



**GUIDELINES FOR THE IMPLEMENTATION OF THE PROVISION OF POTABLE WATER SUPPLY - SAGANA AT LIGTAS NA TUBIG SA LAHAT (SALINTUBIG) PROGRAM FOR FY 2016**

**Memorandum Circular No. 2016-49**  
April 6, 2016

**1.0 BACKGROUND**

The Government is continuously implementing the Provision of Potable Water Supply- Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG) Program to pursue its commitment to provide water particularly for the poor and waterless communities.

The Program provides grant financing and capacity development to increase access to water and sanitation services and improve capacities of the Local Government Units (LGUs) and Water Service Providers (WSPs), in the planning, implementation and management of water supply facilities in a sustainable manner. Under the Program, Integrated Water, Sanitation and Hygiene are included in the capacity building programs for the day care centers and schools without access to potable water.

The Department of the Interior and Local Government (DILG) through the Office of Project Development Services (OPDS) in partnership with the DILG Regional Offices (ROs) and the target Provinces and Municipalities as implementing partners remains the lead agency for the FY 2016 SALINTUBIG Program.

**2.0 PURPOSE**

This Circular provides the policies, processes and responsibilities in the implementation of water supply subprojects which are funded under the Republic Act (RA) 10717 (GAA FY 2016) for the SALINTUBIG Program and shall cover the 446 subprojects in 86 Waterless Municipalities, 214 Waterless Barangays in 129 Municipalities, and 9 Resettlement Sites without access to potable water supply.

**3.0 LEGISLATIVE COMPLIANCE**

The Program aims to contribute to the attainment of the goal of providing potable water to the entire country and the targets defined in the Philippine Development Plan 2011-2016, Millennium Development Goals (MDG), and the Philippine Water Supply Sector Roadmap and the Philippine Sustainable Sanitation Roadmap.

In December 2010, a Memorandum of Agreement (MOA) outlining joint responsibilities and accountabilities of partner agencies was executed by and between the Department of the Interior and Local Government (DILG), the Department of Health (DOH), and the National Anti-Poverty Commission (NAPC) to implement the administration's priority water and sanitation program for waterless municipalities, the Provision of Potable Water Supply - Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG) Program.

The National Government has appropriated in the DILG Budget the amount of Php P1,793,150,000 under Republic Act (RA) 10717 (General Appropriations Act (GAA) FY 2016) for the implementation of the Program.

#### 4.0 COVERAGE

All concerned DILG Central Office/Regional/Provincial/City Directors, Cluster Heads and City/Municipal Local Government Operation Officers (C/MLGOOs); Provincial Governors, City/Municipal Mayors of concerned LGUs.

#### 5.0 DEFINITIONS

For purposes of this Guidelines, the following terminologies shall be technically defined as follows:

- a. **DILG Fund** – refers to National Government appropriation in the General Appropriation Act GY 2016 (RA 10717) under the DILG Budget for the Provision for Potable Water Supply (SALINTUBIG).
- b. **Georesistivity Study** – a field survey that locates areas that have groundwater potential.
- c. **Implementing Partner** – the LGU or any other entity who has the capability and who will be responsible in the preparation of Detailed Engineering Design (DED), procurement, implementation/supervision and evaluation of the subproject.
- d. **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.
- e. **Partner Agency** – refers to other agencies such as DPWH, DSWD, Local Water Utilities Administration (LWUA), Water District (WD), Armed Forces of the Philippines – Engineering Brigade and State Universities contracted out by the Implementing Partner to implement the project.
- f. **Project Management Office (PMO)** – refers to the Project Management Office (PMO) established in the DILG under the Office of Project Development Services (OPDS) which shall be responsible for the overall-project management of the SALINTUBIG Program.
- g. **Proponent LGU** - the LGU who has the jurisdiction over the proposed subproject, including the operations and maintenance. The LGU could also be the Implementing Partner provided that the said LGU is eligible and capable to implement the subproject based on the criteria stipulated in Section 6.2.3 of this guidelines.
- h. **Provincial Technical Working Group (PTWG)** – a team organized at the Provincial Level, chaired by the DILG Provincial Director (DILG-PD) with DILG City Director (DILG-CD), Cluster Heads or C/MLGOOs as members and technical staff from DILG-RO, to review/evaluate and approve/disapprove the subproject proposals (SPs) costing Php 1 Million and below. Representatives from the provincial government may be invited, preferably from the Provincial Engineering Office (PEO) and Provincial Planning and Development Office (PPDO).
- i. **Potability Test** – the physical, chemical and bacteriological examinations of water from newly constructed systems or sources before and during construction and before they are operated and opened for public use.
- j. **Subprojects** - are the eligible individual subprojects which shall be funded under the DILG Fund.
- k. **Variation Orders** – a modification in the scope of works in a construction contract or supply in the form of addition, substitution, or omission from the original scope of works.
- l. **Waterless Municipalities** - refer to communities where more than 50 percent of the population of poor households do not have access to “safe water” and with particularly high incidence of waterborne and sanitation-related diseases.
- m. **Water Source Validation** – confirmation of viability of water source.

## 6.0 POLICY CONTENT AND GUIDELINES

### 6.1 Fund Sources

#### 6.1.1 DILG Fund

The National Government has appropriated the amount of **Php 1,512,730,000** in the DILG Budget under the **Republic Act 10717** (GAA FY 2016) for the capital investment requirements for the implementation of water supply projects under the Program, herein referred to as **DILG Fund**.

#### 6.1.2 LGU Counterpart

The Proponent LGU shall provide cash counterpart as reflected in the MOA as mentioned in **Section 6.11.1.2.a.i** which shall be deposited in the Implementing Partner's Trust Account used for the implementation of the subproject; while both the Proponent LGU and Implementing Partner shall provide in **cash and/or in kind counterpart** for the implementation of the project as defined in **Section 6.11.1.2a.ii** and **Section 6.11.1.2b**.

### 6.2 Eligibility and Capacity Assessment of Implementing Partners

**6.2.1** As a general rule, the proponent LGU shall be the Implementing Partner unless it shall be found ineligible to implement the project as defined in the succeeding sections.

**6.2.2** Proponent LGU/Implementing Partner shall be considered eligible to implement the subproject if it satisfies the following criteria:

**6.2.2.1** Compliant with the **Good Financial Housekeeping (GFH)**, a component of the **Seal of Good Local Governance (SGLG)** based on the latest available assessment.

**6.2.2.2** Capacity to implement the subproject based on the following criteria to be determined by concerned DILG RO:

- a. Technical capabilities to implement subprojects
- b. Availability of qualified personnel who can manage the subproject
- c. Availability of funds for the administrative costs
- d. Previous experience in implementing similar subprojects
- e. Capacity to implement subprojects through Competitive Bidding or by Administration
- f. Capacity to monitor and evaluate subproject implementation
- g. Absorptive capacity (capacity to implement additional projects, especially, if there are still on-going projects funded in previous years and/or funded by other agencies)

**6.2.2.3** No unliquidated cash transfers six (6) months after the turnover to the Proponent LGU, if by contract and final inspection if by administration, of completed subproject/s from previous funded subprojects under the DILG Fund.

**6.2.3** For Proponent LGUs that failed to comply with **Section 6.2.2**, concerned Provincial Government shall implement the subprojects, provided it has met the conditions mentioned in **Section 6.2.2**.

**6.2.4** DILG Regional Offices (DILG-ROs) shall implement the subprojects where the Proponent LGU and the Provincial Government are ineligible to implement their subprojects or may opt to designate other Implementing Partner.

**6.2.5** DILG-RO shall notify in writing (Eligibility Advice-**See Annex A**) the Proponent LGU whether it is eligible or not to implement the subproject immediately after assessment and the Implementing Partner if it is eligible to implement.

### 6.3 Subproject Preparation, Review And Approval Processes

#### 6.3.1 Preparation and Submission of Subproject Proposals and Supporting Documents

6.3.1.1 The Proponent LGU shall submit to **DILG Provincial Office (DILG-PO)**, within **45 calendar days** upon receipt of the Eligibility Advice from the DILG-RO a **Subproject Proposal (SP)** a **Simplified Feasibility Study (SFS)** as shown in **Annex B**, with the following supporting documents:

**a. Basic Supporting Documents:**

- i. Letter Request* – a letter signed by the Local Chief Executive (LCE) submitting the required documents and requesting for the approval of the Simplified Feasibility Study (See **Annex C** for the format of Letter Request)
- ii. Annual Budget or Annual Investment Plan (AIP)* showing the budgeted amount for the required cash counterpart for the subproject/s (if any) of the Proponent LGU
- iii. Subproject Implementation Schedule* showing the activities and timelines for each activity from Detailed Engineering Design preparation up to subproject completion. (See **Annex D**)
- iv. Certification from the Local Treasurer or Bank Certificate* of their existing Trust Account for the implementation of the subprojects if the Proponent LGU is the Implementing Partner

(Note: Implementing Partner, which is not the Proponent LGU, shall be required to submit to DILG-RO the Certification from the Local Treasurer or Bank Certificate of the existing Trust Account before MOA Signing.)

**b. Subproject Specific Documents:**

- **Geo-resistivity Study** for new construction with underground water source to determine the availability and quantity of the water source.
- **Certification from the Municipal Engineer** that the source is adequate to serve the intended service area. The Proponent LGU may engage accredited technical service provider to conduct the source validation or they may seek technical assistance from DILG-RO
- Copy of the receipt issued by the water testing center/laboratory accredited by DOH as proof of conduct **water potability test**.

6.3.1.2 The DILG-CD or C/MLGOO shall ensure the completeness of the documents before submission to the DILG-PO. In case there are lacking documents, the DILG-CD or C/MLGOO shall immediately notify the Proponent LGU. (See **Annex E**)

6.3.1.3 All the required documents mentioned in **Section 6.3.1.1** shall be submitted to the DILG-PO. The DILG- PD shall:

- a.** For subproject costing **Php1.00 Million and below**, convene the **Provincial Technical Working Group (PTWG)** to review and approve the subproject proposals within **fifteen (15) working days** upon receipt of the proposals.
- b.** For subprojects costing **above Php1.00 Million**, endorse all the documents to the DILG-RO within **two (2) working days** after receipt.

6.3.1.4 In case the Proponent LGU fails to submit the required documents within the prescribed 45-day period, the DILG- PO shall advise, notify, and require the concerned Proponent LGU to explain the reason for their non-submission within ten (10) working days. If after validation and evaluation of their justification/explanation, the same is found to be unacceptable, or the Proponent LGU has no action within the ten-day period, the DILG-RO shall recommend to DILG-Central Office the transfer of the LGU Budget Allocation to other eligible LGU within the Region in need of water supply and with good record in implementing subprojects.

### 6.3.2 Review and Approval of Subprojects

6.3.2.1 For subprojects costing Php1.00 Million and below, the PTWG, as mentioned in Section 6.3.1.3.a shall review for approval/disapproval of the subproject proposals within fifteen (15) working days after receipt of the proposals. Within two (2) working days after approval, the DILG-PD shall endorse the approved subproject proposals to the DILG-RO. However, if the submitted subproject proposal is not acted upon by the PTWG within the prescribed 15-day period, the Project Development Management Unit (PDMU) shall take over the review and approval.

6.3.2.2 For subprojects costing above Php1.00 Million, the PDMU shall review the subproject proposals and recommend to the DILG-RD within fifteen (15) working days after receipt of the proposals. Within two (2) working days after receipt of the recommendation, the DILG-RD shall approve/disapprove subproject proposals.

6.3.2.3 If necessary, the PTWG or PDMU shall conduct site validation, including source validation for water subprojects, to verify the accuracy of the submitted documents and to further assess the feasibility of the subproject/s. The DILG-RO/PO may designate other accredited technical staff or agency to conduct site validation in behalf of DILG.

6.3.2.4 After assessment, the PTWG or PDMU shall notify the Proponent LGU-to comply with the comments/recommendations. After receipt of the official notice, the Proponent LGU shall, within fifteen (15) working days submit the compliance to the comments/recommendations. Review and approval shall follow the same procedure stated in Section 6.3.2 of this guideline. In case the concerned LGU has not complied within the 15-day period, the DILG-RO/PTWG shall recommend to DILG Central Office the transfer of the LGU Budget Allocation to other eligible LGU within the Region in need of water supply and with good record in implementing subprojects.

6.3.2.5 If the PTWG/PDMU found the subproject is not feasible, DILG-RO/PO shall inform in writing the Proponent LGU of the findings. The Proponent LGU may replace the subproject, otherwise, the subproject will be cancelled and the DILG-RO/PO shall recommend to DILG-CO the transfer of the LGU Budget Allocation to other eligible LGU within the Region in need of water supply and with good record in implementing subprojects. Approval shall follow the same procedure mentioned above.

**Annex F** is the Checklist of Documentary Requirements for Subproject Review and Approval.

### 6.4 Signing of Memorandum of Agreement (MOA)

6.4.1 A Memorandum of Agreement (MOA) to be signed within five (5) working days after subproject approval by DILG-RD or upon receipt of the DILG-PD endorsement of approved subproject by PTWG shall be entered into:

- a. By and between the DILG-RO and Proponent LGU as the Implementing Partner upon the submission of **Sangguniang Bayan/Panlungsod (SB/SP) Resolution** authorizing the LCE to enter into MOA with DILG. (See **Annex G**)

b. By and among the DILG-RO, Proponent LGU and Provincial Government or other Partner Agency as the Implementing Partner upon submission of the following requirement: (See **Annex H**)

1. For Proponent LGU, **Sangguniang Bayan / Panlungsod (SB/SP) Resolution** authorizing the LCE to enter into MOA with DILG
2. For Provincial Government as Implementing Partner, **Sangguniang Panlalawigan (SP) Resolution** authorizing the LCE to enter into MOA with DILG and Proponent LGU. Furthermore, a Certification from the Local Treasurer or Bank Certificate of the existing Trust Account to be used in the implementation of the subproject.
3. For other Agency as Implementing Partner, Certification from the Agency Accountant or Bank Certificate of the existing Trust Account to be used in the implementation of the subproject.

6.4.2 The subproject cost to be reflected in the MOA shall be based on the amount determined after the review and approval of the subproject proposal and broken-down into DILG Fund and LGU Counterpart.

6.4.3 Immediately after the MOA signing, the DILG-RO shall obligate the whole amount of the DILG Fund stipulated in the MOA.

6.4.4 Copies of all perfected MOAs shall be submitted to both the Regional and Local Resident Auditors within five (5) working days from its execution in pursuant to COA Circular No. 2009-001, Section 3.1.1 dated 12 February 2009.

#### 6.5 Issuance of Certificate of Availability of Funds (CAF)

6.5.1 Within three (3) working days after the MOA signing, the DILG-RO shall issue a Certificate of Availability of Funds (CAF) corresponding to the whole approved amount stipulated in the MOA to the Implementing Partner (See **Annex I**). Simultaneous with the issuance of CAF, DILG-RO shall also prepare, process and release the funds to the Implementing Partner in accordance to **Section 6.11.2** (Mechanics for DILG Fund Releases).

**Annex J** is the Checklist of Documentary Requirements that will be used by PDMU on the request to Regional Budget Officer and/or Accountant in the issuance of CAF, obligation of funds and release of funds.

6.5.2 The CAF issued by the DILG-RO (equivalent to 100% of the allocation stipulated in the signed MOA) and the Annual Budget to cover the LGU Counterpart, if any, shall be the basis of the Implementing Partner to issue the CAF necessary to proceed with the procurement process provided that the Technical Design or DED has been approved by the DILG-RO.

#### 6.6 Preparation and Submission of Technical Design/Detailed Engineering Design (TD/DED)

6.6.1 The Implementing Partner shall be responsible in the preparation and submission of the TD/DED. However, if the Implementing Partner is not the same as the Proponent LGU, the Implementing Partner shall closely coordinate with the Proponent LGU during the TD/DED preparation to ensure that the needs and welfare of the beneficiaries are considered.

6.6.2 In general, the preparation of TD/DED shall be financed from LGU counterpart fund. In order to facilitate the same, the Implementing Partner may opt to hire additional technical staff for the preparation of TD/DED to be obtained as part of their counterpart fund. Implementing Partner may use a portion of the DILG Fund but not to exceed 6% of the allocation stated in the signed MOA for the particular subproject in accordance to **Section 6.11.2** (Mechanics for DILG Fund Releases).

