



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
BONCODIN HALL, GENERAL SOLANO STREET, SAN MIGUEL, MANILA

LOCAL BUDGET CIRCULAR NO. 117

To : Local Chief Executives, Members of the Local Sanggunian, Local Budget Officers, Local Treasurers, Local Planning and Development Coordinators, Local Accountants, and All Others Concerned

Subject : **GUIDELINES ON THE RELEASE AND UTILIZATION OF THE LOCAL GOVERNMENT SUPPORT FUND - FINANCIAL ASSISTANCE TO LOCAL GOVERNMENT UNITS (LGSF-FA TO LGUs) IN THE FY 2018 GENERAL APPROPRIATIONS ACT (GAA), REPUBLIC ACT (RA) NO. 10964**

1.0 BACKGROUND

An amount of Seven Billion Thirty Million Two Hundred Eighty Two Thousand Pesos (P7,030,282,000.00) was appropriated under the LGSF-FA to LGUs in the FY 2018 GAA, RA No. 10964. The said amount shall be used as financial assistance to LGUs for the implementation of the eligible programs and projects enumerated under Special Provision No. 1 of the LGSF in the FY 2018 GAA, RA No. 10964.

2.0 PURPOSE

This Circular is being issued to prescribe the guidelines and procedures on the release and utilization of the LGSF-FA to LGUs, and emphasize the concomitant posting and reporting requirements to enhance transparency and accountability.

3.0 GENERAL GUIDELINES

- 3.1 The programs and/or projects to be funded from the LGSF-FA to LGUs shall be implemented by the provinces, cities, municipalities and barangays concerned.
- 3.2 The LGSF-FA to LGUs shall be exclusively used to fund the eligible programs and projects enumerated under Special Provision No. 1 of the LGSF in the FY 2018 GAA, RA No. 10964. For the guidance of the LGUs, the definition of the terms covering the scope of the eligible programs and projects are provided in Annex A.
- 3.3 All request letters for the release of funds chargeable against the LGSF-FA to LGUs are to be signed by the local chief executive (LCE), and shall be submitted to the Department of Budget and Management (DBM) through its Regional Offices (ROs).

3.4 The requests must be supported by the following:

3.4.1 List of priority programs and/or projects to be implemented signed by the LCE; and

3.4.2 The applicable documents depending on the type of program/project being proposed to be funded:

Project Menu	Documentary Requirement
Assistance to indigent patients either confined or out-patient (including professional fees)	<ul style="list-style-type: none">a. Certification under oath from the LCE attesting that there is a Sanggunian Resolution endorsing the proposed project(s), and that the same is/are part of the duly approved Local Development Investment Program and Annual Investment Program of the LGU (<i>template provided in Annex B</i>); andb. Identification of the recipient government hospital and/or rural health center signed by the LCE and/or local health officer.
Purchase of ambulance	<ul style="list-style-type: none">a. Certification under oath from the LCE attesting that there is a Sanggunian Resolution endorsing the proposed project(s), and that the same is/are part of the duly approved Local Development Investment Program and Annual Investment Program of the LGU (<i>template provided in Annex B</i>); andb. Project Profile/Proposal signed by the LCE and/or local health officer, including the following information (<i>template provided in Annex C</i>):<ul style="list-style-type: none">i. Vehicle type/specifications;¹ii. Cost per unit, including number of units; andiii. Deployment.
Assistance to indigent individuals or families in the following forms: <ul style="list-style-type: none">1. Medical;2. Burial;3. Transportation;4. Food Assistance;5. Cash for Work; and6. Educational Assistance	<ul style="list-style-type: none">a. Certification under oath from the LCE attesting that there is a Sanggunian Resolution endorsing the proposed project(s), and that the same is/are part of the duly approved Local Development Investment Program and Annual Investment Program of the LGU (<i>template provided in Annex B</i>); andb. Project Profile/Proposal signed by the LCE, including the following information (<i>template provided in Annex D</i>):<ul style="list-style-type: none">i. Type of assistance/service to be rendered;ii. Implementation process; andiii. Period of implementation.

