



SLGP
Support for the Local Governance Program



SUC-Assisted Approach in Comprehensive Development Plan Formulation

MODULE 4 **Formulating the Local Development Investment Program**

A Joint Project of the
Department of the Interior and Local Government – Region VI
and
University of the Philippines Visayas

2021

MODULE 4

FORMULATING THE LOCAL DEVELOPMENT INVESTMENT PROGRAM

©2021 by the University of the Philippines Visayas and the Department of the Interior and Local Government.

This institutional public service project is under the UPV Office of the Vice-Chancellor for Research and Extension (OVCRE) and is implemented by the Office of Continuing Education and Pahinungod (OCEP).

The right of the Department of the Interior and Local Government and the University of the Philippines Visayas Miagao as the authors of this work has been asserted following the Intellectual Property Code of the Philippines, the Philippine Technology Transfer Act of 2009, and UPV guidelines and procedures on intellectual properties.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, except as permitted by the Philippine Technology Transfer Act of 2009 and UPV guidelines and procedures on intellectual properties, without the prior permission of the publishers.

First published 2021 by the University of the Philippines Visayas and the Department of the Interior and Local Government.

ISBN

EPUB	978-621-8285-05-7
PDF (downloadable)	978-621-8285-06-4

A catalog record will be made available for this title from the DILG Local Governance Resource Center-Western Visayas Library and the University of the Philippines Visayas Iloilo Library.

For further information on the work, visit our websites:

Version	Date	Signature
Version 1	February 2021	



**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

For funding the project and for the committed partnership with UP Visayas Iloilo

DILG-Bureau of Local Government Development, headed by Anna Liza F. Bonagua, CESO III

For the over-all concept, project direction, and for guiding the work teams

DILG-Strengthening Local Governments in the Philippines-Project Management Office, led by Mr. Richard L. Villacorte

For preparing and editing the modules and for creating the evaluation instruments

Nilo C. Araneta; Nicanor O. Babiera; Maria Elisa D. Baliao; Vicente T. Balinas; Jerilee Pachoco-Cameña; Juhn Chris P. Espia; Giselle Grace G. Gerial; Rhodella A. Ibabao; Andresito O. Jocsing; Cecile C. Lacson; Michelle Ann T. Loreda; Karch P. Malaga; Cristabel Rose F. Parcon; Jude Vincent E. Parcon; and Her She V. Pausa

For providing logistical support during module writing sessions and additional lay-out

UPV-Office of Continuing Education and Pahinungod staff (Thyrza C. Cababasay, Lucy A. Granada, Rodnie V. Jance, Brechelle Grace D. Payongayong) and Inaj Mae P. Abalajon

For conceptualizing and coordinating the initial phases of the SUC-Assisted Approach in CDP Formulation project

RD Atty. Anthony C. Nuyda, CESO III; Roselyn B. Quintana, CESE; and Christian M. Nagaynay

For sharing their technical expertise

Keith D. Cameña; DILG Cluster Leaders from the Provinces of Antique, Capiz, Iloilo, and Negros Occidental; DILG-MLGOOs of the twenty pilot LGUs; UPV Iloilo DURP graduates 2017, 2018, and 2019; TAC members from the Provinces of Antique, Capiz, Iloilo, and Negros Occidental; Technical Working Group for CDP Formulation from LGU-Talisay, Negros Occidental; and Franz Thomas P. Zaragoza

MODULE CONTENTS

INTRODUCTION	1
Rationale	1
Guiding Principles of Plan Formulation	2
The Modules and Its Users	2
Overview	3
Workshop Objectives	3
Workshop Outcomes	3
Workshop Outputs	3
The Training Team and Process Documentation Team	4
Participants	4
Requirements and Materials	4
Workshop Sessions	5
Activity Flow	6
Session 1. Module Overview and Expectations Check	8
Session 2. Understanding Local Development Investments Programming	10
Session 3. Stream 1: Understanding the Prioritization of the Structured List of PPAs	12
Session 4. Understanding Revenue Forecasting	20
Session 5. Understanding Expenditure Forecasting	29
Session 6. Formulating the Financing Plan	32
Session 7. Administration of Activity Evaluation Form and Next Steps	36
Annexes	
ANNEX 4A. WORKSHEET 4.1. Simple and Complex Goals	40
ANNEX 4B. WORKSHEET 4.2. Categories of Simple Goals per sector	41
ANNEX 4C. WORKSHEET 4.3. Non – projects/services and the responsible office to carry recommended actions	42
ANNEX 4D. WORKSHEET 4.4. Projects According to Ownership	43

ANNEX 4E. WORKSHEET 4.5. Goal Achievement Matrix	44
ANNEX 4F. WORKSHEET 4.6. Projects vis-à-vis Plans or Goals	45
ANNEX 4G. WORKSHEET 4.7. Form 3a. Ranked List of Proposed Projects for Investment Programming	46
ANNEX 4H. Form 3b. Project Brief for Each PPA	47
ANNEX 4I. Form 3c. Projection of New Development Investment Financing Potential	49
Annex 4J. Form 3e. LDIP Summary Form	50
ANNEX 4K. Post-Test Capacity Assessment Survey	51
ANNEX 4L. Post-Activity Evaluation Form	56
ANNEX 4M. Activity Monitoring and Evaluation Form For Monitors	58

INTRODUCTION

Rationale

In the Philippines, the formulation of the Comprehensive Development Plan (CDP) used to be the responsibility of national government agencies until the passage of the Local Government Code of 1991 (Republic Act 7160). The passage of this law, along with other related issuances (DILG-HLURB JMC No. 001 Series of 2009 Guidelines on the Harmonization of CLUP and CDP; DILG-NEDA-DBM-DOF JMC No. 001 Series of 2016 Updated Guidelines on the Harmonization of Local Planning Investment Programming, Resource Mobilization, Budgeting, Expenditure Management and Performance Monitoring and Coordination in Fiscal Oversight; DILG MC No. 2008-156 Guide to Comprehensive Development Plan Preparation for Local Government Unit; DILG MC No. 2010-112 LGU Compliance to Updating and Legitimization of CLUP and CDP; and, DILG MC No. 2016-102 Guidelines on the Preparation or Updating of Local Plans), have made LGUs as the principal implementing body about addressing their development needs. To enable the Local Government Units (LGUs) to effectively and efficiently implement its mandates on development concerns, a Comprehensive Development Plan is necessary.

The CDP is the document that pertains to the multi-sectoral plan formulated at the city or municipal level, which embodies the vision, sectoral goals, objectives, development strategies, and priorities within the terms of the LGU officials and the medium term. The CDP contains the 1) Ecological Profile; 2) Sectoral Development Plan, and; 3) Implementing Instruments (<http://blgf.gov.ph/wp-content/uploads/2017/01/JMC-No.-1-DILGDBM-DOF-BLGF-NEDA.pdf>). In the SUC-Assisted approach, the Methodology is another supplementary document that the LGUs have to submit that discusses the process, activities, people, and methods used in making the various documents.

The SUC-Assisted Approach in CDP Formulation Modules lay-out the principles and guidelines in the formulation of the CDP, the Ecological Profile, and the Local Development Investment Program. The modules aim to do the following:

- Provide a step-by-step procedure in formulating a comprehensive development plan that will address the various problems in the locality; to ensure that the programs, projects, and activities are responsive to the demands of the locality;
- Enable the LGUs to plan and implement their specific mandates based on RA 7279 and other pertinent issuances;
- Facilitate the linkage between the LGU's Comprehensive Development Plans (CDP) and the Comprehensive Land Use Plan (CLUP), and other related local plans;
- Ensure that the LGU's CDP and LDIP integrate and promote actions that also address thematic concerns such as disaster risk and climate change resilience; and,
- Operationalize the guiding principles presented in these modules.

Guiding Principles of Plan Formulation

The guiding principles in CDP formulation are inclusivity, participatory, and consultative.

Participatory preparation of the plan involves activities that facilitate the generation of the community's felt needs, desires, and perceived issues and opportunities. Suggestions to address issues and concerns can also be derived from this exercise. Participatory assessment is based on the outcomes of community consultations, focus group discussions, meetings with key informants, and multi-sectoral meetings among others.

