

**Detailed Procedure, Standards, and Timeline of the
Preparation, Submission, Processing, and Review of the Agency Asset
Management Plans (AAMPs)**

1.0 Establishment of the Agency Working Group on Asset Management (WG-AM)

- 1.1 The Development Budget Coordination Committee Technical Working Group on Asset Management (DBCC TWG-AM) shall transmit to the agencies a letter informing the same of their inclusion in the implementation of the Philippine Government Asset Management Policy (PGAMP), as identified under the phasing of PGAMP implementation in the prevailing iteration of the National Asset Management Plan (NAMP). Likewise, said letter shall mandate the agencies to establish their respective WG-AM that will lead in the preparation and implementation of their AAMPs.
- 1.2 Agencies covered under the PGAMP are required to establish their respective WG-AM that shall spearhead the formulation, regular updating, and overall implementation of their respective AAMPs, in accordance with the composition prescribed under Section 8.7 of the Department of Finance (DOF)-Department of Budget and Management (DBM)-National Economic and Development Authority (NEDA) Joint Memorandum Circular (JMC) No. 2020-1,¹ as follows:
 - 1.2.1 The WG-AM shall be composed of the (a) head of operations (at least assistant secretary-level for departments, and director-level for agencies lower than a department), and representatives from the (b) finance, (c) planning, accounting, property (or inventory), and (d) disaster risk reduction services/divisions of the agency.
 - 1.2.2 Agencies with technically complex assets (e.g., roads, bridges, dams, among others) may tap representatives from engineering-related services. Each agency may include additional representatives from select divisions as needed.
 - 1.2.3 The agencies with various technically complex assets may establish a WG-AM per type of asset, with members from the technical units concerned.

¹ Implementation of a Philippine Government Asset Management Policy (PGAMP)

- 1.2.4 The WG-AM at the central level may establish regional and sub-regional WGs-AM, as they deem necessary. The central level WG-AM shall coordinate, oversee and monitor the activities and outputs of the regional and sub-regional working groups.
- 1.2.5 It is understood that the designation of members and/or representatives shall come from the agency's existing relevant positions with nature as detailed in items 1.2.1 to 1.2.4 hereof, and no additional office nor positions shall be created for the purpose.
- 1.3 The agencies shall submit and, as necessary, update the composition, contact information, and other pertinent details of the agency WG-AM to the DBCC TWG-AM, through the DBM-Systems Productivity and Improvement Bureau (SPIB), as the Secretariat of the DBCC TWG-AM.

2.0 Submission of Data in the National Asset Registry System (NARS)

- 2.1 Upon the invitation of the Bureau of the Treasury (BTr), the covered agencies shall identify their respective focal persons for the NARS.
- 2.2 The BTr shall facilitate, in coordination with other relevant stakeholders, the provision of capacity development interventions needed by the covered agencies in the submission of their respective NARS dataset.
- 2.3 The process for the submission of the agencies' NARS dataset is as follows:
 - 2.3.1 The agencies shall use the NARS template (***see Annex B of this JMC***) and populate it with the necessary information, for which they have responsibility and accountability according to the NARS Manual (***see Annex A of this JMC***).
 - 2.3.2 The agencies will submit the accomplished NARS template, once completed, to the BTr for assessment and review.
 - 2.3.3 If the agencies' NARS dataset is found to be incomplete, the same will be returned to the agencies for improvement.

3.0 Preparation of the AAMPs

- 3.1 The agency WG-AM shall prepare the AAMP in line with the minimum data requirements and outline based on the DBCC TWG-AM-recommended AAMP template that is affixed as **Annex C** of this JMC.
- 3.2 The DBCC TWG-AM shall facilitate the administration of the Maturity Assessment Questionnaire (MAQ) for the covered agencies and conduct an individual consultation session on the analysis of the MAQ results which shall serve as input in the preparation of the AAMP.

Likewise, the DBCC TWG-AM shall invite the covered agencies for briefing sessions on the PGAMP, NAMP, and AAMP, as well as other capacity development sessions and webinars relative to asset management.

- 3.3 Further, one-on-one consultation and writeshop sessions may be requested by the covered agencies to discuss specific questions and queries relative to the preparation to finalization of the AAMP. Said requests shall be coursed through the DBM-SPIB for coordination and endorsement to the DBCC TWG-AM and its WG.

4.0 Submission of the AAMPs

- 4.1 The covered agencies must submit their proposed AAMP and other documentary requirements per the AAMP template through a letter signed by the head of the agency concerned. The remarks and justifications on the exclusion of AAMP sections shall likewise be included by the agencies in their submissions.

- 4.1.1 The covered agencies shall transmit AAMP submissions digitally via electronic mail addressed to the following:

- 4.1.1.1 **TO:** DBM Central Records Division
dbm-crd-receiving@dbm.gov.ph

- 4.1.1.2 **CC:** DBM Office of the Secretary
osec@dbm.gov.ph

DBM-SPIB
dbm-spib@dbm.gov.ph

- 4.1.2 All other communication, coordination, and requests between and among the TWG-AM Secretariat/members and the covered agencies shall be conducted through digital means.