¹ Motor vehicle specifications shall be in accordance with the DBM Budget Circular No. 2017-1 dated April 26, 2017 [Amending Budget Circular No. 2016-05 entitled, "Revised Guidelines on the Acquisition and Use of Government Motor Vehicles" dated August 22, 2016] or any applicable guidelines that shall be issued for the purpose. Moreover, the LGUs shall observe the provisions of Department of the Interior and Local Government Memorandum Circular (DILG MC) No. 2014-155 dated December 17, 2014 re Guidelines on Motor Vehicle Acquisition by the LGUs, as amended by DILG MC No. 2015-52 dated May 11, 2015 or any other DILG guidelines to be issued for the purpose.

Furthermore, Section 18 of RA No. 9184 or the Government Procurement Reform Act and its 2016 Revised Implementing Rules and Regulations, specifically the provision with reference to brand names shall be strictly observed.

Project Menu	Documentary Requirement
Purchase of mini dump trucks, firetrucks, multicabs and/or police patrol cars	<p>a. Certification under oath from the LCE attesting that there is a Sanggunian Resolution endorsing the proposed project(s), and that the same is/are part of the duly approved Local Development Investment Program and Annual Investment Program of the LGU (<i>template provided in Annex B</i>); and</p> <p>b. Project Profile/Proposal signed by the LCE, including the following information (<i>template provided in Annex E</i>):</p> <ul style="list-style-type: none"> i. Vehicle Type/Specifications.² In the case of patrol cars, specifications should be consistent with the standards prescribed by the Philippine National Police; ii. Cost per unit, including number of units; and iii. Deployment.
<p>Construction, Concreting, Rehabilitation, Repair, or Improvement of any of the following:</p> <ul style="list-style-type: none"> a. Local roads and/or bridges; b. Public Markets; c. Slaughterhouses; d. Multi-purpose buildings; e. Multi-purpose pavements; f. Pathways and footbridges; g. Drainage Canals; h. Sea wall/river wall; i. Water system projects, including Level 1/Stand-alone water points; j. Evacuation centers; k. Public parks; l. Public cemeteries; and m. Sports facilities 	<p>a. Certification under oath from the LCE attesting that:</p> <ul style="list-style-type: none"> i. There is a Sanggunian Resolution endorsing the proposed project(s), and that the same is/are part of the duly approved Local Development Investment Program and Annual Investment Program of the LGU; ii. The LGU has prepared the necessary Program of Works, Detailed Estimates, and Detailed Engineering Design for the project, in accordance with the design, plan, specifications, and such other standards and policies of the National Government; iii. The LGU has the capability to implement the proposed project(s) either by administration or contract; iv. The proposed project(s) is/are readily implementable within the prescribed timelines and that there are no issues related to the site/land title, including informal settlers thereon, and right-of-way acquisition; v. The LGU has complied with the standards prescribed by the appropriate government agencies and has secured all the necessary clearances or Certification from same agencies before the implementation of the eligible project(s), e.g., Environmental Clearance; vi. The location, area or site of the project(s) is not: (1) a privately-owned land/lot; and (2) included in the critical geo-hazard areas or no build zones identified and/or certified by the Mines and Geo-sciences Bureau hazard map; vii. The LGU commits to fund the cost of maintenance and repairs of the project(s); and viii. The project is not fully funded from other sources. <p>(The template for the said certification is provided in Annex F.)</p>