Consultative plan preparation is an active process in which the planning team opens formal and informal communication channels between the LGU and the various stakeholders. These formal communication channels might include open meetings where stakeholders are invited to a meeting or series of meetings, surveys, and focus group discussion. Informal meetings may include interacting with other people at an event to get certain ideas and their varied responses on certain topics.

Inclusive planning involves a fair representation of citizens providing meaningful and educated inputs. Inclusive planning also involves planners that advocate for greater equity in public policies that address multiple objectives of sustainable development.

The Modules and Its Users

The modules provide Trainers, Facilitators, and Training Monitor of the SUC-Assisted Approach in CDP Formulation with training skills and know-how for an effective process and content delivery. The five (5)-part modules are composed of the following topics:

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

To complement the delivery of the modules, worksheets, assessment forms, and powerpoint presentations per session topics are included in the Annexes section.

A Procedures Guide was created for systematic delivery of the approach from the pre-implementation phase, implementation phase, to project closing phase. There is also a separate User Guide for the MIS for CDP.

MODULE 4:

FORMULATING THE LOCAL DEVELOPMENT INVESTMENT PROGRAM

Overview

Workshop Objectives

The two and a half-day (2.5-day) workshop aims to:

1. Create programs, projects, and activities (PPAS) from the long list using planning tools in doing screening tests for projects;
2. Apply revenue and expenditure forecasting tools;
3. Determine the LGU's new investment financial potential using the forms prescribed in DILG's Local Planning Illustrative Guide (2015); and, to
4. Formulate a financial plan and fill out prescribed LDIP forms as prescribed in DILG's Local Planning Illustrative Guide (2015)

Workshop Outcomes

At the end of the 2.5-day training-workshop, the participants have:

1. Come up with a list of prioritized PPAs and have matched with available fund sources;
2. Accomplished initial drafts of the prescribed forms for the CDP and LDIP for verification and revision;
3. Applied knowledge and skills on expenditure and forecasting and revenue forecasting; and, have
4. Accomplished the initial drafts of a financial plan and prescribed LDIP forms for verification and revision.

Workshop Outputs

1. Form 3a. Ranked List of PPAs for Investment Programming
2. Form 3b. Project Brief for each PPA
3. Form 3c. Projection of New Development Investment Financing Potential
4. Form 3d. Summary of Medium–Term Financing Plan
5. Form 3e – LDIP Form

The Training Team and Process Documentation Team

The Facilitator is the person that helps the trainer and the participants in achieving the training-workshops' objectives. The facilitator is more focused on the process. S/he leads discussions and helps participants learn from their own experiences and shared information.

The Trainer is a person who leads a discussion about the topics' content. A trainer provides coaching and uses lectures, conducts demonstrations, 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.

The Training Monitor checks the requirements or assignments that LGUs are expected to do or bring to the workshops. S/he checks the activity flow and approved content. The Training Monitor fills-up a monitoring form after the training sessions.

The Secretariat is in charge of the registration, distribution of materials, collection of output, equipment food. They assist the facilitator in the conduct of the training and distribution of certificates and training materials.

The Process Documentation team is in charge of documenting the activities, discussions and agreements, and of organizing the outputs during the training sessions.

Participants

- LGU Planning Team including Municipal Treasurer and Municipal Budget Officer
- At most ten (10) members

Requirements and Materials

Before the Workshop	<ol style="list-style-type: none">1. Conducted follow-up workshop sessions in their LGU to accomplish necessary forms to create the Sectoral Development Plans.2. Started writing initial drafts of their Ecological Profile, and Sectoral Development Plans.3. Accomplished the prescribed forms Form 2a. Structured List of PPA per Sector (Long List) from the Sectoral Planning Workshop
References	<ol style="list-style-type: none">1. DILG Local Planning Illustrative Guide (2015) - Chapter IV2. DILG MC 2008-156 pages 88-1183. Local Treasury Operations Manual (LTOM) 20164. Budget Operations Manual (BOM) for Local Government Units5. Resource Mobilization Manual (RMM)

Materials	Meta-cards of various colors Manila papers Colored Markers Notepads or writing pads Scotch tapes At least 1 laptop per LGU (with HDMI adaptor) Multi-media projector Attendance Sheet Registration and Evaluation Forms
Suggested additional training materials	Informational videos, energizers, simulated learning exercises
After the Workshop	Conduct of follow-up sessions in their LGUs to ensure that outputs are accomplished.

Workshop Sessions

Session 1	Module Overview and Expectations Check
Session 2	Understanding Local Development Investment Programming
Session 3	LDIP STREAM 1 Understanding the prioritization of Structured list of PPAs
Session 4	LDIP STREAM 2 Understanding Revenue Forecasting
Session 5	LDIP STREAM 2 Understanding Expenditure Forecasting
Session 6	LDIP STREAM 3 Understanding the formulation of the financing plan
Session 7	Administration of Activity Evaluation

Activity Flow

Day	Sessions	Duration (in minutes)
Day 1 AM	<i>Arrival of Participants (morning)</i>	-
Day 1 PM	<i>Preliminaries: Registration Administration of Capacity Assessment Form to TWG members Invocation and National Anthem Message/s</i>	45 min.
	Session 1: Module Overview and Expectations Check	30
	Session 2: Understanding Local Development Investments Programming (LDIP) Open Forum	45
	Session 3: Stream 1 Understanding the Prioritization of the Structured List of PPAs <i>Workshop 1. Level of Urgency Workshop 2: Goal achievement Matrix</i> <i>Other tools</i> <ul style="list-style-type: none"> • <i>Resource Impact Matrix</i> • <i>Conflict-Compatibility-Complementarity Matrix</i> 	105
	Wrap-up Day 2 & Instructions for Day 2	15
	Total	240 min.
Day 2	Preliminaries Registration Check Attendance Recap	45
	Session 4: LDIP Stream 2 Understanding Expenditure Forecasting <i>Workshop 3. Collection of appropriate revenue data and determination of historical events</i>	120
	Session 5: LDIP Stream 2 Understanding Revenue Forecasting <i>Workshop 4. Collection of appropriate operating expenditure data including existing debt service and determination of historical trends</i>	150
	Lunch Break	60
	<i>Workshop 5: Determining New Investment Financial Potential</i>	60
	Presentation of outputs	60
	Session 6: LDIP Stream 3 Understanding the Formulation of the Financing Plan	15

	Workshop 6: Round Matching	15
	Wrap-up Day 2 & Instructions for Day 3	15
	<i>Total</i>	<i>520 min.</i>
Day 3	Preliminaries: Registration Check Attendance Recap	45
	<i>Workshop 7: Preparing the LDIP</i>	45
	<i>Workshop 8: Formulation of the Financing Plan</i>	45
	Presentation of outputs in Workshop 7	60
	Action Planning	30
	Session 7. Administration of Activity Evaluation Form and Next Steps Feedback and Next Steps Submission of Forms by Participants Distribution of Certificates	30
	<i>Total</i>	<i>255 min.</i>

**Snacks will be served in-between activities.*

SESSION 1

Module Overview and Expectations Check

Objective	To introduce to the participants the objectives and outputs of the training-workshop.
Duration	30 minutes
Materials	Meta-cards of various colors, Manila papers, Colored Markers, Scotch tapes
Powerpoint	4.1 Module Overview & Expectations Check
Key References	None
Forms/ Outputs	Expectations on meta cards

STEPS:

Step 1. Introduction to the Training-Workshop expectations

The facilitator presents to the participants the objectives of the workshop and house rules. House rules should include the following details:

1. Attendance, log-in and log-out policies
2. Accomplishment of evaluation forms and capacity assessment forms
3. Issuance of certificates
4. Use of mobile phones
5. General guidelines

The facilitator emphasizes that there must be at least 75% attendance to the training workshop to be given a certificate of participation and a certificate of attendance. A certificate of attendance will be given only for attendance below 75%. Each participant submits an accomplished evaluation form at the end of the event to be issued certificate/s.

At the end of the series of training workshops, a Certificate of Completion will be given to participants who have completed at least 75% of the workshops.