6.6.3 The Implementing Partner may prepare the DED through any of the following:

6.6.3.1 By Contract, through Competitive Bidding pursuant to RA 9184 (Government Procurement Reform Act)

6.6.3.2 Partnership agreement with any of the following:

- a. Local Water Utilities Administration (LWUA)/ Water District
- b. Provincial Government
- c. Armed Forces of the Philippines (AFP) Engineering Brigade
- d. State Universities/ Academes
- e. National Agencies

6.6.3.3 By administration or in-house, provided that the Implementing Partner has the capacity to prepare DED

6.6.3.4 Upon the request of the Implementing Partner, the DILG-RO may directly engage the services of consultants or government agencies in the preparation of DED.

6.6.3.5 The DILG-RO may also provide technical assistance if warranted.

#### 6.6.4 Documentary Requirements

6.6.4.1 The following are the technical documents to be prepared and submitted by the implementing Partner:

a. **For Subprojects costing Php1.00 Million and below**

The Implementing Partner shall prepare TD in lieu of the DED which may include but not limited to the following:

- i. Program of Works (POW) signed by the Municipal Engineer and approved by the concerned LCE
- ii. Technical Drawings
- iii. Bill of Quantities including detailed computation (signed and sealed by the approving authorities)

b. **For Subprojects costing above Php1.00 Million**

The Implementing Partner shall prepare DED to include the following:

- i. Program of Works (POW) signed by the Municipal Engineer and approved by the concerned LCE
- ii. Detailed designs, plans and drawings (signed and sealed by the approving authorities)
- iii. Detailed Design Report
  - water demand projection
  - hydraulic analysis taking into account the network diagram report and, if necessary, geo-resistivity report
- iv. Bill of Quantities including detailed computation (signed and sealed by the approving authorities) in accordance with the approved National Standard
- v. Any other supporting documents as maybe required

c. The Implementing Partner shall submit the above mentioned documents in printed and electronic copies to DILG-RO through the DILG-PO.

d. The Implementing Partner shall submit the TD/DED mentioned above to DILG-RO through the DILG-PD or C/MLGOOs within **60 calendar days** after the receipt of the first tranche. Non-compliance with the prescribed 60-day period, DILG-RO shall:

i. Advise, notify, and require the concerned Proponent LGU to explain the reason for their non-submission. If after validation and evaluation of their justification/explanation, the same is found to be unacceptable, the Implementing Partner has no action, the DILG-RO shall issue a Demand Letter, copy furnished the Local COA Auditor, requiring the Implementing Partner to return within fifteen (15) working days all the released amount to the DILG-RO; and

ii. Recommend to DILG Central Office the transfer of the LGU Budget Allocation to other eligible LGU within the Region in need of water supply and with good record in implementing subprojects.

6.6.4.2 In consideration of the time needed to secure the necessary permits, licenses, certificates, clearances, and other documentary requirements from other NGAs, **received copies of applications for the said permits/clearances** shall be submitted by the Proponent LGU within the prescribed 60-day period. Indicated below are the related requirements needed to be complied with:

a. Pursuant to RA 8371, for subproject areas with Indigenous People (IPs) that will be affected, a certification that the area affected does not overlap with any ancestral domain needs to be secured from the National Commission on Indigenous People (NCIP).

b. Application for the issuance of Water Permit from deputized agencies of National Water Resources Board (NWRB).

Note: Compliance in securing the above permits and licenses shall be the responsibility of the Proponent LGU.

6.6.5 The City Director or C/MLGOO shall ensure the completeness of the documents submitted as listed in Section 6.6.4 above, which shall be endorsed to the DILG-PO within **two (2) working days** upon receipt of the TD/DED (See **Annex K and Annex L** for the Documentary Checklist). The DILG-PD shall:

6.6.5.1 For subprojects costing **Php 1 Million and below**, convene the **Provincial Technical Working Group (PTWG)** to review and approve the TD/DED within **fifteen (15) working days** upon receipt of the proposals.

6.6.5.2 For subprojects costing **above Php 1 Million**, endorse all the documents to the DILG-RO within **two (2) working days** after receipt.

## 6.7 Approval of Technical Design/Detailed Engineering Design (DED)

6.7.1 For subprojects costing **Php 1 Million and below**, the PTWG, shall review/evaluate and approve/disapprove TD within **fifteen (15) working days** after receipt of the proposals. Within **two (2) working days** after approval, the DILG-PD shall endorse the approved subproject proposals to the DILG-RO. However, if the submitted TD are not acted upon by the PTWG within the prescribed 15-day period, the PDMU shall take over the review and approval.

6.7.2 For subprojects costing **above Php 1 Million**, the PDMU shall review the DED and recommend approval to DILG-RD within **fifteen (15) working days** after receipt of the DED. Within **two (2) working days** after receipt of the recommendation, the DILG-RD shall approve/disapprove the DED.

**Annex M** is the Documentary Checklist of TD/DED Approval.



- 6.7.3 TD/DED that did not pass the PTWG or DILG PDMU approval shall be returned to the Implementing Partner for revision complying with the comments/recommendations of the reviewing body.
- 6.7.4 After receipt of the official notice that the proposed subproject did not pass the review, the Implementing Partner shall, within **seven (7) working days**, submit the revised TD/DED. Review and approval shall follow the same procedure stated in **Section 6.7**.
- 6.7.5 In case the Implementing Partner has not complied within the seven (7)-day period, DILG-RO shall:
- 6.7.5.1 Advise, notify and require the concerned Implementing Partner to explain the reason for its non-submission. If after validation and evaluation, the reason is found unacceptable, or after due course, the Implementing Partner has no action, the DILG-RO shall issue a Demand Letter, with a copy furnished to Local COA Auditor, requiring the Implementing Partner to return within **fifteen (15) working days**, all the released amount to the DILG-Regional Office as the source agency;
- 6.7.5.2 Recommend to DILG Central Office the transfer of the LGU Budget Allocation to other eligible LGU within the Region in need of water supply and with good record in implementing subprojects.
- 6.7.6 The DILG-RO shall officially notify the Implementing Partner of the approval of the TD/DED and advise the Implementing Partner to proceed with the procurement process.
- 6.7.7 Within **five (5) working days** after the official notification of the Implementing Partner on the approval of the TD/DED, the DILG-RO shall submit the electronic copy of the approved documents mentioned in **Section 6.6.4** to **DILG Central Office (DILG-CO)**.
- 6.7.8 The Implementing Partner shall commence with the posting of **Invitation to Bid (ITB)** within **five (5) working days** upon receipt of the official communication on the approval of their TD/DED.

## 6.8 Mode of Implementation

- 6.8.1 In order to promote economy and efficiency in the procurement, the Implementing Partner shall adhere to the provisions of RA 9184 (Government Procurement Reform Act).
- 6.8.2 Subprojects to be implemented by **Administration**
- 6.8.2.1 Procurement of materials/goods shall strictly follow the RA 9184 and its Revised Implementing Rules and Regulations (RIRR).
- 6.8.3 Subprojects to be implemented by **Contract**
- 6.8.3.1 Implementing Partner shall strictly follow RA 9184 (Government Procurement Reform Act) and its RIRR on **Competitive Bidding**.
- 6.8.3.2 The Implementing Partner shall :
- a. Start posting the advertisement of ITB within **five (5) working days** after the approval of the DED by the DILG-RO.
  - b. Submit to the DILG-RO, through the DILG-PD, a copy of the ITB as published on the newspaper and PhilGEPs within two (2) working days after publication and posting.
  - c. Complete the bidding process following the timeline stipulated in RA 9184 as summarized in **Annex N**.

- 6.8.3.3 The Implementing Partner shall invite the DILG-RD or the DILG-PD or their duly authorized representative to be present during the bid opening.
- 6.8.3.4 In the event of a failed bidding, the Implementing Partner shall immediately start the re-bidding process within **five (5) calendar days** after the **Bids and Awards Committee (BAC)** has issued a resolution declaring a failure of bidding in accordance with the timeline set-forth in RA 9184. Within the same period, the Implementing Partner shall submit to DILG-RO a revised Subproject Implementation Schedule indicating the revised target dates for the bidding.
- 6.8.3.5 In the event that the Implementing Partner will have to resort to negotiated procurement after two (2) failed biddings, the Implementing Partner shall commence the negotiation process within **five (5) calendar days** after the BAC has issued a resolution declaring a failure of bidding and complete the negotiation within **fifteen (15) calendar days**.
- 6.8.3.6 In case of failure in the two (2) biddings and the negotiated procurement, the Implementing Partner shall seek clearance from the DILG-RO to implement the subproject by Administration. In such case, the procurement of materials/goods shall adhere to RA 9184. Likewise, the Implementing Partner shall submit a revised POW 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.
- 6.8.3.7 The bidding process is deemed completed upon the issuance of the **Notice to Proceed (NTP)** by the Implementing Partner.

**6.8.4 Subprojects to be implemented by Contract for Design and Build Infrastructure Projects**

- 6.8.4.1 The Implementing Partner may also implement the subproject by Contract for Design and Build Infrastructure Projects following the Guidelines for Procurement and Implementation of Contract for Design and Build Infrastructure Projects (see Annex G of RA 9184) subject to the review and approval of DED by the DILG-RO.

**6.8.5 Subprojects to be implemented by Partner Agency (e.g. Local Water Utilities Administration (LWUA)/ Water District, Provincial Government, Armed Forces of the Philippines (AFP) Engineering Brigade, State Universities, National Agencies)**

- 6.8.5.1 The Implementing Partner shall enter into an agreement with a partner agency stipulating the roles and responsibility of both parties.
- 6.8.5.2 Procurement of materials/goods shall strictly follow the RA 9184 and its RIRR.
- 6.8.6 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 LGU Resident Auditor a copy of the said contract together with all the documents forming part, thereof, by reference or incorporation.

- 6.8.7 All procurement shall follow the approved implementation schedule as attached in the signed MOA.

**6.9 Subproject Implementation**

**6.9.1 For Implementing Partners**

- 6.9.1.1 The Implementing Partner shall designate a Project Engineer/Supervisor to supervise the construction/implementation on a day-to-day basis

6.9.1.2 For subproject to be implemented by contract or in partnership with other agency, the Implementing Partner shall conduct a Pre-Construction Conference with the Contractor immediately after the acceptance of the NTP or prior to implementation to discuss the following:

- a. Technical aspects of the Contract
- b. Specific subproject timeline including the advice to Contractor to mobilize within seven (7) calendar days after the receipt of the NTP
- c. Agree on the regular conduct of coordination meetings
- d. The nature and thrust of the subproject in relation to SALINTUBIG to ensure that the Contractor or Partner Agency appreciates the Project
- e. The participatory monitoring approach of SALINTUBIG
- f. Compliance of the Contractor or Partner Agency to pertinent policies and guidelines

*Annex O* provides the complete agenda in the conduct of the Pre-Construction Conference.

6.9.1.3 Consistent with RA 6885 dated 12 December 1988, the Implementing Partner shall hire or 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 bona fide residents in the province, city, or municipality where the subproject is located. The Implementing Partner shall ensure that the following are strictly observed: (1) adoption of the standard labor salary rate, (2) adoption of the rotation process to accommodate as many community members in the labor force, (3) transparency in the criteria for selection, and (4) prioritization of those from the community with no current employment and are abled.

6.9.1.4 The Implementing Partner shall submit or cause the Contractor to submit a monthly report on the labor force employed within the subproject based on the format shown in *Annex P* as part of the Monthly Physical Accomplishment Report stipulated in **Section 6.9.1.6** below.

6.9.1.5 The Implementing Partner shall observe/cause the Contractor or Partner Agency to observe the following:

- i. Construction materials are available on site in accordance with the approved plans and specifications
- ii. Project and/or Material Engineer is present on site
- iii. Appropriate equipment are on site in accordance with the Equipment Schedule
- iv. Actual implementation/construction is in accordance with the approved Plans and Technical Specifications
- v. Quality control (QC) tests are conducted consistent with the frequency specified in the Technical Specifications for each item of work. The tests are conducted by accredited testing center/laboratory
- vi. Waste disposal is done in accordance with prescribed standards
- vii. Health and Safety standards set by DOLE are implemented

6.9.1.6 The Implementing Partner shall submit/require the Contractor or Partner Agency to submit a Monthly Physical Accomplishment Report within five (5) days after the end of each month using the report form shown in *Annex Q – Statement of Work Accomplished (SWA)*. Copy of the report shall be submitted to the DILG-PD and PDMU within **two (2) working days** after the submission of the Contractor or Partner Agency.

- 6.9.1.7 In case there is noted/observed delay, the Implementing Partner shall:
- a. *If by administration*, submit of a catch-up plan to complete the works within the approved implementation period
  - b. *If by contract or in partnership with other agency*, immediately issue a Warning Letter to the Contractor or Partner Agency and require the submission of a catch-up plan to complete the work within the approved contract period.

- 6.9.1.8 In case the delay is due to unforeseen events or work items known to the Implementing Partner, submit or immediately advise the Contractor or Partner Agency to 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/implementation time.

For subproject implemented by contract, any Contractor's request submitted beyond the said period shall be denied. The Implementing Partner shall act on the Contractor's request within three (3) days upon receipt of the request.

- 6.9.1.9 In case there is a stoppage of work for unknown reasons or the Contractor has abandoned the subproject, the Implementing Partner shall immediately assess/evaluate the situation, determining the accomplished and remaining works, and shall officially notify the Contractor to explain the reason for abandonment and the consequence of its action. If warranted, Implementing Partner shall:

- a. Forfeit the Performance Security Bond in favor of the Implementing Partner
- b. File liquidated damages in accordance with RA 9184
- c. Recommend to DILG blacklisting of the Contractor and
- d. Recommend revocation of the **Philippine Contractors' Accreditation Board (PCAB) License**.

In such case, the Implementing Partner shall take over the work or immediately rebid the remaining works.

- 6.9.1.10 The Implementing Partner shall invite the presence of DILG-C/MLGOO and/or DILG-C/P/RD during major activities such as, but not limited to:

- i. Well drilling
- ii. Pumping test
- iii. Pipe laying
- iv. Leakage/hydro testing/commissioning
- v. Water sampling for potability (before, during and after construction)

- 6.9.1.11 For subproject implemented by Contract or in partnership with other agency, the Implementing Partner shall

- a. Conduct inspection when the subproject reaches 95% physical accomplishment for punch listing. The Implementing Partner may invite the DILG-RO or DILG-PO to be present during inspection. Immediately after inspection, the Implementing Partner shall inform the Contractor or the Partner Agency to rectify the noted deficiencies, if any, and to complete the works within the remaining contract duration.
- b. Within one (1) week upon receipt of the request for final inspection from the Contractor or Partner Agency, conduct final inspection and may invite the DILG-RO or DILG-PO to be present during inspection as technical adviser

- 6.9.1.12 For subproject implemented by Administration, the Implementing Partner shall :
- a. Request inspection from DILG-RO or DILG-PO when the subproject reaches 95% physical accomplishment for punch listing. Immediately after inspection, the Implementing Partner shall rectify the noted deficiencies, if any, and complete the works within the remaining implementation duration.
  - b. Conduct joint final inspection with DILG-RO/DILG-PO.
- 6.9.1.13 Within seven (7) working days upon receipt of Implementing Partner or of the Contractor's/ Partner Agency's request for final Inspection of the subproject, the Implementing Partner shall also request for COA inspection.
- 6.9.1.14 The Implementing Partner shall officially turnover the completed subproject to the LGU who will operate and maintain the subproject.
- 6.9.1.15 The Implementing Partner shall prepare and submit to DILG-RO the **Subproject Completion Report (SPCR)** as **Annex R**, within six (6) months after completion, which should include the following documents/proof:
- i. Certificate of acceptance of the project issued or signed by the recipient or beneficiaries
  - ii. Consolidated Liquidation Report showing all fund deposits and actual disbursements
  - iii. Others, as deemed necessary.

**6.9.2 For DILG-ROs, Provincial/City Directors or MLGOOs**

- 6.9.2.1 The DILG-RO, through the PDMU, shall take the lead in monitoring all aspects of subproject implementation.
- 6.9.2.2 During monitoring visits, the DILG-RO, through the PDMU, shall observe/check the following, among others:
- a. Availability of construction materials on site in accordance with the approved plans and specifications
  - b. The presence of Materials Engineer on site
  - c. Availability of appropriate equipment on site in accordance with the Equipment Schedule
  - d. QC tests results conducted whether they are consistent with the frequency specified in the Technical Specifications, and whether the tests were conducted by accredited testing center/laboratory
  - e. Waste disposal is done in accordance with prescribed standards
  - f. Health and Safety standards set by DOLE are being implemented
  - g. Works are in accordance with the approved Plans and Specifications

The DILG-RO, through the PDMU, the DILG-C/PD and/or C/MLGOO, shall immediately advise the Implementing Partner for any noted deviations and advise the Implementing Partner to initiate corrective actions or to cause the Contractor/Partner Agency to initiate corrective actions.

