SUC-Assisted Approach in Comprehensive Development Plan Formulation

PROCEDURES GUIDE

A Joint Project of the

Department of the Interior and Local Government – Region VI

and

University of the Philippines Visayas

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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

The State Universities and Colleges (SUC)–Assisted Approach in Comprehensive Development Plan (CDP) Formulation Project is under the Improving Local Area and Sectoral Plans through the SUCs program of the DILG. The Support to Local Government Programs – Oversight Project Management Office (SLGP-OPMO) provided the funds amounting to Php 25M for the project implementation. This is through a Memorandum of Agreement (MOA) signed by Atty. Anthony C. Nuyda, CESO III, former Regional Director DILG Region 6 and the University of the Philippines Visayas last March 23, 2018. The project was continued by Engr. Ariel O. Iglesia, CESO IV upon his assumption as Regional Director.

The Comprehensive Development Plan (CDP) is one of the mandated plans formulated by the Local Government Units (LGUs). As it was recorded, Western Visayas has the second lowest number of approved CDPs. One of the reasons behind this is that there is no specific system in place for LGUs to observe proper data generation, management, and updating in compliance with the demand of the latest policies and guidelines.

We are grateful to have partnered with UPV being one of the higher learning institutions in the region, that compose the Western Visayas Local Governance Resource Consortium. Certainly, the project achieved the objectives of introducing an academe-assisted approach in the generation and management of data, enhancing plans through critiquing, mentoring and coaching, creating a Management Information System (MIS), and delivering workshops and training to LGUs for capability building.

The CDP Modules are produced by UPV as output to the project. These Modules intend to introduce a ladderized approach in the delivery of capability building interventions to LGUs in the formulation of their CDPs. The modules shall be utilized by the academe or Learning Resource Institutions (LRIs) as the DILG 6 through its Local Governance Resource Center expands its provision of technical assistance, and challenges all LGUs to step up and formulate quality CDP in compliance with the prescribed existing policies and guidelines.

It is our hope in the DILG 6 that through this project with UPV, we continue to enrich our knowledge platforms in strengthening local development planning in the region.

Padayon kita!

JUAN JOVIAN INGENIERO, CESO IV
Regional Director

UNIVERSITY OF THE PHILIPPINES VISAYAS

I am happy to note that the project SUC-Assisted Approach to Comprehensive Development Plan (CDP) Formulation is bringing out training modules so that these can be shared to other state colleges and universities in Panay Island, as well as in other areas of the country in the future.

The project introduced an academe-assisted approach in generating data and enhancing the quality of CDP plans through critiquing and coaching. UPV's SUC-Assisted Approach supplemented the current DILG process, guiding the formulation of quality comprehensive development plans for 20 municipal/city local government units over a period of 2 years starting in 2018. The project is implemented by the Office of Continuing Education and Pahinungod (OCEP). OCEP is under the Office of the Vice Chancellor for Research and Extension of the University of the Philippines Visayas (UPV).

The project is made possible through the DILG's Support to Local Government Programs – Oversight Project Management Office (SLGP-OPMO). The program is designed to assist municipal government units in delivering basic services through the provision of financial subsidies for priority programs and projects.

The project is a partnership among UPV, the municipal local government units, and DILG VI. The partnership was formalized through a Memorandum of Agreement signed by then UPV Chancellor Ricardo Babaran, DILG IV Regional Director Anthony Nuyda, and the chief executives of the 20 local government units.

I am confident that the modules will benefit users by helping them guide municipal local governments realize their development goals.

PROF. CLEMENT C. CAMPOSANO, Ph.D.
Chancellor

ACKNOWLEDGMENTS

PROCEDURES GUIDE

1. INTRODUCTION

1.1. Rationale

The Local Government Code of 1991 (Republic Act 7160), as provided in Section 20 of the Code, empowers Local Government Units (LGUs) as the main actor in the preparation of the Comprehensive Development Plan (CDP) and the public investment programs. One of the major programs of the Department of the Interior and Local Government (DILG) is the conduct of capacity building for LGUs on the formulation of their Comprehensive Development Plan and Local Development Investment Program (LDIP) that will enable the LGUs to develop and implement priority sectoral and cross-sectoral programs and projects in the proper locations to put flesh on the skeleton as it were, gradually and incrementally, until the desired shape or form of development is eventually attained over the long term.

The usual process of plan formulation involves the DILG working with LGUs. To enhance the preparation process and content of the CDP and public investment program, DILG has introduced the State Universities and Colleges (SUCs)-assisted approach in the generation, organization, analysis, and overall management of CDP-related data.

The SUCs are mandated to provide various forms of public service, as well as scholarly and technical assistance to the government, the private sector, and civil society while maintaining its standards of excellence (Section 3, RA 9500). Also, the Office of Continuing Education and Pahinungod (OCEP) of UPV provides technical services on local governance development as well as resource networking.

The "town and gown" approach implies a partnership between the "town" which is the community or local government and the "gown" which is the university in the local area. The "partnership" of the SUC, the LGU, and DILG enable each them to share their resources to pursue local development goals and objectives to make the local area a better place to live in. Thus, each one has a role to play in the area of local development and governance. The SUC as an educational institution has the knowledge and expertise in many learning areas that can help enhance the capacity of the LGU.

The SUC-Assisted Approach in CDP Formulation

In this project with DILG and UPV, the SUC-assisted approach has the following features:

- Full funding was downloaded to UPV by DILG at the start of the project;

- Project management was shared by the SUC and by the DILG;

- Knowledge products such as materials (e.g. CDP Formulation Training of Trainers Modules; MIS for CDP; MIS for CDP User Guide; MIS Quick Guide; Procedures Guidelines; Evaluation Instruments; MIS Instructional Video; and AVPs about the project) and processes that have been used in the project are co-owned by both the DILG and UPV. UPV owns the source code of the MIS;

- The LGU's Technical Working Group (TWG) in CDP Formulation is capacitated through off-site training-workshops and coaching. The SUC and DILG facilitated the learning but the bulk of the work is still with the TWG of the LGUs.

- A highly sequential procedure of CDP formulation was provided by the SUC and the DILG to the LGU Technical Working Group; and,

- The use and sharing of knowledge products are governed by the Intellectual Property Code of the Philippines, the Philippine Technology Transfer Act of 2009, and UPV guidelines and procedures on intellectual properties, such as utility models and copyrights.

A Management Information System (MIS) for CDP was developed and the system is co-owned by both the DILG and UPV. UPV owns the source code of the MIS. There are guidelines and provisions on the use and sharing of the knowledge products resulting in the SUC-assisted approach project.

This Procedures Guide is prepared by the DILG and UPV as a documentation of the requirements and processes that were practiced in the SUC-Assisted Approach in CDP Formulation from the pre-implementation phase, the implementation phase, and post-implementation phase (or project closure).

While this document is not meant to standardize the requirements and processes in SUC-assisted approach in CDP formulation, this guide can be used as a reference for future projects that may have similar arrangements between DILG and other academic institutions.

1.2. Mode of Assistance Delivery and Use of the Procedures Guide

For this project, the funding arrangement was that DILG downloaded the funds to SUC (or UPV) and the latter was in charge of fund management. The steps in the Pre-Implementation, Implementation, and Post-Implementation phases of a SUC-assisted project are only applicable when the arrangement takes a similar nature.

A separate set of procedural guidelines shall be followed when the SUC is tapped as part of the pool of Resource Persons. In this type of mode of delivery, DILG or the LGU manages the project fund.

1.3. Users of the Guide

This guide will be useful to trainers and facilitator-monitors from DILG and the SUCs whose mode of delivery is similar to the DILG-funded SUC-assisted approach in the CDP Formulation project.