² Ibid

SMU

Project Menu	Documentary Requirement
	<p>b. For projects costing more than P10.0 million, a separate certification from the Department of Public Works and Highways (DPWH) District Engineering Office attesting that the City has the technical capability to implement the project.</p> <p>c. Name of the project and picture of the geo-tagged actual location of the project signed by the DPWH or Provincial or City or Municipal Engineer or LCE, as the case may be (<i>template provided in Annex G</i>).</p> <p>For vertical structures, a minimum of one picture of the actual site with Global Positioning System (GPS) coordinate shall be submitted. For horizontal structures, a minimum of two pictures (inclusive of start and end) of the actual sites with GPS coordinates shall be submitted. Map overview of the sites shall not be considered as sufficient compliance with this requirement.</p>
Purchases and installation of barangay electrification (street lighting) and traffic lights	<p>a. Certification under oath from the LCE attesting that:</p> <ol style="list-style-type: none"> There is a Sanggunian Resolution endorsing the proposed project(s), and that the same is/are part of the duly approved Local Development Investment Program and Annual Investment Program of the LGU; The LGU has the capability to implement the project by administration or contract; Project is readily implementable within the prescribed timelines and that there are no issues related to the site/land title, including informal settlers thereon, and right-of-way acquisition; The LGU has complied with the standards prescribed by the appropriate government agencies and has secured all the necessary clearances or Certification from same agencies before the implementation of the eligible project(s), e.g., Environmental Clearance; and The LGU commits to fund the cost of maintenance and repairs thereof. <p>(<i>The template for the said certification is provided in Annex H.</i>)</p>
Insurance coverage under the Government Service Insurance System (GSIS) for LGU facilities against natural calamities	<p>a. Certification under oath from the LCE attesting that there is a Sanggunian Resolution endorsing the proposed project(s), and that the same is/are part of the duly approved Local Development Investment Program and Annual Investment Program of the LGU (<i>template provided in Annex B</i>); and</p> <p>b. Copy of the Insurance Proposal signed by the authorized GSIS officer.</p>

3.4.3 The LGUs that previously received funding support from the LGSF-FA to LGUs shall submit a report following the template prescribed in Annex I hereof.

- 3.5 Consistent with Section 27 of the General Provisions of the FY 2018 GAA, RA No. 10964, the LGUs shall ensure that the designs of all proposed projects for the construction, rehabilitation, repair or improvement of public markets and other buildings include the installation of a Rainwater Collection System, in accordance with the prescribed design of the Department of Public Works and Highways.
- 3.6 All requests shall be subject to the evaluation by the DBM based on necessity, just and equitable distribution among LGUs, and fund availability.
- 3.7 It is understood that only requests prepared and submitted by the LCEs shall be evaluated by the DBM. Requests that are shown to have been prepared and/or submitted by third parties, *e.g., fixers and facilitators*, shall be immediately denied.
- 3.8 In order to provide ample time for the evaluation, the deadline for the submission of requests for funding shall be on or before September 30, 2018.
- 3.9 Consistent with Section 89 of the General Provisions and Special Provision No. 7 of the LGSF under the Allocations to LGUs in the FY 2018 GAA, RA No. 10964, the LGSF-FA to LGUs shall be:
 - 3.9.1 Released directly by the Bureau of the Treasury (BTr) to the beneficiary LGUs, through authorized government servicing banks, upon receipt of and consistent with the purposes indicated in the corresponding Special Allotment Release Order and Advice of Notice of Cash Allocation Issued to be released by the DBM to the BTr.
 - 3.9.2 Recorded as Trust Funds by the LGUs for the specified purpose(s). Funds which remain unutilized as of December 31, 2019 shall be reverted to the National Treasury by the recipient LGUs. However, if at any point before December 31, 2019, the LGU determines that the funds can not be utilized, *e.g.,* when the program(s) and/or project(s) can not be implemented for any reason or when the same has/have been funded from other sources, the amount received by the same LGU from the LGSF-FA to LGUs shall be immediately reverted to the National Treasury.

4.0 PROHIBITIONS ON THE USE OF THE LGSF-FA to LGUs

The LGSF-FA to LGUs shall not be used:

- 4.1 For any purpose other than the program(s) and/or project(s), including the location thereof, for which the fund was released;
- 4.2 To fund projects already fully covered by the other funds under the LGSF in the FY 2018 GAA; and
- 4.3 For the payment of Personal Services³ expenditures (*i.e.*, payment of salaries, including honoraria, allowances, bonuses, and similar forms of compensation).

³ Sec. 306(k) of the Local Government Code of 1991

5.0 PROJECT IMPLEMENTATION

- 5.1 Disbursement and utilization by the LGUs shall be subject to pertinent provisions of the Government Procurement Reform Act (RA No. 9184) and its 2016 Revised Implementing Rules and Regulations (IRR), and any relevant policies released by the Government Procurement Policy Board (GPPB), as well as the applicable budgeting, accounting, and auditing rules and regulations.
- 5.2 The purchase of motor vehicles shall be subject to the pertinent guidelines issued by the DBM and other guidelines that may be issued by the appropriate government agency for the purpose, and the authority to purchase shall be sought before the posting of the Invitation to Bid/Request for Quotation, consistent with pertinent guidelines on the acquisition and use of motor vehicles.