- 6.9.2.3 The DILG-RO, through the PDMU, DILG-C/PD and/or C/MLGOO, shall validate reports submitted by the Implementing Partner of Implementing Partner's or the Contractor's/Partner Agency's compliance with the provisions of RA 6685 regarding the hiring of skilled and unskilled labor. If the Implementing Partner or Contractor/ Partner Agency is not compliant with the said provisions, immediately advise the Implementing Partner to comply or cause the Contractor/ Partner Agency to comply.

- 6.9.2.4 The DILG-RO, through the PDMU, shall evaluate all submitted reports by the Implementing Partners for the following cases:
- a. Physical Works not in accordance with the Approved Plans and Specifications - The DILG-RO, through the PDMU, DILG-C/PD and/or C/MLGOO, shall advise the Implementing Partner to immediately implement corrective measures or issue notice to Contractor/Partner Agency to implement corrective measures on noted defects. Implementing Partner shall be advised to monitor Contractor's/Partner Agency's corrective actions.
  - b. Inconsistency between the reported and actual work accomplished, DILG-PD and/or PDMU shall advise the Implementing Partner to conduct a joint inspection within three (3) days to resolve inconsistencies
  - c. Any delay in subproject implementation, DILG-PD or PDMU shall advise the Implementing Partner to submit catch-up plan to complete the works within the approved implementation period, or issue Warning Letter to the Contractor/Partner Agency and require immediate submission of catch-up plan to complete the works within the approved contract period.
- 6.9.2.5 Poor quality of works - The PDMU shall check the results of QC tests conducted by the Implementing Partner or Contractor/Partner Agency, among others.
- 6.9.2.6 Annex S shows the list of minimum QC tests that should be conducted by the Implementing Partner or Contractor/Partner Agency per type of subproject. The DILG-ROs shall conduct separate QC tests, if necessary, to validate quality of the subproject.
- 6.9.2.7 In case there is a reported stoppage of work for unknown reasons or the Contractor has abandoned the subproject, the DILG-RO, through the PDMU, DILG-C/PD and/or C/MLGOO, shall advise the Implementing Partner to immediately assess/evaluate the situation and recommend appropriate action.
- 6.9.2.8 The DILG-RO, through the PDMU, DILG-C/PD and/or C/MLGOO shall closely monitor the subproject and advise the Implementing Partner to:
- a. Before the subproject reaches 95%,:
    - i. Join the inspection for Punch listing of the subproject implemented by Contract or in partnership with other agency
    - ii. Organize and conduct inspection for subproject implemented by Administration.
  - b. Before the subproject reaches 100% physical accomplishment:
    - i. Join the final inspection for subproject implemented by Contract or in partnership with other agency
    - ii. Organize and conduct final inspection for subproject implemented by Administration.
  - c. Advise Implementing Partner to request COA for final inspection.
- 6.9.3 All subprojects shall be completed within the approved contract duration. In case the Implementing Partner cannot comply with this provision, DILG-RO shall advise, notify and require the concerned Implementing Partner to explain the reason for its non-compliance. If after validation and evaluation, the reason is found unacceptable, or after due course, the Implementing Partner has no action, the DILG-RO shall recommend to DILG Central Office the transfer of the LGU Budget Allocation to other eligible LGU within the Region in need of water supply and with good record in implementing subprojects.

## **6.10 Adherence to National Government Standards and Policies**

- 6.10.1 The Implementing Partner shall abide by the standards and policies set by the National Government, which are applicable to all phases of subproject preparation and implementation.
- 6.10.2 The DILG-RO shall ensure that these standards and policies are considered during appraisal and are being observed during actual implementation by the Implementing Partner.
- 6.10.3 **Adherence of the Implementing Partner to existing national standards/guidelines, laws and policies, which include, but is not limited, to the following:**
- a. Buildings and other vertical structures per the CY2005 Revised Edition of the RIRR of the National Building Code (PD 1096), and Volume 1, 6th Edition of the National Structural Code of the Philippines published CY2010 by the Association of Structural Engineers of the Philippines
  - b. Vol. II, Standard Specifications for Public Works and Highways (2004 Edition)
  - c. "No-build" zone in accordance with FY2016 GAA
  - d. Philippine National Standard for Drinking Water pursuant to DO Administrative Order (AO) 2007-0012
  - e. Rainwater Collection Facilities pursuant to RA 6716
  - f. Code on Sanitation of the Philippines pursuant to Presidential Decree (PD) 856
  - g. Clean Water Act of 2014 pursuant to RA 9275
- 6.10.4 Infrastructure subprojects shall provide architectural and structural features, design, or facilities that will reasonably enhance mobility, safety, and welfare of persons with disability pursuant to Batas Pambansa (BP) 344 and RA 7277.
- 6.10.5 Infrastructure subprojects shall integrate energy-saving solutions in planning and implementation to mitigate the effect of climate change pursuant to RA 9729.

## **6.11 Fund Administration**

In general, all prevailing COA rules and regulations shall be followed:

### **6.11.1 Fund Utilization**

#### **6.11.1.1 The DILG Fund shall:**

- a. Be used exclusively to finance for the following:
  - i. Construction/implementation of subprojects reflected in the signed MOA.
  - ii. Preparation of the DED, but it shall not be more than 6% of the subproject allocation based on the following conditions:
    - If the Implementing Partner is not the Proponent LGU
    - If the implementing Partner is the Proponent LGU, for construction of new subprojects costing above Php 1 Million.
- b. Not be used to finance administrative costs (e.g. office supplies, local travelling expenses, communication, honoraria, meetings and consultations, salaries, and any other related monitoring and construction supervision expenses) of Implementing Partner/Proponent LGU personnel overseeing and supervising the subproject implementation. Such expenses shall be borne by the Implementing Partner as LGU-counterpart fund.

Return any unexpended balances to the DILG-ROs of DILG Fund within six (6) months after subproject completion.

6.11.1.2 The Cash and/or in-kind counterpart of the Proponent LGU/Implementing Partner shall be used for the following:

**a. Proponent LGU**

- i. The subproject cost in excess of the DILG Fund allocation (in cash) which shall be used exclusively for construction/implementation of the subproject and shall be deposited/transferred in the Implementing Partner's Trust Account used in the subproject implementation.
- ii. Preparatory activities (Feasibility Study/Subprojects Proposal preparation, survey/validation, social preparation activities, cost/fees for permits, tests, and etc.) including hiring of technical staff for the preparation of Feasibility Study
- iii. Conduct of Geo-resistivity for new construction of water supply facility with underground water source.
- iv. Administrative cost for the implementation/supervision and evaluation of subproject including attendance to meetings and trainings (e.g. office supplies, local travelling expenses, communication, honoraria, meetings and consultations, salaries, and any other related construction supervision expenses)
- v. Appropriate at least 1% of the subproject allocation for sanitation related activities such as behavioral change communication, barangay consultation on water, sanitation and hygiene and Community Led Total Sanitation (CLTS).

**b. Implementing Partner**

- i. Preparation of TD/DED including hiring of technical staff in the preparation of TD/DED for subprojects not to be financed by the DILG Fund
- ii. Construction Supervision including hiring of additional engineer
- iii. Administrative cost for the implementation/supervision and evaluation of subproject including attendance to meetings and trainings (e.g. office supplies, local travelling expenses, communication, honoraria, meetings and consultations, salaries, and any other related construction supervision expenses)

**6.11.2 Mechanics for SALINTUBIG-DILG Fund Management**

**6.11.2.1 DBM to DILG-RO**

- a. Based on the comprehensive release of the SALINTUBIG Funds by DBM to the DILG-ROs, the DILG-RO shall book up the SALINTUBIG-Funds in the regular account under Fund 101.
- b. The DILG-RO shall immediately obligate the whole amount allotted for the subproject after MOA signing as stipulated in **Section 6.4.3**.
- c. Based on the release of Notice of Cash Allocation (NCA) by DBM to DILG-RO, DILG-RO shall book up the Notice of Cash Allocation (NCA) as "Subsidy from National Government - 4-03-01-0101"
- d. As a general rule, any unobligated allotment will automatically be reverted to the General Fund at the end of the appropriation validity period. In the case of FY2016 budget, the appropriation is valid until December 2017.



#### 6.11.2.2 DILG-RO to CMs and Provinces as Implementing Partners

- a. DILG shall issue CAF to the Implementing Partner equivalent to the DILG Fund allocation for the subproject as reflected in the MOA.
- b. DILG shall transfer the DILG Fund to the Implementing Partner by issuing Authority to Debit Account (ADA) authorizing the government servicing bank to transfer fund to the Trust Account of the Implementing Partner. Thereafter, a Notice of Authority to Debit Account shall be issued to the Implementing Partner. However, the DILG-RO may opt to issue check in the name of the Implementing Partner instead of ADA. DILG-RO shall book up the cash transfer as "Due from LGUs - 1-03-030030". The DILG-RO concerned shall maintain a subsidiary ledger of the fund transfer pertaining to the subproject/s.
- c. The Implementing Partner shall take up the transferred funds as "Due to NGAs". The Implementing Partner shall maintain a separate subsidiary ledger to facilitate tracking of fund receipt, utilization and liquidation.
- d. Fund releases to Implementing Partner shall be made in the following tranches upon submission of required documents mentioned in **Annex T**.
  - **100% of the Subproject Allocation** shall be released upon MOA signing for subproject costing Php 3 Million and below
  - Two (2) tranches for subproject costing above Php 3 Million as follows:
    - ✓ **1<sup>st</sup> Tranche - 80% of the Subproject Allocation** upon MOA signing
    - ✓ **2<sup>nd</sup> Tranche - 20% of the Subproject Allocation** or the approved Contract Cost less the first tranche, but not more than the remaining balance of the Subproject Allocation shall be released upon **20% liquidation** of the 1<sup>st</sup> tranche and LGU cash counterpart fund (if any) mentioned in **Section 6.11.1.2.a.i** and **50% physical accomplishment**
- e. For subprojects that will be implemented by other agencies such as the AFP Engineering Brigade and other Implementing Partner, the concerned DILG-RO shall transfer the fund to these entities, based on the agreed and approved Implementation Schedule and signed MOA. These entities shall have a Trust Account (existing or new) for this purpose. The DILG-RO shall likewise enter into a MOA with these agencies.
- f. Requests for the release of funds shall be submitted to the concerned DILG-RO with the required supporting documents as mentioned in **Annex T**
- g. The DILG-RO shall review the submitted documents and conduct field inspection to validate the claimed physical accomplishment prior to the release of funds.
- h. DILG-RO shall release the funds within **seven (7) working days** upon satisfactory compliance of the requirements in accordance to **Section 6.11.2.2.f**.
- i. DILG-ROs are authorized to act on, sign and/or approve contracts, disbursement vouchers, checks, liquidation reports and all other related documents pertaining to the implementation of the DILG Projects with amounts equivalent to the approved subproject costs stipulated in the MOAs with the Implementing Partners, subject to the usual accounting and auditing rules and regulations.

- j. The DILG-RO shall inform in writing the concerned Regional and Local Resident Auditors that the funds has been released to the Implementing Partner, immediately after the release of funds.

Note: The Proponent LGU shall deposit the Cash Counterpart Fund in the Implementing Partner's Trust Account before the issuance of the NTP and before the start of subproject implementation and the DILG Fund first tranche shall be 20% disbursed before the release of the last tranche.

### 6.11.3 Reporting and Liquidation

#### 6.11.3.1 Liquidation of Fund Transfers

- a. The Implementing Partner shall liquidate the funds by submitting to the DILG-RO, either in print or by way of electronic documents, the duly signed Report of Disbursement (ROD)/Liquidation (**See Annex U**).
- b. The ROD submitted by the Implementing Partners shall be duly signed by the concerned Accountant and approved by the LCE/Head of Agency and duly received by the Local COA Auditor shall be taken up by the DILG-RO as liquidation subject to the post-audit of the Local COA Auditor. This shall also serve as the basis for the subsequent fund release to Implementing Partner.
- c. The Implementing Partner shall submit to DILG-RO the Report of Disbursement (ROD)/Liquidation, if necessary, including copies of the supporting documents as evidence of the actual utilization of funds, within 10 days after the end of each month.
- d. Within fifteen (15) calendar days after the end of each month, the DILG-RO shall submit to DILG Finance and Management Service (FMS) – Accounting Division, copy furnished OPDS, the Regional Consolidated Report on Fund Utilization and Liquidation. (**See Annex V**)
- e. The DILG-RO or any authorized representative may conduct spot checks of the fund utilization, proper recording of book of accounts, and overall financial management of the Implementing Partner.
- f. All fund transfers shall be liquidated within six (6) months after the completion of each subproject. Unexpended balance shall be returned to DILG-RO within the prescribed six-month period. The Implementing Partner shall submit to the DILG-RO the Consolidated Report showing all fund receipts and actual disbursements based on the monthly submitted ROD as mentioned in **Section 6.11.3.1.b**.
- g. In case of non-submission, DILG-RO shall notify in writing the Implementing Partners on the need to submit the required liquidation reports.

#### 6.11.3.2 Liquidation of Regional Operational Fund

Every 10th day after the end of each month, the DILG-RO shall submit to DILG Finance and Management Service (FMS) – Accounting Division, copy furnish OPDS, the ROD on the utilization of the sub-allotment for operational expenses. The subsequent sub-allotment shall only be released upon submission of the liquidation report showing that at least 50% of the released amount have been disbursed.

### 6.11.4 Illustrative Accounting Code of Entries for the DILG Fund Transfer

- 6.11.4.1 **Annex W** is the matrix/table of illustrative accounting entries for Regional Office and LGUs in their respective books of accounts, showing entries from the issuance of Notice of Cash Allocation (NCA) to the transfer of assets by DILG-RO to LGUs.

## 6.12 Implementation Arrangement

### 6.12.1 Project Management Office (PMO)

**Project Management Office (PMO)** lodged in the DILG Central Office under the **Office of Project Development Services (OPDS)** which shall be responsible for the overall-project management, in close coordination with other line agencies involved in the implementation of the SALINTUBIG Projects. Specifically, the PMO shall be responsible for the following:

- 6.12.1.1 Formulation/Updating of Operational Guidelines and Strategies for effective implementation
- 6.12.1.2 Over-all physical and financial planning
- 6.12.1.3 Over-all fund management
- 6.12.1.4 Development monitoring and evaluation systems
- 6.12.1.5 Development and maintenance of databases for the DILG Fund Projects
- 6.12.1.6 Preparation and submission of consolidated weekly, monthly, quarterly, annual and other regular reports to the DILG Management and other partner agencies either in print or by electronic copy.
- 6.12.1.7 Provision of advisory and technical assistance to DILG Field Offices and Implementing Partners in the development, implementation, operation, and management of big ticket and critical subprojects.
- 6.12.1.8 Conduct risk assessment to determine critical subprojects.
- 6.12.1.9 Close monitoring of big ticket and critical subprojects.
- 6.12.1.10 Development and implementation of the following capacity development programs for the Implementing Partners, WATSAN Councils/Teams, Water Service Providers, and including day care centers and schools without access to potable water:
  - 1) Pre-implementation Phase
    - i. Program Orientation and Feasibility Study (FS) Preparation
    - ii. Water Supply and Sanitation Sector Plan (MW4SP) Preparation
    - iii. Detailed Engineering Design (DED) Preparation and Procurement
  - 2) Implementation Phase
    - iv. Construction Supervision and Fund Management
    - v. Human Rights-Based Local WATSAN Governance (HRBLWG) and Strategic Communication
    - vi. Community Organizing and Skills Enhancement Using Rights-Based Approach
  - 3) Sustainability Phase
    - vii. Operations and Maintenance (O&M)
      - LGU-Managed Water Supply Project
      - BWASA-Managed Water Supply Project
    - viii. Ring-fencing and Business Planning for LGU-managed Water Supply Project
    - ix. Performance Benchmarking
    - x. Water Safety Plan (WSP) Preparation
- 6.12.1.11 Conduct of regular consultations/dialogues with DILG-ROs and LGUs

### 6.12.2 DILG Regional Offices (DILG-RO)

The **DILG Regional Offices (DILG-RO)** shall take the lead and be responsible for the efficient and effective implementation of the DILG Fund Project at the local level, and shall take appropriate measures to ensure that the DILG Funds transferred to Implementing Partners are used for the intended purpose.

