.
- Section 1.4** Any variation to the project/s design during the course of implementation should first seek the review and conformity of the DILG and should only be limited to the project allocation stipulated in Section 1.1 above. Any variation order resulting to an increase in the project allocation cost shall be borne by the **Proponent LGU**.
- Section 1.5** The **Implementing Partner** shall provide counterpart in cash or in kind to finance the preparatory activities and monitoring in the implementation of the project/s.

**Article II**  
**OTHER COVENANTS**

- Section 2.1** The **Implementing Partner** shall take out and maintain with responsible insurers such insurances, against such risk and in such amounts as shall be consistent with appropriate government and/or business practices to cover:
- a. Hazards incidental to acquisition, transportation and delivery of goods financed out of the Fund to the place of installation;
  - b. Risk of fire, flood and other damages to the facilities constructed in whole or part out of the Fund.
- Section 2.2** Upon the issuance of Certificate of Acceptance the **Proponent LGU** shall:
- a. Take out and maintain with responsible insurers such insurances, against such risk and in such amounts as shall be consistent with appropriate government and/or business practices to cover risk of fire, flood and other damages to the facilities constructed in whole or part out of the Fund;
  - b. Operate and maintain, or cause to be operated and maintained properly, the facility provided under the Project and shall include in their annual appropriation funds for the maintenance and operation of the completed facility.

- Section 2.3** Any notice or request or permit to be given or made in this Agreement shall be in writing and shall be deemed to have been duly given or made when it is delivered in the case of **DILG** to \_\_\_\_\_, in the case of the **Implementing Partner** to \_\_\_\_\_ and in the case of the **Proponent LGU** to \_\_\_\_\_, or such other addresses which the parties hereto may specify in writing.
- a. Any actions required or permit to be taken, and any documents required or permitted to be executed under this Agreement on behalf of **DILG** may be taken or executed by the **DILG Regional Director** of Region \_\_\_\_\_ or his/her authorized representative.
  - b. Any actions required or permit to be taken, and any documents required or permitted to be executed under this Agreement on behalf of the **Implementing Partner** may be taken or executed by the **Provincial Governor/City/Municipal Mayor** or such persons as he/she shall designate in writing.

**Section 2.4** By mutual consent, this Agreement or any part thereof may be changed, modified, revised and amended or supplemented for the purpose of effective implementation and management of the project/s. All other parties concerned shall be notified/informed of such changes, revisions and amendments.

**Section 2.5** All disputes or controversies between the parties arising out or in connection with this Agreement, which is not settled, between the parties shall be elevated initially to **PAMANA-DILG Fund Steering Committee**.

### **Article III** **TERMINATION OR SUSPENSION**

**Section 3.1** The **DILG** reserves the right to:

- a. Terminate/Cancel the implementation of the projects in following instances:
  - **Implementing Partner** non-compliance to prescribed processes, standards and requirements
  - Occurrence of fraudulent practices
  - Occurrence of force majeure where it becomes improbable for the projects to continue to be carried out

In such case that the project/s are partially or fully cancelled due to the fault of the **Implementing Partner**, the **Implementing Partner** shall be obliged to return the spent amount and the

unexpended balance of the released portion of the funds of the pertinent portions related to the cancelled component.

- b. Suspend/Withhold the release of the final tranche in the following occurs:
- **Implementing Partner** is performing unsatisfactorily in the implementation and execution of the project or in the event that substantial slippage in implementation is incurred.
  - Extraordinary conditions such as force majeure, fortuitous events and the like which shall make it necessary to suspend the implementation of the project.

**Section 3.2** **Implementing Partner** will be given one month to resolve the issue, improve performance or remedy the situation. However, termination will be resorted to only, if **Implementing Partner**, having been duly notified, do not make any effort to institute measure that will address issues at hand.

**Article IV**  
**ANTI-GRAFT AND CORRUPTION PRACTICES ACT**

**Section 4.1** Neither of the parties of this Agreement shall unduly benefit from each other nor gain anything which is disadvantageous to the Government, and in violation of Republic Act No. 3019, as amended, otherwise known as the Anti-graft and Corrupt Practices Act.

**Article V**  
**EFFECTIVITY OF THE AGREEMENT**

**Section 5.1** This Agreement shall take effect immediately upon approval and signing by the contracting parties and shall remain in force and effect until the completion of the project/s and the requirements stipulated under this MOA and the accompanying Guidelines in the Management of the PAMANA-DILG Fund, unless sooner terminated.