5.0 Processing and Review of the AAMPs

- 5.1 On the **determination of completeness of submission**, the following shall be observed:
- 5.1.1 The DBCC TWG-AM, through the DBM-SPIB, shall receive the proposed AAMP of the covered agencies and, within **seven (7) working days** from receipt, conduct an initial check on its completeness based on the required documents indicated in the ***General Checklist on the Completeness of Submission of the AAMP (Annex D.1)***, and the AAMP sections prescribed in the AAMP template.
 - 5.1.2 If the submitted proposed AAMP is found to be complete and the justification on the exclusion of AAMP section/s, if any, is present, the DBM-SPIB shall distribute the same, together with the AAMP Technical Review and Scoring Tool, to the designated reviewing member-agencies within **three (3) working days** from its determination of completeness of submission.
 - 5.1.3 If the submitted proposed AAMP has been determined to be lacking complete documents, the same shall be returned by the DBM-SPIB to the submitting covered agencies within **three (3) working days** after the completeness check on the submission. The submitting covered agencies shall be given a deadline of **10 working days** from receipt of the communication from the DBM-SPIB to resubmit the complete documents.
- 5.2 On the **level and scope of review on the submitted AAMPs**, the DBCC TWG-AM and its WG shall make use of the AAMP Technical Review and Scoring Tool (***Annex D.2***) to assess the content of an AAMP. Specifically, each designated reviewing member-agency shall conduct the following:
- 5.2.1 Check if the requirements per the AAMP Technical Review and Scoring Tool have been complied with;
 - 5.2.2 Assess the alignment of the covered agencies' asset management practices indicated in the AAMP vis-a-vis the MAQ results and provide recommendations for the improvement of the same;
 - 5.2.3 Assess the remarks and justifications of the agencies on the exclusion, if any, of AAMP sections for soundness and acceptability;

- 5.2.4 Review the alignment and interrelatedness of the AAMP sections; and
- 5.2.5 Review the alignment of the AAMP with the PGAMP and the NAMP.
- 5.2.6 Additionally, the BTr will use the agencies' NARS dataset in its technical review of the pertinent sections of the proposed AAMPs. The BTr will also use the following criteria in its assessment of the AAMP vis-a-vis the agencies' NARS submission:
 - 5.2.6.1 Summary of agencies assets versus the submitted list to the BTr;
 - 5.2.6.2 Linking of the agencies' internal non-financial asset management system, if any, to the NARS dataset; and
 - 5.2.6.3 Agencies' provision of the required information requested in the NARS Template such as, but not limited to:
 - 5.2.6.3.1 General Information – Asset Name, Asset Type, and Asset Description;
 - 5.2.6.3.2 Location Information – Location of the asset, provided that the information is at least at the regional level;
 - 5.2.6.3.3 Legal and Ownership Information – Ownership of asset identified;
 - 5.2.6.3.4 Financial Information – At least one form of valuation;
 - 5.2.6.3.5 Insurance information – Indication of whether the asset is insured or not; and
 - 5.2.6.3.6 Technical Specifications – Asset condition and structural condition.
- 5.3 The AAMP Technical Review and Scoring Tool implements a numerical scoring range to reflect the extent and level of compliance (i.e., from 0 [non-compliant] to 5 [fully compliant]) of the AAMP with the criteria and requirements indicating maturity of an agency's asset management practices.

- 5.3.1 The reviewing member-agencies shall refer to the first tab containing the assessment guide that is included in the tool when indicating the rating for the specific requirement under the Technical Review tab.
- 5.3.2 The accomplishment of the scoring in the second tab shall be guided by the following:
 - 5.3.2.1 The DBCC TWG-AM member-agencies shall completely fill out the columns on compliance rating (Columns F to K) and to the findings and recommendations (Column P).
 - 5.3.2.2 For a more holistic review and orderly flow of narrative in the findings and recommendations column of the scoring tool, the reviewing member-agencies shall adopt the following subheadings in the Findings and Recommendations column:
 - 5.3.2.2.1 *Requirement per the template and/or other references* - This shall state the expected content of the AAMP section or subsection based on the requirements of the DBCC TWG-AM template. This section may also cite other references (i.e., PGAMP and NAMP) for the definitions of asset management-related concepts;
 - 5.3.2.2.2 *Findings* - This shall concisely summarize the observations of the reviewing member-agencies relative to the compliance of the AAMP with the criteria and its corresponding requirements listed in the scoring tool; and
 - 5.3.2.2.3 *Recommendations for improvement* - This shall contain suggestions and recommendations to further improve the compliance of the AAMP with the criteria and requirements stated in the scoring tool.
 - 5.3.2.3 The presence or absence of optional data shall not affect the rating of the AAMP criteria and requirements. Rather, the reviewing member-agencies shall indicate in the Findings and

Recommendations column the presence or absence of said data, resulting in a **commendation** for the agencies if the optional data was provided, or in a **recommendation to include** the same in the succeeding iteration of the AAMP if otherwise. The percentage range per numerical score shall reflect, among others, that the achievement of at least 50% equates to basic compliance, and exactly 100% means full compliance.

- 5.3.3 The third tab will generate a radar graph to provide a visual representation of the summary of the assessment results of the AAMP sections, which shall also be shared with the covered agency concerned.
- 5.4 On the **timeline of technical review**, the DBCC TWG-AM member-agencies are given **45 working days** from the time of receipt of complete documents to review the proposed AAMP. The DBCC TWG-AM member-agencies shall adhere to the below listed detailed process and prescribed timeline for review:
 - 5.4.1 The member-agencies shall use the AAMP Review and Technical Scoring Tool template that will be provided by the DBM-SPIB during the distribution of the AAMP sections for review by the members. The scoring tool is an MS Excel spreadsheet that shall be opened through Google Sheets to allow the simultaneous provision of inputs through the online platform.
 - 5.4.2 The DBCC TWG-AM member-agencies, through its respective Working Groups (WGs), shall simultaneously undertake its respective technical review of the submitted proposed AAMPs within **thirty-eight (38) working days**.
 - 5.4.3 Each reviewing member-agency shall validate the contents and alignment of the assigned section with the sections assigned to the other member-agencies. The comments and observations of the member-agencies may be indicated under the Findings and Recommendations column in the Technical Review tab.
 - 5.4.4 The WG from each member-agency shall notify the DBM-SPIB that the findings and recommendations on sections for their respective review are already final and fully accomplished. Thereafter, the DBM-SPIB shall consolidate and finalize the tool for transmittal to the WG of each DBCC TWG-AM member-agency who shall facilitate the simultaneous approval and signing of the same by their respective TWG-AM official/s within **seven (7) working days**. This is to ensure that only

the official and final review will be used for the transmittal of DBCC TWG-AM comments and recommendations on a particular submitted proposed AAMP.