1.4.   Parts of the Guide

The Procedures Guide on SUC-Assisted Approach in CDP Formulation is divided into three parts:

1. Pre-Implementation phase - before the start of the project

2. Implementation phase –conduct of training-workshops and other activities related to the project

3. Post-Implementation phase –the closing of the project

2. PRE-IMPLEMENTATION PHASE

2.1. Scope

- Identification by DILG of UPV that will deliver the SUC-Assisted Approach in CDP Formulation.

- Setting-up of Project Team by UPV

- Identification of the LGU that will take part in the training-workshops

- Preparation and approval of administrative and logistical requirements for the training-workshops before project implementation

2.2. Definition of Key Terms

Comprehensive Development Plan (CDP) – it is the action plan utilized by every local administration to develop and implement priority sectoral and cross-sectoral programs and projects in the proper locations to put flesh on the skeleton as it were, gradually and incrementally, until the desired shape or form of development is eventually attained over the long term (DILG's Local Planning Illustrative Guide, 2015, p. 1). It has a planning time frame of six (6) years.

CDP Formulation Orientation – the preparatory activity conducted by the DILG before the series of CDP training-workshop. The aim is to provide UPV an overview of the following topics:

- importance of the CDP;

- the list of required data;

- the process of doing CDP;

- documents for submission (Ecological Profile, main CDP, Local Development Investment Program, CDP forms); and,

- the process of the CDP review.

Knowledge Products – refer to materials and processes used and implemented in the projects that are co-owned and co-shared by the DILG and UPV. These are:

- CDP Formulation Training of Trainers Modules, MIS for CDP

- MIS for CDP User Guide

- MIS Quick Guide

- Procedures Guidelines

- Evaluation Instruments

- MIS Instructional Video

- End-of-Project Evaluation Report

- AVPs about the project

- Policy Paper/s

Local Governance Regional Resource Center – it serves as a dynamic and interactive capacity development platform for selected regional offices of DILG.

Local Government Unit-Planning Core Group - the LGU officials or representatives who will undergo a series of training-workshops in the formulation of the CDP. The Planning Core Group, as indicated in the DILG Local Planning Illustrative Guide (2015, p. 44), is composed of, but not limited to, the following members:

a. Municipal Planning & Development Coordinator

b. Planning Officer

c. Urban Planner

d. GIS Expert

e. Municipal Local Government Operations Officer

f. Municipal Disaster Risk Reduction and Management Officer

g. Municipal Environment and Natural Resource Officer

h. Liga ng Barangay President

Management Information System (MIS) for CDP – it is a web browser-based application that aids the Local Government Unit (LGU) in making their Ecological Profile as well as in saving their data to an online server. The system also makes it easier for the Regional and Provincial Officers to keep track of their respective LGUs.

Pre-Implementation Phase – the phase in the project cycle which entails specific steps and tasks needed for project delivery, budget outlines, the timeline needed for project delivery, as well as the overall goal of the project.

Project Manager – refers to the main lead of the UPV Project Team who was at the same time the Director of the Office of Continuing Education and Pahinungod in the duration of the project

State Universities and Colleges (SUC) – refers to UPV.

SUC-Assisted Approach – a way of providing capacity development assistance to the twenty (20) LGUs where UPV takes the main tasks of providing administrative support and of producing knowledge products in close partnership with DILG. In this project, the project fund is fully downloaded by the DILG to UPV.

University of the Philippines Visayas – in the SUC-Assisted approach in CDP formulation, UPV performs the following functions:

- provides administrative support

- conceptualizes and delivers training-workshops together with DILG;

- leads in the creation of knowledge products

- manages the project fund

2.3   Procedures Summary

Person/s Responsible		Task/s	Outputs/Requirements
DILG Head on Training	1.	Identify the SUC	Name of SUC
DILG support staff	2.	Communicate with SUC	Letter to SUC
DILG support staff	3.	DILG and SUC meet to discuss the project	Agreements
SUC Head for Extension	4.	Submit an Inception Report for review and approval of DILG	Inception Report
DILG officials, SUC representative, Project Manager	5.	Select the LGUs	List of LGUs Letter of intent from the LGU to be part of the project
SUC Head for Extension and/or Project Manager	6.	Set-up the SUC-Project Team	Operations Structure for the project Appointment papers of Project Team members
DILG support staff	7.	Prepare Memorandum of Agreements (MOA) for review by the Legal Officers of both DILG and SUC	Reviewed MOA by DILG and SUC
DILG support staff and SUC project staff	8.	Prepare for ceremonial MOA signing event and conduct CDP orientation to Project Team	Program for MOA signing and CDP Orientation, Signed MOAs Letters of invitation to DILG officials and SUC officials for the MOA signing event
DILG support staff and SUC project staff	9.	Prepare and approve administrative and logistical requirements (e.g. food, venue, materials) for MOA signing and CDP orientation	Itinerary of Travel, Travel Order, Purchase Request, Purchase Order, Request for Cash Advance
DILG officials and SUC Project Team	10.	Conduct ceremonial MOA signing between DILG and the SUC and of the CDP Orientation	MOA, Powerpoint slides, Handouts, Projector, Laptop, Reference materials

Person/s Responsible	Task/s	Outputs/Requirements
DILG support staff	11. Prepare tripartite MOA among DILG-LGU-SUC for review	Draft MOA
M/CPDC	12. Prepare Executive Order for the formation of the Municipal/City Planning Team in CDP Formulation	Signed Executive Order by the Mayor Appointment of LGU's CDP Focal Person
SUC project staff	13. Notarize the bilateral and tripartite Memoranda of Agreements	Notarized bilateral and tripartite MOAs

2.4   Procedures Details

1. Identify the SUC

The DILG identifies the SUC that will provide capacity development assistance to LGU TWG in CDP Formulation. In identifying the SUC, DILG should take into consideration the following:

  a. the SUC is within the locality or near the LGU;

  b. the SUC has an existing degree program on urban and regional planning and/or allied disciplines, such as architecture, civil engineering, community development, economics, public administration, public management, or sociology;

  c. the SUC has faculty or support staff to handle training topics related to CDP formulation;

  d. the SUC has an existing office to handle project management concerns; and,

  e. the SUC has an IT personnel for the MIS for CDP

2.   Communicate with SUC

DILG sends a letter to the SUC requesting assistance in the delivery of training-workshops on CDP Formulation. The letter is addressed to the head of the SUC.

3.   DILG and SUC meet to discuss the project

When the SUC has accepted the request, DILG arranges a meeting with the head of the SUC. The SUC head invites to the meeting the head of the office where the project will be lodged. In this project, the Office of Continuing Education and Pahinungod (OCEP).

The meeting aims to discuss the terms of the project. The terms include the duration of the project, the target LGU, responsibilities of DILG and the SUC, and project deliverables.

4. Submit an Inception Report for review and approval of DILG

The SUC prepares an inception report to be presented to the DILG for comments. The SUC revises the report based on DILG's comments.

The project is composed of two major components. The Capacity Development (CapDev) component and the MIS component. The CapDev component is basically consists of five (5) modular training workshops:

Module 1. Introduction to Development Planning and LGU Vision Review
Module 2. Presentation of Ecological Review
Module 3. Doing the Sectoral Development Plan
Module 4. Formulating the Local Development Investment Program
Module 5. Writing the Comprehensive Development Plan

The modules are delivered through a face-to-face mode of learning.

5. Select the LGUs

The DILG, in consultation with the SUC, identifies the initial list of LGUs that will be part of the project. The criteria for LGU selection are as follows:

- LGUs that have not started their CDPs and have no CDPs

- LGUs updating or revising their CDPs

- LGUs with no CDPs but with updated CLUPs and/or for SB review

6. Set-up the SUC-Project Team

The SUC Head for Extension sets up the Project Team. See Annex A for the operations structure for the project and Terms of Reference (TOR). The honoraria of project team members are indicated in the TOR. The SUC Extension Head is also the Project Manager. Together with the project staff, appointment papers of the SUC project team members are prepared for endorsement by the Office of the Vice Chancellor for Research and Extension and approval by the SUC Chancellor.

