



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

JOINT MEMORANDUM CIRCULAR NO. 2019 - 2

Date: December 18, 2019

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–OTHER FINANCIAL ASSISTANCE TO LOCAL GOVERNMENT UNITS UNDER THE FY 2019 GENERAL APPROPRIATIONS ACT, REPUBLIC ACT NO. 11260 FOR THE PURCHASE OF MULTI-CABS AND/OR MULTI-PURPOSE VEHICLES AND PURCHASE AND INSTALLATION OF VIDEO SURVEILLANCE**

1.0 LEGAL BASES

Under Special Provision (SP) No. 5 of the Local Government Support Fund – Other Financial Assistance to Local Government Units (LGSF-FA to LGUs) in the FY 2019 General Appropriations Act (GAA), Republic Act (RA) No. 11260, the appropriated amount of Php 8,752,905,000 shall be used for financial assistance to local government units to support various priority programs and projects, which include, among others, the purchase of multi-cabs and/or multi-purpose vehicles and purchase and installation of video surveillance.

However, in Page 7 of the President's Veto Message, the use of the LGSF-FA to LGUs for the purchase of multi-cabs and/or multi-purpose vehicles and purchase and installation of video surveillance was placed under conditional implementation, to ensure that the Fund shall be used only for priority development programs and projects of LGUs which comply with the requirements provided in the guidelines to be issued jointly by the Department of Budget and Management (DBM) and the Department of the Interior and Local Government (DILG).

2.0 PURPOSE

This Joint Memorandum Circular (JMC) is being issued to prescribe the guidelines on the use of the LGSF-FA to LGUs for the purchase of multi-cabs and/or multi-purpose vehicles and purchase and installation of video surveillance, consistent with the FY 2019 GAA, RA No. 11260 and the President's Veto Message.

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3.0 GENERAL GUIDELINES

- 3.1 Consistent with SP No. 5 of the LGSF-FA to LGUs in the FY 2019 GAA, RA No. 11260, the LGSF-FA to LGUs may be used by the provinces, cities, municipalities and barangays concerned for the purchase of multi-cabs and/or multi-purpose vehicles and purchase and installation of video surveillance.
- 3.2 For purposes of this JMC, multi-cab/multi-purpose vehicle and video surveillance are defined as follows:
- a. Multi-Cab – a small, narrow, lightweight, truck with seating capacity of around 11 to 13; typically have three-cylinder engines and may be customized to fit the purpose for which it will be used, preferably for rescue, evacuation or project implementation and monitoring purposes.
 - b. Multi-Purpose Vehicles - a fully or partially enclosed four-wheel general purpose utility vehicle with two (2) compartments: (i) the front cabin/cab with two (2) side doors seating three (3) passengers, including the driver, on a full width seat, and (ii) the rear deck accommodating eight (8) to 16 passengers with facing collapsible bench seats accessible through rear door(s).¹
 - c. Video Surveillance - Involves the installation and use of Closed Circuit TV (CCTV), a self-contained surveillance system comprising of one or more video cameras, recorders connected in a closed circuit or loop, with the images produced being sent to a central television monitor and displayed for authorized monitoring activities in a particular area.
- 3.3 All requests for financial assistance chargeable against the LGSF-FA to LGUs shall be signed by the local chief executive (LCE) of the province, city, municipality or barangay, and shall be addressed to the Secretary of the DBM, coursed through the Director of the DBM Regional Office (RO) concerned.
- 3.4 The LGUs shall submit their requests, together with the documentary requirements as prescribed in Annex A hereof, directly to the DBM RO concerned for evaluation as to the compliance with the requirements and conditions prescribed under SP No. 5 of the LGSF-FA to LGUs in the FY 2019 GAA, RA No. 11260, and this JMC. However, in case of requests directly submitted by the LGUs to the DBM Central Office (CO), the same shall be evaluated by the DBM CO, in coordination with the DBM RO concerned, when necessary.
- 3.5 The specifications for the multi-cab/multi-purpose vehicles and video surveillance to be purchased (and installed-for video surveillance) by requesting LGUs shall comply with the following:
- 3.5.1 Multi-Cab - Engine displacement not exceeding 1000 cc
 - 3.5.2 Multi-Purpose Vehicles - Engine displacement not exceeding 1500 cc for gasoline or 2500 cc for diesel

¹ Budget Circular No. 2017-1 dated April 26, 2017



3.5.3 The following are the minimum specifications of the video surveillance to be purchased and installed by the requesting LGUs:

Camera:

- Minimum of 600 TV Lines camera resolution
- Minimum camera resolution of 1280 x 720 pixels
- Must be able to capture video footages at 0.1 lux illumination
- Should have auto-iris² (either fixed or vari-focal)
- Should have infrared light emitting diodes enough to reach a distance of at least 20 meters for clear recording at 0 lux (for areas where there is no continued sufficient lighting)
- Must have at least 70 degrees lens angle
- The outdoor camera must be vandal-proof with IP 66 weatherproof casing
- Has built-in sensors that can pick up any movement within the field of view of the camera which then triggers video recording
- Can detect audios which can either be one way or two ways
- With night vision features

Video Recorder:

- Minimum of four (4) camera input
- Minimum of 640 x 480 video resolution
- 30 frames per second recording per camera
- Should have hard disk drive(s) enough to store video recording for all cameras for at least one (1) month
- Must have time and date stamping feature
- Must have an interface for storage back up

Other Components:

- At least four (4) cameras covering the areas of transaction and risk, provided that at least one (1) camera must be facing the street from the entrance (when applicable), with the actual number of cameras to depend on the size of the establishment and nature of business, as determined by the LGU concerned
- Should have centralized power supply for the digital video recorder and cameras
- Should have appropriate uninterruptible power supply to provide standard and reasonable back-up power to the video recorder and its cameras

3.6 The DBM RO concerned shall endorse compliant requests to the DBM CO for appropriate action. On the other hand, non-compliant requests shall be returned by the DBM RO concerned to the requesting LGU with the advice of its findings.

3.7 The requests favorably endorsed by the DBM RO shall be subject to confirmatory evaluation by the DBM CO. The requests that have fully complied with all the conditions and documentary requirements may be considered by the DBM CO for fund release, while non-compliant requests shall be returned by the DBM CO to the requesting LGU, copy furnished the DBM RO concerned, with the advice of its evaluation findings.

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² A type of lens that allows maintaining the lighting level, and applicable where the light condition varies continuously, allowing the camera to adjust to get the best picture in the given lighting conditions.

3.8 The requests of LGUs must be supported by the following:

- 3.8.1 In case the request covers two (2) or more requests for purchase of multi-cabs and/or multi-purpose vehicles, and purchase and installation of video surveillance, a list of programs and/or projects in order of their priorities of the LGU shall be included in the request which must be signed by the LCE;
- 3.8.2 LGUs that previously received funding support from the FYs 2016 to 2018 LGSF-FA to LGUs shall submit a report following the template prescribed in Annex B hereof. The minimum percentage of physical completion or delivery of the programs and/or projects funded under the previous years' LGSF-FA to LGUs as of reporting period shall be as follows:

Year	Minimum Percentage of Physical Completion
2016	100%
2017	90%
2018	80%

Failure on the part of the LGU to meet the minimum percentage of physical completion or delivery of the programs and projects under the previously received LGSF-FA to LGUs shall be a ground to deny the request of the LGU.

- 3.9 All the required information, format, and signatories in the documentary requirements under this JMC and its annexes shall be completely provided by the LGUs. Failure to completely provide the required information, format, and signatories shall be a ground to deny the request of the LGU.
- 3.10 Other documents submitted by the LGUs that are not among the prescribed documentary requirements under this JMC shall not form part of the evaluation of the DBM.
- 3.11 It is understood that only requests prepared, signed 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, middlemen, and facilitators*, shall be immediately denied.
- 3.12 Notwithstanding this JMC, in line with the Build, Build, Build Program of the Government pursuant to the Philippine Development Plan 2017-2022 on Accelerating Infrastructure Development,³ infrastructure programs and projects shall be given priority in the allocation and utilization of the LGSF-FA to LGUs.
- 3.13 Further, pursuant to Executive Order No. 70 dated December 4, 2018,⁴ conflict-affected LGUs shall be given priority in the allocation and utilization of the LGSF-FA to LGUs for purchase of multi-cabs and/or multi-purpose vehicles and purchase and installation of video surveillance.

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³ Chapter 19 of the Philippine Development Plan 2017-2022

⁴ Institutionalizing the Whole-of-Nation Approach in Attaining Inclusive and Sustainable Peace, Creating a National Task Force to End Local Communist Armed Conflict, and Directing the Adoption of a National Peace Framework

- 3.14 All requests shall be subject to the evaluation by the DBM based on just and equitable distribution among LGUs, and fund availability.
- 3.15 Consistent with DBM-Department of Finance Joint Circular No. 2016-1 dated January 4, 2016,⁵ the LGSF-FA to LGUs shall be released directly by the Bureau of the Treasury (BTr) to the beneficiary LGUs, through authorized government servicing banks, 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.
- 3.16 The LGSF-FA to LGUs shall be recorded as trust by the LGUs for the specified purpose(s) for which the funds were received. Funds which remain unutilized as of December 31, 2020 shall be reverted to the National Treasury by the recipient LGUs. However, if at any point before December 31, 2020, the LGU determines that the funds can no longer be utilized, *e.g.*, when the program(s) and/or project(s) cannot 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 PROJECT IMPLEMENTATION