**Annex Q**  
*Memorandum of Agreement*

**IN WITNESS WHEREOF**, the Parties hereto, acting through their representatives thereto authorized, have caused this Agreement to be signed in their respective names in \_\_\_\_\_, Philippines on \_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_,

**DEPARTMENT OF THE INTERIOR  
AND LOCAL GOVERNMENT**

**PROVINCE of \_\_\_\_\_**  
\_\_\_\_\_

\_\_\_\_\_  
DILG Regional Director

\_\_\_\_\_  
Governor

**CITY/MUNICIPALITY of \_\_\_\_\_**  
\_\_\_\_\_

\_\_\_\_\_  
Mayor

**WITNESSES**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**ACKNOWLEDGMENT**

Republic of the Philippines)  
\_\_\_\_\_ ) S.S.

**BEFORE ME**, a Notary Public for and in \_\_\_\_\_, this  
\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_, personally appeared  
\_\_\_\_\_ with ID number \_\_\_\_\_ issued at  
\_\_\_\_\_ dated \_\_\_\_\_, both known to me to be the  
same persons who executed the foregoing instruments and acknowledged to me  
that the same is their own free and voluntary act of deed.

This instrument refers to a Memorandum of Agreement consisting of  
\_\_\_\_\_ ( ) pages including this page where the  
acknowledgement is duly written and signed by the parties and their instrumental  
witnesses on each page thereof.

**WITNESS MY HAND AND NOTARIAL SEAL.**

Until : \_\_\_\_\_  
Ptr No. : \_\_\_\_\_  
Issued on: \_\_\_\_\_  
Issued at : \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 201\_\_\_\_



## **PROCESSES FOR COLLECTION OF PAMANA CHANGE STORIES<sup>6</sup>**

### **I. SELECTION OF PROJECTS AND/OR AREAS**

1. Collection of PAMANA change stories shall be conducted for completed PAMANA projects and shall be undertaken on a semestral basis.
2. Selection of projects for story-collection should ensure coverage of different types of PAMANA interventions.
3. Collection of PAMANA change stories can be conducted by a single implementing agency or can be collaboratively undertaken by several agencies implementing PAMANA in a specific area (i.e., municipality or province).

### **II. SELECTION OF PARTICIPANTS**

Participants in the collection of PAMANA change stories may include the following:

1. Members of communities, including marginalized and vulnerable groups such as women, indigenous peoples, children, elderly, among others, where PAMANA projects have been implemented
2. Local government unit personnel involved in the implementation of PAMANA projects
3. Regional line / national government agency personnel involved in the implementation of PAMANA projects
4. Members of civil society organizations in areas where PAMANA projects have been implemented

For proper triangulation in the collection and validation of data, representatives from multiple stakeholder groups should be invited to participate in the outcomes monitoring activity.

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<sup>6</sup> Davies, R. & Dart, J. (2005). The "Most Significant Change" (MSC) Technique: A Guide to Its Use. CARE International: United Kingdom.

Leonie, J. (2011). The Most Significant Change Technique: A Manual for M&E Staff and Others at Equal Access, Australia: Equal Access, Queensland University of Technology, The University of Adelaide, US Agency for International Development, Australian Research Council.

### III. METHODOLOGY

#### **Guidelines in Conducting Focus Group Discussions<sup>7</sup>**

The focus group discussion is a way of collecting information by engaging a small number of people in an informal group discussion regarding a particular topic or set of issues. The role of the facilitator is to ask questions and moderate the discussion, ensuring that all participants are empowered to take part in the group discussion.

In designing a focus group discussion, it is important to be sensitive to certain variables that can negatively impact on the ability of participants to freely share their own stories, such as differences in social position (e.g., community members vis-à-vis LGU officials), language barriers, etc. These factors should be addressed before conducting the collection of significant change stories. As such, it is advisable to convene participants coming from the same group (i.e., community members, LGU officials, CSO members, and personnel from implementing agencies).

Ideally, six (6) – eight (8) participants can provide the necessary information without the discussion becoming unmanageable. Participants should have knowledge regarding the project and share common characteristics as beneficiaries or implementers of the project. Typically, the focus group discussion is audiotaped; in some instances, a documenter can record the responses of the participants as the discussion unfolds.

#### **Guidelines in Conducting Key Informant Interviews<sup>8</sup>**

An interview is a method of getting information from an individual or small group by engaging them in a conversation guided by a series of questions on the relevant subject matter. Although the topics covered in the interview remain the same across instances, the actual questions can vary according to the flow of the interview.

Key informants refer to people who are knowledgeable about the subject matter or those who have had first-hand experience regarding the topic of interest. In this case, key informants are the project implementers, who can be the project manager or an officer of the concerned implementing agency or local government unit, as well as members of communities where PAMANA projects have been implemented.