The faculty who are part of the Project Team apply for Teaching Load Credit (TLC) to the Office of the Vice Chancellor for Academic Affairs.

7. **Prepare Memorandum of Agreements (MOA) for review by the Legal Officers of both DILG and SUC**

The DILG prepares a draft of the Memorandum of Agreement for review by the Legal Officers of both the DILG and the SUC. The SUC provides feedback to the draft MOA for finalization by the DILG.

8. **Prepare for ceremonial MOA signing event and conduct CDP orientation to Project Team**

The DILG support staff and the SUC project staff prepare for the ceremonial MOA signing event and the conduct of CDP Orientation to SUC Project Tea. Documents being prepared are the program, the draft MOA, reference materials, powerpoint, or video presentations.

The DILG support staff sends an invitation to the MLGOOs and Cluster Leaders per province. The selected LGUs are also invited specifically the Local Chief Executive C/MPDC, and the Budget Officer.

The SUC support staff sends an invitation to the SUC Head (or the Chancellor), the Vice Chancellor for Research and Extension, and the head of the Information and Publications Office.

9. **Prepare and approve administrative and logistical requirements (e.g. food, venue, materials) for ceremonial MOA signing and CDP orientation**

The DILG support staff and SUC project staff prepare and approve administrative and logistical requirements. Administrative requirements refer to the preparation and facilitation of travel-related papers of people involved in the project and coordination with guests and resource persons. Logistical requirements include dealing with suppliers, attending procurement matters, and travel/transportation concerns.

10. **Conduct ceremonial MOA signing between DILG and the SUC and of the CDP Orientation**

The DILG officials give orientation on CDP Formulation in terms of process and content. The flow of activities is in Annex D.

During the open forum, the LGUs in attendance provide feedback on the project.

11. **Prepare tripartite MOA among DILG-LGU-SUC for review**

The DILG project staff prepares the tripartite MOA for review by the SUC and the LGUs. LGUs that are included in the initial list can opt not to accept the invitation. DILG identifies other LGUs based on the criteria set earlier.

The specific roles and responsibilities DILG, the SUC, and the LGU are indicated in the tripartite Memorandum of Agreement. Refer to Annex C for roles and tasks.

12. Prepare Executive Order for the formation of the Municipal/City Planning Team in CDP Formulation

The LGUs that accept the invitation to be part of the project sends back to the DILG the tripartite MOA.

The City/Municipal Planning and Development Office prepares the Executive Order (EO) following the suggested format and content indicated in DILG's Local Planning Illustrative Guide (2015). The EO is endorsed by the City/Municipal Councilors and approved by the Local Chief Executive (LCE). The LCE appoints the LGU's CDP Focal Person and is indicated in the EO.

13. Notarize the bilateral and tripartite Memoranda of Agreements

The SUC facilitates the notarization of the bilateral MOA with DILG and of the tripartite MOAs with the LGUs and the DILG.

2.5   References

- DILG's Guide to Ecological Profiling (MC 2008-156). Accessed at https://www.dilg.gov.ph/PDF_File/issuances/memo_circulars/MC2008-156.pdf

- DILG's Local Planning Illustrative Guide (2015). Accessed at https://dilg.gov.ph/PDF_File/reports_resources/dilg-reports-resources-2017110_298b91787e.pdf

- DILG's Rationalized Planning System (2008)

- DILG's Guide to Making the CDP (n.d.)

- Intellectual Property Code of UPV

- Project Procurement Management Plan (PPMP)

- Republic Act 8293 Intellectual Property Code of the Philippines

- Republic Act 9184 Government Procurement Reform Act

3. IMPLEMENTATION PHASE

3.1. Scope

- Preparation and approval of administrative and logistical requirements for the conduct of training-workshops and other activities such as project review meetings.

- Conduct of training-workshops for the Capacity Development and MIS components of the project.

3.2. Definition of Terms

Administrative requirements- refer to the preparation and facilitation of travel-related papers of people involved in the project and coordination with guests and resource persons.

Comprehensive Development Plan (CDP) Training-Workshops – a series of hands-on training workshops on CDP Formulation that is conducted by both DILG and UPV. At the end of the CDP workshops, the LGUs were expected to have completed their drafts on the following CDP requirements:
- Comprehensive Development Plan main document
- Local Development Investment Program (LDIP) document
- Ecological Profile
- Methodology

Ecological Profile (EP) – The Ecological Profile (EP) merges the socioeconomic and biophysical profiles of the area; the EP provides information about a municipal/city LGU in terms of its history, population/demographic info, and the 5 general sectors (Infrastructure, Social, Economic, Institutional, Environment) (DILG's Guide to Ecological Profiling, MC 2008-156).

Implementation Phase – this phase is the start of the execution of the agreements in the pre-implementation phase. It overlaps with project monitoring and evaluation which involves ensuring that task deadlines are met and costs are within the allocated budgets.

Local Development Investment Program (LDIP) – it is the principal instrument for implementing the CDP. It is a document that translates the CDP into programs and projects and selects those that will be picked up by the LGU for funding in the annual general fund budget or through special fund generation schemes (DILG Local Planning Illustrative Guide, 2015, p. 44).

Logistical requirements - include dealing with suppliers, attending procurement matters, and travel/transportation concerns.

Methodology – this refers to the documentation of activities conducted and documents produced by the LGU-TWG in the creation of LGU's project deliverables according to the prescribed process in plan formulation (ex. participatory, inclusive, etc.). It starts with the creation of the Executive Order and the team composition to planning methods used in data collection and data analysis, to challenges in making the documents, and learnings. It is a document written by the LGU TWG that described the steps undertaken by the TWG in the formulation of the CDP.

Process Documentation Team – in charge of documenting the activities, process, and agreements during the training workshops. The team is also in charge of organizing the workshop outputs using a simple filing system.

Rationalized Planning Indicators and Data Set (RaPIDS) – prescribes a minimum data set applicable to all LGU types and prescribes additional data set unique to specific LGUs (DILG's Local Planning Illustrative Guide, 2015, p. 8).

Training Team – composed of the Facilitators, the Trainers, the Project Monitoring and Evaluation Team, and the Secretariat.

- **Facilitator** – the person that helps the trainer and the participants in achieving the training-workshops' objectives. The facilitator is more focused on the process. He/she leads discussions and helps participants learn from their own experiences and shared information. The same facilitator is designated from start to finish of the project.

- **Trainer** – a person who leads a discussion about the topics' content. A trainer provides coaching, conducts demonstrations and lectures, supervises skill practice, and provides feedback on the participants' outputs. In contrast to a Facilitator who is a process expert, the trainer is a content expert.

- **Project Monitoring and Evaluation Team** - organized by the Office of Continuing Education and Pahinungod (OCEP) and their honoraria is shouldered by the SUC. The PMET's functions include attendance to OCEP's orientation on Project Monitoring and Evaluation; attendance to training workshops organized by the Project Leaders, in coordination with OCEP; submission of accomplished Field Monitoring Reports after 10 working days; and, attendance to OCEP's meetings on monitoring and evaluation of public service projects under OVCRE.

- **Secretariat** – the members provide administrative assistance to the Training Team, Process Documentation team, and the participants.