5.5 The **results of the technical review** shall be relayed to the covered agency concerned with the TWG-AM comments and recommendations. The DBM-SPIB shall prepare and submit to the DBCC TWG-AM Chairperson, within **seven (7) working days** from receipt of the results of the technical review of each DBCC TWG-AM member-agency, the consolidated comments and recommendations from such reviews, for consideration/signature. Said document shall be accompanied by a draft letter containing the following information/attachments:

5.5.1 Signed scoring tool;

5.5.2 Points for improvement and possible areas for revisions observed in the AAMP, if any, and other suggestions/recommendations, as may be necessary;

5.5.3 Depending on the result, the following shall be relayed to the agency concerned:

5.5.3.1 AAMPs with **sections** that are deemed to have **basic compliance and beyond (50-100%)** shall be recommended for **immediate implementation** (e.g., the AAMP could already serve as basis for the concerned agency to pursue its asset management capacity development activities) with recommendations for its further enhancement during the **next** annual round of review. In this case, the letter template provided as **Annex D.3** herein shall be used to inform the agencies whose AAMP sections have achieved the 50% threshold.

5.5.3.2 Otherwise, AAMPs with **sections** that are assessed to be **non-compliant (0%) to partially compliant (49%)** shall be required to provide an **action plan** to improve the contents of the concerned section, which shall be submitted to the TWG-AM within a prescribed timeline under the current annual round of AAMP review. In this case, the letter template provided as **Annex D.4** herein shall be used to inform the agency whose AAMP sections failed to meet the 50% threshold.

5.6 It shall be incumbent upon the DBM-SPIB to exercise diligence in ensuring that the results of the review of the DBCC TWG-AM are received and acknowledged by the covered agencies, and the timelines followed.

- 5.7 The flowchart depicting the procedure and timeline for the preparation, submission and processing and review of the AAMPs is provided herein as ***Annex D.5***.

6.0 Measurement of Timelines

- 6.1 While these guidelines utilize working days in setting the WG's timelines, the WG may set, through an internal agreement, a timeline based on calendar days to account for instances where any member-agency would implement flexible work arrangements during the implementation of the guidelines.
- 6.2 Likewise, should a member-agency request for extension in the timelines in view of unforeseen contingencies and/or equally important deliverables, the same shall be coordinated with other member-agencies for concurrence. Further, the WG of each member-agency shall duly notify their respective DBCC TWG-AM principals on approved adjustments on the timelines, for information and/or further guidance.

-End-

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- Annex:**
- D.1** General Checklist on the Completeness of Submission of the AAMP
 - D.2** AAMP Review and Technical Scoring Tool
 - D.3** Letter Template for NGAs Recommending Immediate Implementation (Basic to Full Compliance)
 - D.4** Letter Template for NGAs on Review Results and Recommendations (Non-Compliant to Partial Compliance)
 - D.5** Flowchart of Procedure and Timeline



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

**General Checklist on the Completeness of Submission of the
Agency Asset Management Plan (AAMP)**

Department/Agency: _____

I. Assets according to the National Asset Registry System (NARS)

Assets ¹	Included in the AAMP (YES/NO)	Remarks
1.		

II. AAMP

A. General Comments

1.

B. Specific Comments

1.

¹ Data confirmed by the Bureau of the Treasury (BTr) on _____.

Recommended Contents	Description/Guidance/ Minimum Information Required	COMPLETE (YES/NO)	REMARKS
Table of Contents	Complete tabulation of the sections and subsections covered in the AAMP, including a separate list of the tables and figures, for the reference of readers. Please refer to NAMP 2022-2023 as a pattern.		
1.0 Executive Summary <ul style="list-style-type: none"> • The agency's mandate/role with respect to the management of government's assets and key levels of service (covers Sections 2.0 to 5.0 of the AAMP); <i>should be supported with legal bases for said mandate/role and its levels of service</i> 	<p>At the outset, AM plans should provide a logical flow through the asset management process and 'tell the asset management story'.²</p> <p>The story sets the scene with the state of the assets and key issues, followed by what is expected from the assets and services (levels of service [LoS] and demand), how the agency intends to provide the service, the financial implications, and the tasks required to improve asset management planning capability over time.³</p>		
<ul style="list-style-type: none"> • The agency's key AM programs (covers Sections 2.0 and 3.0 of the AAMP) 	<p>The executive summary is a concise stand-alone document aimed at non-</p>		
<ul style="list-style-type: none"> • The agency's strategic issues and risks (covers 			

² AM 203 Lifecycle Planning, Institute of Public Works Engineering Australasia (2022)

³ AM 203 Lifecycle Planning, Institute of Public Works Engineering Australasia (2022)

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Sections 6.0 to 9.0 of the AAMP)	technical readers ⁴ that provides an overview of the main aspects of the plan, as well as highlights the main points covered under the subsequent sections of the AAMP, particularly on the levels of service, growth forecasts, key AM issues, significant works programs and financial forecasts of the agency concerned. The summary of the AAMP shall provide the highlights and overview of each of the succeeding sections through a single narrative. Considering the overarching scope of the section, it shall be accomplished upon the completion of the other sections of the AAMP. Similar to the NAMP 2022-2023, the executive summary of the AAMP need not be divided into specific subsections. Instead, each subsection may be discussed within the paragraphs of one narrative, considering the interconnectedness and high level of linkages in the sections of the AAMP. Nonetheless, the agency may opt to		
<ul style="list-style-type: none"> The agency's demand growth and financial forecasts (covers Section 10.0 of the AAMP) 			
<ul style="list-style-type: none"> The agency's AM continual improvement plan (covers Section 11.0 of the AAMP) 			

⁴ Ibid.