6.12.2.1 The **DILG Regional Director (DILG-RD)** shall:

- a. Organize PTWGs in all participating provinces to review and approve proposals and Technical Designs for subprojects amounting to **Php 1 Million and below**

- b. On behalf of the DILG, enter into a MOA with the Implementing Partners for the implementation and release of funds for the subprojects
- c. Enter into a Partnership Agreement with service providers for the DED preparation
- d. Approve/disapprove subproject proposals and DED for subprojects **above Php 1 Million**
- e. Sign and/or approve contracts, disbursement vouchers, checks, liquidation reports and other documents related to subproject implementation

**6.12.2.2 The DILG Regional Offices (DILG-RO), thru the Project Development and Management Units (PDMUs), shall take the lead and be responsible for the efficient and effective implementation of the DILG Fund Project at the local level. The PDMUs shall be responsible for the following:**

- a. Conduct regional fund management, which includes among others, review of documents submitted by the Proponent LGU/Implementing Partners prior to release of funds, and verifying satisfactory compliance of requirements;
- b. Conduct regional physical and financial planning;
- c. Review, assess, and validate the proposed subprojects;
- d. Conduct eligibility assessment of Proponent LGUs;
- e. Review, evaluate, and recommend approval of subproject proposals and DED;
- f. Implement subprojects, as necessary;
- g. Provide advisory and technical assistance to DILG Provincial/Municipal Offices and Implementing Partners, in the development, implementation, operation and management of subprojects;
- h. Ensure the compliance to requirements of Proponent LGUs/Implementing Partners;
- i. Assist in the conduct of capacity development assistance to Implementing Partners;
- j. Provide support to the Provincial and Municipal Offices in the monitoring and evaluation for subprojects costing Php 1 Million and below;
- k. Prepare and submit timely Physical and Financial Accomplishments of all SALINTUBIG subprojects to DILG Central Office thru FMS and OPDS;
- l. Prepare regular alert status reports that will provide the management advance information on what is happening on the ground that will guide in addressing possible bottleneck;
- m. Conduct regular consultations/dialogues with LGUs and other stakeholders;
- n. Recommend cancellation of non-moving subprojects and transfer of the LGU Budget Allocation to other eligible LGU within the Region in need of water supply and with good record in implementing subprojects.; and
- o. Conduct separate QC tests, as necessary.

**6.12.3 DILG Provincial/City/Municipal Offices**

The DILG-C/PD and C/MLGOOs shall assist the DILG-RO in overseeing the implementation of the DILG Fund Project at the local level. The DILG-C/PD or his/her duly designated representative shall act as the Person in the Province/City. The C/MLGOOs shall serve as the SALINTUBIG-Focal Person in the municipality. The DILG-PD shall be responsible for the following:

**6.12.3.1 Convene the PTWG for the review and approval of the submitted subproject proposals**

**6.12.3.2 Assist in the conduct of the capacity development activities at the provincial/city/municipal level**



- 6.12.3.3 Brief the Proponent LGUs and Implementing Partners of the DILG Fund Project Guidelines and Timelines
- 6.12.3.4 Monitor and provide timely reports/feedback to the DILG-RO on the progress of activities in all phases of subproject implementation to include but not limited to the following:
  - a. Status of the preparation of subproject proposals, DED/Technical Design and other supporting documents
  - b. Progress of the preparation of Bidding Documents
  - c. Issuance of the SB Resolution authorizing the Mayor to sign the MOA
  - d. Status of Procurement
  - e. Status of Subproject Implementation
- 6.12.3.5 Review the completeness of the relevant documents submitted by the Implementing Partners
- 6.12.3.6 Facilitate the finalization of documents required in MOA signing.
- 6.12.3.7 Provide feedback whether Implementing Partner has issued CAF to BAC as a requirement to commence with the procurement process.
- 6.12.3.8 Monitor and provide advice during the bidding process.
- 6.12.3.9 Attend during the Bid Opening, if necessary.
- 6.12.3.10 Ensure timely submission of accomplishment reports (including pictures) and upon subproject completion, attest to the existence of the subproject.
- 6.12.3.11 Ensure that Implementing Partner install and regularly update the Subproject Community Billboard in compliance with the COA issuance No. 2013-004 dated January 30, 2013 and other relevant guidelines
- 6.12.3.12 Participate in the conduct of punch listing and final inspection and submit report to DILG-RO within two (2) days after inspection
- 6.12.3.13 Ensure that the DILG Funds are utilized for the intended purpose
- 6.12.3.14 Assist in the conduct of spot checking on the book of accounts and ledgers of the Implementing Partners

#### **6.12.4 The Provincial Technical Working Group (PTWG)**

The **Provincial Technical Working Group (PTWG)** shall be chaired by the DILG-PD with City Director, Cluster Heads or C/MLGOOs as members. Representatives from the Provincial Government, preferably from the **Provincial Engineering Office (PEO)** and **Provincial Planning and Development Office (PPDO)**, are to assist in the review of subproject proposals. The PTWG shall:

- 6.12.4.1 Review, evaluate, and approve/disapprove subproject proposals and technical documents costing **Php 1 Million** and below
- 6.12.4.2 Conduct site visits and field validation to further assess the feasibility of the proposed subproject
- 6.12.4.3 Prepare consolidated evaluation report for submission to the DILG-RD.
- 6.12.4.4 Recommend cancellation of non-moving subprojects and blacklisting of non-performing Proponent LGUs/Implementing Partner to DILG-RD.

#### **6.12.5 Proponent LGU/Implementing Partner**

Assessment of the eligibility of the **Proponent LGU** as the **Implementing Partner** shall be in accordance with **Section 6.2** of this Guideline and shall be further validated during Subproject Review Process. The **Implementing Partner** may be the

Provincial Government or the City/Municipal Government or any other entity that may be designated by the DILG-RD.

**6.12.5.1 The Proponent LGU shall:**

- a. Prepare subproject proposal/s
- b. Provide counterpart funds, as necessary
- c. Adhere to existing national standards/guidelines, laws and policies stipulated in **Section 6.10**, among others
- d. If not the Implementing Partner, enter into a MOA with DILG and Implementing Partner
- e. If not the Implementing Partner, jointly monitor the implementation of subproject with the Implementing Partner
- f. Commit to provide annual operations and maintenance funds through a SB Resolution
- g. Identify appropriate institution to manage, operate and maintain the subproject

**6.12.5.2 The Implementing Partner shall:**

- a. Enter into a MOA/Tripartite MOA, whichever is applicable, with the DILG and/or Proponent LGU for the implementation of subproject
- b. Maintain a Trust Account for the transfer of funds
- c. Designate a focal person/appropriate focal unit/department in the organization which will manage and coordinate the implementation of subproject/s, including financial transactions
- d. Designate a full time Project Engineer/Supervisor to oversee the physical implementation of the subprojects to ensure that it is in accordance with the plans and specifications
- e. Adhere to existing national standards/guidelines, laws and policies stipulated in **Section 6.10**, among others
- f. Adhere to the provisions of RA 9184 and its RIRR
- g. Ensure that subproject is implemented in accordance with the approved schedule, within the approved budget and in accordance with acceptable standards
- h. Submit monthly financial and physical accomplishment reports DILG-RO.
- i. Submit a timely report of all DILG Fund Project that it has implemented, either in print or by electronic copy to DILG-RO.
- j. Liquidation of the DILG Fund on time.
- k. Return to DILG-RO any of the unexpended balance of the DILG Fund.

**6.13 Monitoring and Evaluation**

**6.13.1 Progress Monitoring**

**6.13.1.1 DILG-PMO**

- a. Conduct SALINTUBIG Project risk assessment and site visits for big ticket and critical subprojects and spot checks in all phases of subproject implementation, whenever necessary.
- b. Shall submit a consolidated quarterly monitoring report to DBM thru the DILG-Planning Service and FMS.
- c. Conduct Quarterly SALINTUBIG Project Implementation Reviews.

**6.13.1.2 DILG Field Offices**

DILG-ROs shall take the lead in the progress monitoring of all SALINTUBIG subprojects funded by DILG.

- a. Progress monitoring shall be conducted by the DILG Regional/Provincial/ City/Municipal Offices and shall cover, but not limited to the following:

- i. physical status and accomplishment;
  - ii. financial status to include utilization/disbursement rates;
  - iii. problems encountered and recommended solutions; and
  - iv. risk analysis.
- b. Monitoring and reporting of progress of subproject implementation will be done weekly, monthly and quarterly using Monitoring and Evaluation (M&E) forms prescribed by DILG PMO
  - c. Regularly update the Programs/Projects Monitoring System (PPMS) - <http://ppms.dilg.gov.ph/projectsmapv3/mapproject3.php>

6.13.1.3 Alert Mechanisms shall be established to ensure timely resolution of issues that may arise before, during and after subproject implementation.

#### 6.13.2 Transparency and Accountability Mechanisms

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

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

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

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

6.13.2.3 Implementing Partner shall also post in their respective websites within thirty (30) calendars days from the issuance of subproject completion the following:

- a. Detailed actual cost of the subproject; and
- b. Variation orders, if any.

6.13.2.4 DILG-PMO and DILG-ROs shall post the subproject implementation status on their respective websites. Full disclosure of subproject information and status of implementation is encouraged through tri-media.

#### 6.13.3 Project Evaluation

Data on specific social and economic indicators shall be regularly collected in SALINTUBIG project sites to aid in outcome evaluation. A separate guideline will be issued for the detailed SALINTUBIG Project evaluation system/procedure.

#### 6.13.4 Information Dissemination and Institutional Learning

The PMO and DILG-ROs 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 be fed into planning and programming to facilitate institutional learning.

## 6.14 Penalties and Sanctions

The DILG Regional Director is authorized to:

### 6.14.1 Terminate/cancel the implementation of the subproject in the following instances:

- 6.14.1.1 Implementing Partner's/Implementing LGU's non-compliance to subproject processes, standards and requirements;
- 6.14.1.2 Corruption and fraudulent practices;
- 6.14.1.3 When situations/circumstances would make it improbable for the subproject to continue to be carried out; and
- 6.14.1.4 Upon request of the Implementing Partner.

In case the subproject is partially or fully cancelled due to the fault of the Implementing Partner, the Implementing Partner shall be obliged to return the spent amount and unexpended balance of the released portion of the funds or the pertinent portion related to the cancelled component of the subproject, whichever applies without prejudice to Section 6.14.3 hereof.

### 6.14.2 Suspend/withhold the release of the final tranche if any of the following occurs:

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

Implementing Partner will be given a period of **one (1) 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.

### 6.14.3 File the appropriate civil, criminal and/or administrative case against the concerned local public official/s for acts or omissions in relation to the performance of their duties under this Memorandum Circular.

## 7.0 REFERENCES

- RA 9184
- RA 10717 (GAA FY2016)
- RA 6685 dated 12 December 1988
- COA Circular
- Buildings and other vertical structures per the CY2005 Revised Edition of the RIRR of the National Building Code (PD 1096), and Volume 1, 6th Edition of the National Structural Code of the Philippines published CY2010 by the Association of Structural Engineers of the Philippines
- Vol. II, Standard Specifications for Public Works and Highways (2004 Edition)
- Tourism facilities per Department of Tourism (DOT) guidelines
- "No-build" zone in accordance with FY2015 GAA
- Philippine National Standard for Drinking Water pursuant to Department of Health (DOH) Administrative Order (AO) 2007-0012
- Rainwater Collection Facilities pursuant to RA 6716
- Code on Sanitation of the Philippines pursuant to Presidential Decree (PD) 856
- Clean Water Act of 2014 pursuant to RA 9275



## 8.0 ANNEXES

- Annex A** - Pro-forma Eligibility Advice
- Annex B** - Simplified Feasibility Study (SFS) Format
- Annex C** - Pro-Forma Letter Request
- Annex D** - Pro-Forma Subproject Implementation Schedule
- Annex E** - Checklist for Documentary Requirements for Submission of SFS
- Annex F** - Checklist for Documentary Requirements for DILG-RO Review/Approval
- Annex G** - Pro-Forma Memorandum of Agreement (MOA) between DILG and LGU
- Annex H** - Tripartite Memorandum of Agreement (MOA)
- Annex I** - Pro-forma Certificate of Availability of Funds (CAF)
- Annex J** - Checklist for Documentary Requirements for Release of CAF and Fund
- Annex K** - Checklist for Documentary Requirements for Submission of Technical Specification/Design
- Annex L** - Checklist for Documentary Requirements for Submission of DED
- Annex M** - Checklist for Documentary Requirements for DED Approval
- Annex N** - Procurement Timelines
- Annex O** - Preconstruction Conference Agenda
- Annex P** - Labor Force Report
- Annex Q** - Statement of Work Accomplished
- Annex R** - Pro-forma Subproject Completion Report (SPCR)
- Annex S** - Minimum Requirements for Quality Control Tests
- Annex T** - Summary of Documentary Requirements
- Annex U** - Pro-forma Report of Disbursement/Liquidation (ROD)
- Annex V** - Pro-forma Consolidated Report of Disbursement (CROD)
- Annex W** - Illustrative Accounting Code of Entries for Fund Transfer

## 9.0 INQUIRIES/APPEALS AND ESCALATION

The Water Supply and Sanitation-Project Monitoring Office (WSS-PMO) of the Office of Project Development Services (OPDS) is responsible for drafting/formulating/issuing the policy. Inquiries or complaints concerning this document should be directed/addressed to OPDS through the WSS-PMO on any of the following: Tel. No. (02)-928-5854, email address at dilgwsspmo@gmail.com or mailing address at DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City for appropriate action.

## 10.0 EFFECTIVITY

This policy shall take effect immediately.

  
**MEL SENEN S. SARMIENTO**  
Secretary 



**APPENDIX 1  
ACRONYMS AND ABBREVIATIONS**

AFP	Armed Forces of the Philippines
AIP	Annual Investment Plan
AO	Administrative Order
BAC	Bids and Awards Committee
BP	Batas Pambansa
BTr	Bureau of Treasury
CAF	Certificate of Availability of Funds
CLTS	Community Led Total Sanitation
COA	Commission on Audit
CSO	Civil Society Organization
DBM	Department of Budget and Management
DED	Detailed Engineering Design
DILG	Department of the Interior and Local Government
DILG-PD	Department of the Interior and Local Government Provincial Director
DILG-PO	Department of the Interior and Local Government Provincial Office
DILG-RD	Department of the Interior and Local Government Regional Director
DILG-RO	Department of the Interior and Local Government Regional Office
DOH	Department of Health
DOLE	Department of Labor and Employment
DOT	Department of Tourism
ECC	Environmental Compliance Certificate
EO	Executive Order
FMS	Finance and Management Service
FY	Fiscal Year
GAA	General Appropriations Act
GFH	Good Financial Housekeeping
IP	Indigenous People
IRR	Implementing Rules and Regulations
ITB	Invitation to Bid
LCE	Local Chief Executive
LGUs	Local Government Units
LWUA	Local Water Utilities Administration
M&E	Monitoring and Evaluation
MC	Memorandum Circular
MGB	Mines and Geoscience Bureau
MLGOOs	Municipal Local Government Operation Officers
MOA	Memorandum of Agreement
NAPC	National Anti-Poverty Commission
NCA	Notice of Cash Allocation
NCIP	National Commission on Indigenous People
NG	National Government
NGAs	National Government Agencies
NGO	Non-government organization
NTP	Notice to Proceed
NWRB	National Water Resources Board
OCM	Overhead Contingencies and Miscellaneous
OPDS	Office of Project Development Services
P/CD	Provincial or City Directors
PCAB	Philippine Contractors' Accreditation Board
PCCP	Portland Cement Concrete Pavement
PD	Presidential Decree
PDMU	Project Development Management Unit
PEO	Provincial Engineering Office
PFP	Program Financial Plan
PMO	Project Management Office
POs	People's Organization
POW	Program of Works
PPDO	Provincial Planning and Development Office

PTWG	Provincial Technical Working Group
QC	Quality Control
RA	Republic Act
ROD	Report of Disbursement
SB	Sangguniang Bayan
SFS	Simplified Feasibility Study
SGLG	Seal of Good Local Governance
SP	Subproject Proposal
SPCR	Subproject Completion Report
SWA	Statement of Work Accomplished

# **ANNEXES**

Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Regional Office ( )  
(Insert Address)  
(Insert Contact Numbers)  
(Insert email address)

DATE

**NAME OF LOCAL CHIEF EXECUTIVE**

Municipal Mayor  
Address

Dear Mayor:

This is to inform you that your Municipality/Province has been found (eligible/ ineligible) to implement your project under the Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG) Program FY 2016.

Upon receipt of this letter, you are expected to take the necessary actions/steps stipulated in the Guidelines following this advice.