Step 2. Expectations check

The facilitator assigns color specific to a set of expectations. Provide meta cards to training participants. S/he allows participants to write their expectations (to the color of the meta cards) on the (a) topics in the training, (b) accomplishments at the end of the training, and (c) others (accommodation, food, venue, and work environment).

Step 3. Process training expectations of the participants

The facilitator groups together meta cards of similar thoughts. S/he levels-off participants' expectations and the workshop objectives. Explain which expectations can be met in the current workshop and future training-workshop. Modifications in the activity flow may be made when necessary.

SESSION 2

Understanding Local Development Investments Programming

Objective	At the end of the session, the participants must be able to explain the basic concepts of Local Development Investment Programming
Duration	45 minutes
Methods	Lecturette
Materials	Laptop, LCD Projector
Powerpoint	4.2 Understanding LDIP
Key References	DILG Local Planning Illustrative Guide (2015) - Chapter IV DILG MC 2008-156 pages 88-118
Forms/ Outputs	None

STEPS:

Step 1. Deliver the lecturette

The trainer discusses the basic concepts in preparing the LDIP as the implementation instrument of the CDP. S/he explain the linkages between the CDP and budget for funding program and projects.

Presentation Outline

- I. Introduction
 - a. Terms and Concepts
 - b. Stream in preparing the LDIP
- II. Streams in Preparing the LDIP
 - a. Stream 1
 - b. Stream 2
 - c. Stream 3
- III. Preparing the AIP
 - a. Importance of the AIP
 - b. Elements of the AIP Summary form

Step 2. Discuss briefly and answer basic questions below

1. What is LDIP?
2. What is the purpose of LDIP?
3. What is compromised investment in public finance?

Step 3. Let participants provide feedback for clarifications

The trainer discusses with participants their questions and feedback at the end of the presentation.

SESSION 3

Stream 1: Understanding the Prioritization of the Structured List of PPAs

Objective	At the end of the session, the participants must be able to: <ul style="list-style-type: none">• Apply the tools on the prioritization of structured list of PPAs• Come up with a ranked list of PPAs• Understand the Project Brief form
Duration	105 minutes
Methods	Lecturette, workshop
Materials	Laptop, LCD Projector, vision matrix
Powerpoint	4.3 Understanding the Prioritization of the Structured List of PPAs
References	DILG Local Planning Illustrative Guide (2015) - Chapter IV DILG MC 2008-156 pages 88-118
Forms/ Outputs	<ul style="list-style-type: none">• Simple and Complex Goals• Categories of Simple Goals per sector• Non-projects/services and the responsible office to carry recommended actions• Projects According to Ownership• Goal Achievement Matrix• Projects vis-à-vis Plans or Goals• Form 3a. Ranked List of Proposed Projects for Investment Programming

PART 1

Step 1. Deliver the lecturette

The trainer links the topic to the output of the previous module on sectoral planning.

Presentation Outline

- I. Structuring solutions
- II. Steps in Transforming Goals into Actions
 - a. Consolidate policy options
 - b. Process the goal statement
 - c. Prioritize the goal statement
 - d. Sort the prioritized goals

- e. Formulate a strategy
- f. Elaborate strategy
 - i. Program
 - ii. Projects
 - iii. Service/Non – projects
 - iv. Regulatory Measures
- g. Structure solutions
 - i. Sift action or Interventions
 - ii. Process all non-projects
 - iii. Sift all projects according to “ownership”
 - iv. Process legislations
 - v. Do initial screening
 - vi. Prioritize PPAs
- h. Workshops: Sifting by intervention and sifting by ownership

Step 2. Sort simple and complex goals

The trainer asks participants about their output from the previous modules on VRG, PSFM, Problem tree and the long list of PPAs. S/he shows how to weed-out duplications and combine those of the same goal statement, and then instructs the participants to sort out goals whether they are simple or complex goals (use [Annex 4A](#)).

Simple and Complex Goals	
Simple Goals	Complex Goals
To enact an anti-jaywalking ordinance	To make clean safe drinking water accessible to all rural barangay households
To concrete-pave all streets in the Poblacion	To reduce the vulnerability of poor residents to natural disasters
To vaccinate all infants less than one-year-old	To double the average income of farming households

Step 3. Sift the interventions

From the simple goals, the trainer shows participants how to sift the interventions based on the following categories per sector. Fill-out the prescribed table below ([Annex 4B](#)).

Categories of Simple Goals per sector			
Sector	Projects	Non-Projects/	Legislation

Step 3. Sort projects from non-projects by ownership

The trainer processes non-projects for possible upgrades. Non-upgradeable projects will be retained as activities then match the activities with appropriate offices and suggest appropriate actions.

The trainer describes the tables that the participants have to fill-up ([Annex 4C](#)).

Non – projects/services and the responsible office to carry recommended actions				
SERVICE/NON-PROJECT PROPOSED	ACTIVITY OR TASK COMPONENTS	DEPARTMENT/OFFICE RESPONSIBLE	CAPACITY OF RESPONSIBLE DEPARTMENT OFFICE	RECOMMENDED ACTIONS

The trainer instructs the participants to sift projects according to sources of funds (or ownership) as funds coming from national and local institutions or the private sector. Fill-out the prescribed table below ([Annex 4D](#)).

Projects According to Ownership					
PROJECTS	NATIONALLY FUNDED	LOCALLY FUNDED			PRIVATE SECTOR FUNDED
		Province	City/ Mun.	Barangay	

PART 2

Step 1. Deliver the lecturette

The trainer presents various tools for PPAs' prioritization. Presentation outline below:

Presentation Outline
<ul style="list-style-type: none"> I. Tools for ranking of programs and projects for prioritization <ul style="list-style-type: none"> a. Urgency Test b. Resource Impact Matrix c. Conflict, Compatibility, Complimentary Matrix d. Goal Achievement Matrix (GAM) II. Workshop: Use of prioritization tools

Step 2. Get feedback from participants

The trainer gets feedback from the participants and discusses their questions or comments at the end of the presentation.

Step 3. Discuss Urgency Test Matrix for infrastructure projects

The trainer presents the urgency test tool for infrastructure projects. S/he presents the concepts of essential, necessary, desirable, acceptable, and deferrable. The participants will use the matrix as a reference in assigning the desired level for each PPA in the structured list of PPAs.

Level of Urgency	Criteria
Essential	<ul style="list-style-type: none">a. Required to complete or make usable a major public improvementb. Required to maintain minimum standards as part of on-going programsc. Desirable self-liquidating projectsd. External funding is available
Necessary	<ul style="list-style-type: none">a. Should be carried out to meet clearly identified and anticipated needsb. Needed to replace obsolete or unsatisfactory facilitiesc. Repair or maintenance projects to prolong the life of existing facilities
Desirable	<ul style="list-style-type: none">a. Needed for expansion of existing projectsb. Designed to initiate new programs considered appropriate for a progressive community
Acceptable	<ul style="list-style-type: none">a. Can be postponed without detriment to present operations if budget cuts are necessary
Deferrable	<ul style="list-style-type: none">a. Recommended for postponement or elimination from immediate consideration in the current LDIPb. Questionable in terms of over-all needs, adequate planning, or proper timing.

Source: DILG MC 2008-156, p. 85

Step 4. Present the Goal Achievement Matrix tool

The trainer discusses the Goal Achievement Matrix (GAM) tool in rating projects according to their perceived contribution to the achievement of each goal. S/he then describes the items for each column ([Annex 4E](#)).

Goal Achievement Matrix							
Sector: _____							
Goal	Sector Assigned Weight	Projects					
		1	2	3	4	5	6
1. Preservation and enrichment of culture							
2. Promotion of health and safety							
3. Enhancement of the people's right to a balanced ecology							
4. Support for appropriate and self-reliant technology							
5. Improve public morals							
6. Promote full employment							
TOTAL	1 or 100						

Step 5. Present the alignment of projects with plans

If the Level of Urgency/Goal Achievement Matrix was used, the trainer instructs participants to fill-up the table on the alignment of plans (Annex 4E).

