

PROJECT DEVELOPMENT MANAGEMENT UNIT (PDMU)

CMGP: REQUIREMENTS FOR FUND RELEASE, PROPOSAL AND CONDUCT OF CAPACITY DEVELOPMENTS AND TECHNICAL ASSISTANCE TO PLGUs

Type of Service: Frontline Non-Frontline

Kind of Transaction: Simple Complex Highly Technical

Duration: 3 Months and 3 Weeks

Responsible Division: Project Development Management Unit (PDMU)

Service Description:

Who may avail: PLGUs

Requirements:

1. Detailed Engineering Design (DED) and Program of Works (POW)
2. LRMPA with Improvement Plan for the succeeding year
3. DBM- Validated PFM Improvement Plan
4. APCPI Results with Action Plan for the Succeeding Year
5. Maintenance Budget
6. Approved Activity Design
7. Approved Regional Memorandum to DILG Provincial Offices
8. Invitation Letter to PLGU
9. Request Letter
10. File documents or powerpoint presentation
11. Approved Travel Order
12. Conduct of meeting or coaching and mentoring activity

Availability of Service: Monday to Friday 8AM to 5PM (No Noon Break)

Fees: No payment required

RESPONSIBILITY			DURATION (3 Months and 3 Weeks)
CLIENT	OFFICE	PERSON IN CHARGE	
Review of Fund Release Requirement documents of CMGP Projects:			
1. Beneficiary LGU prepares and submits project documentary requirements	1. CMGP Regional Coordinator reviews/evaluates the project documentary requirements by the PLGU	CMGP Regional Coordinator	2-3 months
	2. CMGP Regional Coordinator informs the LGU of the findings and recommendations, if there are any, on the Funnd Release Requirement documents	CMGP Regional Coordinator	1 day

RESPONSIBILITY			DURATION (3 Months and 3 Weeks)
CLIENT	OFFICE	PERSON IN CHARGE	
Conduct of Capacity Development activity to PLGUs for CMGP project implementation:			
Provincial LGU	1. CMGP RC Prepares an Activity Design for the proposed activity and process its approval.	CMGP Regional Coordinator	1 week
	2. CMGP Regional Coordinator coordinate with the Provincial Offices for invitation and confirmation of participants.	CMGP Regional Staff	1 week
Technical Assistance to PLGUs:			
Provincial LGU	1. Receives request from PLGU asking for technical assistance	CMGP Regional Coordinator	1 day
	2. Coordinates with the PLGU on the details of technical assistance being requested.	CMGP Regional Coordinator/staff	1 day
	3. Prepares pertinent documents in relation to the requested technical assistance	CMGP Regional Coordinator/staff	2 days
	4. Facilitates the approval of Travel Order going to the requesting PLGU	Regional Director	1 day
	5. Visits the requesting PLGU and provides the requested technical assistance	CMGP Regional Coordinator/staff	1-5 days

Review of Fund Release Requirement documents of CMGP Projects:

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5. Maintenance Budget

Propose and conduct of Capacity Development activity to PLGUs for CMGP project implementation:

1. Approved Activity Design
2. Approved Regional Memorandum to DILG Provincial Offices
3. Invitation Letter to PLGU

Technical Assistance to PLGUs:

1. Request Letter
2. File documents or powerpoint presentation
3. Approved Travel Order
4. Conduct of meeting or coaching and mentoring activity