Sincerely,

**SIGNATORY**  
Regional Director

## SIMPLIFIED FEASIBILITY STUDY FORMAT

### I. Description

#### A. Project Title

Indicate Project Title  
(For infrastructure projects, specify if the project is New Construction, Rehabilitation or Upgrading of an existing facility.)

#### B. Project Location

Provide data on the location of the project including Congressional District of the City/Municipality (CM).

#### C. Brief Summary of the Project

- Indicate the development concerns that the project wishes to address and cite existing indicators to describe the development situation.
- Elaborate on the potential impact of the project on the locality and/or community.
- Enumerate indicators that will demonstrate the current conditions being addressed.
- Discuss if the project is complementary to other projects (i.e. CCT, PAMANA and Focus LGUs).

#### D. Project Goals and Objectives

Describe project goals (what you hope to achieve) and objectives (in measurable terms). State how the specific program/project/activity contributes to the improvement of the target beneficiaries

#### E. Total Project Cost

Indicate the Total Project Cost in Pesos and the percentage of contribution/counterpart of the proponent (if any)

Line Items	City/Municipality Counterpart	Other Partners Support	Nat'l. Gov't. Subsidy	Total
Total				
% share				

#### F. Target Beneficiaries

Identify the direct and indirect beneficiaries of the project, and the potential project benefits that might accrue to them.

#### G. Project Partners

- Describe other partners in the project, CSO participation, their roles and commitments, if any.
- Describe other sources of funding for the project including other support received relevant to this proposal.

**H. Technical Evaluation (for Infra Projects)**

**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
- 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

**II. Project Components and Implementation Schedule**

- Identify and describe the major components and activities to be carried out in the implementation of the project. The plan should be presented by task with the responsible parties which shall carry out the tasks.
- Include a time table of activities showing when each task will be completed. This should be presented in a table format and cover all months or quarters of the project implementation.

**III. Work and Financial Plan**

Include detailed financial schedules of the proposed project

**IV. Project Management**

Name the key officers and personnel that will be directly accountable for the project. Describe the on and post-project management scheme, internal monitoring and evaluation procedures.

**V. Project Sustainability**

- Demonstrate how the benefits/returns of the project can be greater than the costs
- Describe how the project will be sustained after the assistance in terms of policy, user's fees and charges and related ordinances; office/unit responsible for the operation and maintenance.

Prepared by:

Signature above Printed Name  
LGU/PO/NGO \_\_\_\_\_

Endorsed by:

Signature above Printed Name  
LGU/PO/NGO \_\_\_\_\_



**SIMPLIFIED FEASIBILITY STUDY FORMAT**  
**Provision of Potable Water Supply Project**

<b>Sagana at Ligtas na Tubig sa Lahat</b>						<b>Form 1</b>	
A Program funded by the GAA Provision for Potable Water Supply							
Name of Project :						<b>DESIGN CRITERIA</b>	
0							
a. Design Period (years)	b. Population Growth Rate (annual)	c. Population at the start of the Project		d. Population at Design Year	e. Ave. No. of People per Household		
0	0.00%	0		0	0		
f. Per Capita Water consumption (lpcd)	g. NRW (%)	h. Average Daily Demand		i. Maximum Daily Demand		j. Max. Hourly Demand (PHD)	
Level		lpcd	lps	lpcd	lps	lph	lps
2	0	0	0.00	0	0.00	0	0.00
k. Pumping Hours per Day		l. Pumping Rate		m. Storage Capacity		n. System Pressure (meters)	
0		lpcd	lps	liters	cu m	0	
		#DIV/0!		0	0		
o. Households Served Per Faucet		At Start of Operations			At Design Year		
12		p. No. of HH	q. No. of Public Faucets	r. No. of HH	s. No. of Public Faucets		
		#DIV/0!		#DIV/0!	#DIV/0!		
<b>Formulas</b>							
<p>d = Population at Start of Project x (1 + Population Growth Rate) ^ Design Period</p> <p>h = Population at Design Year x Per Capita Water Consumption / (1-NRW)</p> <p>i = Average Daily Demand x 1.3</p> <p>j = Average Daily Demand x 2.0 / 24</p> <p>l = Maximum Daily Demand / Pumping Hours per Day</p> <p>m = Average Daily Demand / 4</p> <p>p = Population At Start of Operations / Average Persons Per Household</p> <p>q = Number of Households at Start of Operations / Households Served Per Faucet</p> <p>r = Population At Design Year / Average Persons Per Household</p> <p>s = Number of Households at Design Year / Households Served Per Faucet</p>							
<b>Technical Data on Proposed Facility</b>							
Water Supply Source				Type of System			
<input type="checkbox"/> Spring <input checked="" type="checkbox"/> Well <input type="checkbox"/> Surface Water				<input type="checkbox"/> Gravity <input checked="" type="checkbox"/> Pumped			
<b>Description of Water Sources (Add more rows for the description if there is more than one source.)</b>							
<b>For Wells</b>							
Casing Diameter (mm/inches)	Well Depth (meters)	Water Level of Well (meters below ground)	Well Capacity or Yield (lps) : 2.00 Lps				
sdsc	xzc	Xc	Method of Measurement : <input checked="" type="checkbox"/> Volumetric <input checked="" type="checkbox"/> Flotation <input checked="" type="checkbox"/> Flow Meter				
			<input checked="" type="checkbox"/> Others (specify) #DIV/0!				
Please attach computation / photographs during capacity measurement							
<b>For Springs/Surface Water</b>							
Elevation Difference from source to service area (m)	Distance from Service Area (km)	Capacity or Yield (lps) :					
		Method of Measurement : <input checked="" type="checkbox"/> Volumetric <input checked="" type="checkbox"/> Flotation <input checked="" type="checkbox"/> Flow Meter					
		<input checked="" type="checkbox"/> Others (specify) #DIV/0!					
Please attach computation / photographs during capacity measurement							
Pump Horsepower Required (hp)	Pumping Time (Hours per Day)	Pump Design		Average Daily Demand (cu. m.)	Storage Tank Capacity (cu.m.) 25% of ADD		
0.00	0	Capacity (lps)	Head (m)	0	0		
		#DIV/0!		0	0		
Pipeline Required					Storage Tank Overflow Elevation (m.)		
Pipe Material		Diameter (mm)		Length (m.)			
Transmission (based on service area)							
Distribution (based on service area)						Proposed No. of Faucets	
						#DIV/0!	



<b>Sagana at Ligtas na Tubig sa Lahat</b>		<b>Form 2</b> (page1)
A Program funded by the GAA Provision for Potable Water Supply		
Name of Project  0		<b>Socio-economic, Technical and Financial Information</b>
<i>Data for the responses of this survey may be taken from well-informed primary or secondary sources preferably from technical persons within the municipal LGU.</i>		
<b>A. LOCATION</b>		
Barangay  0.00	Municipality  0	Province  0
Region  0		
<b>B. GENERAL INFORMATION (Barangay/s)</b>		
Population (per barangay)	Number of Households (per barangay)	Distance from Poblacion (km, per barangay)
Availability of Electricity  <input checked="" type="checkbox"/> Available <input checked="" type="checkbox"/> Not Available	Power Cost per kwh (per barangay)	Distance from Main Electric Line (km, per barangay)
Availability of Public Transportation  <input checked="" type="checkbox"/> Available <input checked="" type="checkbox"/> Not Available	If Transportation is Available, Types	Average Monthly Income / HH (P)
Main Livelihood of Residents (as % of Population)		
Farming	%	Fishing
		%
		Services
		Entrepreneur/Own Business
		Sector
		%
		Business Type
		%
Employed		
Private	%	Govt
		%
<b>C. HEALTH INFORMATION</b>		
Number of Water-Related Disease Cases Last Year		
Diarrheal Diseases	Skin Diseases	Cholera
		Hepatitis A
		Others
Number of Households with Sanitary Toilets		
Flush	Pour Flush	Ventilated Improved Pit
Number of Households with Insanitary Toilets		
Open/Closed Pit	Overhang	Without Toilets

<b>Sagana at Ligtas na Tubig sa Lahat</b>				<b>Form 2</b> (page2)			
A Program funded by the GAA Provision for Potable Water Supply							
Name of Project: 0			<b>Socio-economic, Technical and Financial Information</b>				
<b>D. TYPE OF PROJECT</b>							
<input checked="" type="checkbox"/> New Construction		<input checked="" type="checkbox"/> Expansion		<input checked="" type="checkbox"/> Rehabilitation			
Barangay 0.00	Municipality 0	Province 0	Region 0				
<b>E. PROJECT TARGETS (Indicate baseline data and targets)</b>							
			Without the project (existing facility)		With the project (proposed facility)		
No. of households (HHs) served			#DIV/0!		#DIV/0!		
Population Served			0		0		
Existing major source/s of water							
Average distance of target HHs from water source (in m)							
Average daily supply per person (lpcd)					0		
Water quality (bacteriological, physical, chemical)							
Spending on water per day per HH (in pesos)							
<b>F. TECHNICAL INFORMATION ON EXISTING SOURCES (use separate sheets if necessary)</b>							
<b>Wells Within the Service Area</b>							
Well No.	Location	Year Constructed	Depth (m)	Water Level	Type of Pump	Casing Diameter (mm)	Remarks (Utilized or Unutilized)
<b>Springs Within the Service Area</b>							
Spring No.	Location	Year Constructed	Average Flow/Yield (lps)	Relative Elevation (m)	Remarks (Utilized or not, Protected or Unprotected, etc.)		
Is there an existing water tank that can be used? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
If yes, indicate location in the map of the project area.							
Water Tank Type	Capacity, in cu. m.	Elevation, m.	Remarks				
Steel			<input checked="" type="checkbox"/> Ground	<input checked="" type="checkbox"/> Elevated			
Reinforced Concrete			<input checked="" type="checkbox"/> Ground	<input checked="" type="checkbox"/> Elevated			
Are there other sites where water tanks may be erected? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
If yes, describe location and ownership. Indicate location in the map of the project area.							
Location and Ownership					Relative Elevation With Respect to Service Area (m.)		

Are there water supply materials and equipment (pumps, pipes, fittings) which can be used for this project?				<input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> No	
<b>PVC Pipes</b>				<b>GI Pipes</b>			
Diameter		Length		Diameter		Length	
mm	Inches	meters	Remarks	mm	Inches	meters	Remarks
200	8			200	8		
150	6			150	6		
100	4			100	4		
50	2			50	2		
25	1			25	1		
Others, specify				Others, specify			
<b>Other Pipe Materials</b>				<b>Pumps</b>			
Diameter, mm		Length, meters		Type		Power, Hp	
Does the community have skilled personnel?				Are there competent contractors within the area?			
<input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> No		Plumbing contractor <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Tank fabricator <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, how many:				Well drillers <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Are there suppliers of materials (pumps, pipes, fittings) in the municipality?	
Skill		Number		<input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/> No	
Plumbers							
Masons							
Carpenters							
Others							

<b>Sagana at Ligtas na Tubig sa Lahat</b>		<b>Form 2</b>	
A Program funded by the GAA Provision for Potable Water Supply		(page3)	
Name of Project 0		<b>Socio-economic, Technical and Financial Information</b>	
<b>G. FINANCIAL INFORMATION</b>			
<b>1. Local Counterpart Contribution</b>			
	Cash	In-Kind (Please Specify)	
Provincial LGU			
Municipal LGU			
Barangay LGU			
Community Based Organization			
Others			
<b>Totals</b>			
Unit Cost (Peso)			
Total Cost (Peso)			
2. Target number of beneficiary families or households		3. Average monthly family or household income	
4. Present average monthly family or household expense on water (amount spent for buying water and paying others to fetch water)		5. Average monthly amount the family or household is willing to pay for water (to avail of an improved water supply service)	
<b>H. INSTITUTIONAL INFORMATION</b>			
1. Is there an existing water user association willing to operate the system?			
<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> None			
Name of Water Service Provider		No. of Facilities Managed	
		Level 1    Level 2    Level 3	
<input checked="" type="checkbox"/> Active for ___ years <input checked="" type="checkbox"/> Inactive for ___ years			
Registered with the following:			
<input checked="" type="checkbox"/> LGU <input checked="" type="checkbox"/> CDA <input checked="" type="checkbox"/> SEC <input checked="" type="checkbox"/> LWUA <input checked="" type="checkbox"/> NWRB <input checked="" type="checkbox"/> Others, specify			
2. Are the residents willing to operate and maintain the WS facilities?			
<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
3. Community dialogue/workshops held with the residents.			
Date	Topic	Conducted By	No. of Attendees
4. Type of organization to be formed			
<input checked="" type="checkbox"/> RWSA/BWSA <input checked="" type="checkbox"/> Cooperative <input checked="" type="checkbox"/> Water District <input checked="" type="checkbox"/> Other, specify			
Name of Organization			
5. Submit the following for existing or proposed water supply organization:			
<input checked="" type="checkbox"/> By-Laws <input checked="" type="checkbox"/> List of Officers <input checked="" type="checkbox"/> Certificate of Registration			

<b>Sagana at Ligtas na Tubig sa Lahat</b>		<b>Form 3</b>
A Program funded by the GAA Provision for Potable Water Supply		
Name of Project		<b>MAP OF PROJECT AREA</b>
0		
<i>Attach map of the area. Please indicate location of houses, and structures which have access or no access to water</i>		
<i>supply. Please indicate locations of existing wells and springs and/or possible sources of water supply. The map should preferat</i>		
<i>be drawn to scale.</i>		
Lay out with Profile Scale: 1:50,000		

<b>Sagana at Ligtas na Tubig sa Lahat</b>		<b>Form 4</b>
A Program funded by the GAA Provision for Potable Water Supply		
Name of Project	<b>SCHEMATIC DIAGRAM</b>	
0		
Scale: 1:50,000		

<b>Sagana at Ligtas na Tubig sa Lahat</b>		<b>Form 5</b>
A Program funded by the GAA Provision for Potable Water Supply		
Name of Project	<b>Cross-section of well source/ plan of spring source development/ others</b>	
0		
<p>(Include, for example, a cross-section of geological formation encountered.)</p>		

<b>Sagana at Ligtas na Tubig sa Lahat</b>		<b>Form 6a</b>						
A Program funded by the GAA Provision for Potable Water Supply		(Level I)						
Name of Project		<b>Program of Works</b>						
0								
<b>Proposed Type of Water Source</b>		<b>Mode of Construction</b>						
Deep Well	<input checked="" type="checkbox"/>	New Construction	<input checked="" type="checkbox"/>					
Shallow Well	<input checked="" type="checkbox"/>	Rehabilitation	<input checked="" type="checkbox"/>					
Spring	<input checked="" type="checkbox"/>							
Rainwater	<input checked="" type="checkbox"/>							
<b>Well</b>								
Item Description (or attach detailed item description)	Unit	Qty	Unit Cost					
			Total Cost					
1. Well drilling	m							
2. Supply and installation of hand pump	pc							
3. Construction of apron	m <sup>3</sup>							
4. Treatment / Disinfection	Lump sum							
<b>Total Project Cost</b>								
<b>10% Contingency</b>								
<b>Spring</b>								
Item Description (or attach detailed item description)	Unit	Qty	Unit Cost					
			Total Cost					
1. Source Development	m <sup>3</sup>							
2. Treatment / Disinfection	LS							
<b>Total Project Cost</b>								
<b>10% Contingency</b>								
<b>Rainwater</b>								
Item Description (or attach detailed item description)	Unit	Qty	Unit Cost					
			Total Cost					
1. Source Development	m <sup>2</sup>							
2. Cistern	m <sup>3</sup>							
3. Treatment / Disinfection	LS							
<b>Total Project Cost</b>								
<b>10% Contingency</b>								
<b>Schedule of Activities</b>	No. of Days	Week Number						
		1	2	3	4	5	6	7
1. Land acquisition								
2. Mobilization and site preparation								
3. Construction								
4. Site restoration and demobilization								