Projects vis-à-vis Plans or Goals						
Priority Infra-Projects	SDG	Plans/Goals			Total Score	Rank
		National	Regional	Provincial		

Step 6. Present and discuss briefly Form 3a

The trainer describes Form 3a: Ranked List of PPAs with a cumulative cost. Participants fill-up the form after making clarifications ([Annex 4G](#)).

Form 3a. Ranked List of Proposed Projects for Investment Programming						
RANK	PROPOSED PROJECT/FILE NO.	LOCATION/SECTOR	COST ESTIMATE		Period of Implementation	
			Individual	Cumulative	From	To
1						
2						
3						
4						
5						

Step 7. Present Form 3b

The trainer describes Form 3b: Project brief for each infrastructure project (DILG MC 2008-156, p. 86). Participants will fill-up the form when they do follow-up workshops in their respective LGUs.

The project briefs will have to be prepared by the time they attend the next module workshop ([Annex 4H](#)).

Form 3b. Project Brief for Each PPA
<p>Contents of the Project Brief (With Guide Questions)</p> <p>1. Name and Type of Project</p> <ul style="list-style-type: none">• What is the working name of the project? It must be brief and catchy• A short description must be added. How would it be described in 2 – 3 sentences?• Project proponent or originator of the idea• In what category does it fall?<ul style="list-style-type: none">✓ Infrastructure & other physical capital?✓ Public and private institutions?✓ Social, local economic development, environmental management?✓ Other?• Where is the proposed location of the project?• Are the project's demands on the natural resources assured of being met for the life of the project?• Would the project be at any risk from environmental or human-made hazards?• Are the project's demands on the natural resources assured of being met for the life of the project? <p>2. Activity Components</p> <ul style="list-style-type: none">• State indicative duration of each component. <i>What places, activities, and groups in the same area are targeted by the project?</i>• List the things that need to be done to produce the desired output• <i>Is a formal feasibility/ design study required?</i>• <i>Who would manage implementation?</i>• <i>What complementary measures are needed to ensure project success or reinforce the intended effects?</i>• <i>Who would manage implementation?</i> <p>3. Estimated Cost of Resource Inputs - <i>What amount of implementation funding is required?</i></p> <p>Classified into human power, materials, equipment, etc. by activity component, where applicable and in pesos if possible)</p> <ul style="list-style-type: none">• Materials _____• Human Resources (Labor) _____• Equipment _____• Etc. _____• TOTAL Php _____• <i>What is the likely funding source?</i>• <i>Is the project expected to be financially self-sustaining?</i> <p>4. Justification of the Project</p> <ul style="list-style-type: none">• <i>Rationale / objective derived from the CLUP/ CDP</i>• <i>Indicate the issue being addressed as identified in the plan</i>• <i>What indicators of development does the proposed project address?</i>• <i>In what other places is the project likely to affect, and how?</i>

- What social and economic activities in what locations are likely to be affected by the project, and how?
- In what way, if any, is the proposed project related to other planned or on-going area development activities?

5. Target Beneficiaries

- Population Sectors or geographical areas
- Specify how men and women or specific areas will be benefited

6. Target Outputs or Success Indicators

- *Quantify if possible*
- *Include indicators of success and means of verification*
- What complementary measures are needed to ensure project success or reinforce the intended effects?
- Will the project lower transaction cost?
- Will the project reduce barriers to participation?
- Will the project increase local area employment?
- Will the project increase income multiplication?
- What will be the public revenue and expenditure impacts of the project?
- Is the project meant to improve area socio-economic performance in any other ways?

7. Possible Risks or External Factors that Could Frustrate the Realization of the Project

- May be natural, social, economic, etc.

8. Expected Private Sector Response

- Specify desired private sector participation, e.g., investments
- What are the expected responses by the private sector and other stakeholders to the changes that will result from the project?

Step 8. Collect the initial drafts

The facilitator collects from the participants the initial drafts of the at the end of the session.

Step 9. Check group outputs

The Training Monitor checks the completeness of the forms or outputs assigned for that day. The facilitator clarifies from participants on the incompleteness of the outputs and ensures that the participants can indicate in their action plan the compliance to complete the outputs.

The Training Monitor discusses with the Trainer and Facilitator if the workshop objectives were achieved (see Annex 4C). S/he also looks for the outputs of the participants to ensure that they have submitted the hard and soft copies to the Facilitator.

Step 10. Give instructions for the next day

The facilitator informs the participants about other administrative concerns and of activities for Day 2.

SESSION 4

Understanding Revenue Forecasting

Objective	At the end of the session, the participants must be able to: <ul style="list-style-type: none"> • understand revenue forecasting • fill-out revenue forecasting template (BLGF)
Duration	120 minutes
Methods	Lecturette, workshop
Materials	Laptop, LCD Projector, BLGF forecasting template
Powerpoint	4.4 BLGF LGU Revenue Forecasting System
References	<ol style="list-style-type: none"> 1. Local Treasury Operations Manual (LTOM) 2016 2. Budget Operations Manual (BOM) for Local Government Units 3. Resource Mobilization Manual (RMM)
Forms / Outputs	BLGF templates in Excel file (RevenueForecast_LGU.xls)

STEPS:

Step 1. Deliver the lecturette

The trainer discusses the basic concepts of revenue projections and the different models of forecasting. The presentation outline is below:

Presentation Outline	
I.	Introduction <ol style="list-style-type: none"> a. Concepts and Terminologies on Revenue Projections b. Medium–Term Forecast c. Performance/Annual Targets d. Income Target Approved by LFC and LCE e. Cash Flow Forecasting
II.	Major Local Sources <ol style="list-style-type: none"> a. Real Property Tax b. Business Tax c. Fees and Charges d. Receipts from Economic Enterprise
III.	Methodology for Medium–Term Forecasts <ol style="list-style-type: none"> a. What is elasticity?
IV.	Alternative Forecasting and Growth Rates <ol style="list-style-type: none"> a. What is forecasting? b. Categories of Forecasting Methods c. Scope of Forecasting Methods d. What do we forecast?
V.	Different Models of Forecasting

- a. Time Series model
- b. Naïve Method
- c. Simple mean average method
- d. Simple moving average method
- e. Another simple moving average method
- f. Weighted moving average method
- g. Exponential smoothing method
- h. Trend projecting method
- i. Growth rate as forecasting
- VI. Understanding Growth Rates
 - a. What is the growth rate?
 - b. Interpreting simple growth rates
 - c. Average annual growth rates
 - d. Interpreting average annual growth rates
 - e. Weighted Average annual growth rates
 - f. Interpreting weighted Average annual growth rates
 - g. Log difference growth rate
 - h. Geometric growth rate
- VII. Workshop: (BLGF templates on revenue forecasting)

Step 2. Get feedback from participants

The trainer discusses with participants their questions and feedback based on the presentation.

Step 3. Conduct a workshop and discuss the forms briefly

The trainer gives participants sixty (60) minutes for the filling-up of the templates on revenue forecasting. The templates are in MS Excel (see file RevenueForecast_LGU.xls). Computations are pre-determined; inputs are linked with other templates to produce the desired outputs.

Step 4. Discuss workshop outputs

The trainer discusses the outputs of the participant based on their presentations. Sixty (60) minutes are allotted for presentation and discussion of outputs.