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	<p>provide subsections, which meet the aforesaid minimum information for an executive summary, as shown in the bullet points.</p> <p>To avoid repetitive messages and promote conciseness of texts, the summary may be limited to the overview of the main aspects of the plan. The detailed discussion on the aspects of the plan should be reserved within their respective sections.</p> <p>Further, for a quick-look and to encapsulate the main points of the AAMP, the agency is highly encouraged to develop an infographic or similar visual elements to summarize the AAMP. The visual summary should contain a concise overview of the agency’s assets, expected LoS, growth and demand factors, financial summary, and the key outcomes or challenges in asset management.</p> <p>The executive summary may be limited to a maximum of four (4) pages.</p>		
<p>2.0 Introduction</p> <p>2.1 The [Agency] Asset Management Plan 2022-</p>	<p>This section documents the agency’s strategic objectives, intended outcomes, and AM activities/processes, and identifies key partners, customers and stakeholders</p>		

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2023: Purpose, Strategic Alignment, and Key Partners and Stakeholders	relevant to its assets.		
2.2 The Organizational Set-up in AM and the Agency Working Group on Asset Management (WG-AM)	It also provides the strategic alignment of the plan and the agency’s service delivery with national key strategic documents of the government and other development plans (i.e., AmBisyon Natin 2040, PDP 2017-2022, United Nations Sustainable Development Goals, etc.).		
2.3 AM Objectives, Measures, and Indicators	On the organizational set-up in AM, the template also includes the roles of the agency WG-AM in supporting and developing maturity in AM practices, processes and systems. It may also feature the linkages and coordination of the WG-AM with the DBCC TWG-AM in the achievement of their goals and objectives.		
2.4 Our Successes, Issues, Opportunities, and Risks	The section further requires discussion on the agency's strategic goals and objectives, as well as documents asset information and data that can be used to measure asset performance. To determine and report the successes and issues on the performance of assets and identify gaps and challenges in service delivery, the template also requires the documentation of agency indicators for		

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	<p>the purpose.</p> <p>Reference to local issuances should be properly indicated in the footnotes. For instance, when referencing the PGAMP, the DOF-DBM-NEDA JMC No. 2020-1 must be properly cited in the footnotes.</p> <p>In view of the foregoing, the introduction should contain the minimum information required under the pertinent items in Annex A of the PGAMP JMC, i.e., I (Objectives), II (Organizational Set-up in Asset Management), and III (Agency Working Group on Asset Management); a background of where the agency is now in terms of AM; its goals and objectives for AM (its commitment to community vision); the plan framework (how the AAMP fits in the organization⁵; and the AAMP structure (see recommended subsections 2.1 and 2.2), timeframe, and responsibilities (see recommended subsection 2.2) and its interactions with the PGAMP, NAMP, and other documents (see recommended subsection 2.1).</p>		

⁵ International Infrastructure Management Manual

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3.0 Asset Management Practice 3.1 The Philippine Government Asset Management Policy (PGAMP)	This section covers item X (Capacity Building) of Annex A of the PGAMP JMC. The section requires the discussion on the PGAMP and the AM principles espoused therein, as well as the interaction or linkage of the AAMP and current agency AM processes with the AM policies and strategies in the PGAMP and NAMP.		
3.2 Asset Management Practice Overview	The section also provides an overview of the agency's AM practice components, which include policies, plans, documentation defining or guiding AM policy and strategy, data sources supporting AM decision making, and capacity building efforts.		
3.3 Asset Management Systems			
3.4 Implementation of the National Asset Registry System (NARS)			
3.5 Building Capabilities and Capacity in Asset Management	It documents the application of the agency's existing AMS, as well as emphasizes its role in the population of the NARS. On building AM capabilities and capacities, the agency shall outline the AM responsibilities and the corresponding capacities and capabilities required. This shall aid in planning relevant programs/activities for the purpose.		

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<p>4.0 State of [Agency] Assets</p> <p>4.1 Assets Included in the AAMP</p>	<p>This section covers item V (Summary of the Inventory of Assets) of Annex A of the PGAMP JMC.</p>		
<p>4.2 Managing Our Asset Data</p>	<p>Apart from the summary of the inventory of assets, Section 4.0 looks into the management of asset information, performance, and condition.</p>		
<p>4.3 Our Asset Information</p>	<p>The section defines and lists the critical and strategic assets covered in the AAMP, as well as the agency’s role in determining the same. Relatedly, it shall provide a discussion on the management of asset data or information, particularly on the technical standards that the agency relies on to ensure completion, accuracy, consistency, reliability, and confidence of asset data and information.</p>		
<p>4.4 Asset Condition</p>	<p>The agency shall describe its existing Asset Management Information System (AMIS) and its link to the information available in the NARS. Further, the section requires a description of the condition of assets managed by the agency, as well as background on the processes for collecting asset condition data.</p>		

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	<p>In sum, this section should contain minimum information on the agency's critical and strategically important non-financial assets which are included in the plan, as well as other information about said assets and their condition; and how the agency manages its asset data.</p>		
<p>5.0 Levels of Service</p> <p>5.1 Levels of Service Drivers</p>	<p>This section covers item VI (Asset Performance) of Annex A of the PGAMP JMC.</p> <p>The section defines the drivers of LoS, such as customer feedback/expectations (what customers want), and legislation, issuances, or compliance requirements (what we have to do).</p>		
<p>5.2 Levels of Service Overview</p>	<p>Relative thereto, the agency must also discuss its existing practices (current levels of service/what we provide now) in accessing its current LoS in relation to standards of service (desired levels of service/what our customers would like).</p> <p>The agency shall present the identified opportunities for developing the target LoS, gaps and challenges, as well as options for service delivery to address said gaps. The desired LoS of the agency</p>		

