

PROJECT DEVELOPMENT MANAGEMENT UNIT (PDMU)

PROCESSING OF FUND RELEASES (FIRST TRANCHE) TO LGUs FOR THE REMAINING LOCALLY-FUNDED PROJECTS (LFPs) UNDER SALINTUBIG, BuB, AND PAMANA PROGRAMS

Type of Service: Frontline Non-Frontline

Kind of Transaction: Simple Complex Highly Technical

Duration: Four (4) months and ten (10) days

Responsible Division/Unit: PDMU

Service Description:

Who may avail: PLGUs and 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 the Service:

RESPONSIBILITY			DURATION
CLIENT	OFFICE	PERSON IN CHARGE	(4 months & 10 days)
FOR FIRST TRANCHE (For remaining PAMANA projects)			
1) LGU prepares and submits project documentary requirements after informing them of their approved subprojects and allocation	1. PDMU receives and reviews the project documentary requirements from LGU	PDMU Chief/Technical Engineers	2-4 months
	2. Regional Director certifies SGLG/GFH compliance of LGU	RD Alex C. Roldan	1 day
	3. PDMU/DILG Prov. Engineers conducts project site or water source validation	PDMU Chief/Technical Engineers	2 days
	4. PDMU prepares Project Appraisal Report and RD approves said report	PDMU Chief/Technical Engineers and RD Roldan	2 days
	5. RD signs the Subproject Memorandum of Agreement (MOA) between DILG Region XI and the LGU.	RD Alex C. Roldan	1 day
	6. PDMU prepares disbursement voucher (DV) for 1st Tranche with complete supporting documents and submits to Budget Section	PDMU Chief/Technical Engineers	1 day

	7. Budget Section prepares and attaches Obligation Request (OBR) to be signed by Requesting Officer (PDMU) and submits to Accounting Section	PDMU Chief Charito Cinco/ Budget Officer Rizalina Melendrez	1 day
	8. Accounting Section reviews the documents attached to the DV, certify the availability of cash and forwards to ORD for signature	Regional Accountant Ma. Teresa Berdan	1 hour
	9. ORD forwards claim to Cash Unit for preparation of Check / LDDAP	ORD Staff	15 minutes
	10. Cash Unit prepares checks / LDDAP	Armida Analee Grandea	1 day
	11. PDMU informs the LGU of the availability of the check	PDMU Chief/Technical Engineers	15 minutes
2) LGU receives the check/s for the project allocation and issues OR/s to DILG XI	12. Cash Unit release the check/s for the LGU	Armida Analee Grandea	1 day

REQUIREMENTS FOR FIRST TRANCHE:

1. Official letter from LCE submitting the required documents
2. SB/SP Resolution Authorizing LCE to enter into MOA with DILG
3. Annual Investment Plan (original or certified true copy)
4. Subproject Implementation Schedule (duly signed)
5. Certificate on "No Build Zone" in a safe area based on the MGB hazard maps
6. Executive Order: Creation of WATSAN Council & WATSAN Team;
7. Bank Certificate on the Trust Account
8. Subproject Proposal
9. Simplified Feasibility Study (SFS) - for BuB / SALINTUBIG
10. Water Quality Test Results (Potability Test)
11. Geo-Resistivity Study Results for new deep well sources, as applicable
12. Certification on Source/Site Validation (issued by DILG)
13. Design Survey Instrument/Questionnaire or Training Design
(for Capacity Development subprojects)
14. Signed MOA between DILG-RO and the LGU (notarized)
15. Certificate on the Compliance to GFH and SGLG (issued by DILG)

16. Technical Design or DED for Infrastructure subprojects

17. Stamped received copies of applications as proof for the following:

a. Certificate of Land Ownership or Deed of Donation of project site

b. Environmental Compliance Certificate (ECC)

or Certificate of Non-Coverage (CNC) whichever is applicable

c. Pursuant to RA 8371, project site does not overlap with any

ancestral domain (NCIP Certification)

d. Water permit from NWRB (notarized)

18. Authority to Purchase Motor Vehicle for procurement of

equipment (from DBM)