### IV. INFORMED CONSENT, ANONYMITY, CONFIDENTIALITY, VOICE

1. Introduce the members of the monitoring team and provide an overview of the monitoring activity. Explain the objectives and methodology of the activity and how the information gathered from the activity will be used – for reporting, monitoring, and program learning.

<sup>7</sup> Wilkinson, S. (2008). Focus Groups. In J. A. Smith (Ed.), *Qualitative Psychology: A Practical Guide to Research Questions*. Sage Publications: London.

<sup>8</sup> Frankfort-Nachmias, C., & Nachmias, D. (1996). *Research Methods in the Social Sciences*, 5<sup>th</sup> Ed. London: St. Martin's Press, Inc.

## **Annex R**

### *Process for Collection of PAMANA Change Stories*

2. Seek informed consent from the participants. Ask permission from the participants to record the group discussion / interviews. Ask participants whether they are willing to have their names indicated in the story. In addition, ask participants if they are willing to have their stories featured in different media channels.
3. Establish rapport before beginning the interview or the group discussion. Solicit questions from participants regarding the story-telling activity that will be conducted and offer clarifications to help them understand their role in the activity. Consider the need for engaging an interpreter outside the community if needed by the team.
4. Use open-ended questions rather than close-ended questions to help facilitate a deeper sharing of views and opinions. It is also possible to use visual aids to help guide the story-telling process.
5. Establish a safe space where participants can freely share their stories. Empower participants to share their stories. Avoid making value-laden statements that may influence how participants share their stories. In some cases, women may not speak out in a room filled predominantly by men given the existing cultural and/or religious background of their communities. A separate session may need to be undertaken with the women to elicit their views. Consider that in certain cultures, women may have to be granted permission by their male spouses or elders to participate in an activity.
6. Practice active listening. Ask probing questions to validate details of stories as told by participants. Record the stories as shared exactly by participants.
7. Before ending the story-telling session, it might be good to summarize key points from the stories to allow participants to validate your capture of the story.
8. At the end of the story-telling session, express gratitude to the participants for sharing their stories.

## **V. COLLECTION OF EVIDENCE**

1. Collection of stories should be undertaken by a team, which can be composed of an interviewer/facilitator, a co-facilitator and a note-taker.
2. Focus the story gathering on surfacing the views of community members and not just barangay/local government unit officials or national government agency representatives.
3. It is important to document evidence in collecting change stories. This can be done through audio/video recording of focus group discussions and key informant interviews. Audio recording should be properly transcribed to serve as reference in processing and writing the change story. In taking down notes, significant quotes should be documented and reflected verbatim.

4. Enhance the reliability and validity of the stories by substantiating the changes that surface in the stories shared by different stakeholders. This entails asking for specific details regarding the changes reported by the stakeholders (the who, what, when, where, how and why of the changes). Get as much details as feasible.
5. Photo documentation plays a vital role in capturing evidence for change stories. Capture photos of projects while being utilized by beneficiaries. Take photos of project sites and individuals or groups who participated in the story-gathering, including respondents. Label the pictures accordingly and if possible, provide a caption for each picture.

## **VI. DOMAINS OF CHANGE**

1. Link the story-gathering with PAMANA outcomes and indicators. Highlight how the different outputs and outcomes interact with each other (e.g., how enhancements in transparency and accountability mechanisms led to enhanced capacities of LGUs to engage in peacebuilding; how project implementation led to enhanced capacities of communities to engage in peacebuilding).
2. Ideally, change stories should go beyond immediate project benefits and explore changes in views, attitudes, and behaviors of stakeholders in relation to conflict and peacebuilding as well as to overall conflict and peace context.
3. It is advisable to prioritize capturing testimonies and perspectives from beneficiaries and other local stakeholders.
4. Highlight changes resulting from convergence and complementation of interventions provided by different agencies.

The following tables can serve as guides in surfacing peacebuilding practices and outcomes in the implementation of PAMANA:

**PAMANA Peacebuilding Practices**

CSPP Principles	Examples
Inclusion and Participation	<ul style="list-style-type: none"> <li>• Venues for participation and consensus-building among stakeholders (e.g., conduct of orientations and consultations)</li> <li>• Inclusion of vulnerable and marginalized sectors (e.g., women, indigenous peoples, children, former rebels, religious minorities) or the representation of their agenda in various processes</li> <li>• Active citizen engagement in the implementation process (e.g., participation in orientations, consultations and other activities in line with project implementation)</li> <li>• Venues for intergroup associations (e.g., across gender, ethnic, religious lines, etc.)</li> </ul>
Transparency and Accountability	<ul style="list-style-type: none"> <li>• Open avenues to share information on program objectives, processes and commitments to the public (e.g., methods for sharing information about PAMANA projects)</li> <li>• Channels for providing feedback from stakeholders on program implementation processes (e.g., mechanisms for lodging grievances and providing feedback)</li> <li>• Efficient and effective problem-solving on emerging issues and concerns raised in feedback mechanisms (e.g., multi-stakeholder approach in addressing issues and problems)</li> </ul>
Grounding in Conflict and Peace Context	<ul style="list-style-type: none"> <li>• Reflection on the peace and conflict context (e.g., regular conduct of conflict analysis, review of interventions vis-à-vis results of conflict analysis)</li> <li>• Customization of strategies and processes to fit special needs of communities, groups and individuals in conflict affected and vulnerable areas (e.g., how strategies and processes were adjusted to take into account conflict and peace context)</li> </ul>

**PAMANA Peacebuilding Outcomes**

Outcomes	Examples
Improved socio-economic conditions in areas affected by and vulnerable to conflict	<ul style="list-style-type: none"> <li>• Improved access to livelihood and employment among communities in areas affected by and vulnerable to armed conflict</li> <li>• Improved access to basic goods and services among communities in conflict-affected and conflict-vulnerable areas</li> <li>• Improved access to government programs among communities in conflict-affected and conflict-vulnerable areas</li> <li>• Changes in peace and security conditions in communities (e.g., occurrence of violent incidents, presence of armed groups)</li> </ul>

<p>Peacebuilding Agenda adopted and implemented by National Government Agencies (NGAs), Regional Line Agencies (RLAs) and Local Government Units (LGUs)</p>	<p>NGA / RLA / LGU adoption of PAMANA framework in regular government interventions</p> <ul style="list-style-type: none"><li>• Policies (e.g., resolutions, memorandum circular, guidelines, operations manual)</li><li>• Processes (e.g., transparency and accountability mechanisms, appreciation of conflict analysis in programming and implementation, conflict-sensitive monitoring and evaluation)</li><li>• Programs (e.g., complementation of PAMANA interventions with other agency programs in CAAs/CVAs)</li></ul> <p>NGA / RLA / LGU adoption and implementation of local peace and development initiatives</p> <ul style="list-style-type: none"><li>• Policies (e.g., resolutions, agreements and ordinances addressing key conflict issues such as IP issues, human rights violations, mining, natural resource management, etc.)</li><li>• Resource allocation (e.g., counterpart funds, sustainability mechanisms, etc.)</li><li>• Activities (e.g., peace caravans, inter-faith dialogues, etc.)</li></ul>
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<p>Enhanced capacities of PAMANA communities to address conflict and engage in peace-building</p>	<p><b>Social Cohesion</b></p> <ul style="list-style-type: none"> <li>• Increased trust between and among members of communities</li> <li>• Heightened sense of belonging and acceptance of otherwise marginalized individuals, groups and sectors by other members of the community</li> <li>• Heightened respect for diversity among otherwise polarized individuals, groups and sectors within, between and among communities</li> <li>• Cooperation and volunteerism to contribute to the success of peace-building interventions</li> <li>• Sense of ownership among community members for peace-building interventions</li> <li>• Broadened spaces for communication and dialogue within, between and among members of communities</li> <li>• Increased participation among marginalized and vulnerable groups in governance and development activities (planning, implementation, monitoring and evaluation)</li> </ul> <p><b>Healing and Reconciliation</b></p> <ul style="list-style-type: none"> <li>• Acts of truth-telling, apology and transformation by individuals and groups who committed atrocities in the past</li> <li>• Acts of forgiveness and compassion by aggrieved individuals, groups and sectors for atrocities and grievances committed in the past</li> </ul> <p><b>Community Resilience</b></p> <ul style="list-style-type: none"> <li>• Enhanced consciousness and capacities of community members to pursue active non-violence in conflict management and resolution</li> <li>• Use of social/political processes, not violence, to deal with disputes</li> <li>• Community adoption and implementation of conflict-resolution initiatives (e.g., dispute resolution mechanism, dialogues, etc.)</li> <li>• Functional local mechanisms to address conflicts and/or conflict-causing issues in PAMANA communities</li> </ul>
<p>Other domains of peacebuilding gains</p>	<ul style="list-style-type: none"> <li>• Increased trust of citizens on the government</li> <li>• Increased trust of citizens in political, legal, security institutions</li> <li>• Increased protection of women and girls</li> <li>• Increased prevention of gender and sexual based violence</li> </ul>





