

PROJECT DEVELOPMENT MANAGEMENT UNIT (PDMU)

PROCESSING OF FUND RELEASES (SECOND 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 six (6) 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 & 6 days)
FOR SECOND TRANCHE			
1) LGU prepares and submits project documentary requirements after informing them of their approved subprojects and allocation	1. PDMU receives and reviews project documentary requirements from LGU	PDMU Chief/Technical Engineers	2-4 months
	2. PDMU technical engineers conducts project monitoring/validation	PDMU Chief/Technical Engineers	2 days
	3. PDMU prepares disbursement voucher (DV) for transfer of LGU subsidy (remaining amount of project allocation) with all documentary requirements attached for submission to Budget Section	PDMU Chief Charito Cinco/ Technical Engineers	1 day
	4. Accounting Section reviews supporting documents attached to the DV and forwards claim to ORD	Regional Accountant Ma. Teresa Berdan	1 day
	5. ORD forwards claim to Cash Unit for preparation/releasing of Check	ORD Staff	15 minutes

	6. Cash Unit prepares and issue Check to the LGU/s	Armida Analee Grandea	1 day
	7. PDMU informs the LGU of the availability of check	PDMU Chief/Technical Engineers	1 day
2) LGU receives the check/s for the project allocation and issues OR/s to DILG XI	8. Cash Unit release the check/s for the LGU	Armida Analee Grandea	1 day

FOR SECOND TRANCHE (PROCUREMENT OF GOODS/SERVICES)

1. Authority to Purchase for Motor Vehicle for procurement of equipment
2. True Copies of the Suppliers invoice showing Goods description, quantity, unit price, and total amount
3. Certified true copy of Delivery Receipt detailing number and description of items received signed by the authorized receiving personnel
4. Certified true copies of other bidding documents and evaluation and report
5. Report of Disbursement/Liquidation duly signed by the Treasurer/ Accountant and stamped-received by the concerned COA Auditor attesting that the 1st Tranche release and the LGU Counterpart fund has been fully disbursed
6. Pictures of the Purchased Goods/Equipment
7. LGU Inspection Report
8. COA Inspection Report
10. Operations and Sustainability Plan

FOR SECOND TRANCHE (FOR INFRA PROJECTS)

1. Letter Request for the 2nd Tranche release from the LGU
2. Report of Disbursements (ROD) duly signed by the Treasurer and Accountant duly approved by the Mayor of his duly authorized representative, with stamp-received by the COA, with at least 50% liquidation of the 1st Tranche
3. Summary of Works Accomplishment (SWA) showing 50% Physical Accomplishment and Updated Construction Schedule duly signed by the Municipal Engineer and approved by the Mayor or his duly authorized representative as applicable
4. Pictures of the Physical Accomplishment on the Projects and Updated Subproject Billboard
5. Certified true copies of other bidding documents and evaluation report, as may be required

SUBPROJECT COMPLETION REPORT:

1. Subproject Completion Report
2. As-built Plans and Detailed Actual Subproject Cost
3. Summary of Subproject Report on Disbursement/Liquidation or Audited Consolidated Report on Disbursement/Liquidation showing 100% liquidation of DILG Funds and LGU Equity with separate Auditor's Opinion
4. Certificate of acceptance of the subproject issued or signed by the recipient or beneficiaries
5. Sustainability Plan
6. Pictures of the Completed Projects
7. Copy of COA certification of Liquidation of 100% of the subproject fund
8. Copy of COA Technical Report