<b>Sagana at Ligtas na Tubig sa Lahat</b>		<b>(Levels II &amp; III)</b>						
<b>A Program funded by the GAA Provision for Potable Water Supply</b>								
Name of Project 0		<b>Program of Works</b>						
<b>Proposed Type of Project</b>		<b>Mode of Construction</b>						
Level II <input checked="" type="checkbox"/>		New Construction <input checked="" type="checkbox"/>						
Level III <input checked="" type="checkbox"/>		Rehabilitation <input checked="" type="checkbox"/>						
Combination of		Expansion <input checked="" type="checkbox"/>						
Level II & III <input checked="" type="checkbox"/>								
Item Description (or attach detailed item description)	Unit	Qty	Unit Cost	Total Cost				
<b>1. Source Confirmation</b>								
a. Well Drilling	m							
b. Spring Source Development	m <sup>3</sup>							
<b>2. Pipe and Fittings</b>	m							
<b>3. Reservoir</b>	m <sup>3</sup>							
<b>4. Pump House</b>	m <sup>2</sup>							
<b>5. Electro-mechanical works (Pump, Control &amp; Others)</b>	pc							
<b>6. Power Line Extension</b>	km							
<b>7. Treatment facilities (Chlorinator)</b>	LS							
<b>Total Project Cost</b>								
<b>10% Contingency</b>								
Schedule of Activities	No. of Days	Month						
		1	2	3	4	5	6	7
1. Land acquisition								
2. Detailed Engineering Design (DED)								
3. Procurement								
2. Mobilization and site preparation								
3. Construction								
4. Site restoration and demobilization								



<b>Sagana at Ligtas na Tubig sa Lahat</b>		<b>Form 7</b>
A Program funded by the GAA Provision for Potable Water Supply		
Name of Project 0	<b>COST SUMMARY</b>	
<b>A. PRE-CONSTRUCTION COST</b>		
1. Georesistivity Survey		
2. Detailed Engineering Design (DED)		
<b>B. CONSTRUCTION COST</b>		
1. Pipes and Fittings (in-place cost)		
2. Cost of Reservoir (in-place cost)		
3. Cost of Pump (in-place cost)		
a. Cost of Pumps		
b. Cost of Pump House		
4. Source Development		
5. Treatment Facility		
Sub-total Cost of the System		
6. Contingencies (10% of sub-total cost of the system)		
<b>Total Project Cost</b>		
	<b>Rounded Up To</b>	
<b>C. COST SHARING STRUCTURE</b>		
1. DILG (GAA Provision)		
2. LGU Contribution (indicate if loan or equity)		
a. Province <input type="radio"/> Loan <input type="radio"/> Equity		
b. Municipality / City <input type="radio"/> Loan <input type="radio"/> Equity		
c. Barangay (indicate if cash or in kind)		
<input type="radio"/> Cash <input type="radio"/> In kind		
3. Users/Community-Based Organizations' Contribution		
<input type="radio"/> Cash <input type="radio"/> In kind		
4. Other Contributions (please give details)		
Total Contributions		
<b>Total Funds</b>		

<b>Sagana at Ligtas na Tubig sa Lahat</b>				<b>Form 8</b>	
<b>A Program funded by the GAA Provision for Potable Water Supply</b>					
Name of Project <b>0</b>				<b>FINANCIAL ANALYSIS</b>	
Total Project Cost					
<b>To be Financed By:</b>					
		<b>% vs. Total</b>		<b>Amount</b>	
DILG (GAA Provision)					
Provincial LGU					
Equity (if applicable)					
Loan (if applicable)					
Interest rate (%) per year					
Number of years to repay					
Grace period, years					
Loan from :					
Municipal LGU					
Equity (if applicable)					
Loan (if applicable)					
Interest rate (%) per year					
Number of years to repay					
Grace period, years					
Loan from :					
Barangay LGU					
Users/Community-Based Organization					
Others					
Project Cost per Household	Total Project Cost	+	No. of HH Beneficiaries	=	
<b>B. MONTHLY EXPENSES</b>					
<b>1. Operations</b>					
a. Salaries					
b. Power <i>(b1 x b2 x b3 x b4 x b5 x b6)</i>					
b1. Conversion Factor of kw to hp					
b2. Pump horsepower, hp/pump					
b3. Number of pump units					
b4. Operating hours per day					
b5. Cost /kwhr, Peso					
b6. 30 days in a month					
c. Chemicals					
d. Office Supplies					
e. Miscellaneous					
Total Operating Cost					
<b>2. Asset Replacement</b> <i>Enter cost of existing assets and assets funded by the proposed project.</i>					
Type of Asset	Acquisition Cost	÷	Useful Life (Mos.)	=	Amount
a. Well			50		
b. Pump			15		
c. Pumphouse			50		
d. Tank			50		
e. Pipelines			50		
f. Others					
Total Assets					
Total Asset Replacement Provision					
<b>3. Maintenance</b> <i>Total assets to be maintained is the Total Assets under Asset Replacement above.</i>					
Total Assets	X	Maintenance Rate p.a.	÷	Months in a Year	=
				12	
<b>4. Total Annual Interest on Loan</b>					
<b>5. Total Monthly Expenses</b>					
<b>C. COMPUTATION OF WATER FEE</b>					
Total Monthly Expenses	÷	No. of HH	=	Monthly Water Fee per Household	
<b>D. AFFORDABILITY OF WATER FEE</b>					
Average Monthly Family Income					
Present Average Monthly Family Expense on Water					
Average Monthly Amount Family is Willing to Pay for Water					
Water Fee as Percentage of Family Income	Monthly Water Fee/HH	÷	Ave. Family Income/Mo	=	

Republic of the Philippines  
Province of \_\_\_\_\_  
CITY/MUNICIPALITY OF \_\_\_\_\_  
Office of the City/Municipal Mayor

\_\_\_\_\_  
DATE

**(NAME OF REGIONAL DIRECTOR)**

Regional Director  
DILG – Region ( )  
( \_\_\_\_\_ Address \_\_\_\_\_ )

THRU: **NAME OF PROVINCIAL DIRECTOR**  
Provincial Director

Dear Sir/Ma'am,

In line with our Local Poverty Reduction Action Plan (LPRAP), may we respectfully request your office for the approval of ( \_\_\_\_\_ PROJECT NAME \_\_\_\_\_ ) with a project cost of (amount in words) \_\_\_\_\_ (amount in numbers) to be funded under the Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG) Program.

Enclosed herewith is the following list of supporting documents as requirement.

1. Simplified Feasibility Study (SFS)
2. Certification from the Treasurer if they have existing Trust Account or Bank Certificate for new Trust Account
3. Subproject Implementation Schedule
4. Annual Investment Plan / Annual Budget Plan
5. **Geo-resistivity Study** for new construction with underground water source to determine the availability and quantity of the water source
6. **Certification from Municipal Engineer** that the source is adequate to serve the intended service area. The Proponent LGU may engage accredited technical service provider to conduct the source validation
7. Copy of the receipt issued by the water testing center/laboratory accredited by DOH as proof of conduct **water potability test**.

Should you need further clarification, you may contact **(NAME OF CONTACT PERSON)** at telephone number XXX-XXX-XX-XX.

Anticipating for your positive response.

Sincerely,

**(NAME OF LCE)**  
City/Municipal Mayor

**SALINTUBIG PROGRAM – DILG FUND  
FY 20 \_\_ BUDGET**

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

**Subproject Implementation Schedule**

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

Sn	Activity	Timelines		
		Duration	Start	Finish
<b>1.00</b>	<b>DED PREPARATION</b>			
1.01	Preparation of DED			
1.02	Submission to DILG			
<b>2.00</b>	<b>SUBPROJECT REVIEW/APPROVAL</b>			
2.01	Endorsement to PTWG/ PDMU			
2.02	Review by PTWG/ POMU			
2.03	Approval by DILG Provincial/ Regional Director			
2.04	Confirmation letter to LGU on the Approval of the DED			
<b>3.00</b>	<b>PROCUREMENT PROCESS</b>			
3.01	Bid Preparation			
3.02	Pre-Procurement Conference			
3.03	Ad/ Posting ITB			
3.04	Pre-bid Conference			
3.05	Submission and Receipts of Bids			
3.06	Opening of Bids			
3.07	Bid Evaluation			
3.08	Post Qualification			
3.09	Issuance of BAC Resolution w/ BER			
3.10	Issuance of Notice of Award			
3.11	Contract Signing			
3.12	Issuance of Notice to Proceed			
<b>4.00</b>	<b>CONSTRUCTION/ IMPLEMENTATION (Indicative Duration based on POW)</b>			
4.01	Mobilization			
4.02	Implementation			
4.03	Punch Listing			
4.04	Acceptance			

Prepared by:

Approved by:

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

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

Concurred by:

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

Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Provincial Office of \_\_\_\_\_, Region \_\_\_\_  
(Insert Address)  
(Insert Contact Numbers)  
(Insert email address)

**LIST OF DOCUMENTARY REQUIREMENTS FOR SUBMISSION OF  
PROJECT BRIEF/SIMPLIFIED FEASIBILITY STUDY (SFS)**

NAME OF LGU : \_\_\_\_\_  
PROVINCE : \_\_\_\_\_  
SUB-PROJECT TITLE : \_\_\_\_\_  
DILG FUND SUBSIDY : \_\_\_\_\_

Item No.	Documents	Present	Absent	Remarks
<b>BASIC REQUIREMENTS</b>				
1	<b>Official Letter</b> submitting the required documents signed by the LCE			
2	<b>Simplified Feasibility Study (SFS)</b> for water supply or <b>Project Brief/Profile</b> for evacuation center			
3	<b>Certification from the Treasurer</b> if they have existing Trust Account or <b>Bank Certificate</b> for new Trust Account, specifying the Bank Name and Branch and Account Name and Number			
4	<b>Subproject Implementation Schedule</b> showing the duration, target start and finish of each milestone from DED preparation up to subproject completion			
5	<b>Annual Investment Plan / Annual Budget Plan</b> if the total subproject cost is more than the DILG Allocation			
6	<b>Geo-resistivity Study</b> for new construction with underground water source to determine the availability and quantity of the water source.			
7	<b>Certification from Municipal Engineer</b> that the source is adequate to serve the intended service area. The Proponent LGU may engage accredited technical service provider to conduct the source validation			
8	Copy of the receipt issued by the water testing center/laboratory accredited by DOH as proof of conduct of <b>water potability test</b> .			

Check for Completeness by:

Noted by:

\_\_\_\_\_  
MLGOO

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



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Regional Office ( )  
(Insert Address)  
(Insert Contact Numbers)  
(Insert email address)

**LIST OF DOCUMENTARY REQUIREMENTS FOR MOA SIGNING**  
**SALINTUBIG PROGRAM 2016**

NAME OF LGU : \_\_\_\_\_  
PROVINCE : \_\_\_\_\_  
SUB-PROJECT : \_\_\_\_\_  
DILG FUND SUBSIDY : \_\_\_\_\_

Item No.	Documents	Present	Absent	Remarks
<b>BASIC REQUIREMENTS</b>				
1	<b>Official Letter</b> submitting the required documents signed by the LCE			
2	<b>Simplified Feasibility Study (SFS)</b> for water supply or <b>Project Brief/Profile</b> for evacuation center			
3	<b>Certification from the Treasurer</b> if they have existing Trust Account or <b>Bank Certificate</b> for new Trust Account, specifying the Bank Name and Branch and Account Name and Number			
4	<b>Subproject Implementation Schedule</b> showing the duration, target start and finish of each milestone from DED preparation up to subproject completion			
5	<b>Annual Investment Plan / Annual Budget Plan</b> if the total subproject cost is more than the DILG Allocation			
6	<b>Geo-resistivity Study</b> for new construction with underground water source to determine the availability and quantity of the water source.			
7	<b>Certification from Municipal Engineer</b> that the source is adequate to serve the intended service area. The Proponent LGU may engage accredited technical service provider to conduct the source validation			
8	Copy of the receipt issued by the water testing center/laboratory accredited by DOH as proof of conduct of <b>water potability test</b> .			
<b>ADDITIONAL REQUIREMENT FOR MOA SIGNING</b>				
1	<b>Sangguniang Panlalawigan/Bayan (SP/SB) Resolution</b> authorizing the LCE to enter into MOA with DILG			
2	Recommendation report on the subproject from reviewing body indicating whether the subproject is approved or disapproved			
3	Memorandum of Agreement (MOA) already signed by the LCE and for RD's signature			

Check and Reviewed by:

Approved by:

\_\_\_\_\_  
PTWG/PDMU Head

\_\_\_\_\_  
Provincial Director/Regional Director

**MEMORANDUM OF AGREEMENT (MOA)**  
**FOR THE IMPLEMENTATION OF THE PROVISION FOR POTABLE WATER**  
**SUPPLY – SAGANA AT LIGTAS NA TUBIG SA LAHAT (SALINTUBIG) PROGRAM**

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

**WITNESSETH**

**WHEREAS**, The Government continuous to implement Provision of Potable Water Supply- Sagana at Ligtas naTubig sa Lahat (SALINTUBIG) Program to pursue its commitment to provide water particularly for the poor and waterless communities. ;

**WHEREAS**, The Program aims to contribute to the attainment of the goal of providing potable water to the entire country and the targets defined in the Philippine Development Plan 2011-2016, Millennium Development Goals (MDG), and the Philippine Water Supply Sector Roadmap and the Philippine Sustainable Sanitation Roadmap;

**WHEREAS**, the DILG is the lead executing agency responsible for the provision of grant financing and capacity development to increase access to water and sanitation services and improve capacities of the Local Government Units (LGUs) and Water Service Providers (WSPs) in the planning, implementation and management of water supply facilities in a sustainable manner;

**WHEREAS**, provision for potable water supply are allocated in the FY 2016 budget of the DILG under Republic Act 10717 (FY 2016 General Appropriations Act);

**WHEREAS**, the City/Municipality of \_\_\_\_\_ has been identified by Program as one of the priority areas and had complied with all the requirements;

**WHEREAS**, the City/Municipality has proposed the subproject in **Article 1 Section 1.1** of this Agreement::

**NOW, THEREFORE**, for and in consideration of the foregoing premises, the parties to this Agreement do hereby agree on the following terms and conditions:

**ARTICLE I - SCOPE**

**Section 1.1** This Memorandum of Agreement (MOA) covers the implementation of the following 201\_ SALINTUBIG Subproject/s in the Municipality of \_\_\_\_\_, Province of \_\_\_\_\_ in accordance with DILG Memorandum No.\_\_\_\_ 201\_\_\_\_ - Guidelines for the Implementation Provision for Potable Water Supply – Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG), herein referred to as the “SALINTUBIG Guidelines”, which forms an integral part of this Agreement.

SUBPROJECTS TITLE	SUB-PROJ. ID NO.	TARGET BARANGAY/S	HH SERVED	ALLOCATION		
				DILG Allocation	LGU Counter-part	Total
TOTAL						

**Section 1.2** The DILG shall make available to the **Implementing Partner** chargeable against the FY 201\_ General Appropriation Act to finance the subproject/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** The funds shall be released after signing of this Memorandum of Agreement (MOA) in accordance with the provision in the **SALINTUBIG Guidelines**. The Implementing Partner shall submit to DILG within sixty (60) days after the release of fund, the Technical Specifications or Detailed Engineering Design (DED), whichever is applicable, and other required documents stipulated in **SALINTUBIG Guidelines**. The DILG shall review and approve/disapprove the submitted documents within fifteen (15) days provided that the documents are complete and compliant with the requirements stated in **SALINTUBIG Guidelines**. The Implementing Partner can only utilize the funds after the DILG approval of the Technical Design or DED, whichever is applicable, and other supporting documents.

**Section 1.4** In case the Implementing Partner fails to submit the required documents within the prescribed period, the DILG-RO shall advise and notify the concerned LGU and require them to explain the reason for its non-



submission. If after validation and evaluation, the reason is found not acceptable or after due course the LGU has no action, the DILG Regional Office shall issue a Demand Letter, copy furnish Local COA Auditor, requiring the Implementing Partner to return all the released amount to the DILG Region Office as the source agency. In such a case, the project shall be deemed cancelled.

**Section 1.5** Implementing Partner shall also be required to comply with the timelines stipulated in **Annex A** (Implementation Schedule) of this MOA. Failure to comply with the agreed period, the DILG shall have the option to terminate the project as stipulated in **Article III** of this MOA. The DILG has also the option to transfer of the LGU Budget Allocation to other eligible LGU within the Region in need of water supply and with good record in implementing subprojects.

**Section 1.6** In case the subproject/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 subproject allocation.

**Section 1.7** The **Implementing Partner** shall also provide counterpart fund to cover administrative costs (e.g. office supplies, local travelling expenses, communication, honoraria, meetings and consultations, salaries, and any other related monitoring and construction supervision expenses) of **Implementing Partner** personnel overseeing and monitoring the subproject.

## **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 Mayor/Municipal Mayor** or such persons as he/she shall designate in writing.

**Section 2.4** In no case shall the fund transferred be utilized for the payment of additional compensation to employees in the form of allowances, incentive pay, bonuses, honorarium, or other forms of additional compensation, except as may be authorized by law or existing regulations, nor shall it be used to create new positions, to augment salaries of regular personnel.