### TEMPLATE FOR COLLECTION OF PAMANA CHANGE STORIES

**A. DETAILS OF PAMANA PROJECT/S IN AREA**

<b>Project Title:</b>		<b>Project Code:</b>	
<b>PAMANA Zone:</b>		<b>Project Implementer:</b>	
<b>Province:</b>		<b>Municipality/ies:</b>	<b>Barangay/s:</b>
<b>Date of Monitoring Visit:</b>		<b>Stakeholders involved in the Monitoring Visit:</b>	
<b>Focal Person:</b>		<b>Contact Details of Focal Person:</b>	
<b>Project Description (per project) (include history of project identification, project objectives, type of project)</b>			

**B. TEMPLATE FOR PARTICIPANT INFORMATION AND INFORMED CONSENT**

Name of Participant	Sex	Age	Ethnicity	Address	Contact Information	Role in PAMANA implementation (community member, LGU personnel, NGA/RLA personnel)	Agree to Indicate Name in the Story (Yes or No)	Agree to Feature Story in Media Channels (print, television, web) (Yes or No)

**GUIDE QUESTIONS FOR COLLECTION OF PAMANA CHANGE STORIES**

<b>I. Awareness, knowledge and perceptions about PAMANA prior to implementation</b>
1. Please share with us how you first came to know about PAMANA.
2. What were your views or perceptions about PAMANA when you first came to know about the program?
<b>a. Mapping changes in relation to PAMANA implementation</b>
1. Please share with us the situation of your community before PAMANA was implemented in your community. <ul style="list-style-type: none"><li>- What were the main problems or issues in your community?</li><li>- What other programs were being implemented to address these issues? Who implemented these programs?</li><li>- Probe for community situation before PAMANA implementation in relation to the following aspects:<ul style="list-style-type: none"><li>o Socio-economic conditions</li><li>o Security conditions</li><li>o Relationships among community members</li><li>o Relationships between community members and government institutions (e.g. local government units and other government agencies).</li><li>o Practices of different stakeholders (e.g. community members, local government units, etc.) in relation to governance and development processes</li></ul></li></ul>

<p>2. Please describe the situation of your community now. Are there significant changes that happened in your community in relation to the implementation of PAMANA in your locality? If yes, please describe these changes.</p> <ul style="list-style-type: none"><li>- Probe for current community situation in relation to the following aspects (you may also refer to table on key outcomes):<ul style="list-style-type: none"><li>o Socio-economic conditions</li><li>o Security conditions</li><li>o Relationships among community members</li><li>o Relationships between community members and government institutions (e.g. local government units and other government agencies).</li><li>o Practices of different stakeholders (e.g. community members, local government units, etc.) in relation to governance and development processes</li></ul></li><li>- Probe for significant changes per stakeholder (e.g., community, LGU, agency, etc.)</li><li>- Probe also for possible negative changes that occurred in relation to the implementation of PAMANA in the locality.</li></ul>
<p>3. How important are these changes to you as a person, as a community? Why are these changes significant to you as a person, as a community?</p>
<p>4. Did PAMANA contribute to these changes? If yes, how did PAMANA contribute to these changes? If no, what factors contributed to these changes?</p>

Collection of PAMANA Change Stories

**b. Experiences in PAMANA implementation**

1. How would you describe the processes through which PAMANA was implemented in your community?

- Draw a timeline of the different processes in PAMANA implementation as narrated by the participants. Probe for the experiences of the participants in these processes. How would they describe their experience in participating in these processes?

2. Which of these processes do you think contributed to the achievement of these identified changes? How did these processes contribute to the changes that happened in your community?

3. What were the good points that you observed during the implementation of PAMANA in your community? Of these, what should be continued or enhanced in order to ensure effective implementation of PAMANA?

4. What do you think makes PAMANA different from other programs of the government?

5. What do you think are areas for improvement in the implementation of PAMANA in your community? What should be changes or stopped in order to ensure effective implementation of PAMANA?

<b>c. Visions of a peaceful community</b>
1. How would you describe a peaceful community? What are the characteristics or elements of a peaceful community?
2. How near or far is your community to achieving this vision of a peaceful community? What is the role of PAMANA in your community's journey towards a peace and development? - Probe for PAMANA's contributions to the community's journey towards peace and development.
3. In your view, what are the things that still need to be undertaken to be able to achieve your vision of a peaceful community. How can different stakeholders (e.g. community members, local government units, etc.) contribute to your community's journey towards peace and development?
4. Are there any other things that you would like to raise in relation to PAMANA? Please feel free to share.