6.0 POSTING AND REPORTING REQUIREMENTS

- 6.1 The beneficiary LGUs shall:
 - 6.1.1 Comply with the posting requirements prescribed under RA No. 9184 and its 2016 Revised IRR, and any relevant policies issued by the GPPB;
 - 6.1.2 Prepare quarterly reports on fund utilization and status of program/project implementation using the prescribed format (Annex I) until such time that the Unified Reporting System for LGUs has been developed and can be used by the LGUs.
 - 6.1.3 Consistent with the Full Disclosure Policy of the DILG, the said reports shall be posted on the LGU's website, and in at least three (3) conspicuous public places in the locality within twenty (20) days from the end of each quarter.
 - 6.1.4 The LCE of the implementing LGU shall send a written notice to the Speaker of the House of Representatives, President of the Senate of the Philippines, House Committee on Appropriations, and Senate Committee on Finance upon posting of the reports on the LGU's website. The said written notice of the LGU shall be considered the date of submission to the said offices.

7.0 RESPONSIBILITY AND ACCOUNTABILITY

The responsibility and accountability in the implementation of programs and projects, and proper utilization and disbursement of the LGSF-FA to LGUs shall rest upon the LCE and other local officials concerned. It is also the responsibility of the said local officials to ensure that the funds released to the LGUs concerned are utilized strictly in accordance with applicable budgeting, accounting, and auditing rules and regulations, and pertinent provisions of RA No. 9184.

Moreover, it shall be the responsibility of the LGU to ensure that no duplication and/or overlapping of funding will occur. As such, the LGU, through its LCE, shall immediately inform the DBM if it has received funding from other sources for the same programs or projects.

8.0 ISSUES FOR RESOLUTION

Interpretation of the provisions of this Circular, including cases not covered therein, shall be referred to the DBM for resolution.

9.0 SEPARABILITY CLAUSE

If any provision of this Circular is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

10.0 REPEALING CLAUSE

All provisions of existing guidelines that are not consistent with this Circular are hereby revised, modified and/or repealed accordingly.

11.0 EFFECTIVITY

This Circular shall take effect five days after its publication.


BENJAMIN E. DIOKNO
Secretary



February 5, 2018

Definition of Terms

Particulars	Definition	Source
Bridge	A structure carrying a road over a road, waterway or other feature, with a clear span over 3.0 meters along the centerline between the inside faces of supports. A bridge may have an independent deck supported on separate piers and abutments, or may have a deck constructed integral with supports.	Department of Public Works and Highways Enterprise Data Glossary, October 2016
Building	A roofed and walled structure built for permanent use.	Department of Public Works and Highways Enterprise Data Glossary, October 2016
Construction	The process of building infrastructure, including but not limited to new construction, improvement, upgrading, and rehabilitation.	Department of Public Works and Highways Enterprise Data Glossary, October 2016
Drainage Canal	Drainage structure built to drain water from the road or any infrastructure.	Other Infrastructure Section, Programming Division, Planning Service, Department of Public Works and Highways
Evacuation Centers	A temporary shelter for displaced families in times of calamity, or where people may escape to from imminent threat, an ongoing threat or a hazard to lives or property. This may also serve as a training center for disaster preparedness activities.	
Farm-to-Market Roads	Refer to roads linking the agriculture and fisheries production sites, coastal landing points and post-harvest facilities to the market and arterial roads and highways.	Republic Act No. 8745 or Agriculture and Fisheries Modernization Act of 1997
Footbridge	A footbridge (also called a pedestrian bridge, pedestrian overpass, or pedestrian overcrossing) is a bridge designed for pedestrians.	
Insurance Coverage	Refers to premium payments for indemnity insurance for natural calamities or catastrophes specifically typhoons and earthquakes.	Government Service Insurance System