**Section 2.5** 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 Subproject/s. All other parties concerned shall be notified/ informed of such changes, revisions and amendments.

**Section 2.6** 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 the **DILG-Central Office**.

### Article III TERMINATION OR SUSPENSION

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

- a. Terminate/Cancel the implementation of the subprojects in following instances:
  - **Implementing Partner** non-compliance to prescribed processes, standards, requirements and timelines stipulated in Annex A
  - 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 subproject/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 instances:
  - **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.
- c. File the appropriate civil, criminal and/or administrative case against the concerned local public official/s for acts or omissions in relation to the performance of their duties under this Memorandum Circular.

**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 to 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 subproject/s and the requirements stipulated under this MOA and the accompanying **SALINTUBIG Guidelines**, 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\_\_.

**PROVINCE/CITY/MUNICIPALITY of**  
**(LGU Name)**  
\_\_\_\_\_

**DEPARTMENT OF THE INTERIOR**  
**AND LOCAL GOVERNMENT**

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

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

**WITNESSES**

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

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

**ACKNOWLEDGMENT**

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

**BEFORE ME**, a Notary Public for and in \_\_\_\_\_, this  
day of \_\_\_\_\_ 201\_\_\_, personally appeared the following:

Name	Gov't issued ID No./Date and Place Issued
1. (Governor/Mayor)	_____
2. (Regional Director)	_____

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, has been signed by the parties and their instrumental witnesses on each and every page thereof.

**WITNESS MY HAND AND NOTARIAL SEAL.**

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

**SALINTUBIG PROGRAM  
FY 20 \_\_ BUDGET**

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

**Subproject Implementation Schedule**

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

Sn	Activity	Timelines		
		Duration	Start	Finish
<b>1.00</b>	<b>DED PREPARATION</b>			
1.01	Preparation of DED			
1.02	Submission to DILG			
<b>2.00</b>	<b>SUBPROJECT REVIEW/APPROVAL</b>			
2.01	Endorsement to PTWG/ PDMU			
2.02	Review by PTWG/ PDMU			
2.03	Approval by DILG Provincial/ Regional Director			
2.04	Confirmation letter to LGU on the Approval of the DED			
<b>3.00</b>	<b>PROCUREMENT PROCESS</b>			
3.01	Bid Preparation			
3.02	Pre-Procurement Conference			
3.03	Ad/ Posting ITB			
3.04	Pre-bid Conference			
3.05	Submission and Receipts of Bids			
3.06	Opening of Bids			
3.07	Bid Evaluation			
3.08	Post Qualification			
3.09	Issuance of BAC Resolution w/ BER			
3.10	Issuance of Notice of Award			
3.11	Contract Signing			
3.12	Issuance of Notice to Proceed			
<b>4.00</b>	<b>CONSTRUCTION/ IMPLEMENTATION</b> (Subject for change with the actual contract agreement with the winning bidder)			
4.01	Mobilization			
4.02	Implementation			
4.03	Punch Listing			
4.04	Acceptance			

Prepared by:

Approved by:

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

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

Concurred by:

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

**MEMORANDUM OF AGREEMENT (MOA)  
FOR THE IMPLEMENTATION OF THE PROVISION FOR POTABLE WATER  
SUPPLY – SAGANA AT LIGTAS NA TUBIG SA LAHAT (SALINTUBIG) PROGRAM**

**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 (NGA) represented herein by its Regional Director, \_\_\_\_\_, Region \_\_\_\_\_ with office \_\_\_\_\_ address \_\_\_\_\_ at \_\_\_\_\_, hereinafter referred to as the “DILG”.

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

- and -

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

**WITNESSETH**

**WHEREAS**, The Government continuous to implement Provision of Potable Water Supply- Sagana at Ligtas naTubig sa Lahat (SALINTUBIG) Program to pursue its commitment to provide water particularly for the poor and waterless communities. ;

**WHEREAS**, The Program aims to contribute to the attainment of the goal of providing potable water to the entire country and the targets defined in the Philippine Development Plan 2011-2016, Millennium Development Goals (MDG), and the Philippine Water Supply Sector Roadmap and the Philippine Sustainable Sanitation Roadmap;

**WHEREAS**, the DILG is the lead executing agency responsible for the provision of grant financing and capacity development to increase access to water and sanitation services and improve capacities of the Local Government Units (LGUs) and Water Service Providers (WSPs) in the planning, implementation and management of water supply facilities in a sustainable manner;

**WHEREAS**, provision for potable water supply are allocated in the FY 2016 budget of the DILG under Republic Act 10717 (FY 2016 General Appropriations Act);

**WHEREAS**, the City/Municipality of \_\_\_\_\_ has been identified by Program as one of the priority areas and had complied with all the requirements;

**WHEREAS**, the City/Municipality has proposed the subproject in **Article 1 Section 1.1** of this Agreement:

**NOW, THEREFORE**, for and in consideration of the foregoing premises, the parties to this Agreement do hereby agree on the following terms and conditions:

### ARTICLE I - SCOPE

**Section 1.1** This Memorandum of Agreement (MOA) covers the implementation of the following 201\_ SALINTUBIG Subproject/s in the Municipality of \_\_\_\_\_, Province of \_\_\_\_\_ in accordance with DILG Memorandum No. 201\_ - Guidelines for the Implementation Provision for Potable Water Supply – Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG) Program herein referred to as the “SALINTUBIG Guidelines”, which forms an integral part of this Agreement.

SUBPROJECTS TITLE	SUB-PROJ. ID NO.	TARGET BARANGAY/S	HH SERVED	ALLOCATION		
				DILG Allocation	LGU Counter-part	Total
<b>TOTAL</b>						

**Section 1.2** The DILG shall make available to the **Implementing Partner** chargeable against the FY 201\_ General Appropriation Act to finance the subproject/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** The funds shall be released after signing of this Memorandum of Agreement (MOA) in accordance with the provision in the **SALINTUBIG Guidelines**. The Implementing Partner shall submit to DILG within sixty (60) days after the release of fund, the Technical Specifications or Detailed Engineering Design (DED), whichever is applicable, and other required documents stipulated in the **SALINTUBIG Guidelines**. The DILG shall review and approve/disapprove the submitted documents within fifteen (15) days provided that the documents are complete and compliant with the requirements stated in **SALINTUBIG Guidelines**. The Implementing Partner can only utilize the funds after the DILG approval of the Technical Design or DED, whichever is applicable, and other supporting documents.

**Section 1.4** In case the Implementing Partner fails to submit the required documents within the prescribed period, the DILG-RO shall advise and notify the concerned LGU and require them to explain the reason for its non-submission. If after validation and evaluation, the reason is found not acceptable or after due course the LGU has no action, the DILG Regional Office shall issue a Demand Letter requiring the Implementing Partner to return all the released amount to the DILG Regional Office as the source agency. In such a case, the project shall be deemed cancelled.



- Section 1.5** Implementing Partner shall also be required to comply with the timelines stipulated in **Annex A** (Implementation Schedule) of this MOA. Failure to comply with the agreed period, the DILG shall have the option to terminate the project as stipulated in Article III of this MOA. The DILG has also the option to transfer the LGU Budget Allocation to other eligible LGU within the Region in need of water supply and with good record in implementing subprojects.
- Section 1.6** In case the subproject/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 subproject/s allocation and shall transfer the said amount to the **Implementing Partner**
- Section 1.7** The **Proponent LGU** shall also provide counterpart in cash or in kind to finance the preparatory activities and monitoring in the implementation of the subproject/s

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

- Section 2.1** The **Proponent LGU** 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 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) \_\_\_\_\_, in the case of the **Implementing Partner** to \_\_\_\_\_ (office address) \_\_\_\_\_ and in the case of the **Proponent LGU** 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 \_\_\_\_\_ or such persons as he/she shall designate in writing.
- c. Any action required or permitted to be taken, and any documents required or permitted to be executed under this Agreement on behalf of **Proponent LGU** may be taken or executed by the **City Mayor/ Municipal Mayor** or such persons as he/she shall designate in writing.

**Section 2.4** In no case shall the fund transferred be utilized for the payment of additional compensation to employees in the form of allowances, incentive pay, bonuses, honorarium, or other forms of additional compensation, except as may be authorized by law or existing regulations, nor shall it be used to create new positions, to augment salaries of regular personnel.

**Section 2.5** 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 Subproject/s. All other parties concerned shall be notified/ informed of such changes, revisions and amendments.

**Section 2.6** 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 **DILG-Central Office**.

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

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

- a. Terminate/Cancel the implementation of the subprojects in following instances:
- **Implementing Partner** non-compliance to prescribed processes, standards, requirements and timelines stipulated in Annex A
  - 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 subproject/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 instances:
- **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.

- c. File the appropriate civil, criminal and/or administrative case against the concerned local public official/s for acts or omissions in relation to the performance of their duties under this Memorandum Circular.

**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 to 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 subproject/s and the requirements stipulated under this MOA and the accompanying Guidelines in the Management of the SALINTUBIG 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\_\_.

PROVINCE of \_\_\_\_\_ CITY/MUNICIPALITY of (LGU Name)

\_\_\_\_\_  
Governor

\_\_\_\_\_  
Mayor

**DEPARTMENT OF THE INTERIOR  
AND LOCAL GOVERNMENT**

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

**WITNESSES**

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

**ACKNOWLEDGMENT**

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

**BEFORE ME**, a Notary Public for and in \_\_\_\_\_, this  
\_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_, personally appeared the following:

- | <b>Name</b>            | <b>Gov't issued ID No./Date and Place Issued</b> |
|------------------------|--|
| 1. (Mayor)             | _____  |
| 2. (Governor)          | _____  |
| 3. (Regional Director) | _____  |

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, has been signed by the parties and their instrumental witnesses on each and every page thereof.

**WITNESS MY HAND AND NOTARIAL SEAL.**

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

**SALINTUBIG PROGRAM  
FY 20 \_\_\_ BUDGET**

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

**Subproject Implementation Schedule**

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

Sn	Activity	Timelines		
		Duration	Start	Finish
<b>1.00</b>	<b>DED PREPARATION</b>			
1.01	Preparation of DED			
1.02	Submission to DILG			
<b>2.00</b>	<b>SUBPROJECT REVIEW/APPROVAL</b>			
2.01	Endorsement to PTWG/ PDMU			
2.02	Review by PTWG/ PDMU			
2.03	Approval by DILG Provincial/ Regional Director			
2.04	Confirmation letter to LGU on the Approval of the DED			
<b>3.00</b>	<b>PROCUREMENT PROCESS</b>			
3.01	Bid Preparation			
3.02	Pre-Procurement Conference			
3.03	Ad/ Posting ITB			
3.04	Pre-bid Conference			
3.05	Submission and Receipts of Bids			
3.06	Opening of Bids			
3.07	Bid Evaluation			
3.08	Post Qualification			
3.09	Issuance of BAC Resolution w/ BER			
3.10	Issuance of Notice of Award			
3.11	Contract Signing			
3.12	Issuance of Notice to Proceed			
<b>4.00</b>	<b>CONSTRUCTION/ IMPLEMENTATION</b>			
4.01	Mobilization			
4.02	Implementation			
4.03	Punch Listing			
4.04	Acceptance			

Prepared by:

Approved by:

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

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

Concurred by:

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

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 \_\_\_\_\_ Fund Sub-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 Guidelines For The Implementation Of SALINTUBIG Program No. \_\_\_\_ Series 201\_). 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

Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
 Regional Office ( )  
 (Insert Address)  
 (Insert Contact Numbers)  
 (Insert email address)

**LIST OF DOCUMENTARY REQUIREMENTS**  
 SALINTUBIG Program 2016

NAME OF LGU : \_\_\_\_\_  
 PROVINCE : \_\_\_\_\_  
 SUB-PROJECT : \_\_\_\_\_  
 DILG FUND SUBSIDY : \_\_\_\_\_

Item No.	Documents	Present	Absent	Remarks
<b>BASIC REQUIREMENTS</b>				
1	Official Letter submitting the required documents signed by the LCE			
2	Simplified Feasibility Study (SFS) for water supply or Project Brief/Profile for evacuation center			
3	Certification from the Treasurer if they have existing Trust Account or Bank Certificate for new Trust Account, specifying the Bank Name and Branch and Account Name and Number			
4	Subproject Implementation Schedule showing the duration, target start and finish of each milestone from DED preparation up to subproject completion			
5	Annual Investment Plan / Annual Budget Plan if the total subproject cost is more than the DILG Allocation			
6	Geo-resistivity Study for new construction with underground water source to determine the availability and quantity of the water source.			
7	Certification from Municipal Engineer that the source is adequate to serve the intended service area. The Proponent LGU may engage accredited technical service provider to conduct the source validation			
8	Copy of the receipt issued by the water testing center/laboratory accredited by DOH as proof of conduct of water potability test			
<b>ADDITIONAL REQUIREMENT FOR OBLIGATION/RELEASE OF CAF AND 1<sup>ST</sup> TRANCHE</b>				
1	Sangguniang Panlalawigan/Bayan (SP/SB) Resolution authorizing the LCE to enter into MOA with DILG			
2	Recommendation report on the subproject from reviewing body indicating whether the subproject is approved or disapproved			
3	Perfected Memorandum of Agreement (MOA) already signed by the LCE and RD			

Check and Reviewed by:

Approved by:

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 PTWG/PDMU Head

---

 Provincial Director/Regional Director

Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Regional Office ( )  
(Insert Address)  
(Insert Contact Numbers)  
(Insert email address)

**LIST OF DOCUMENTARY REQUIREMENTS  
FOR SUBMISSION OF TECHNICAL SPECIFICATION  
SALINTUBIG PROGRAM 2016**

NAME OF LGU : \_\_\_\_\_  
PROVINCE : \_\_\_\_\_  
SUB-PROJECT : \_\_\_\_\_  
DILG FUND SUBSIDY : \_\_\_\_\_

Item No.	Documents	Present	Absent	Remarks
<b>TECHNICAL SPECIFICATION</b>				
1	<b>Official Letter</b> submitting the required documents signed by the LCE			
2	<b>Program of Works (POW)</b> signed by the Municipal Engineer and approved by the concerned LCE			
3	<b>Technical Drawings</b> signed by the approving authorities			
4	<b>Bill of Quantities</b> including detailed computation (signed and sealed by the approving authorities)			
<b>NECESSARY PERMITS, LICENSES, CERTIFICATES and/or CLEARANCES</b>				
1	Application for the issuance of <b>Water Permit</b> from deputized agencies of National Water Resources Board (NWRB).			

Check for Completeness by:

Noted by:

\_\_\_\_\_  
C/MLGOO

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



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Regional Office (\_\_\_)  
(Insert Address)  
(Insert Contact Numbers)  
(Insert email address)

**LIST OF DOCUMENTARY REQUIREMENTS  
FOR SUBMISSION DETAILED ENGINEERING DESIGN (DED)  
SALINTUBIG PROGRAM 2016**

NAME OF LGU : \_\_\_\_\_  
 PROVINCE : \_\_\_\_\_  
 SUB-PROJECT : \_\_\_\_\_  
 DILG FUND SUBSIDY : \_\_\_\_\_

Item No.	Documents	Present	Absent	Remarks
<b>TECHNICAL SPECIFICATION</b>				
1	Official Letter submitting the required documents signed by the LCE			
2	Program of Works (POW) signed by the Municipal Engineer and approved by the concerned LCE			
3	Detailed Engineering Designs (DED), plans and drawings (signed and sealed by the approving authorities)			
4	Bill of Quantities including detailed computation (signed and sealed by the approving authorities)			
5	Detailed Design Report for Water Supply <ul style="list-style-type: none"> <li>• water demand projection</li> <li>• hydraulic analysis taking into account the network diagram report and, if necessary, geo-resistivity report</li> </ul>			
6	Any other supporting documents as maybe required			
<b>NECESSARY PERMITS, LICENSES, CERTIFICATES and/or CLEARANCES</b>				
1	Application for the issuance of Water Permits from deputized agencies of National Water Resources Board (NWRB).			