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	is represented by targeted improvements to service delivery in the short, medium, and long term.		
6.0 Lifecycle Management Planning	This section covers items IV (Agency Specific Policies and Practices on Asset Management), VII (Intended Actions on the Assets), and VIII (Maintenance Plan) of Annex A of the PGAMP JMC.		
6.1 Lifecycle Management Systems			
6.2 Our Maintenance Plan	The section tackles the policies and practices of the agency on asset utilization. It covers discussion on the agency's plan and cost implications/forecasts for the maintenance and operation of assets.		
6.3 Operating and Maintenance Practices	Specifically, the section aims to discuss the agency's maintenance program and existing practices. It further summarizes the cost implication or forecasts of maintenance and operation plans necessary to keep the asset operation at the agreed service condition. Separate cost estimates on asset replacement, rehabilitation, and upgrades must also be included in this section.		
6.4 Our Asset Rehabilitation and Replacement Plan Considering the Age and Lives of Our Assets			
6.5 Our New Asset Requirements			
6.6 Our Disposal Plan	As input to the agency asset rehabilitation and replacement plan, the same shall document information on the asset		

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	<p>lifecycle that is useful in the management of the useful life of the asset. Relevant information on age and lives of assets must also be included. The aforesaid information are essential in planning for the management of the asset, particularly for its rehabilitation or replacement.</p> <p>The section shall further discuss the decision-making process of the agency on the process of asset acquisition, replacement, and/or decommissioning.</p>		
7.0 Sustainable Planning	<p>This section provides a discussion on the existing growth and demand factors and their implications to AM planning. Understanding, monitoring, and responding to the aforesaid factors is vital in assessing and forecasting the agency's service demand.</p> <p>These factors may refer to economic, social, ecological, and other identified factors that affect government assets demand and management planning.</p> <p>The section considers the impact on the outlined growth factors to the demand on assets, as well as the response of the agency to the demand during the period</p>		
7.1 Our Growth and Demand Factors and Implications			
7.2 Predicting Demand for Infrastructure			
7.3 Managing and Responding to Demand			
7.4 Sustainability in Service Planning and Delivery			
7.5 Economic Sustainability:			

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Projects and Assets	<p>covered by the AAMP.</p> <p>To meet the current and forecasted demand, this section also features the cost implication of investing in infrastructure projects that address major challenges posed by the aforesaid growth factors.</p> <p>On ensuring sustainability in service planning and delivery, the agency shall discuss sustainable practices in service delivery and AM, if any. To implement greater sustainability, the agency may also develop its sustainability objectives, opportunities, challenges, and action plan. Relative thereto, the agency may identify actions or projects and their respective cost implication in supporting sustainability objectives.</p>		
<p>8.0 Natural Hazard Resilience Planning</p> <p>8.1 Summary of Hazard Exposure and Impact on Infrastructure</p>	<p>This section covers item IX (Risk Analysis) of Annex A of the PGAMP JMC.</p> <p>Sections 8 and 9 seek to understand and document the exposure of the strategic non-financial assets of the agency to</p>		

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8.2 Current Agency Resilience Improvement Programs	natural hazards and other risks, as well as their impact to asset performance and service delivery.		
8.3 Process Description: Natural Hazard Risk Assessment and Planning	In accomplishing these sections, the agency shall take into account existing practices, processes and programs on risk mitigation and management, as well as the supporting legislation, policy and compliance requirements in support thereof.		
8.4 Natural Hazard Risk Assessment Outcomes			
9.0 Infrastructure Risk Management Planning		The agency shall also provide an overview and assessment of its risk management performance and identify the top infrastructure and asset risks that require investments to control or mitigate.	
9.1 Risk Management Context	This section must likewise emphasize the National Indemnity Insurance Program and its impact to the agency's management of natural hazards and risks.		
9.2 Risk Assessment Process and Outcome			
9.3 Addressing Risk Challenges		Further, the agency shall also identify planning, management, delivery, and physical asset risks and information relative thereto in order to accomplish the agency Risk Register (Annex 12.1)	
10.0 Financial Planning	This section covers item XI (Budgetary		

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10.1 Financial Summary Review	Requirements) of Annex A of the PGAMP JMC.		
10.2 Cost and Funding of Our Assets	Relative to said item indicated in Annex A of the PGAMP JMC, this section primarily documents financial policies and data to support the agency activities under the AAMP, including the forecasted expenditure and performance.		
10.3 Disaster Risk Finance	Further it seeks to include more detailed budget information for maintenance forecasts, insurance, capital update program or disposal.		
10.4 Operations and Maintenance Investment	It shall contain the funding strategy and cost estimates needed to implement the agency's intended AM actions including, but not limited to, the maintenance and replacement of assets, new capital investments to meet LoS requirements, and capital investment, update, or disposal programs.		
10.5 Capital Investment	Moreover, the section delves into the agency's approach to disaster risk finance and reviews financial forecasting assumptions, projections, and methodologies.		
10.6 Financial Statements and Projections			
10.7 Financial Methodology and Assumptions			

Recommended Contents	Description/Guidance/ Minimum Information Required	COMPLETE (YES/NO)	REMARKS
<p>11.0 Performance Planning and Continual Improvement</p> <p>11.1 The Purpose of Improvement Planning</p>	<p>In this section, the agency shall present the summary of the current state of the AM practices and its desired improvements during the duration of the AAMP cycle or in its future iterations.</p> <p>This section primarily aims to link the results of AM maturity assessment to the desired improvement of AM practices. Relatedly, it features the process of documenting improvement items of the agency through the identification of improvement actions and planning.</p>		
<p>11.2 Our Improvement Actions</p>	<p>To assist in identifying improvement actions to be delivered in the current and future AAMP cycles, the agency shall consider the Maturity Assessment Questionnaire administered by the World Bank (WB) and its results. The maturity assessment process introduced by the WB may be adopted and customized by the agency for improvement planning in future iterations of the AAMP.</p>		
<p>11.3 Prioritizing Proposed Actions and Timetable</p>			
<p>12.0 Annexes</p> <p>12.1 Risk Register Template</p>	<p>The agency is required to include its risk register, if available. Otherwise, the agency may refer to the risk register template affixed herein, for its use. The agency may include other relevant and</p>		