Template 1. Base Input Sheet

LGU Name	Historical Quarterly and Annual Data									
Forecast Year	Year X									
Year	Qtr	Quarterly RPTax	Annual RPTax	Quarterly BTax	Annual BTax	Quarterly F & C	Annual F & C	Quarterly Eco Ent	Annual Eco Ent	
INSTRUCTIONS	<i>Cell shaded in yellow required manual inputs</i>									
	1	<i>Input LGU name in Cell C1</i>								
	2	<i>Input forecast year in Cell C2</i>								
	3	<i>Input quarterly collections for RPT, BT, F & C, and EcoEnt in Columns C, E, G, and I</i>								
<i>Columns D, F, H, and J in red fonts are automatically calculated</i>										
Want to use historical growth rate RPT forecast -Input "1" for "yes", "0" for "no"						0				
Additional inputs for RPT	Taxable Value of Real Property		Basic Tax Rate		SEF Rate					
	2017		2017		2017					
INSTRUCTIONS	<i>Input: Taxable value of real property, the basic tax rate, and the SEF rate</i>									
	<i>The RPT collectible will be automatically calculated and reflected in the initial annual forecast</i>									

Template 2a. Quarterly Real Property Tax (RPT) SI

Year	Qtr	Period	Quarterly RPTax	4 Qtr Moving Total	4 Qtr Moving Average	Centered Moving Average (CMA)	Specific Seasonality Index (SI)
Y1	Q1	1					
	Q2	2					
	Q3	3					
	Q4	4					
Y2	Q1	5					
	Q2	6					
	Q3	7					
	Q4	8					
Y3	Q1	9					
	Q2	10					
	Q3	11					
	Q4	12					
Y4	Q1	13					
	Q2	14					
	Q3	15					
	Q4	16					

Template 2b. Quarterly Real Property Tax (RPT)

Typical Seasonality Index for the Forecast Year			2018	in LGU	0
Year/Qtr	Q1	Q2	Q3	Q4	
Y1					
Y2					
Y3					
Y4					
Total					Total of Means
Mean					
Correction Factor		(4*100)/Total of Means			
Typical SI	Mean * Correction Factor				
	Q1	Q2	Q3	Q4	
Check					OK SI net to 0

Template 3a. Quarterly Business Tax (BT) SI

Year	Qtr	Period	Quarterly BTax	4 Qtr Moving Total	4 Qtr Moving Average	Centered Moving Average (CMA)	Specific Seasonality Index (SI)
Y1	Q1	1					
	Q2	2					
	Q3	3					
	Q4	4					
Y2	Q1	5					
	Q2	6					
	Q3	7					
	Q4	8					
Y3	Q1	9					
	Q2	10					
	Q3	11					
	Q4	12					
Y4	Q1	13					
	Q2	14					
	Q3	15					
	Q4	16					

Template 3b. Quarterly Business Tax (BT)

Typical Seasonality Index for the Forecast Year			2018	in LGU	0
Year/Qtr	Q1	Q2	Q3	Q4	
Y1					
Y2					
Y3					
Y4					
Total					Total of Means
Mean					
Correction Factor		(4*100)/Total of Means			
Typical SI	Mean * Correction Factor				
	Q1	Q2	Q3	Q4	
Check					OK SI net to 0

Template 4a. Quarterly F & C SI

Year	Qtr	Period	Quarterly RPTax	4 Qtr Moving Total	4 Qtr Moving Average	Centered Moving Average (CMA)	Specific Seasonality Index (SI)
Y1	Q1	1					
	Q2	2					
	Q3	3					
	Q4	4					
Y2	Q1	5					
	Q2	6					
	Q3	7					
	Q4	8					
Y3	Q1	9					
	Q2	10					
	Q3	11					
	Q4	12					
Y4	Q1	13					
	Q2	14					
	Q3	15					
	Q4	16					

Template 4b. Quarterly F & C

Typical Seasonality Index for the Forecast Year				2018	in LGU	0	
Year/Qtr	Q1	Q2	Q3	Q4			
Y1							
Y2							
Y3							
Y4							
Total					Total of Means		
Mean							
Correction Factor		(4*100)/Total of Means					
Typical SI	Mean * Correction Factor						
	Q1	Q2	Q3	Q4			
Check						OK SI net to 0	

Template 5a. Quarterly Economic Enterprise SI

Year	Qtr	Period	Quarterly Eco Ent	4 Qtr Moving Total	4 Qtr Moving Average	Centered Moving Average (CMA)	Specific Seasonality Index (SI)
Y1	Q1	1					
	Q2	2					
	Q3	3					
	Q4	4					
Y2	Q1	5					
	Q2	6					
	Q3	7					
	Q4	8					
Y3	Q1	9					
	Q2	10					
	Q3	11					
	Q4	12					
Y4	Q1	13					
	Q2	14					
	Q3	15					
	Q4	16					

Template 5b. Quarterly Eco Ent

Typical Seasonality Index for the Forecast Year				2018	in LGU	0	
Year/Qtr	Q1	Q2	Q3	Q4			
Y1							
Y2							
Y3							
Y4							
Total					Total of Means		
Mean							
Correction Factor		(4*100)/Total of Means					
Typical SI	Mean * Correction Factor						
	Q1	Q2	Q3	Q4			
Check						OK SI net to 0	

Template 6. Initial Annual Forecast

LGU Name	0	Key Local Revenue Forecasts							Forecast Year	Year X
Local Revenue Item	Past 4 Years Historical Values				Past 3 Years Historical Growth Rates				Forecast	
	Y1	Y2	Y3	Y4	Y2	Y3	Y4	With Negative Values ?	3 Year Ave.	Y4
Real Property Tax										
Tax on Business										
Fees and Charges (Regulatory fees + Service Income or User Charges)										
Income from Economic Enterprises (Business Income)										
Instructions:	<i>Cells shaded in yellow require manual inputs</i>									
	<i>- Input 0 if there is no negative growth rate during the past 3 years and 1 if there is</i>									
	<i>Cells shaded in gray are the forecast results</i>									
RPT Forecasting Module	Basic	SEF	Total							
	2018	2018	2018							
	0	0	0							

Template 7. Initial Quarterly Forecast

LGU Name						
Forecast Year	Year X					
Revenue Item	Q1	Q2	Q3	Q4	Annual	Check
Real Property Tax						OK
Tax on Business						OK
Fees and Charges (Regulatory fees + Service Income or User Charges)						OK
Income from Economic Enterprises (Business Income)						OK

Template 8. Final Annual Forecast	
LGU Name	
Target Year	Year X
Real Property Tax	
Tax on Business	
Fees and Charges (Regulatory fees + Service Income or User Charges)	
Income from Economic Enterprises (Business Income)	
Instructions:	<i>Input target revenue values agreed upon in the regional reconciliation workshop</i>

Template 9. Final Quarterly Forecast						
LGU Name						
Forecast Year	Year X					
Revenue Item	Q1	Q2	Q3	Q4	Annual	Check
Real Property Tax						OK
Tax on Business						OK
Fees and Charges (Regulatory fees + Service Income or User Charges)						OK
Income from Economic Enterprises (Business Income)						OK

SESSION 5

Understanding Expenditure Forecasting

Objective	At the end of the session, the participants must be able to: <ul style="list-style-type: none"> • understand expenditure forecasting • fill-out expenditure forecasting template (BLGF)
Duration	150 minutes
Methods	Lecturette, workshop
Materials	Laptop, LCD Projector, vision matrix
Powerpoint	4.5 <u>DBM Expenditure Forecasting</u>
References	Local Treasury Operations Manual (LTOM) 2016 Budget Operations Manual (BOM) for Local Government Units Resource Mobilization Manual (RMM)
Forms / Outputs	Form 3c. New Development Investment Financing Potential

STEPS:

Step 1. Deliver the lecturette

The trainer discusses the basic concepts of linkages between planning and budgeting and expenditure forecasting.

Presentation Outline

- I. Harmonizing plans and policies
 - Comprehensive Land Use Plan (CLUP)
- II. Plan Budget Link Model
- III. What is Expenditure Forecasting
 - Expenditure
 - Forecasting
 - Expenditure forecast
 - Expenditure planning and forecasting
- IV. Budgeting
 - Expenditures
 - Budgetary requirements expenditures
 - Other budgetary requirements
- V. Budgetary limitations

Step 2. Discuss feedback from participants

The trainer discusses with participants their questions and feedback based on the presentation.

Step 3. Present and discuss briefly Form 3c

The trainer describes **Form 3c. Projection of New Investment Financing Potential** ([Annex 4I](#)) which participants will fill-up at the end of the presentation.

Form 3c. Projection of New Development Investment Financing Potential					
New Development Investment Financing Potential, 20__ to 20__					
LGU Name: _____					
		Y0	Y1	Y2	Y3
1.0	Projected Total Revenues				
	Less				
2.0	Projected Mandatory Expenditures				
2.1	Personal Services				
2.2	MOOE				
2.3	Capital Outlay				
2.4	Debt Service				
2.5	Other Contractual Obligations				
2.6	5% LDRRM Fund				
3.0	New Development Investment Financing Potential (NFIFP) (1.0 – 2.0 = 3.0)				
4.0	Internal Revenue Allotment (IRA)				
5.0	20% Local Development Fund (LDF) (20% of IRA)				
6.0	LDF Compliance Ratio (3.0/5.0) *Note: Compliance should be LDF Compliance Ratio ≥ 1)				
Signed:					
_____		_____		_____	
Treasurer		Budget Officer		Planning Coordinator	
Date:					

Step 4. Discuss workshop outputs

The trainer discusses the outputs of the participant based on their presentations. Sixty (60) minutes are allotted for presentation and discussion of outputs.