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Particulars	Definition	Source
Improvement	The betterment of existing infrastructure through upgrading, widening, or strengthening (e.g., retrofitting) in order to increase its original design capacity or performance.	Department of Public Works and Highways Enterprise Data Glossary, October 2016
Multi-Purpose Building	A building used for more than one specific purpose.	
Multi-Purpose Pavement	A pavement used for more than one specific purpose.	
Pathways	A structure that serves as a passage for pedestrian/passers-by/vehicle (e.g., road, sidewalk, etc.).	Other Infrastructure Section, Programming Division, Planning Service, Department of Public Works and Highways
Pavement	The constructed all-weather surface of a road, including parking and auxiliary lanes but excluding shoulders. That part of a roadway having a constructed surface for the facilitation of vehicular traffic.	Department of Public Works and Highways Enterprise Data Glossary, October 2016
Public Cemeteries	A public land used for the burial of the dead and other uses indicated for cemetery purposes, to include landscaped grounds, driveways, walks, columbaria, crematories, mortuaries mausoleums, niches, graveyards and public comfort rooms.	Rules and Regulations for Memorial Parks/Cemeteries, Housing and Land Use Regulatory Board
Public Markets	A market owned, operated and/or managed by the government intended to serve the general public where most of the food commodities for sale are generally unprocessed and perishable.	Department of Agriculture Administrative Order No. 5, series of 2012, January 12, 2012
Public Parks	An area of land, usually in a largely natural state, for the enjoyment of the public, having facilities for rest and recreation.	
Rehabilitation	A grouping of types of work which restore structural capacity and performance and/or enhance safety. These types of work are applicable to infrastructure in poor or bad condition. In the case of pavement, this shall not extend into the subgrade. In the case of flood control, this includes dredging.	Department of Public Works and Highways Enterprise Data Glossary, October 2016

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Particulars	Definition	Source
Repair	<p>Reactive, simple, small-scale activity to mend a minor damaged portion of an asset to a good or sound condition comparable to that before the damage occurred, which is typically funded from Maintenance and Other Operating Expenses (MOOE). As opposed to Rehabilitation of Infrastructure, or Capital Project for Equipment, Repairs do not change the fixed asset or its performance. For example pothole patching, sealing of cracks, replacement of broken minor equipment parts, and other activities as defined in Department Orders on the maintenance (or repair) of National Infrastructure, Equipment, or Facilities.</p> <p>Dredging is not considered Repair.</p>	Department of Public Works and Highways Enterprise Data Glossary, October 2016
Road	A general term denoting a public way for purposes of vehicular traffic, including the entire area within the road right-of-way.	Department of Public Works and Highways Enterprise Data Glossary, October 2016
Seawall	Protection structure near the sea or a river	Other Infrastructure Section, Programming Division, Planning Service, Department of Public Works and Highways
Slaughterhouses	Facilities where farm animals are butchered and processed	Commission on Audit Circular No. 2013-002: Adoption of the Revised Chart of Accounts for National Government Agencies, January 30, 2013
Sports Facilities	Individual buildings or groups of structures designed for exercising, sports training and practice, and competition in various sports.	
Streetlighting	A roadway or road lighting	Roadway Lighting Guidelines. Department of Energy, January 22, 2016
Traffic lights	A set of automatically operated colored lights, typically red, amber, and green, for controlling traffic at road junctions and crosswalks.	

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Particulars	Definition	Source
Water System Projects		
Level I (Point source)	A protected well or a developed spring with an outlet but without a distribution system as it is generally adaptable for rural areas where the houses are thinly scattered serving an average of 15 households with people having to fetch water from up to 250 meters distance.	Philippine Water Supply Sector Roadmap, 2 nd Edition, 2010, National Economic and Development Authority (NEDA); and Philippine Development Plan 2011-2016, Chapter 5: Accelerating Infrastructure Development, NEDA
Level II (Communal faucet system or standpost)	A piped system with communal or public faucets usually serving 4-6 households within 25 meters distance. A system composed of a source, reservoir, distribution system and communal faucets. Generally suitable for rural and urban fringe areas where houses are clustered densely to justify a simple piped-system.	
Level III (Waterworks system or individual household connections)	A fully reticulated system with individual house connections based on a daily water demand of more than 100 liters per person. A system composed of a source, reservoir, piped distribution system and household taps. Generally suited for densely populated urban areas.	