Recommended Contents	Description/Guidance/ Minimum Information Required	COMPLETE (YES/NO)	REMARKS
	pertinent data/information to the AAMP, such as, but not limited to, maintenance response service levels, capital works programs, among others, as part of the annexes.		
13.0 Glossary of Terms	<p>For the list of terms and definitions, the agency may refer to the Glossary of Terms (Section 13.0) of the NAMP 2022-2023.</p> <p>It must be noted that the glossary, as reference of the readers or stakeholders, shall contain specialized/technical terms or concepts that have a specific, relevant, and unique definition based on the context of the agency. Hence, the agency may customize this section depending on the usage of the terms in the plan.</p>		

Prepared by:

Reviewed by:

Approved by:

[Name]
 [Technical Staff Concerned], SPIB

[Name]
 [Position of Reviewing Authority], SPIB

[Name]
 Director, SPIB

**ANNEX D.2
DBCC TWG-AM**

DOF-DBM-NEDA-JMC-2023-1-Annex-D.2-Rev.1.0

COMPLIANCE RATING		ASSESSMENT GUIDE PER REQUIREMENT	RATING EQUIVALENCE FOR SECTION/AAMP
Non-compliant	0	The minimum information needed per section/criteria/requirement is not present	0%
Minimal Compliance	1	Minimal information is provided and the content is lacking and disjointed	1% to 24%
Partial Compliance	2	Some information are provided and current AM practice is vaguely documented; Major revisions are recommended	25% to 49%
Basic Compliance	3	The requirements are mostly addressed and current AM practices are observed in the narrative; With recommended enhancements for further improvement	50% to 74%
High Compliance	4	The requirements are mostly addressed and current AM practices are observed in the narrative; With recommended enhancements for further improvement	75% to 99%
Full Compliance	5	The AAMP is fully compliant with the requirements and AM practices articulated in the narrative show high linkages with the AM objectives of the Agency	100%

AAMP REVIEW AND TECHNICAL SCORING TOOL

(Name of Department/Agency)

Section 1: Executive Summary

Reviewed by the Office of the President (OP)

CRITERIA	REQUIREMENTS	Non-compliant	Minimal Compliance	Partial Compliance	Basic Compliance	High Compliance	Full Compliance	SCORING DATA		SCORING		FINDINGS AND RECOMMENDATIONS
		0	1	2	3	4	5	Max Score Achievable	Maximum Average for the Criteria	Individual Score	Criteria Score	
1 Format of the Executive Summary	a. Provides a logical flow or summary of the key aspects of the AAMP							5	5	0	0.0	
	- <i>Optional data:</i> Encapsulates the main points of the AAMP through an infographic or visual element											
2 Mandate and Role of the Agency (Sections 2.0 to 5.0)	a. Narrates the mandate/role of the agency relative to the management of government assets and its key levels of service (LoS)							5	5	0	0.0	
	b. Documents the legal bases of the agency's mandate/role with regard to asset management (AM) and its key LoS							5		0		
3 Levels of Service (Section 5.0)	a. Shows an overview of the state of the assets and the expected LoS and demand							5	5	0	0.0	
	b. Presents how the agency intends to meet the expected LoS and the financial implications of the same							5		0		
4 Asset Management Practice (Sections 2.0 and 3.0 of the AAMP)	a. Discusses the key AM programs and presents an explanation on the outcomes they intend to achieve							5	5	0	0.0	
5 Resilience Planning and Risk Management (Sections 6.0 to 9.0)	a. Covers the strategic issues, natural hazard and infrastructure risks and how to deal with them							5	5	0	0.0	
6 Sustainability and Financial Planning (Sections 7.0 and 10.0)	a. Covers practical and economically sustainable strategies to address growth and demand factors							5	5	0	0.0	
	b. Presents an overview of the financial forecasts and cost implications covered in the plan							5		0		
7 AM Practices and Improvement Plan (Section 11.0)	a. States the tasks/actions actions required to improve asset management planning capability over time							5	5	0	0.0	
	b. Summarizes the continual improvement plan for asset management							5		0		
	- <i>Optional data:</i> Presents the maturity of the AM practices based on the Maturity Assessment Questionnaire (MAQ) results of the agency											

Section Average:

0.00%

Rating Equivalence:

Non-compliant

Section 2: Introduction

Reviewed by the OP

CRITERIA	REQUIREMENTS	Non-compliant	Minimal Compliance	Partial Compliance	Basic Compliance	High Compliance	Full Compliance	SCORING DATA		SCORING		FINDINGS AND RECOMMENDATIONS	
		0	1	2	3	4	5	Max Score Achievable	Maximum Average for the Criteria	Individual Score	Criteria Score		
1 The [Agency] Asset Management Plan 2022-2023: Purpose, Key Partners and Stakeholders	a.	Documents the linkages between the PGAMP, NAMP, and AAMP with the medium- and long-term strategic documents and development plans							5	5	0	0.0	
	b.	Identifies key partners, customers, and stakeholders relevant to its assets with their role in understanding and benefiting from the AAMP							5		0		
	c.	Discusses the desired outcomes of the stakeholders, and how these will be delivered							5		0		
	-	<i>Optional data:</i> Determines who will read the plan and what they need to know											
	-	<i>Optional data:</i> Demonstrates a logical and thorough decision-making process that includes information systems, processes and implementation tactics											
	-	<i>Optional data:</i> Provides link of roles of stakeholders to elements of asset management practices											
	-	<i>Optional data:</i> Documents asset hierarchies/asset criticalities that have been established or are being developed by the agency											
2 The Organizational Set-up in AM and the Agency Working Group on Asset Management (WG-AM)	a.	Documents the agency's organizational set-up in AM							5	5	0	0.0	
	b.	Shows the composition of the agency WG-AM							5		0		
	c.	Lays down the roles of the agency WG-AM in supporting and developing maturity of practices, processes and systems in AM							5		0		
	d.	Features the relationship and coordination of the agency WG-AM with the DBCC TWG-AM in the achievement of the agency's AM goals and objectives							5		0		
3 AM Objectives, Measures, and Indicators	a.	Discusses strategic goals and objectives and their intended outcomes							5	5	0	0.0	
	b.	Documents asset information and data used to measure performance							5		0		
	-	<i>Optional data:</i> Shows a clear linkage between strategic objectives and asset management systems											
	-	<i>Optional data:</i> Indicates the intended outcomes of the AAMP processes, including their alignment with the strategic aims of the agency											
4 Our Successes, Issues, Opportunities, and Risk	a.	Reports successes and significant issues on asset performance and suggests approaches for the mitigation and resolution of said issues							5	5	0	0.0	
	b.	Identifies gaps in service delivery and provides evidence and documentation on how the planning gaps were determined							5		0		
	c.	Lists key strategic risks to the provision of the Agency's activity							5		0		