3.3. Procedures Summary

For every training-workshop

Persons Responsible	Tasks	Outputs/Requirements
DILG officials and SUC Project Team	1. Create and approve a training design	Training design
SUC Project Manager	2. Draft letters for the training-workshop and submit to DILG	Drafted letters
DILG support staff	3. Send letter of invitation to LGUs and confirmation slips signed by the Regional Director DILG also sends invitation letters to Resource Persons that are not employees of the SUC.	Letter of invitation and confirmation slip to LGUs Confirmation slips from LGUs Letter of invitation to Resource Persons
SUC support staff	4. Procure items for the training-workshop	PPMP
SUC project staff	5. Inform the SUC Project Team of the training-workshop	Email for SUC Project Team
DILG, LGU-TWG, SUC Project Team	6. File for Travel Order	Approved Travel Order
DILG and SUC UPV Project Team	7. Review the training modules and prepare supplies and materials for the training-workshop.	Training Modules
DILG officials, SUC Project Team	8. Conduct training-workshops to LGU's TWG	Filled-up forms indicated in the modules Drafts of outputs
LGU TWG	9. Conduct follow-up workshops in respective LGUs after every training activity	Updated filled-up forms Revised drafts
SUC project staff	10. Facilitate papers for payment of honoraria	Disbursement Vouchers
SUC project staff, DILG and LGU support staff	11. Liquidate or reimburse expenses	Documentary requirements
SUC Project Manager and DILG support staff	12. Submit Process Documentation Reports of training workshops	Process Documentation reports for the SUC Training reports for DILG
SUC project staff	13. Prepare quarterly accomplishment and financial reports	Quarterly accomplishment and financial reports
DILG support staff	14. Conduct M and E	M and E report
SUC Project Team and DILG officials	15. Conduct regular review meetings	Agreements

3.4.   Procedures Details

1. Create and approve a training design

DILG and the SUC project team meet and discuss the training design. The training design includes the activity title, date and venue, target participants, workshop objectives, workshop outcomes, key outputs, topics, materials needed, references, forms to fill up.

2. Draft letters for the training-workshop and submit to DILG

The SUC Project Manager drafts letters to LGU participants and Resource Persons and submits to DILG for finalization and distribution. The letter for participants contains the following information:

- Title of the activity
- Purpose of the workshop
- Workshop Outputs
- Target participants and Number of participants
- Date and venue
- Training Design
- Materials to bring
- Data to bring
- Confirmation slip

The letter for Resource Persons contains the following information:

- Title of the activity
- Purpose of the workshop
- Workshop Outputs
- Target participants and Number of participants
- Date and venue
- Training Design

3. Send letter of invitation and confirmation slips to LGU and letter of invitation to Resource Persons

For every training-workshop, the DILG project staff sends a letter to the LGU's TWG Group and the Resource Persons. **The letters are sent at least three weeks before to the activity.**

The TWG Planning Core Group and other participants send their confirmation slip to DILG. The confirmation slip should include the participants' names, sex, food preferences, and other arrangements.

DILG also sends invitation letters to Resource Persons that are not employees of the SUC. The Resource Person indicates the materials or equipment he/she needs at the training-workshop.

4. Procure items for the workshop

The SUC Project Staff (the Administrative Officer) prepares procurement documents for the venue, accommodation, and other items needed for the activity.

5. Inform the SUC Project Team of the training-workshop

The SUC project staff sends an e-mail to the SUC project team of the training-workshop. The e-mail is signed by the Project Manager.

6. File for Travel Order

The DILG, LGU-TWG members, and the SUC Project Team file for Travel Order to their respective institutions before the training-workshops (or any project-related activity) outside of their workplaces.

7. Review the training modules and prepare supplies and materials for the training workshop.

The DILG officials and SUC Project Team (particularly the Trainers and Facilitators hold a meeting to review the training modules for familiarity as well as for changes in the training activities.

8. Conduct the training-workshop

The DILG officials and SUC Project Team conducts the training workshops with the LGU TWG. Each training workshop lasts for 2 to 2.5 days. DILG and the SUC cluster the LGUs for better management.

Outputs of the TWGs are filled-up forms and drafts of outputs.

9. Conduct follow-up workshops in respective LGUs after every training activity

The LGU-TWG conducts follow-up workshops in their respective LGUs. This is to ensure that the TWGs work on the requirements and are ready with necessary documents for the next scheduled workshops.

Outputs of the TWGs are the updated forms and revised outputs.

10. Facilitate papers for payment of honoraria

The SUC project staff prepares documents to facilitate the payment of honoraria.

11. Reimbursement/liquidation of travel expenses

The SUC, DILG, and the LGU staff assigned to the project prepare the documentary requirements for reimbursement/liquidation of travel-related expenses of concerned people.

12. Submit Process Documentation reports

The SUC Project Team prepares a soft copy and hard copies of all process documentation reports of the training-workshops and other related activities. These are submitted to DILG, copy furnished to the Office of Continuing Education and Pahinungod (OCEP).

13. Prepare quarterly report and financial reports

The SUC project staff prepare and submit an official quarterly accomplishment report and financial report to DILG.

14. Conduct M and E

The DILG staff assigned to the project conducts Monitoring and Evaluation of LGUs on their progress in terms of complying with the required forms and writing the initial drafts.

15. Conduct regular review meetings

The DILG and the SUC conduct regular meetings to check on the progress of their key outputs and to review their project objectives and methodologies vis-a-vis their project schedule. Adjustments are made to the training design to be responsive to the needs of the LGUs.

3.5.   References

- Project Procurement Management Plan (PPMP)

- Refer to modules on SUC-Assisted Approach in CDP Formulation

- Republic Act 9184 Government Procurement Reform Act

4. POST-IMPLEMENTATION PHASE

4.1. Scope

- Preparation and approval of administrative and logistical requirements for the closing of the project

- Covers activities when all the work has been completed. This phase does not include cases when the project has to be terminated because the project objectives cannot be met anymore given limited time and resources.

4.2. Definition of Terms

Project implementation, or the project closing phase, is the phase where all deliverables are finalized and formally transferred, and all documentation is signed off, approved, and archived.

4.3. Procedures Summary

DILG Project Staff	1. Send letters of invitation and confirmation to LGUs for the Project Update meeting 2. Send letters of invitation and confirmation to Technical Assistance Committees for CDP	Invitation and confirmation letters
SUC Project Staff	3. Procure supplies and materials for the meeting	Approved procurement
SUC Project Team and DILG	4. Conduct Project Update meeting with 20 LGUs	• Feedback • Agreements • LGUs' CDP drafts
SUC Project Staff	5. Prepare & distribute certification of appearance to DILG officials and LGU personnel	• Certificate of Appearance
SUC Project Team and DILG	6. Conduct post-implementation meeting/s	• Agreements • Outline of Internal End-of-Project Evaluation Report (DILG and UPV) • Outline of External End-of-Project Evaluation Report (External Evaluators) • Contact of External Evaluators
SUC Project Manager	7. Transfer deliverables to DILG	Letter to DILG on key deliverables: • Modules

		• Process Documentation reports on the CapDev Trainings • Operations Manual • Reports for both Capacity Development and MIS components • Policy Paper/s • Audio-Video Presentations • Financial Report
DILG Regional Director	8. Accept and approve project deliverables	Letter accepting project deliverables
SUC Project Manager	9. Review all contracts and documentation	Contracts and other documents
SUC Project Manager	10. Release resources	Formal letters to project team members, other service providers
SUC project staff	11. Archive documents	Reports, contracts, and other documents

4.4. Procedures Details

1. Send letters of invitation and confirmation to LGUs for the Project Update meeting

The DILG project staff send letters of invitation and confirmation to LGUs for the conduct of project update meeting with twenty (20) LGUs. The letter contains the flow of activities and the outline of the presentation.

The flow of activities:

- Registration – online and face-to-face attendance by SUC and DILG project staff
- Welcome Message – RD DILG 6
- Project Overview and Update - UPV Project Team
- LGU Presentation of Outputs
- Open Forum
- Agreements

The twenty LGUs present highlights of their latest drafts for the following documents:

- CDP Main Document
- LDIP
- Ecological Profile

2. Send letters of invitation and confirmation to Technical Assistance Committees for CDP

The DILG project staff send letters of invitation and confirmation to members of Technical Assistance Committees for CDP. The TACs are invited to provide feedback on the outputs of the LGUs.