Check for Completeness by:

Noted by:

\_\_\_\_\_  
C/MLGOO

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



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Regional Office ( )  
(Insert Address)  
(Insert Contact Numbers)  
(Insert email address)

**LIST OF DOCUMENTARY REQUIREMENTS  
FOR SUBMISSION DETAILED ENGINEERING DESIGN (DED)  
SALINTUBIG PROGRAM 2016**

NAME OF LGU : \_\_\_\_\_  
 PROVINCE : \_\_\_\_\_  
 SUB-PROJECT : \_\_\_\_\_  
 DILG FUND SUBSIDY : \_\_\_\_\_

Item No.	Documents	Present	Absent	Remarks
<b>TECHNICAL SPECIFICATION</b>				
1	Official Letter submitting the required documents signed by the LCE			
2	Reviewed Program of Works (POW) signed by the Municipal Engineer and approved by the concerned LCE			
3	Reviewed Detailed Engineering Designs (DED), plans and drawings signed and sealed by the approving authorities or Technical Drawings signed by the approving authorities			
4	Reviewed Bill of Quantities including detailed computation (signed and sealed by the approving authorities)			
5	Reviewed Detailed Design Report for Water Supply <ul style="list-style-type: none"> <li>• water demand projection</li> <li>• hydraulic analysis taking into account the network diagram report and, if necessary, geo-resistivity report</li> </ul>			
6	Any other supporting documents as maybe required			
<b>NECESSARY PERMITS, LICENSES, CERTIFICATES and/or CLEARANCES</b>				
1	Application for the issuance of Water Permits from deputized agencies of National Water Resources Board (NWRB).			

Reviewed by:

Approved by:

\_\_\_\_\_  
Reviewing Engineer

\_\_\_\_\_  
PTWG Head/ PDMU Head

Noted by:

\_\_\_\_\_  
Provincial/Regional Director

## PROCUREMENT TIMELINES

Activities	Particulars
<b>1. Advertisement and Posting 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 above 5M and Goods above 2 M, advertised is done at least once in one (1) newspaper of general nationwide circulation which has been regularly published for at least (2) two years before the date of issue of the Advertisement.</li> <li>For infrastructure projects below 5M and Goods below 2M, advertisement in a newspaper is not mandatory.</li> <li>Posting in of Invitation to Bid in PhilGEPS and Conspicuous places must be done continuously 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 date set for the submission and receipt of Bids.</li> </ul>
<b>3. Pre Bid Conference</b>	<ul style="list-style-type: none"> <li>Must be conducted at least (12) calendar days before Bid Opening</li> <li>Must be conducted at least one (1) for contracts with an ABC of 1M and above</li> <li>For contracts with an ABC of 1M below, pre-bid conference may be conducted at the discretion of the BAC</li> </ul>
<b>4. Supplemental/ Bid Bulletin</b>	<ul style="list-style-type: none"> <li>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, deadline of submission of Bids must be set within (45) calendar days from the last day of Posting.</li> <li>For Infrastructure Projects, deadline of submission of Bids must be set within fifty (50) calendar days for projects 50M and below and sixty-five (65) calendar days for projects above 50 M.</li> <li>Please take note that deadline of submission of Bids may be earlier than (45) and (65) calendar days.</li> </ul>
<b>6. Bid Evaluation</b>	<ul style="list-style-type: none"> <li>Bid Evaluation should be completed within seven (7) calendar days for Goods and Infrastructure above 50 M, five (5) calendar days for Infrastructure 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</b>	<ul style="list-style-type: none"> <li>Should be done within seven (7) calendar days for Goods and Infrastructure above 50 M, four (4) calendar days for Infrastructure 50 M and below.</li> <li>The BAC shall post within three (3) calendar days from its issuance, the NOA in the PhilGEPS, its website and conspicuous places.</li> </ul>
<b>9. Contract preparation and signing</b>	<ul style="list-style-type: none"> <li>Should be done within ten (10) calendar days from receipt of NOA, including the posting of the required Performance Security.</li> </ul>
<b>10. Approval of Contract by higher authority</b>	<ul style="list-style-type: none"> <li>Should be done within fifteen (15) calendar days for Goods and Infrastructure above 50 M, five (5) calendar days for Infrastructure 50 M and below.</li> <li>If no action on the contracts is taken by the HOPE or the approving authority within the periods specified, the contract concerned shall be deemed approved.</li> </ul>
<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, two (2) calendar days for Infrastructure 50 M and below.</li> <li>Contract effectivity date shall not be later than seven (7) calendar days from its issuance.</li> </ul>



### SUGGESTED PRE-CONSTRUCTION CONFERENCE AGENDA

#### 1. Project Matters

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

#### 2. Site Matters

- 2.1 Checks Contractor's shop drawing for signboard to ensure conformity with the Technical Specification, Contract Drawing or as directed by the Project Engineer
- 2.2 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
- 2.3 Arrange with Contractor the operation for verification of quantities
- 2.4 Arrange with Contractor the procedure for measurement and valuation including printing any necessary forms
- 2.5 Check the Contractor's identification and quality of material sources
- 2.6 Identify with Contractor possible areas for disposal of water materials
- 2.7 Checks Contractor's proposal for safety
- 2.8 Checks Contractor's proposal to ensure protection of environment
- 2.9 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
- 2.10 Request Contractor to submit Job Mix Formula proposal for Concrete Works
- 2.11 Organize with Contractor the work-request system plus monitoring, testing and reporting procedures

#### 3. Site Records

- 3.1 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
- 3.2 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)
- 3.3 Quantity Measurements**
- Approved AS-staked Plan
  - AS-staked quality computations
  - Variation Orders
  - Measurement and Quantities-Daily/weekly Record signed by Resident Engineer and Contractor
  - Approved As-built Plan
  - As-built Quantity Computations





### SUBPROJECT COMPLETION REPORT (SPCR)

	Minimum Data that can be seen
<b>1. Background of the Project</b> 1.1 Background 1.2 Project Formulation Process	<ul style="list-style-type: none"> <li>● Brief description of the project.</li> <li>● How the project materialized.</li> <li>● How the LGU became the beneficiary of the Program.</li> </ul>
<b>2. Project Design</b> 2.1 Basic Information of the Project 2.1.1. Project Proponent(s): 2.1.2. Project Title: 2.1.3. Project Description: 2.1.4. Project Location: 2.1.5. Project Duration: 2.1.5.1. Target Start Date: 2.1.5.2. Actual Start Date: 2.1.5.3. Target Completion Date: 2.1.5.4. Actual Completion Date: 2.1.6. Project Beneficiaries: 2.1.6.1. Number of Households: 2.1.6.2. Number of Population: 2.1.7. Date of MOA Signed:	<ul style="list-style-type: none"> <li>● Proponents (number of HH and Population to be served)</li> <li>● Title of the project with exact location.</li> <li>● Description of the project such as laying of 100 im distribution pipeline, etc.</li> <li>● The target and actual start and completion of the project.</li> </ul>
<b>3. Activities / Scope of Work(s) of the Project:</b>	<ul style="list-style-type: none"> <li>● Scope of work stated in the approved POW such as construction of 10 cu.m reservoir, excavation and other major and minor activities.</li> </ul>
<b>4. Fund Management:</b> 4.1. Fund Allocation: 4.2 LGU Counterpart: 4.2.1. Cash: 4.2.2. In-kind: 4.3. Total Project Cost:	<ul style="list-style-type: none"> <li>● Total allocation from the DILG, counterpart from LGU (cash on in-kind)</li> </ul>
<b>5. Fund Utilization:</b> 5.1. Release of First Tranche: 5.1.1. Amount: 5.1.2. Released Date: 5.1.3. Check No.: 5.2. Release of Second Tranche: 5.2.1. Amount: 5.2.2. Released Date: 5.2.3. Check No.:	<ul style="list-style-type: none"> <li>● Process flow of transfer of fund to LGU with amount, date of released and check number.</li> </ul>
<b>6. Project Accomplishment:</b>	<ul style="list-style-type: none"> <li>● Actual number of HH served, actual scope of work delivered.</li> <li>● Changes in the project in terms of technical concern.</li> </ul>
<b>7. Type of Management of the Completed Water Supply Facility (LGU-managed, BWASA, Cooperative, Water District, and other Private Water Service Provider)</b>	<ul style="list-style-type: none"> <li>● Responsible for the operation and management of the completed water supply facility and provision of safe, affordable, continuous and quality drinking water to all households in the community</li> </ul>
<b>8. Problem(s) Encountered:</b>	<ul style="list-style-type: none"> <li>● Weather conditions, securing of Deed of Donations, accident in the project.</li> </ul>
<b>9. Insights / Recommendations:</b>	<ul style="list-style-type: none"> <li>● Any recommendations that will be helpful for example use this materials instead of the other one.</li> </ul>
<b>10. Annexes:</b> 9.1. Photo / Video Documentation: 9.2. Minute(s) of Meeting: 9.3. Other documents that may help/support the project	<ul style="list-style-type: none"> <li>● Project documentation, minutes of meeting, varition order and other documents that will supprot the project.</li> </ul>

Prepared by:

\_\_\_\_\_ **Municipal Engineer**

Certified Correct:

\_\_\_\_\_ **Municipal Mayor**



**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>2</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 – 1st Course  
2.04 – 2nd Course

Test: Same as for ITEM 301

Item 305 – Bituminous Penetration Macadam Pavement

A. Aggregates  
Quantity: Using Asphalt Cement or Rapid Curing  
Coarse (Crushed) ----- 90 kg/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/M3 of concrete  
Class B — 8.0 bags/M3 of concrete  
Class C — 9.5 bags/M3 of concrete  
Class P — 11.0 bags/M3 of concrete

Tests: For every 2000 bags or fraction thereof  
1 – Q, Quality Test

B) Fine Aggregate  
Quantity: M3/M3 of concrete

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

Tests: For every 1500 M3 or fraction thereof:  
a) For a source not yet tested or failed in previous Quality test  
1-Q, Quality Test for: Grading, Elutriation (Wash), Bulk Specific Gravity, Absorption, Mortar Strength, Soundness, Organic Impurities, Unit Weight, % Clay Lumps and Shale.  
b) For a source previously tested and passed quality Test:  
1 – Q, Quality Test (Grading, Elutriation (Wash), Bulk Specific Gravity, Absorption, Mortar Strength)



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

**C) Coarse Aggregates**

Quantity: M3/M3 of concrete

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

Tests: For every 1500 M3 or fraction thereof:

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

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

**D) Water**

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

**E) Premolded Filler for expansion joints**

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

**F) Steel Reinforcement**

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

**B. Concrete**

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

Item 406 – 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

**Annex S**  
*Minimum Quality Requirements*

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

## **LIST OF DOCUMENTARY REQUIREMENTS**

### **A. RELEASE OF FIRST TRANCHE**

#### **1. BASIC SUPPORTING DOCUMENTS**

- 1.1 **Letter Request** – a letter signed by the LCE requesting for the approval of the Subproject Proposal or Simplified Feasibility Study for Water Supply Subprojects and submitting the required documents
- 1.2 **Annual Investment Plan (AIP) or Annual Budget** showing the budgeted amount for the required equity or the subproject/s (if any) of the Proponent LGU
- 1.3 **Subproject Implementation Schedule** showing the activities and timelines for each activity (from DED preparation up to completion). See Annex D for the Subproject Implementation Schedule Format.
- 1.4 **Certification from the Treasurer** if they have existing Trust Account or Bank Certificate for new Trust Account of the Implementing Partner

#### **2. Subproject Specific Documents**

- 2.1 **Geo-resistivity Study** for new construction with underground water source to determine the availability and quantity of the water source.
- 2.2 **Certification from Municipal Engineer** that the source is adequate to serve the intended service area. The Proponent LGU may engage accredited technical service provider to conduct the source validation
- 2.3 Copy of the receipt issued by the water testing center/laboratory accredited by DOH as proof of conduct of **water potability test**

#### **3. Other Supporting Documents**

- 3.1 **Sangguniang Panlalawigan/Bayan (SP/SB) Resolution** authorizing the LCE to enter into MOA with DILG
- 3.2 **Perfected Memorandum of Agreement (MOA)** already signed by the LCE and RD

### **B. APPROVAL TECHNICAL DESIGN, DETAILED ENGINEERING AND OF TECHNICAL EQUIPMENT/ GOODS SPECIFICATION**

#### **1. TECHNICAL SPECIFICATION and/or DETAILED ENGINEERING DESIGN**

- 1.1 **Official Letter** submitting the required documents signed by the LCE
- 1.2 **Program of Works (POW)** signed by the Municipal Engineer and approved by the concerned LCE
- 1.3 **Detailed Engineering Designs (DED)**, plans and drawings signed and sealed by the approving authorities or **Technical Drawings** signed by the approving authorities
- 1.4 **Bill of Quantities** including detailed computation (signed and sealed by the approving authorities)
- 1.5 **Reviewed Detailed Design Report**
  - 1.5.1 **Water demand projection**
  - 1.5.2 **Hydraulic analysis** taking into account the network diagram report and, if necessary, geo-resistivity report

#### **2. NECESSARY PERMITS, LICENSES, CERTIFICATES and/or CLEARANCES**

- 2.1 Application for the issuance of **Water Permits** from deputized agencies of National Water Resources Board (NWRB).

**C. RELEASE FOR THE SECOND TRANCHE**

**1. BASIC SUPPORTING DOCUMENTS**

- 1.1 **Request Letter** from the Implementing Partner
- 1.2 **Summary of Works Accomplishment (SWA)** showing 50% Physical Accomplishment and Updated Construction Schedule duly signed by the Municipal Engineer and approved by the Mayor or his duly authorized representative as applicable
- 1.3 **Report of Disbursement/Liquidation (ROD)** duly signed by the Treasurer/Accountant and stamped-received by the concerned COA Auditor attesting that 20% 1<sup>st</sup> Tranche release and the LGU Counterpart has been fully disbursed
- 1.4 **Pictures of the Physical Accomplishments on the Projects and Updated Subproject Billboard.**
- 1.5 Certified true copies of other bidding documents and evaluation report, as may be require

**D. SUBPROJECT COMPLETION REPORT**

1. Subproject Completion Report (SPCR)
2. As-Built Plans and Detail *MOA Between LGU and DILG* ed Actual Subproject Cost
3. Summary of Subproject Report on Disbursement/Liquidation showing 100% liquidation of DILG Funds and LGU Equity
4. Certificate of acceptance of the subproject issued or signed by the recipient or beneficiaries;
5. Sustainability Plan
6. Pictures of the Completed Subprojects
7. Others, as deemed necessary

**Report of Disbursement/Liquidations**

Amount Received per NTA No. \_\_\_\_\_  
Less: Disbursement

Balance as of \_\_\_\_\_

Payee	Nature of Payment	Check No.	Date	Amount	Remarks

Certified Correct: \_\_\_\_\_

Approved by: \_\_\_\_\_

Verified by: \_\_\_\_\_

Accountant

Regional Director

Regional COA Auditor



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

SN	PROJECT CODE	PROVINCE	MUNICIPALITY	PROJECT TITLE	BUDGET ALLOCATION	NCA RELEASES						CASH TRANSFER				LGU LIQUIDATION							
						First Tranche		Second Tranche		Total	Total for the Previous Month	Ref No.	Date Received	Amount	Ref No.	Date Released	Amount	TOTAL	Total for the Previous Month	Current	Total	Balance	
						Date Received	Ref No.	Amount	Date Received	Ref No.	Amount	Total	Total for the Previous Month	Ref No.	Date Released	Amount	TOTAL	Total for the Previous Month	Current	Total	Balance		
1																							
2																							
3																							
4																							
5																							
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8																							
9																							
10																							
11																							
12																							
13																							
14																							

Prepare by: \_\_\_\_\_

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

Approved by: \_\_\_\_\_

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

## ILLUSTRATIVE ENTRIES FOR FUND TRANSFER

PARTICULARS	Regional Office Entry		LGU Entry	
	Account Name	Account Code	Account Name	Account Code
Upon release of NCA From DBM to RO	Cash - MDS, Regular Subsidy from National Gov't	1-01-04-040 4-03-01-010		NO ENTRY
Upon issuance of check by RO to LGUs	Due from LGUs Cash - MDS, Regular	1-03-03-030 1-01-04-040		NO ENTRY
Deposit of Cash received by LGUs to AGDB			Cash in Bank-LCCA Due to NGAs	1-01-02-020 2-02-01-050
Upon submission of Liquidation Report by LGU to RO (Financial Assistance-MOOE)	Financial Assistance to LGUs Due from LGUs	5-02-14-030 1-03-03-030	Due to NGAs Expense Account	2-02-01-050 x-xx-xx-xxx
Upon submission of Liquidation Report by LGU to RO (Financial Assistance-CO)	Asset Account Due from LGUs	x-xx-xx-xxx 1-03-03-030	Due to NGAs Asset Account	2-02-01-050 x-xx-xx-xxx
Transfer of assets by RO to LGUs by Donation or Financial Assistance	Donation/Financial Assistance Asset Account	5-02-14-030/ 5-02-99-080 x-xx-xx-xxx	Asset Account Income from Grant & Donation	x-xx-xx-xxx 4-04-02-020