- 4.1 The use of motor vehicles shall be guided by the provisions of Administrative Order No. 239 dated September 15, 2008.⁶
- 4.2 CCTVs must be installed in strategic and critical areas of the localities, such as roads, public buildings and other structures for the purpose of securing public areas, prevention of crimes, and improving public confidence in the safety and security of public spaces. In no case shall the CCTVs be installed in private properties or for private/personal purposes.
- 4.3 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 issued by the Government Procurement Policy Board (GPPB), as well as the applicable budgeting, accounting, and auditing rules and regulations.
- 4.4 The purchase of motor vehicles shall be subject to the pertinent guidelines issued by the DBM⁷ and the DILG,⁸ and other guidelines that may be issued by the appropriate government agency for the purpose. The authority to purchase, where applicable, 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.

⁵ Guidelines for the Direct Release of Funds by the Bureau of the Treasury (BTr) to Local Government Units (LGUs) in FY 2016 and Thereafter

⁶ Prohibiting the Use of Government Vehicles for Other Purposes other than Official Business, and for Other Purpose

⁷ DBM National Budget Circular No. 446, series of 1995; Administrative Order No. 14 dated December 10, 2018; DBM Budget Circular No. 2010-2 dated March 1, 2010; DBM Budget Circular No. 2017-1 dated April 26, 2017; DBM Budget Circular No. 2019-3 dated May 16, 2019

⁸ Memorandum Circular 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

5.0 POSTING AND REPORTING REQUIREMENTS

The beneficiary LGUs shall:

- 5.1 Comply with the posting requirements prescribed under RA No. 9184 and its 2016 Revised IRR, and all relevant policies issued by the GPPB.
- 5.2 Prepare quarterly reports on fund utilization and status of program/project implementation using the prescribed format (Annex B) until such time that the Unified Reporting System for LGUs has been developed and can be used by the LGUs.
- 5.3 Consistent with the Full Disclosure Policy of the DILG, post such reports in at least three (3) conspicuous public places in the locality and/or on the LGU's website within twenty (20) days from the end of each quarter.
- 5.4 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, and the Chairpersons of the House Committee on Appropriations and Senate Committee on Finance upon posting of the reports on the LGU's website. Such written notice of the LGU shall be considered the date of submission of the reports to the said offices.

6.0 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 of the recipient LGU. It is also the responsibility of said local officials to ensure that the funds released to the LGU are utilized strictly in accordance with applicable budgeting, accounting, and auditing rules and regulations, and pertinent provisions of RA No. 9184.

Moreover, the LGU shall ensure that no duplication 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.

7.0 ITEMS FOR RESOLUTION

Interpretation of the provisions of this JMC, including relevant items not covered herein, shall be referred to the DBM for resolution by the DBM and the DILG.

8.0 SEPARABILITY

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

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9.0 EFFECTIVITY

This JMC shall take effect fifteen (15) days after its publication.


WENDEL E. AVISADO
Secretary, DBM




EDUARDO M. AÑO
Secretary, DILG



Project Menu	Documentary Requirements
Purchase of multi-cabs and/or multi-purpose vehicles	<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 using the template provided under Annex A1; and</p> <p>b) Project Profile/Proposal signed by the LCE using the template provided in Annex A2, including the following information:</p> <ul style="list-style-type: none"> i. Vehicle Type/Specifications in accordance with existing guidelines; ii. Cost per unit, including number of units; and iii. Specific office/unit in the LGU or other government entity where the motor vehicle(s) will be assigned/deployed.
Purchase and installation of video surveillance	<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, and that the same is part of the duly approved Local Development Investment Program and Annual Investment Program of the LGU; ii. The LGU has the capability to implement the proposed project either by administration or contract; iii. The proposed project is/are readily implementable within the prescribed timelines and that there are no issues related to the ownership of the location, area or site where the video surveillance will be installed; iv. The LGU has complied with the standards prescribed by the appropriate government agencies and has secured all the necessary clearances or certifications from same agencies; v. The location, area or site where the video surveillance will be installed are: (1) not privately-owned property(ies); and (2) within the territorial jurisdiction of the LGU; vi. The LGU commits to fund the cost of maintenance and repairs thereof, including payment of electricity, if any; and vii. The project is not fully funded from other sources. <p><i>(The template for the said certification is provided in Annex A3.)</i></p> <p>b) Project Profile/Proposal signed by the LCE using the template provided in Annex A4, including the following information:</p> <ul style="list-style-type: none"> i. Purpose and Scope of Coverage <ul style="list-style-type: none"> Purpose(s) of the surveillance Potential threat or activity to be monitored and/or recorded Zones or objects requiring surveillance

