

PROJECT DEVELOPMENT MANAGEMENT UNIT (PDMU)

ENDORSEMENT OF REQUIRED DOCUMENTS TO DILG-OPDS FOR FUND RELEASE OF PROJECTS UNDER AM AND SALINTUBIG PROGRAMS

Type of Service: Frontline Non-Frontline
Kind of Transaction: Simple Complex Highly Technical
Duration: Three (3) months
Responsible Division/Unit: Project Development Management Unit (PDMU)
Service Description:
 Who may avail: MLGUs
Requirements: Refer to the list of documentary requirements below.
Availability of Service: Monday to Friday (from 8:00AM to 5:00PM with no noon break)
Fees: No payment required

How to avail of Service:

RESPONSIBILITY			DURATION (3 months)
CLIENT	OFFICE	PERSON IN CHARGE	
1. Beneficiary LGU prepares and submits project documentary requirements for fund release (Bureau of Treasury direct to LGU)	1. PDMU receives and reviews the project documentary requirements from LGU	2-3 months	PDMU Chief/Technical Engineers
	2. PDMU informs the LGU of the findings and recommendations on the proposed projects/supporting documents	1 day	PDMU Chief/Technical Engineers
	3. PDMU prepares endorsement letter with attached documents for fund release addressed to OPDS and forwards to ORD for signature	1 day	Technical Engineers/ ORD staff
	4. PDMU forwards signed endorsement letter with attached documents to Records Section and Records Section transmits documents to DILG-OPDS	1 day	Technical Engineers/ Records Section staff
	5. Follow-up from OPDS the status of fund release to LGUs	1-2 weeks after	PDMU staff

REQUIREMENTS:

1. Compliance to Good Financial Housekeeping (GFH)
2. Certification re Functionality of Local Development Council (LDC)
3. Compliance to Public Financial Management (PFM)
4. Notarized certification from the LGU for the feasibility of the project and compliance of other existing laws
5. Project Implementation Schedule