Step 5. Collect the initial drafts

The facilitator collects from the participants the initial drafts at the end of the session.

Step 6. Check group outputs

The Training Monitor checks the completeness of the forms or outputs assigned for that day. The facilitator clarifies from participants on the incompleteness of the outputs and ensures that the participants can indicate in their action plan the compliance to complete the outputs.

The Training Monitor discusses with the Trainer and Facilitator if the workshop objectives were achieved (see Annex 4C). S/he also looks for the outputs of the participants to ensure that they have submitted the hard and soft copies to the Facilitator.

Step 7. Give instructions for the next day

The facilitator informs the participants about other administrative concerns and of activities for Day 3.

For Day 3, the facilitator informs participants that 90 minutes will be allotted for workshop to keep on working on the BLGF templates and Form 3c. One (1) hour will be allotted for presentation of outputs and discussion.

SESSION 6

Formulating the Financing Plan

Objective	At the end of the session, the participants must be able to: <ul style="list-style-type: none"> • Prepare the Local Development Investment Programming • Calculate the investment financing needs of the LGU
Duration	150 minutes
Methods	Workshop
Materials	Laptop, LCD Projector
Powerpoint	DBM Presentation
References	DILG Illustrative Guide (2015), Chapter VII CDP Preparation Step 4. Prepare the Local Development Investment Program
Forms / Outputs	Form 3d. Summary of Medium-Term Financing Plan Form 3e. LDIP Summary Form

STEPS:

Step 1. Review forms and conduct workshop

The trainer reviews the forms and templates from the previous workshops from STREAM 1 to 3 as basis for some of the inputs in the succeeding forms.

Step 2. Present Forms 3d and 3e

The trainer describes Form 3d. Summary of Medium-Term Financing Plan (excel file can be accessed at [Form 3d](#)) and Form 3e ([Annex 4J](#)). LDIP Summary Form which participants will fill-up at the end of the presentation.

Form 3d. Medium-Term Financing Plan

MEDIUM-TERM FINANCING PLAN, 20__ TO 20__. (Version 2.0)

LGU NAME:

Year One: 20__

Item No.	Uses of Funds (B) / Sources of Fund (A)	Total Use (B)	Total Resource (A = A.1+A.2+A.3+A.4)	A.1	A.2	A.3	A.4
				Own-Source Revenues	Intergovernmental Fiscal Transfers	External Financing – National Government, Other LGU, and Development Partner.	Other Financing Options (e.g., Loans, PPPs, etc.)
B.1	Current Operating Expenses (PS + MOOE + CO)						
B.2	Debt Service and Other Non-Debt Contractual Obligations						
B.3	5% Calamity Fund						
B.4	New Program, Projects and Activities (PPAs) including 20% Development Fund						
	Total						

Year Two: 20__

Item No.	Uses of Funds (B) / Sources of Fund (A)	Total Use (B)	Total Resource (A = A.1+A.2+A.3+A.4)	A.1	A.2	A.3	A.4
				Own-Source Revenues	Intergovernmental Fiscal Transfers	External Financing – National Government, Other LGU, and Development Partner.	Other Financing Options (e.g., Loans, PPPs, etc.)
B.1	Current Operating Expenses (PS + MOOE + CO)						
B.2	Debt Service and Other Non-Debt Contractual Obligations						
B.3	5% Calamity Fund						
B.4	New Program, Projects and Activities (PPAs) including 20% Development Fund						
B	Total						

Year Three: 20____

Item No.	Uses of Funds (B) / Sources of Fund (A)	Total Use (B)	Total Resource (A) = A.1+A.2+A.3+A.4	A.1	A.2	A.3	A.4
B.1	Current Operating Expenses (PS + MOOE + CO)						
B.2	Debt Service and Other Non-Debt Contractual Obligations						
B.3	5% Calamity Fund						
B.4	New Program, Projects and Activities (PPAs) including 20% Development Fund						
B	Total						

Total Year One to Three
20____ to 20____

Item No.	Uses of Funds (B) / Sources of Fund (A)	Total Use (B)	Total Resource (A) = A.1+A.2+A.3+A.4	A.1	A.2	A.3	A.4
B.1	Current Operating Expenses (PS + MOOE + CO)						
B.2	Debt Service and Other Non-Debt Contractual Obligations						
B.3	5% Calamity Fund						
B.4	New Program, Projects and Activities (PPAs) including 20% Development Fund						
B	Total Uses						

Prepared by:

Local Planning Officer

Noted by:

Local Treasurer

Local Budget Officer

SESSION 7

Administration of Activity Evaluation Form and Next Steps

STEPS:

Step 1. Synthesize the training workshops

The facilitator summarizes key concerns raised during the training-workshop. Highlights best practices of LGUs.

Step 2. Get feedback from the participants

The facilitator assigns one representative per LGU to provide insights about the training-workshop. The facilitator responds to the queries of the representatives. If pressed for time, assign one or two representatives from the participants instead of getting feedback from each LGU representative.

Step 3. M and E examines the workshop objectives and outputs of the participants

The M and E person-in-charge discusses with the Trainer and Facilitator if the workshop objectives were achieved. S/he also looks for the outputs of the participants to ensure that they have submitted the hard and soft copies to the Facilitator.

Step 4. Finalize agreements and next steps

The facilitator presents the form of the action plan. Give participants two-three minutes to fill-out the action plan. Instruct participants to submit the action plan to the Secretariat at the end of the session.

The facilitator reiterates that follow-up workshop sessions must be conducted in their LGUs to accomplish the necessary forms and write the narratives of the LDIP report. Their outputs will be necessary in the next training-workshop which is Writing the CDP.

Form 3d (Summary of Medium–Term Financing Plan) and Form 3e (LDIP Form) shall be filled-up in their own LGU.

The facilitator announces the schedule of the next training workshop.

Step 5. Administer the Post-Test Capacity Assessment form and Activity Evaluation Form

The facilitator lets participants fill-out the post-test capacity assessment survey (see [Annex 4K](#)) and the activity evaluation form. Instruct participants to submit the forms to the Secretariat.

The post-test capacity assessment tool contains the same items in the pre-test capacity assessment form found in Module 1, Annex 1H. The objective of the survey is to assess whether there are changes in the responses of the respondents in terms of knowledge, competency skills, and LGU's institutional capacity resulting in the SUC-assisted approach training workshops. Results of the pre-test and post-test surveys are presented to the participants during the Exit Interview of the project.

It is expected that through CDP-related training-workshop intervention, there is an improvement in the professional competency of the TWG members and the institutional capacity of the LGU.

Step 6. Inform participants about the Exit Interview Workshop

The facilitator informs the participants that the results of the pre-and post-test capacity assessment survey results will be presented and discussed with them during the Exit Interview workshop. The Exit Interview will be conducted as part of the project closing activities.

Step 7. Accept and Give Forms

The facilitator accepts the forms submitted by the participants. The participants also submit soft copies of their outputs.

Forms to be collected:

- Form 3a
- Form 3b
- Form 3c
- Post-test capacity assessment survey forms
- Activity evaluation form
- Action plan

The facilitator, together with the Secretariat, examines the completeness of the forms. The Certificate of Attendance and Certificate of Participation are given to participants who have complied with the requirements.

Step 8. Check group outputs

The Training Monitor checks the completeness of the forms or outputs assigned for that day. The facilitator clarifies from participants on the incompleteness of the outputs and ensures that the participants can indicate in their action plan the compliance to complete the outputs.

The Training Monitor discusses with the Trainer and Facilitator if the workshop objectives were achieved (see [Annex 4M](#)). S/he also looks for the outputs of the participants to ensure that they have submitted the hard and soft copies to the Facilitator.