	<p>ii. General Specifications/Operational Requirements</p> <ul style="list-style-type: none"> a. Number of cameras b. Specific Location/Area/Site of Installation required to monitor the agreed zones and objects c. Intended target(s) of the surveillance and the frame rate appropriate to the target's speed within the location under surveillance d. Response required on detection of an event e. Manner in which images will be viewed and recorded f. How data will be exported from the system to permanent record g. Individuals who will require access to the recorded data h. Selection of cameras and equipment depending on the operating environmental conditions (Security Cameras, Computer Monitor Displays, Security DVR or digital video recorder, cables, CCTV power supply, Setup Proposal) i. Control center configuration including secure location of control equipment j. Power Supply (the use of a mini UPS System should be considered in situations where there is no UPS in place) k. Functional and operating procedures l. Maintenance and repair m. Evaluation of existing lighting and consideration of new or additional illumination including the use of Infra Red cameras or lamps n. Image Resolution o. Determination of the most appropriate transmission method to be utilized p. Compression technique to be used in recording (where appropriate) q. System Design r. Storage s. Video Surveillance Application Software to be used <p>iii. Estimated Cost</p>
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REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

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SWORN STATEMENT

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

- i. There is a Sanggunian Resolution endorsing the following 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 _____:

1. _____
2. _____
3. _____

(The number of programs/projects may vary depending on the request of the LGU.)

- ii. The said programs and/or projects shall be implemented in accordance with the standards and existing policies of the National Government.

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. _____

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PROJECT PROFILE FOR MULTI-CAB / MULTI-PURPOSE VEHICLE

Cost per unit: P_____

Number of unit(s):

Deployment:¹

Specifications:

Engine displacement: _____

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

Other vehicle specifications:

Accessories and Equipment:

NAME AND SIGNATURE OF LOCAL CHIEF EXECUTIVE

¹ Specific office/unit in the LGU or other government entity where the motor vehicle(s) will be assigned/deployed

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 following proposed project, and that the same is part of the duly approved Local Development Investment Program and Annual Investment Program of the Local Government of ____:
 1. _____
 2. _____
 3. _____

(The number of programs/projects may vary depending on the request of the LGU.)
- ii. The LGU has the capability to implement the proposed project either by administration or contract;
- iii. The proposed project is readily implementable within the prescribed timelines and that there are no issues related to the ownership of the location, area or site where the video surveillance will be installed;
- iv. The LGU has complied with the standards prescribed by the appropriate government agencies and has secured all the necessary clearances or certifications from same agencies;
- v. The location, area or site where the video surveillance will be installed are: (1) not privately-owned property(ies); and (2) within the territorial jurisdiction of the LGU;
- vi. The LGU commits to fund the cost of maintenance and repairs thereof, including payment of electricity, if any; and
- vii. The project is not fully funded from other sources.

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 _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

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

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

Doc. No. _____

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PROJECT PROFILE FOR VIDEO SURVEILLANCE

I. Purpose and Scope of Coverage

Purpose(s) of the surveillance:

Potential threat or activity to be monitored and/or recorded:

Zones or objects requiring surveillance:

II. General Specifications/Operational Requirements

- a. Number of cameras:
- b. Specific Location/Area/Site of Installation required to monitor the agreed zones and objects:
- c. Intended target(s) of the surveillance and the frame rate appropriate to the target's speed within the location under surveillance:
- d. Response required on detection of an event:
- e. Manner in which images will be viewed and recorded:
- f. How data will be exported from the system to permanent record:
- g. Individuals who will require access to the recorded data:
- h. Selection of cameras and equipment depending on the operating environmental conditions (Security Cameras, Computer Monitor Displays, Security DVR or digital video recorder, cables, CCTV power supply, Setup Proposal):
- i. Control center configuration including secure location of control equipment:
- j. Power Supply (the use of a mini UPS System should be considered in situations where there is no UPS in place):
- k. Functional and operating procedures:
- l. Maintenance and repair:
- m. Evaluation of existing lighting and consideration of new or additional illumination including the use of Infra Red cameras or lamps
- n. Image Resolution:
- o. Determination of the most appropriate transmission method to be utilized:
- p. Compression technique to be used in recording (where appropriate):
- q. System Design:
- r. Storage:
- s. Video Surveillance Application Software to be used:

III. Estimated Cost

NAME AND SIGNATURE OF LOCAL CHIEF EXECUTIVE

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		

Certified correct 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 or delivery of service as of reporting period.