3. Procure supplies and materials for the meeting

The SUC project staff coordinates with the DILG project staff on logistical and administrative concerns. SUC project staff procure supplies and materials needed for the meeting. The Chancellor approves the procurement application.

4. Conduct Project Update meeting with 20 LGUs

The DILG and the SUC conduct the Project Update meeting with twenty LGUs. Attendance may be online and face-to-face. Each LGU is given 30 minutes for presentation. An open forum follows after two-to-three LGU presentations. The DILG, TAC, and the SUC provide feedback to the presented outputs. The LGUs respond to feedback and ask questions.

Discussed during the open forum are the challenges, management measures, and lessons learned related to CDP formulation.

Agreements are made at the end of the Project Update meeting. Agreements include:

- Steps in LGUs' project completion
    - LGU submits outputs to DILG
    - DILG sends outputs to SUC for final feedback of Methodology and Ecological Profile.
    - DILG gives final feedback of the CDP main document and LDIP
    - SUC sends finds final feedback to DILG
    - DILG sends feedback to LGUs
    - DILG releases a certificate of completion for the CapDev component of the project to LGUs signed both by the DILG Regional Director and the SUC Chancellor
    - DILG sends letter to LGUs who are not able to complete all project deliverables on the deadline

- Deadline of outputs

5. Prepare & distribute certification of appearance to DILG officials and LGU personnel

The SUC project staff prepare and distribute the certificate of attendance to DILG officials and LGU personnel. The SUC signs the certificate of attendance for DILG officials; either DILG or the SUC signs the certificate of attendance for LGUs.

6. Conduct post-implementation meeting/s

SUC and DILG conduct post-implementation meetings to review the successes, failures, and challenges of the project and identify opportunities for improvement. Deliverables and schedule of project based on the Inception report and approved Work and Financial Plan are also reviewed. Refer to Annex D for details of the End of Project Evaluation report.

External Evaluators selected by both DILG and the SUC attend the meeting.

During the meeting, the following matters are discussed and agreed on:

- A draft outline of the Internal and External End-of-Project Evaluation reports
- Draft contract of the External Evaluators
- Scope of Evaluation
- Terms of Reference of the Evaluators
- Final change-requests from either DILG and the SUC on project outputs
- Deadline of deliverables
- **Ways forward for future collaboration resulting in the project**

Part of the post-implementation meeting is the conduct a performance review of the project in terms of cost, schedule, and quality.

Questions to consider:

- Did you stay on budget?
- Did the team members involved manage their time wisely?
- Were there issues or comprises with the quality along the way?

The SUC Project Team holds a separate meeting to discuss how the project went for a more comprehensive picture of the project's performance. Questions to consider:

- What went well?
- What were the challenges or failures?
- How well did the team communicate?
- Did the team follow the outlined processes and plan?
- Was the client satisfied with the results?
- What would you change or improve for future projects?
- With the project performance and feedback in mind, what are the lessons learned and what are some of the opportunities for the future?

7. Transfer deliverables to DILG

The SUC Project Manager ensures that all deliverables are fully completed and turned over to the DILG.

8. Accept and approve project deliverables

The DILG issues a letter of acceptance of the deliverables to close the project for either or both CapDev and MIS components.

9. Review all contracts and documentation

Upon completion of the project hand-off and receiving approvals from the DILG, the SUC project Manager, assisted by the office staff, begin closing out the contracts of all Project Team members. That is all parties have been paid for the work and there are no outstanding invoices.

10. Release resources

The SUC Project Manager formally releases resources from the project through an official letter sent to them. These include suppliers, contractors, team members, and other partners. The notice signifies that the team members are now free to work on other projects. It also informs suppliers, contractors, and other partners that there are no outstanding invoices.

11. Archive documentation

Upon completion of the post-mortem, the SUC project staff can finalize all documentation (contracts, project plans, scope outline, costs, schedule, etc.) and index them in the SUC's archives for later reference.

All documents about the project's performance and improvement opportunities should be easily referenced so that these can be used in the implementation of similar projects in the future.

4.5.   References

- Project Procurement Management Plan (PPMP)

- Republic Act 9184 Government Procurement Reform Act

ANNEXES

5. ANNEX A.

SUC Operations Structure for the Project
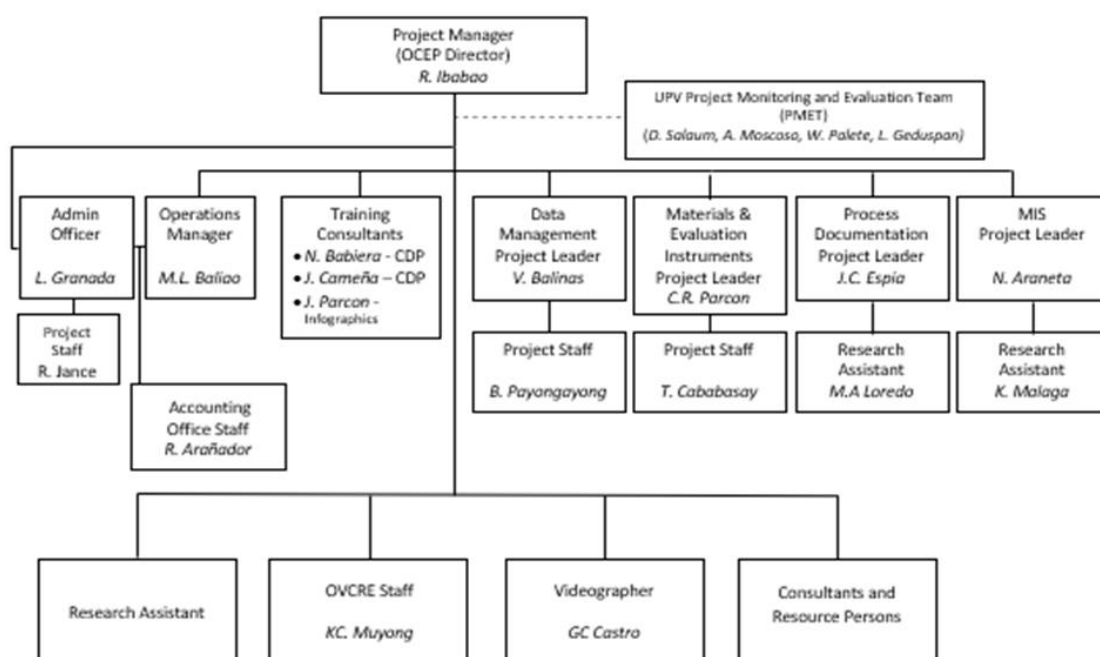
Positions and Functions of SUC Poject Team