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REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

SWORN STATEMENT

I, the undersigned, attest that there is a Sanggunian Resolution endorsing the program(s) and/or project(s) for which the funds are requested, and that the same is/are part of the duly approved Local Development Investment Program and Annual Investment Program of the Local Government of _____.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of [month] [year] at [place of execution].

[Insert NAME OF LOCAL CHIEF EXECUTIVE]
[Insert Signatory's Legal Capacity]
Affiant

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with number _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ [date issued], [place issued]
IBP No. _____ [date issued], [place issued]

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

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PROJECT PROFILE FOR AMBULANCE

Vehicle Type (choose one): ☐ Ambulance
☐ Vehicle to be converted to ambulance

Cost per ambulance: P _____

Number of units:

Recipient government hospital and/or rural health unit:

Specifications:

Engine displacement: _____
Fuel type (choose one): ☐ Gasoline
☐ Diesel
☐ Others

Other vehicle specifications:

Accessories and Equipment:

NAME AND SIGNATURE OF LOCAL HEALTH
OFFICER OR LOCAL CHIEF EXECUTIVE

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ASSISTANCE TO INDIGENT INDIVIDUALS OR FAMILIES

Type of assistance/service to be rendered:

- [] Medical
- [] Burial
- [] Transportation
- [] Food assistance
- [] Cash for work
- [] Educational assistance

Period of Implementation: _____

Implementation Process:

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NAME AND SIGNATURE OF LOCAL CHIEF
EXECUTIVE

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**PROJECT PROFILE FOR MINI DUMP TRUCKS, FIRETRUCKS,
MULTICABS OR POLICE PATROL CARS**

Vehicle Type (choose one): ☐ Mini dump truck
☐ Firetruck
☐ Multicab
☐ Police Patrol Car

Cost per vehicle: P _____

Number of units:

Deployment:

Specifications:

Engine displacement:

Fuel type (choose one): ☐ Gasoline
☐ Diesel
☐ Others

Other vehicle specifications:

Accessories and Equipment:

NAME AND SIGNATURE OF LOCAL CHIEF
EXECUTIVE

9m

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

OMNIBUS SWORN STATEMENT

I, the undersigned, attest to the veracity of the following:

- i. There is a Sanggunian Resolution endorsing the proposed project(s), and that the same is/are part of the duly approved Local Development Investment Program and Annual Investment Program of the Local Government of _____;
- ii. The Local Government of _____ has prepared the necessary Program of Works, Detailed Estimates, and Detailed Engineering Design for the project, in accordance with the design, plan, specifications, and such other standards and policies of the National Government;
- iii. The Local Government of _____ has the capability to implement the proposed project(s) either by administration or contract;
- iv. The proposed project(s) of the Local Government of _____ is/are readily implementable within the prescribed timelines and that there are no issues related to the site/land title, including informal settlers thereon, and right-of-way acquisition;
- v. The Local Government of _____ has complied with the standards prescribed by the appropriate government agencies and has secured all the necessary clearances or Certification from same agencies before the implementation of the eligible project(s), e.g., Environmental Clearance;
- vi. The location, area or site of the proposed project(s) of the Local Government of _____ is not: (1) privately-owned land/lot; and (2) included in the critical geo-hazard areas or no build zones identified and/or certified by the Mines and Geo-sciences Bureau hazard map;
- vii. The Local Government of _____ commits to fund the cost of maintenance and repairs of the project(s); and
- viii. The proposed project(s) of the Local Government of _____ is/are not fully funded from other sources.

Jon

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of [month] [year]
at [place of execution].

[Insert NAME OF LOCAL CHIEF EXECUTIVE]
[Insert Signatory's Legal Capacity]
Affiant

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
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PTR No. _____ [date issued], [place issued]
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Series of _____