Step 9. Administer evaluation form

The facilitator lets participants fill-up the post-activity evaluation form (see [Annex 4L](#)). Instruct participants to submit the forms to the Secretariat.

The post-activity evaluation aims to point out the good points about the training-workshop activity so that the organizations can continue to do to it the same way in future training-workshops. It also points out the things that must be improved or changed in the activity to make everything better.

Step 10. Collect forms, outputs and give certificates

The facilitator, assisted by the Secretariat, collect all the forms submitted by the participants (Form 1c, Form 1d, activity evaluation form, and the action plan). The Secretariat examines the completeness of the forms. Soft copies are also submitted to the Facilitator.

The Process Documentation team gathers all collected outputs and organizes using a simple filing system.

The Secretariat gives out a Certificate of Attendance and a Certificate of Participation. These are given to participants who have complied with the requirements e.g. forms to be submitted and attendance.

ANNEXES

ANNEX 4A

WORKSHEET 4.1. Simple and Complex Goals

Simple Goals	Complex Goals

ANNEX 4B

WORKSHEET 4.2. Categories of Simple Goals per sector

Sector	Projects	Non-Projects/	Legislation

ANNEX 4D

WORKSHEET 4.4. Projects According to Ownership

PROJECTS	NATIONALLY FUNDED	LOCALLY FUNDED			PRIVATE SECTOR FUNDED
		Province	City/ Municipality	Barangay	

ANNEX 4E

WORKSHEET 4.5. Goal Achievement Matrix

Sector: _____							
Goal	Sector Assigned Weight	Projects					
		1	2	3	4	5	6
1. Preservation and enrichment of culture							
2. Promotion of health and safety							
3. Enhancement of the people's right to a balanced ecology							
4. Support for appropriate and self-reliant technology							
5. Improve public morals							
6. Promote full employment							
TOTAL	1 or 100						

ANNEX 4F

WORKSHEET 4.6. Projects vis-à-vis Plans or Goals

Priority Infra- Projects	Plans/Goals			Total Score	Rank
	SDG	National	Regional		

ANNEX 4G

WORKSHEET 4.7. Form 3a. Ranked List of Proposed Projects for Investment Programming

RANK	PROPOSED PROJECT/ FILE NO.	LOCATION/ SECTOR	COST ESTIMATE		PERIOD OF IMPLEMENTATION	
			Individual	Cumulative	From	To
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

ANNEX 4H

Form 3b. Project Brief for Each PPA

Contents of the Project Brief (With Guide Questions)

1. Name and Type of Project

- What is the working name of the project? It must be brief and catchy
- Short description must be added. How would it be described in 2 – 3 sentences?
- Project proponent or originator of idea
- In what category does it fall?
 - ✓ *Infrastructure & other physical capital?*
 - ✓ *Public and private institutions?*
 - ✓ *Social, local economic development, environmental management?*
 - ✓ *Other?*
- *Where is the proposed location of the project?*
- *Are the project's demands on the natural resources assured of being met for the life of the project?*
- *Would the project be at any risk from environmental or human-made hazards?*
- *Are the project's demands on the natural resources assured of being met for the life of the project?*

2. Activity Components

- State indicative duration of each component. *What places, activities, and groups in the same area are targeted by the project?*
- List the things that need to be done to produce the desired output
- *Is a formal feasibility/ design study required?*
- *Who would manage implementation?*
- *What complementary measures are needed to ensure project success or reinforce the intended effects?*
- *Who would manage implementation?*

3. Estimated Cost of Resource Inputs - *What amount of implementation funding is required?*

Classified into human power, materials, equipment, etc. by activity component, where applicable and in pesos if possible)

- Materials _____
 - Human Resources (Labor) _____
 - Equipment _____
 - Etc. _____
- TOTAL Php _____
- *What is the likely funding source?*
 - *Is the project expected to be financially self-sustaining?*

4. Justification of the Project

- *Rationale / objective derived from the CLUP/ CDP*

- *Indicate the issue being addressed as identified in the plan*
- What indicators of development does the proposed project address?
- On what other places is the project likely to have an effect, and how?
- What social and economic activities in what locations are likely to be affected by the project, and how?
- In what way, if any, is the proposed project related to other planned or on-going area development activities?

5. Target Beneficiaries

- Population Sectors or geographical areas
- Specify how men and women or specific areas will be benefited

6. Target Outputs or Success Indicators

- *Quantify if possible*
- *Include indicator of success and means of verification*
- What complementary measures are needed to ensure project success or reinforce the intended effects?
- Will the project lower transaction cost?
- Will the project reduce barriers to participation?
- Will the project increase local area employment?
- Will the project increase income multiplication?
- What will be the public revenue and expenditure impacts of the project?
- Is the project meant to improve area socio-economic performance in any other ways?

8. Possible Risks or External Factors that Could Frustrate the Realization of the Project

- May be natural, social, economic, etc.

8. Expected Private Sector Response

- Specify desired private sector participation, e.g., investments
- What are the expected responses by the private sector and other stakeholders to the changes that will result from the project?

ANNEX 4I

Form 3c. Projection of New Development Investment Financing Potential

New Development Investment Financing Potential, 20__ to 20__					
LGU Name: _____					
		Y0	Y1	Y2	Y3
1.0	Projected Total Revenues				
	Less				
2.0	Projected Mandatory Expenditures				
2.1	Personal Services				
2.2	MOOE				
2.3	Capital Outlay				
2.4	Debt Service				
2.5	Other Contractual Obligations				
2.6	5% LDRRM Fund				
3.0	New Development Investment Financing Potential (NFIFP) (1.0 – 2.0 = 3.0)				
4.0	Internal Revenue Allotment (IRA)				
5.0	20% Local Development Fund (LDF) (20% of IRA)				
6.0	LDF Compliance Ratio (3.0/5.0) *Note: Compliance should be LDF Compliance Ratio ≥1)				
<p>Signed:</p> <p>_____</p> <p>Treasurer Budget Officer Planning Coordinator</p> <p>Date:</p>					

Annex 4J

Form 3e. LDIP Summary Form

LOCAL DEVELOPMENT INVESTMENT PROGRAM Summary Form For Planning Period: 20__ - 20__ Years Covered: _____																	
City/Municipality: _____ <input type="checkbox"/> No Climate Change Expenditure (please tick box if your LGU does not have climate change expenditure)																	
AIP Reference Code (1)	PPA Description (2)	Implementing Office/ Department (3)	Schedule of Implementation		Expected Output	Funding Source (7)	Amount (in thousand pesos)				Amount of Climate Change Expenditure (in thousand pesos)						
			Start Date (4)	Completion Date (5)			Personal services (8)	MOOE (9)	Capital Outlay (10)	Total (8+9+10)	Climate change adaptation	Climate change mitigation	Climate change typology code				
Prepared by: _____						Attested by: _____				Certified correct and approved by the LDC: _____							
Local Planning and Development Coordinator						Local Budget Officer				Local Treasurer				City/Municipal Mayor/LDC Chairman			

ANNEX 4K

Post-Test Capacity Assessment Survey

Dear Respondent,

We would like to know your feedback after attending the series of workshops for the SUC-Assisted Approach in CDP Formulation. This post-test survey is one of the means to get feedback apart from the evaluation surveys after each activity. All information is considered confidential and sharing of information strictly follows the ethical guidelines of the University of the Philippines and the Department of Interior and Local Government. –DILG-UPV Project Teams.