Position of UPV Project Team	Tasks	UPV Project Team Member That Works Closely With
PROJECT MANAGER	1. Oversees the successful initiation, planning, design, execution, monitoring, and closure of the project. 2. Coordinates with DILG officials connected to the project 3. Communicates with UPV personnel in terms of project fund management	All project leaders
PROJECT LEADER FOR OPERATIONS	1. Coordinates activities of the UPV team for efficiency 2. Oversee budgeting, reporting, planning, and auditing 3. Supervises the preparation and scheduling of all project activities 4. Assists in the writing of technical reports 5. Assists in the writing of the Operations Manual and Modules 6. Assists in the writing of research/policy papers	Administrative Officer Staff from UPV Accounting Office
PROJECT LEADER FOR DATA QUALITY	1. Leads in organizing and facilitating data collection, trainings 2. Assists in the writing of the Operations Manual and Modules 3. Discusses the development of software	Project Leader for Process Documentation Project Leader for Materials & Evaluation Instruments

	with project leader for software development.	Project Leader for MIS
	4. Acts as resource persons on data quality, processing, and analysis	
	5. Supervises encoding and generation of data	
	6. Supervises the preparation of data (e.g. charts, graphs, forms)	
	7. Assist in the writing of the technical reports	
	8. Assists in the writing of research/policy papers	
PROJECT LEADER FOR MATERIALS & EVALUATION INSTRUMENTS	1. Leads in the processing of data from evaluation instruments	Project Leader for Process Documentation
	2. Leads in the creation of evaluation instruments	Project Leader for Data Management
	3. Leads in writing the modules	
	4. Assists in writing technical reports	
	5. Assist in the writing of the Operations Manual	
	6. Assists in the preparation of data (e.g. charts, graphs, forms)	
	7. Acts as resource persons on data quality, processing, and analysis	
	8. Leads in the writing of research/policy papers	
PROJECT LEADER FOR PROCESS DOCUMENTATION	1. Organizes data and writes the processes during trainings and events	Project Leader for Materials & Evaluation Instruments
	2. Assists in the writing of technical reports	Project Leader for MIS
	3. Assist in the writing of modules	
	4. Coordinates with the other project leaders in terms of activities to be documented and materials to be included in the documentation.	Training Consultants
		Project Leader for Data Management
	5. Leads in the writing of research/policy papers	
PROJECT LEADER FOR MIS for CDP	1. Creates software development	Training Consultants
	2. Trains encoders in the use of the software	
	3. Writes the modules/users guides on the MIS for CDP	Project Leader for Process Documentation
	4. Trains LGU personnel in the use and management of the software	Project Leader for Data Management
	5. Writes technical reports	
	6. Creates evaluation instruments related to MIS for CDP	Project Leader for Materials & Evaluation Instruments
	7. Leads in the writing of research/policy papers	

6. ANNEX B.

Suggested Program Flow of the CDP Orientation

A. Preliminaries

- Registration

- Opening Prayer

- Pambansang Awit

B. Opening Remarks and Messages

C. Overview of CDP

D. Presentation of MOA

E. Signing of MOA and Photo Op

F. CDP Orientation for Project Team

- Local Development Planning

- Data Requirements

- RaPIDS

- Process of Doing CDP

- CDP Worksheets

- CDP Review Process

G. Synthesis, Next Steps, and Closing Remarks

7. **ANNEX C.**

Inputs in the Tripartite MOA for the SUC-Assisted Approach in CDP Formulation

Roles and Responsibilities

For the SUC

o The trainers and facilitators from the SUC should have the professional experience and educational background in preparing plans such as the Comprehensive Development Plan, Comprehensive Land Use Plan, or the Executive Legislative Agenda.

o The trainers and SUCs should have proper orientation on CDP Formulation by attending training-workshops to be conducted by DILG, UPV or other designated institutions.

For the DILG

o There is a DILG officer assigned to monitor the progress of the LGUs. Before each training-workshop, the DILG officer checks on the requirements or assignments that LGUs are expected to do or bring to the workshops

For the LGU

o The LGU TWG should conduct parallel training-workshop sessions in their respective LGUs after each training with DILG and the SUC.

o The same LGU personnel or their designated alternate should be sent in the training-workshops from start to finish to ensure that required outputs are produced at the end of the project. Participants will be given a certificate of completion only when they have attended the required number of hours, that is, at least 75% of the total number of hours.

o A CDP Focal Person is appointed by the Mayor to perform liaison functions.

Deliverables

For the SUC

- Process Documentation Reports

- Progress and Terminal Reports

- Evaluation Instruments

- Scholarly Outputs (research paper, policy paper, book on best practices) are optional.

For the LGU

- Parallel workshop sessions

- Action plan

- Ecological Profile (EP)

- Comprehensive Development Plan (CDP)

- Local Development Investment program (LDIP)

- Methodology

8. ANNEX D.

End-of-Project Evaluation

A. OBJECTIVES OF THE EVALUATION

1. To assess the overall results of the capacity development component of the program in terms of the transfer of knowledge (content) and technology (MIS) to the LGUs as an exploratory strategy for the DILG on capacity program for CDP formulation;

2. To evaluate the capacity development delivery in terms of effectiveness, efficiency, relevance, process-orientation, and sustainability;

3. To draw learnings regarding the SUC-Assisted approach as a mode of delivery for capacity development component in CDP formulation;

4. To recommend areas for improvement in the CapDev component that will help in strengthening the LGUs planning capacity, and in ensuring the sustainability of this project after DILG's and UPV's assistance.

The draft report should be organized as follows:

B. PROJECT OUTLINE (Do we follow a similar outline as the Project Evaluators?)

  I.   **Title page**
  - Table of contents
  - List of acronyms
  - Executive Summary

  II.   **Main body (Evaluation of Project Proponents)**

Introduction	Comments
Background/Description of the project, including goals and objectives	Included in the Introduction
Discussion results on the achievement of Project Objectives	
Gaps and Gap Scenarios	Targets vs Accomplishments
Lessons Learned	
Conclusion and Recommendations	

Suggested Guide Questions for External Evaluators

Criteria	Key Questions	People Who Can Answer the Questions	Feedback
Effectiveness The extent to which a project achieves its objectives and outcomes	**Is the intervention achieving its objectives?** 1. Were the planned objectives and outcomes in the project document achieved? 2. What is the extent to which the project has fallen short of the target? 3. What factors have influenced why something hasn't been successful or hasn't been achieved? How important is public participation in the CDP process formulation? What kind of participation is necessary for each step in the CDP formulation?	**All questions** ● DILG-R6 ● UPV Project team LGU-TWG	
Efficiency A measure of how resources/inputs (funds, expertise, time) are converted into outputs	**How well are resources being used?** 1. Were the resources and inputs converted to outputs in a timely and cost-effective manner? 2. To what extent has the intervention been cost-effective? 3. To what extent are the costs of the intervention justified, given the changes/effects it has achieved? 4. To what extent are the costs associated with the intervention proportionate to the benefits it has generated? 5. Can you attribute the activities in the project to the LGU's ability to finish the documents according to schedule? For example, do people respond quickly when meetings/workshops are called by the MPDC?	● DILG-R6 (1,2, 3,4,5,6) ● UPV Project team (1,2,3,4, 5,6) ● LGU-TWG (all questions)	1. Rough estimate of how much it costs to do CDP Formulation using the SUC approach) 2. Extent of cost-effectiveness—criteria/measurements 3. Proof of justifying cost- effectiveness vs desired effects
Relevance The extent to which project objectives are continuously consistent with recipient needs	**Is the intervention doing the right things?** 1. How relevant is the project to the target groups' needs and priorities? 2. How relevant is the project to other key stakeholders'	**All questions** ● DILG-R6, ● UPV Project team LGU-TWG	

	(executing agencies, etc.) needs and priorities? To what extent have the (original) objectives of the intervention (still) correspond to the needs of the target groups?		
Sustainability Sustainability is concerned with measuring whether the benefits of a project are likely to continue after its termination.	**Will the benefits last?** 1. To what extent are the project results likely to continue? 2. Is stakeholders' engagement likely to continue, be scaled up, replicated or institutionalized after external funding ceases?	**All questions** ● DILG-R6, MLGOO, Cluster Heads ● TAC ● UPV Project team, School Official ● LGU-TWG, Mayor	
Process-related Concerned with the manner of implementing the training workshops is considered flexible, participatory, and adaptable and allows information sharing	1. Was the objective of the capacity development which is to increase the knowledge and skills of the TWG met on time as scheduled? (DILG, UPV) 2. What were the key problems experienced in the delivery of the training workshop? (DILG, UPV) 3. What were the challenges faced in participating in the training workshops and in producing the outputs? (for LGUs) 4. How efficient is the management of the training-workshops? Is it participatory, flexible and adaptable to the needs of the participants? (For LGUs) 5. To what extent was information shared in the training-workshop shared with the TWG and other concerned offices? (LGUs) 6. What was your role in the delivery of the capdev? (MLGOO/DILG Focal Persons for CDP) 7. How can the process of capdev delivery be improved as Cluster Head/MLGOO? (MLGOO/DILG Focal Persons for CDP)	● DILG ● UPV ● LGU-TWG ● MLGOO ● DILG Focal Persons for CDP	

