**ANNEX C**

[Date]

**SECRETARY** [Name of DBM Secretary / Officer-in-Charge]

Department of Budget and Management

General Solano St., San Miguel, Manila 1005

**Subject: REQUEST FOR FINANCIAL ASSISTANCE CHARGEABLE AGAINST THE FY 2022 LGSF-FA TO LGUs**

Dear **Secretary \_\_\_\_\_\_**:

The Local Government Unit (LGU) of [Insert name of LGU] expresses its intention to avail of financial assistance, chargeable against the Local Government Support Fund-Financial Assistance to Local Government Units (LGSF-FA to LGUs) under the FY 2022 General Appropriations Act (GAA), Republic Act (RA) No. 11639, for the following priority program(s) and/or project(s):

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Program/Project Title** | **Location[[1]](#footnote-1)****(Barangay, City/Municipality, Province)** | **Amount** |
| 1 | [Specify project title] | [Specify location site] | [Specify requested amount] |
| … | … | … | … |
| N | [Specify project title] | [Specify location site] | [Specify requested amount] |

In case of approved fund release for any of the above-mentioned program(s) and/or project(s), the undersigned understands that our LGU must comply with the provisions of Local Budget Circular (LBC) No. \_\_\_\_, the guidelines to be issued by the Department of the Interior and Local Government (DILG) in relation with Special Provision No. 3 of the DILG-Office of the Secretary Budget under the FY 2022 GAA, RA No. 11639, Government Procurement Reform Act (RA No. 9184) and its 2016 Revised Implementing Rules and Regulations, as well as other procurement, budgeting, accounting, and auditing laws, rules and regulations.

The undersigned likewise understands that, in the event of approval of fund release for the said programs(s) and/or project(s), the implementation of the same shall be authorized by the local Sanggunian through a Resolution, and shall be included in the approved Local Development Investment Program and approved Annual Investment Program of our LGU.

(In the case of infrastructure projects, the next paragraph [**in boldface**] shall be included in this letter of intent.)

**The undersigned further attests to the veracity of the following:**

1. **Our LGU has prepared all necessary documents in accordance with the design, plan, specifications, and such other standards and policies of the National Government;**
2. **Our LGU has the capability to implement the proposed program(s) and/or project(s);**
3. **The proposed program(s) and/or project(s) is/are readily implementable within the prescribed timelines and that there are no issues related to its/their implementation, such as, but not limited to, site/land title, including informal settlers thereon, and right-of-way acquisition;**
4. **Our LGU has complied with the standards prescribed by the appropriate agencies and has secured all the necessary clearances or Certification from same agencies before the implementation of the eligible program(s) and/or project(s), e.g., Environmental Clearance;**
5. **The location, area or site of the proposed project(s) of our LGU is: (1) not a privately-owned land/lot; (2) not included in the critical geo-hazard areas or no build zones identified and/or certified by the Mines and Geo-sciences Bureau hazard map; and (3) within the territorial jurisdiction of our LGU;**
6. **Our LGU commits to fund the cost of maintenance and repairs of the project(s), including payment of electricity and other utilities, if any; and**
7. **The proposed program(s) and/or project(s) of our LGU is/are not funded from other sources.**

Moreover, the said program(s) and/or project(s) shall be implemented in accordance with the standards and existing policies of the National Government and that we have prepared all the necessary documentary requirements.

Consistent with the provisions of LBC No. \_\_\_, the DBM shall directly deal only with the undersigned or the authorized representative who has the following contact details:

|  |  |  |
| --- | --- | --- |
|  | **Local Chief Executive** | **Authorized Project Contact Person** |
| **Name** |  |  |
| **Designation** |  |  |
| **E-mail Address** |  |  |
| **Telephone No.** |  |  |
| **Mobile No.** |  |  |

Finally, in view of the conduct of National and Local Elections on May 9, 2022, the undersigned ensures that the disbursement or expenditure of funds by our LGU shall be made consistent with the provisions of the Omnibus Election Code of the Philippines (RA No. 7166) and other pertinent laws, rules and regulations.

Thank you.

Very truly yours,

**[Insert Name and Signature of Local Chief Executive]**

1. For infrastructure (including streetlighting and electrification) projects only [↑](#footnote-ref-1)