A. Profile of Planners

A.1 Respondent Information

A.1.1 Name		A.1.2 LGU	
A.1.3 Contact Number		A.1.4 Age _____ years old	
A.1.5 Sex <input type="checkbox"/> 1 Male <input type="checkbox"/> 2 Female		A.1.6 Civil Status <input type="checkbox"/> 1 Single <input type="checkbox"/> 2 Married <input type="checkbox"/> 3 Separated <input type="checkbox"/> 4 Widow/er	
A.1.7 Highest Educational Attainment of Respondent		<input type="checkbox"/> 1 Bachelor's Degree <input type="checkbox"/> 2 Bachelor's Degree with MA/MS Degree units <input type="checkbox"/> 3 MA/MS Degree <input type="checkbox"/> 4 MA/MS Degree with Doctoral Units <input type="checkbox"/> 5 Doctorate Degree <input type="checkbox"/> 6 Technical-Vocational Program	
A.1.8 Position in LGU		A.1.9 Years at Work	
A.1.10. Office			
A.1.11. Actual Work in the Office			
A.1.12 Eligibility of Respondent (multiple answer)		<input type="checkbox"/> 1 Career Service Professional <input type="checkbox"/> 2 Environmental Planner Licensure Exam <input type="checkbox"/> 3 Others: (indicate) <hr/> <input type="checkbox"/> 4 None <input type="checkbox"/> 5 No Answer	

B. Knowledge of and Practices on the Comprehensive Development Plan

B.1 Level of Knowledge of the Comprehensive Development Plan

<p><i>Please encircle the number that best corresponds your scale/level of knowledge. Encircle the rating that best corresponds your choice using the scale below:</i></p> <p>1 – No Knowledge 3 – Knowledgeable 5 – Expert 2 – Little Knowledge 4 – Very Knowledgeable</p>					
Various Aspects of the Plan	Scale/Level of Knowledge				
1. Defining /re-visiting the LGU Vision	1	2	3	4	5
2. Analysis of the LGU Situation	1	2	3	4	5
3. Ecological Profiling	1	2	3	4	5
4. Formulation of Sectoral Goals and Objectives	1	2	3	4	5
5. Development of Policy Options/Strategies	1	2	3	4	5
6. Preparation of Sectoral Development Plans	1	2	3	4	5
7. Preparation of the Local Development and Investment Plan	1	2	3	4	5
8. Identification of priority legislative requirement and capacity development intervention needed to implement the LDIP	1	2	3	4	5
9. Adoption /Approval of the Sanggunian	1	2	3	4	5
10. Other Information Learned from the Training Workshops					

B.2 Knowledge of Comprehensive Development Plan Guidelines and References

Comprehensive Development Plan Guidelines	Scale/Level of Knowledge				
1. DILG Memorandum Circular No.: 2016 – 102 (Guidelines on the Preparation or Updating of Local Plans)	1	2	3	4	5

2. DILG Memorandum Circular No.: 2017-84 (Strengthening Linkage of National/Regional /Provincial Development Plans, Programs and Activities with the CDP)	1	2	3	4	5
3. DOF- DILG-DBM- NEDA Joint Memorandum Circular No. 2016-01 (Updated Guidelines on the Harmonization of Local Planning, Investment Programming, Resource Mobilization, Budgeting, Expenditure Management, and Performance Monitoring and Coordination in Fiscal Oversight)	1	2	3	4	5
4. Section 106, RA 7160 – Local Development Council ((a) Each local government unit shall have a comprehensive multi-sectoral development plan to be initiated by its development council and approved by its Sanggunian).	1	2	3	4	5
5. Rationalized local Planning System	1	2	3	4	5
6. Enhanced Guide to Comprehensive Development Plan (CDP)	1	2	3	4	5
7. E-Illustrative Guide in CDP Formulation (2015)	1	2	3	4	5
8. RaPIDS (indicators for sectoral goals)	1	2	3	4	5
9. Other Guidelines or References Learned from the Training-Workshops					

C. Institutional Capacity of the LGU in the Formulation of the CDP

C.1 Status of the LGU's Comprehensive Development Plan Within the Duration of Training Workshops	<input type="checkbox"/> 0 – 20% completed <input type="checkbox"/> 21% - 40% completed <input type="checkbox"/> 41% - 60% completed <input type="checkbox"/> 61% - 80% completed <input type="checkbox"/> 81% - 99% completed <input type="checkbox"/> Don't Know
C.2 Will your LGU be Able to produce the complete documents for the CDP, EP, and LDIP?	_____Yes _____No

C.3 Reasons for the Answer in C.2	<input type="checkbox"/> Absence of local ordinance for the CDP formulation <input type="checkbox"/> Absence of Executive Order with established responsibilities creating the core planning team and support group <input type="checkbox"/> Weak coordination among department heads <input type="checkbox"/> Lack of qualified staff to undergo the process <input type="checkbox"/> High turn-over rate of personnel <input type="checkbox"/> Preference of LGU to implement Programs, Projects and Activities without proper planning <input type="checkbox"/> Lack of equipment like computer, plotter, GPS <input type="checkbox"/> Absence of Geographic Information Specialist (GIS) <input type="checkbox"/> Lack of incentives <input type="checkbox"/> Lack of funding <input type="checkbox"/> Inadequate sectoral data <input type="checkbox"/> Limited reference materials <input type="checkbox"/> Boundary dispute <input type="checkbox"/> Out-dated maps <input type="checkbox"/> Many competing office assignments <input type="checkbox"/> Planning core team not well-versed in using computer for planning purposes <input type="checkbox"/> Not enough time to write the plan <input type="checkbox"/> Others, specify.
C.4 Most Preferred Mode of Learning for CDP Formulation (Choose only one answer)	<input type="checkbox"/> Computer-based <input type="checkbox"/> Classroom-based with lectures <input type="checkbox"/> <input type="checkbox"/> Self-study <input type="checkbox"/> Distance Courses <input type="checkbox"/> On-the-Job Training <input type="checkbox"/> Training-Workshops <input type="checkbox"/> Others, specify.
C.5 Number of Staff in the Municipal/City Planning & Development Office	No. of Permanent/Temporary /Casual Staff_____ No. of Job-Hire Staff_____

D. How important is the Comprehensive Development Plan to your town? (1 as not important and 5 as very important). Encircle.

1 2 3 4 5

E. What is Planning to You?

F. In future trainings, what specific topics should be included to assist you in making your LGU's CDP?

G. What are your reasons or motivations in requesting for additional trainings (or formal schooling) on CDP formulation?

H. What factors may hinder you from applying at work what you have learned from these training-workshops? (Ex. Not enough time, multiple tasks, no opportunity to further apply learnings from trainings or formal schooling, opportunities to implement the learning or more actual planning; coaching support; enough time to apply the knowledge etc.)

I. Which aspects should be given more attention in the Capacity Development project? Less attention? (Ex. lecture, oral presentations, simulated reviews, quiz, games, coaching/mentoring)

More attention:

Less attention:

THANK YOU VERY MUCH!

2.4 Readability	1	2	3	4	5
2.5 Availability of training materials	1	2	3	4	5
3. Resource Speakers/Facilitators					
3.1 Competency	1	2	3	4	5
3.2 Preparedness	1	2	3	4	5
3.3 Punctuality	1	2	3	4	5
4. Training Secretariat					
4.1 Helpfulness	1	2	3	4	5
4.2 Courteousness	1	2	3	4	5
4.3 Punctuality	1	2	3	4	5
5. Venue					
5.1 Spacious	1	2	3	4	5
5.2 Quality of sound system	1	2	3	4	5
5.3 Quality of lighting	1	2	3	4	5
6. Food	1	2	3	4	5
7. Accommodation	1	2	3	4	5

Part 2.

How will you rate your level of satisfaction on the overall conduct of this training?

Poor Fair Satisfactory Very Satisfactory Excellent

Is the Training timely? Yes No

Please describe how you benefited (if at all) from this activity?

What did you find most useful in the activity and why?

What advice can you give us to improve activities of this kind in the future?

Other Comments:

THANK YOU!

ANNEX 4M

ACTIVITY MONITORING AND EVALUATION FORM FOR MONITORS

Title of Activity:							
Activity Venue:				Date of Activity:			
Names of Resource Persons:							
Activity Evaluation:							
SUBMITTED Program of Activities			ACTUAL Program of Activities			Remarks	
Topic	Time Frame	Speaker	Topic	Time Frame	Speaker	Compliant	Non-Compliant
Total Number of Participants: ____ Males ____ Females ____ Persons with Special Needs (project proponents and resource persons not included in the count)							
Observations:							
Suggestions/Recommendations:							
MONITORED BY:							
Date:							



**FOR INQUIRIES
CONTACT:**
DILG Region VI
WEBSITE: region6.dilg.gov.ph
EMAIL: r6lgcdd@gmail.com