III.   Annexes
- Terms of Reference for the evaluation
- Evaluation work plan with time table

- Data collection tools
- List of documents reviewed
- List of individuals, stakeholder groups, and communities interviewed
- Summary tables
- Bibliography of secondary sources
- A short biography of the evaluators (Short Biography of UPV Project Team)

Draft Guidelines of the MIS for CDP

DILG Regional Memorandum Circular No: 2018-09

Date: <u>November 27, 2018</u>

TO : **CHERRYL P. TACDA, CESE**
DILG Antique Provincial Director

JOHN ACE A. AZARCON, CSEE
DILG Capiz Provincial Director

TEODORA P. SUMAGAYSAY, CESO V
DILG Iloilo Provincial Director

SUBJECT : GUIDELINES ON THE IMPLEMENTATION OF FORMATION SYSTEM AS A SOFTWARE TOOL OR APPLICATION FOR THE MANAGEMENT OF ECOLOGICAL PROFILE (EP) DATA OF TARGET LGUs IN THE SUC-ASSISTED APPROACH IN COMPREHENSIVE DEVELOPMENT PLAN (CDP) FORMULATION

_____

I. Introduction

The DILG-University of the Philippines Visayas (UPV) Management Information System (MIS) for Comprehensive Development Plan (CDP) is a software developed by the UPV as one of the higher learning institutions in the region that compose the Western Visayas Local Governance Regional Resource Consortium. This is in response to the challenges in the generation, management and updating of data of the Local Government Units (LGUs).

The MIS will be utilized for the Ecological Profile (EP) of twenty (20) Target LGUs under the Project, State Universities and Colleges (SUC)-Assisted Approach in CDP Formulation. This software shall serve as management and data storage tool of LGUs in their collection of primary and secondary data.

A minimum set of indicators from the Rationalized Planning Indicator Data Set (RaPIDS) is provided in the MIS for purposes of standardization and analysis. Also, for integration of existing data to development plans.

II. Purpose

The purpose of these guidelines is to provide clear and defined roles and responsibilities to DILG Region VI in the regional, provincial, and local levels, LGUs, and UPV. This shall also provide standards in the reporting and monitoring of LGUs' data for their respective EPs.

III. Users of the Guidelines and Coverage

These Guidelines shall be the reference of DILG Region VI in the regional, provincial, and local levels, UPV, and LGUs in reporting and monitoring primary and secondary LGU data.

The DILG-UPV MIS software is intended for the twenty (20) Target LGUs under the SUC-Assisted Approach in the formulation of CDP in Western Visayas, to wit:

PROVINCE	LGU
Antique	Barbaza
	Bugasong
	Culasi
	Hamtic
	Pandan
	Tibiao
Capiz	President Roxas
Iloilo	Anilao
	Banate
	Carles
	San Enrique
	Sara
Negros Occidental	Candoni
	Don Salvador Benedicto
	Hinigaran
	Ilog
	Isabela
	Kabankalan
	La Carlota
	Murcia

IV. Definition of Terms and Acronyms

For purposes of this Guidelines, essential terminologies used are defined as follows:

    a. *Super Administrator,* performs over-all system management;
    b. *Administrator*, performs system management, analytics and generates reports from data;
    c. *System Controller,* the entity responsible for data operation following protocols;
    d. *User,* the entity responsible for utilizing data;
    e. *Data Encoder,* person responsible for data entry;

f. *Data Validator,* the entity responsible for data validation process;

g. *Raw Data,* data encoded that are not validated;

h. *Final Data,* validated data or data generated from validated raw data (e.g. in considerable measures such as but not limited to percentage and ratio among others);

i. *Processed Data,* data processed to figures and illustrations; and

j. *Backup,* the procedure of copying and archiving of data to be used for restoration in an event of data loss.

Acronyms

ADSDPP Ancestral Domain Sustainable Development and Protection Plan
AIP Annual Investment Program
BLGD Bureau of Local Government Development
BLGF Bureau of Local Government Finance
BOM Budget Operations Manual for Local Government Units
C/MENRO City/Municipal Environment and Natural Resources Officer
C/MLGOO City/Municipal Local Government Operations Officer
C/MPDC City/Municipal Planning and Development Coordinator
CapDev Capacity Development
CCA/DRR Climate Change Adaptation/Disaster Risk Reduction
CDP Comprehensive Development Plan
CLUP Comprehensive Land Use Plan
CSOs/POs Civil Society Organizations/People's Organizations
DBM Department of Budget and Management
DENR Department of the Environment and Natural Resources
DILG RO/PO Department of the Interior and Local Government Regional/Provincial Office
DSWD Department of Social Welfare and Development
ELA Executive Legislative Agenda
EP Ecological Profile
GAD Gender and Development
GAM Goal Achievement Matrix
GPB Gender and Development Plan and Budget
HLURB Housing and Land Use Regulatory Board
HRMD Human Resource Management and Development
HRMO Human Resource Management Office
ICCs/IPs Indigenous Cultural Communities/Indigenous Peoples
ICT Information and Communications Technology
JMC Joint Memorandum Circular
LCE Local Chief Executive
LDC Local Development Council
LDI Local Development Indicators
LDIP Local Development Investment Program
LDIS Local Development Indicator System
LDRRMO Local Disaster Risk Reduction and Management Office
LDRRMP Local Disaster Risk Reduction and Management Plan

LFC Local Finance Committee
LGA Local Government Academy
LGU Local Government Unit
LSBs Local Special Bodies
M&E Monitoring and Evaluation
NEDA National Economic and Development Authority
NGA National Government Agencies
OSCA Office of Senior Citizens Affairs
PDC Provincial Development Council
PDP Philippine Development Plan
PIP Philippine Investment Program
PDIP Provincial Development Investment Program
PDPFP Provincial Development and Physical Framework Plan
PM Program Manager
PPAs Programs, Projects and Activities
PPDO Provincial Planning and Development Office
PWD Persons with Disability
RA Republic Act
RaPIDS Rationalized Planning Indicator and Data Set
SAFDZ Strategic Agricultural and Fisheries Development Zones
SB/SP Sangguniang Bayan/Sangguniang Panlungsod

SLPBC Synchronized Local Planning and Budgeting Calendar

V.   The Program/Project Policies

The DILG Regional Office (RO) VI shall be responsible for the formulation of MIS policies and for the subsequent revision/amendment/s that may arise from circumstances. The MIS policy formulated shall undergo UPV and LGU consultations. The DILG RO VI shall also be responsible for the dissemination of the said documents to concerned DILG Offices and parties.

The MIS policies shall be the basis of the UPV in the design of the monitoring and reporting system.

VI.   The Design and Management System

The DILG RO VI is the Super Administrator of the MIS; responsible for managing and ensuring that the System operates following the MIS policies, including the subsequent policy amendments suggested by stakeholders especially UPV and LGUs.

In line with this, the DILG RO VI shall:

1. Be responsible for the establishment of the required IT infrastructure, sufficient data storage, updated software and the stable internet connection at the DILG RO;

2. Be responsible in the security and management of information, as to data privacy, restrictions, and exclusivity of access;

UPV is the System Controller of the MIS; responsible for system operations.