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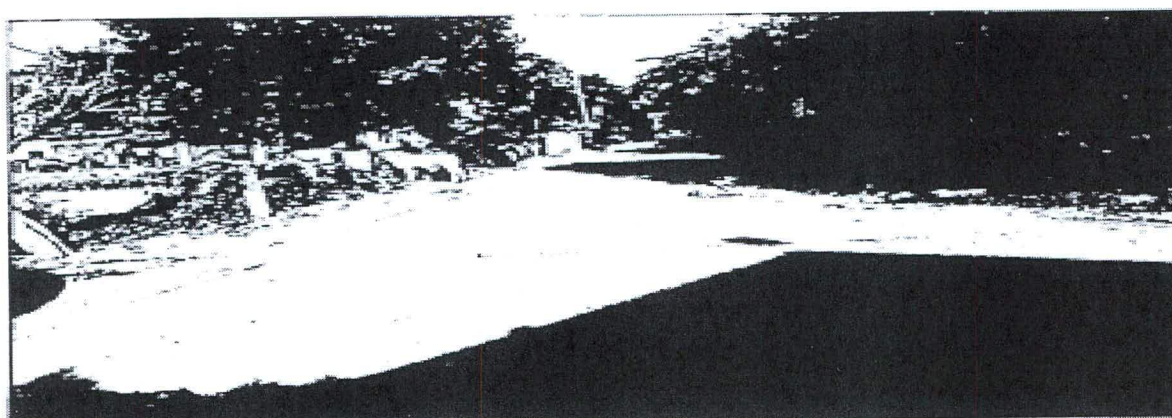
SAMPLE GEO-TAGGED ACTUAL LOCATION¹ OF THE PROJECT

Name of Project: _____



Start of the Project Site 1

Coordinates: Latitude = _____
Longitude = _____



End of the Project Site 1

Coordinates: Latitude = _____
Longitude = _____

NAME AND SIGNATURE OF DPWH/
PROVINCIAL/CITY/ MUNICIPAL ENGINEER
OR LOCAL CHIEF EXECUTIVE

¹ For vertical structures, a minimum of one picture of the actual site with GPS coordinate shall be submitted. For horizontal structures, a minimum of two pictures (inclusive of start and end) of the actual sites with GPS coordinates shall be submitted.

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

OMNIBUS SWORN STATEMENT

I, the undersigned, attest to the veracity of the following:

- i. There is a Sanggunian Resolution endorsing the proposed project(s), and that the same is/are part of the duly approved Local Development Investment Program and Annual Investment Program of the Local Government of _____;
- ii. The Local Government of _____ has the capability to implement the project by administration or contract;
- iii. The proposed project(s) of the Local Government of _____ is/are readily implementable within the prescribed timelines and that there are no issues related to the site/land title, including informal settlers thereon, and right-of-way acquisition;
- iv. The Local Government of _____ has complied with the standards prescribed by the appropriate government agencies and has secured all the necessary clearances or Certification from same agencies before the implementation of the eligible project(s), e.g., Environmental Clearance; and
- v. The Local Government of _____ commits to fund the cost of maintenance and repairs thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of [month] [year]
at [place of execution].

[Insert NAME OF LOCAL CHIEF EXECUTIVE]
[Insert Signatory's Legal Capacity]
Affiant

em

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

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LOCAL GOVERNMENT SUPPORT FUND
Report on Fund Utilization and Status of Program/Project Implementation
For the Quarter Ended _____

Fund Source	Date of Notice of Authority to Debit Account Issued (NADAI)	Type of Program/Project	Name Title of Program/Project	Specific Location	Mechanism/ Mode of Implementation	Estimated Number of Beneficiaries	Amount			Estimated Period of Completion (month and year)	Program/ Project Status
							Received	Obligation	Disbursement		

Prepared by: The Local Finance Committee (LFC)

Attested by:

 Local Budget Officer

 Local Chief Executive

 Local Treasurer

 Local Planning and Development Coordinator

Instructions:

1. The report shall be prepared by the LFC, in coordination with the other local officials concerned (e.g. local accountant on the allotment, obligation and disbursements; local engineer on the status of infrastructure projects, as may be applicable).
2. The fund source shall be based on the NADAI issued to LGUs.
3. The type of program/project shall be identified, consistent with the Project Menu under Annex A of this Circular.
4. Amount received refers to the amount received by the LGU as its share. It is the amount indicated in the NADAI. Obligation refers to the total amount obligated by the LGU as of reporting period. Disbursement refers to the total amount paid by the LGUs as of reporting period.
5. The status of programs/projects refers to the percentage of physical completion as of reporting period.