		<i>Optional data:</i> Addresses the planning gaps through operational, management, maintenance and renewals programs		
		<i>Optional data:</i> Quantifies the cost of implementing improvements or new practices		

Section Average:	0.00%
Rating Equivalence:	<i>Non-compliant</i>

Section 3: Asset Management Practice

Reviewed by the Department of Budget and Management

CRITERIA	REQUIREMENTS	Non-compliant	Minimal Compliance	Partial Compliance	Basic Compliance	High Compliance	Full Compliance	SCORING DATA		SCORING		FINDINGS AND RECOMMENDATIONS
		0	1	2	3	4	5	Max Score Achievable	Maximum Average for the Criteria	Individual Score	Criteria Score	
1 Linkages and Alignment with the Philippine Government Asset Management Policy (PGAMP)	a.									0	0.0	
	b.								5	0		
2 Overview of the Agency AM Practice	a.								5	0	0.0	
	-	<i>Optional data:</i> Identifies improvements to asset management processes and techniques from current AM practices										
	-	<i>Optional data:</i> Documents the identification of AM practice gaps and the desired improvements to address said gaps (to be linked to Section 11: Performance Planning and Continual Improvement)										
	-	<i>Optional data:</i> Explains the status of asset management practices relating to description of assets, levels of service, natural hazard and risk management, sustainability, lifecycle management, financial planning, and performance planning										
3 Agency Asset Management System (AMS)	a.								5	0	0.0	
	-	<i>Optional data:</i> Provides an assessment of which AM practices and processes are being prioritized in the agency's AMS										
	-	<i>Optional data:</i> Describes the agency's current and target asset management maturity										
4 Implementation of the National Asset Registry System (NARS)	a.								5	0	0.0	
5 Capability and Capacity Building Strategies in Asset Management	a.								5	0	0.0	
	b.							0				
	-	<i>Optional data:</i> Demonstrates measures and plans to ensure the continuity of capability and capacity building										
-	<i>Optional data:</i> Quantifies the cost of building and/or developing AM capability and capacity (to be linked with Section 10: Financial Planning)											
Section Average:									0.00%			
Rating Equivalence:									<i>Non-compliant</i>			

Section 4: State of [Agency] Assets

Reviewed by the Bureau of the Treasury (BTr)

CRITERIA	REQUIREMENTS	Non-compliant	Minimal Compliance	Partial Compliance	Basic Compliance	High Compliance	Full Compliance	SCORING DATA		SCORING		FINDINGS AND RECOMMENDATIONS	
		0	1	2	3	4	5	Max Score Achievable	Maximum Average for the Criteria	Individual Score	Criteria Score		
1 Assets Included in the AAMP	a.	Provides a list of non-financial assets maintained, used, and/or owned by the agency that are critical in the performance of its mandate							5	5	0	0.0	
	b.	Describes parameters used in the identification of critical and strategically important assets included in the AAMP							5		0		
	c.	Discusses accountability and validation measures to ensure correctness and completeness of asset data entries							5		0		
	d.	Links the Agency Asset Management Information System with the asset data requirements of the NARS							5		0		
2 Management of Agency Asset Data	a.	Provides the agency policy and procedure in asset data collection, data warehousing and management, and data sharing							5	5	0	0.0	
	b.	Identifies sources of asset data							5		0		
	-	<i>Optional data:</i> Establishes a periodic review or audit of asset data to ensure data integrity, completeness, correctness, and validity <i>Optional data:</i> Identifies policies for maintenance of asset data security and access heirarchy											
3 Quality of Asset Information	a.	Provides minimum information requested in the provided template for assets							5	5	0	0.0	
	b.	Provides technical standards that the agency relies on to ensure completion, accuracy, consistency, reliability, and confidence of asset data and information							5		0		
	-	<i>Optional data:</i> Provides the necessary supporting documents to ensure accuracy and validity of asset information submitted											
4 Asset Condition	a.	Provides data on asset condition and usage							5	5	0	0.0	
	b.	Defines the process for prioritizing, maintaining and preserving assets							5		0		
	-	<i>Optional data:</i> Identifies the roadmap for preservation and maintenance of asset											
Section Average:										0.00%			
Rating Equivalence:										Non-compliant			

Section 5: Levels of Service

Reviewed by the Department of Budget and Management (DBM)

CRITERIA	REQUIREMENTS	Non-compliant	Minimal Compliance	Partial Compliance	Basic Compliance	High Compliance	Full Compliance	SCORING DATA		SCORING		FINDINGS AND RECOMMENDATIONS
		0	1	2	3	4	5	Max Score Achievable	Maximum Average for the Criteria	Individual Score	Criteria Score	
1 Levels of Service Drivers	a.							5	5	0	0.0	
	b.							5		0		
	c.							5		0		
	-	<i>Optional data:</i> Documents how stakeholder or customer feedback is collated, analyzed, and reported										
	-	<i>Optional data:</i> Describes agency practices for assessing agency service standards										
2 Levels of Service Overview	a.							5	5	0	0.0	
	b.							5		0		
	c.							5		0		
	d.							5		0		
	-	<i>Optional data:</i> Defines how the gaps and challenges in service delivery were determined										
	-	<i>Optional data:</i> Presents the Agency's simple and understandable performance measures and indicators in service delivery										
	-	<i>Optional data:</i> Reports the data sources for the performance measures and indicators.										
	-	<i>Optional data:</i> Reports on the historical performance trends of the agency's assets (e.g., condition, utilization, investment outcomes) and links the same to the agency's investment levels										
Section Average:										0.00%		
Rating Equivalence:										Non-compliant		