In line with this, the UPV shall:

1. Be responsible for the establishment of backup files of all data enrolled in the system;

2. Ensure the ease of operation of the MIS by its users, i.e., user-friendly; and

3. Ensure the accessibility of MIS to stakeholders for purposes of LGU development and advancement.

VII. Users and Creation of User Accounts

The DILG, UPV, and LGU employees are to be provided with specific access to be able to execute the appropriate task required in the MIS.

The City/Municipal Local Government Operations Officers (C/MLGOOs) shall be responsible for validating the identity of LGU Functionaries and a maximum of two (2) Encoders who will be granted access for use of the system.

The DILG PO shall grant access to LGU Functionaries and Encoders upon validation of the C/MLGOO.

The CDP Focal Person will be given automatic authority by the DILG RO to use the DILG PO account in the system.

Users and access to the MIS are classified as follows:

Super Administrator: DILG RO

System Controller   : UPV

Administrator   : DILG PO (CDP Focal Person)

Data Validator : LGU Functionaries

Data Encoders : LGU Office Staff

Viewer   : Local Development Council

               Members of the Sectoral Committees

               Members of the Local Planning Teams

The DILG PO shall keep a database of all the profiles of Users of the MIS. The database shall include the basic information (e.g. Name, LGU, Position, Office, Project Designation), log-in information as mentioned in Section VI of this policy.

VIII. Adding of Indicators and Reporting of Data and Accomplishments

This section defines the specific steps and roles in the management of data to be encoded in the MIS (i.e. compliance to a minimum set of indicators, the encoding of data and source, updating of erroneous data encoded).

a. Compliance to Minimum Set of Indicators

A Minimum Set of Indicators from the RaPIDS is provided in the system. LGUs must encode final available data and information from LGU Offices, National Government Agencies (NGAs), or other existing sources.
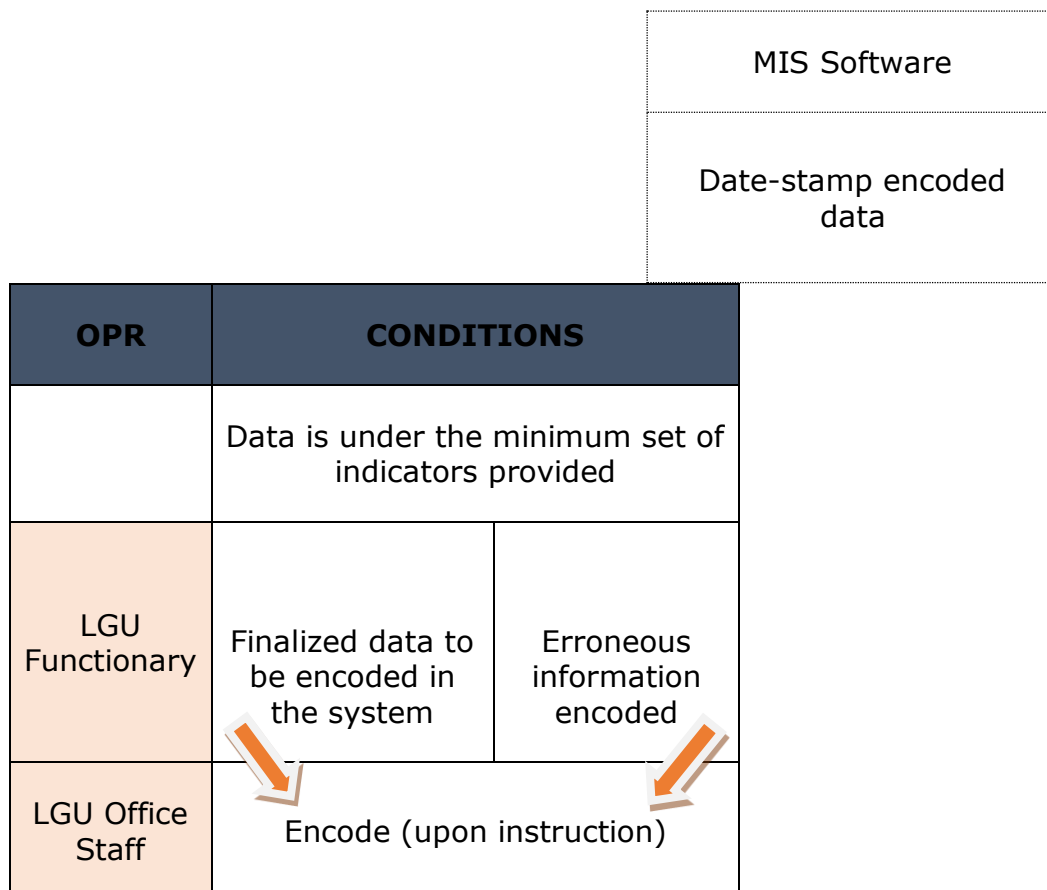
b. Encoding of Data and Source

Sources of data encoded must be indicated as required by the system.

c. Updating of Erroneous Information Encoded

 LGU Offices must ensure that data to be encoded should be final. In cases where erroneous information needs to be updated, newly-encoded data shall be date-stamped by the system for purposes of reference.

IX. The Process of Data Reporting, Identifying Data Source, and Updating of Erroneous Information Encoded

The reporting of data, identification of data source, and updating of erroneous information encoded will follow the given process:

	MIS Software
	Date-stamp encoded data

OPR	CONDITIONS	
	Data is under the minimum set of indicators provided	
LGU Functionary	Finalized data to be encoded in the system	Erroneous information encoded
LGU Office Staff	Encode (upon instruction)	

Data to be encoded should be under the minimum set of indicators provided. The LGU functionary shall finalize data to be encoded by the LGU office staff. In cases where an LGU finds it necessary to correct erroneous data, encoders may input new data as instructed by the concerned LGU functionary. Logs of data updating activity will be provided by the system.

X.   Generating Data and Reports

A summary of encoded data may be generated and downloaded in a prescribed format of the DILG or other pertinent agency. This serves as the official data of target LGUs for their Ecological Profile (EP) and for other reference purposes. Once data are posted, it is understood that these had undergone validation and are final.

XI. Administration of the Management Information System (MIS)

The DILG Offices in the regional, provincial, and local levels shall be responsible in the administration and management of data in the MIS. UPV will serve as the controller of data content to ensure viability of data and statistics.

XII. Maintenance and Upgrading of the MIS

To ensure the operations of the System, it shall be the responsibility of the DILG RO VI to:

1. Provide a budget for the implementation of the MIS in 2019-2020;

2. Host the system through the Local Governance Regional Resource Center (LGRRC) VI for the years 2019-2020;

3. Ensure the availability of IT staff to maintain the operations of the System;

4. Provide UPV with assistance for further improvement of the MIS content; and

5. Provide UPV with support for the sustainability of the MIS.

XIII. Copyright Ownership

As a general rule, the copyright of all works shall remain with the creators (UPV and DILG), except in cases of institutional or collaborative works. When copyright must be assigned to UPV, creators shall disclose the existence and assign the copyright to the university.

A. Institutional Works

For further discussion

B. Collaborative Works

In the absence of any contractual stipulation to the contrary, if the works are the result of collaborative efforts between the University, an outside entity, and the creator/s, the copyright shall be jointly owned by the university, the creator/s, and the outside entity, DILG RO VI.

C. Waiver of ownership of copyright by the University

For further discussion

The provisions are lifted from the UP Intellectual Property Rights Policy which was approved and confirmed by the Board of Regents during its 1269th and 127th Meetings held on 3 June 2011 and 29 September 2011, respectively).

XIV. Effectivity

This Memorandum Circular shall take effect within the two (2)–years duration of the SUC-Assisted Approach in CDP Formulation for the 20 Target LGUs in Region VI.

ENGR. ARIEL O. IGLESIA, CESO V

OIC-Regional Director

LGCDD: rbq/gggg/hvp