Section 6: Lifecycle Management Planning

Reviewed by the DBM

CRITERIA	REQUIREMENTS	Non-compliant	Minimal Compliance	Partial Compliance	Basic Compliance	High Compliance	Full Compliance	SCORING DATA		SCORING		FINDINGS AND RECOMMENDATIONS	
		0	1	2	3	4	5	Max Score Achievable	Maximum Average for the Criteria	Individual Score	Criteria Score		
1 Lifecycle Management Systems	a. Discusses the policies and practices of the agency on asset utilization							5	5	0	0.0		
	b. Discusses the decision-making process of asset acquisition, replacement, and or decommissioning							5		0			
	-	<i>Optional data:</i> Demonstrates that there are systems in place to support the adoption of asset management processes and principles that are linked to asset lifecycles, i.e., construction dates and asset age, service levels, routine maintenance activities, urgent asset repairs, renewal programs, etc.											
	-	<i>Optional data:</i> Indicates strategies for decision-making in lifecycle management address operational/maintenance, renewals/capital projects/disposals and asset management practices											
	-	<i>Optional data:</i> Demonstrates the understanding of risk management practices and response plans with linkage to infrastructure risk management and development of resilience to natural hazards and calamities											
	-	<i>Optional data:</i> Documents how lifecycle management planning is resourced											
2 Agency Maintenance Plan	a. Discusses the agency's plan and cost implication/forecasts for the maintenance and operations of assets							5	5	0	0.0		
	b. Summarizes the cost implication or forecasts of maintenance and operation plans necessary to keep the asset operation at the agreed service condition							5		0			
3 Operating and Maintenance Practices	a. Discusses the agency's maintenance program and existing practices							5	5	0	0.0		
	-	<i>Optional data:</i> Discusses maintenance planning											
	-	<i>Optional data:</i> Documents service and asset monitoring frequency, condition surveys, and associated requirements for data collection											
	-	<i>Optional data:</i> Documents service delivery arrangements, including the use of in-house and external resources, and the reasoning for this											
	-	<i>Optional data:</i> Discusses operations and maintenance processes for all assets (reference to O&M manuals and maintenance plans, if any, exists)											
-	<i>Optional data:</i> Discusses methodology for disposal of assets, including sale, relocation, demolition, etc.												

			<i>Optional data:</i> Documents how information from maintenance and renewals programs are recorded, and how the agency is updating maintenance data that can be used on an on-going basis										
4	Asset Rehabilitation and Replacement Plan Considering the Age and Lives of the Agency's Assets	a.	Provides the separate cost estimates on asset replacement, rehabilitation, and upgrades							5		0	0.0
		b.	Documents information on asset lifecycle in relation with its rehabilitation and replacement							5	5	0	
		c.	Indicates information on the age and lives of assets							5		0	
		-	<i>Optional data:</i> Covers how the agency manages the age and lives of its assets, the intended actions on the assets, and justifications for these decisions										
		-	<i>Optional data:</i> Demonstrates a high level of confidence in the knowledge of remaining life of all assets, including facilities and networks, including descriptions of how this is known										
5	New Asset Requirements	a.	Discusses the decision-making process of the agency on the process of asset acquisition, replacement, and/or decommissioning							5	5	0	0.0
		-	<i>Optional data:</i> Clearly states the intended service provision horizon										
		-	<i>Optional data:</i> Discusses renewal planning in terms of asset quantities and investments required to address growth, levels of service, natural hazard risks, infrastructure risks, lifecycle, etc.										
6	Agency Disposal Plan	a.	Provides information on the agency's process and criteria for disposal of assets and the plan for decommissioning/disposal of assets							5	5	0	0.0
-	<i>Optional:</i> Management, Renewal and Operations Standards	-	Documents design/construction standards and that their enforcement is controlled to ensure assets are constructed according to national/agency standards (including processes for updating standards)										
		-	Identifies deferred maintenance and renewals with impacts on service delivery standards and shows the reason for deferral										
		-	Provides clear, defined procedures for documenting constructed assets to national/agency standards, and recording assets and associated data transfer into information systems										
	<i>Optional:</i> Assumptions	-	Documents the assumptions of the agency in its financial planning										
-		Quantifies/defines the impact of the assumptions on the plan											

Section Average: 0.00%
Rating Equivalence: Non-compliant

Section 7: Sustainable Planning

Reviewed by the National Economic and Development Authority (NEDA)

CRITERIA	REQUIREMENTS	Non-compliant	Minimal Compliance	Partial Compliance	Basic Compliance	High Compliance	Full Compliance	SCORING DATA		SCORING		FINDINGS AND RECOMMENDATIONS
		0	1	2	3	4	5	Max Score Achievable	Maximum Average for the Criteria	Individual Score	Criteria Score	
1 Information and Knowledge Used to Assess and Monitor Growth and Demand for Services	a.	Provides context for key demand drivers for services						5	5	0	0.0	
	b.	Presents key population, demographic statistics, and projected changes						5		0		
	c.	Includes development capacity/likely future development trends						5		0		
2 Growth and Demand Implications	a.	Discusses specific demand issues in key areas or regions						5	5	0	0.0	
	b.	Discusses major factors/drivers such as, among others, urbanization in key areas and implication of COVID-19/pandemic, that affect growth and demand						5		0		
	c.	Illustrates how demand considers the impact of climate change						5		0		
	-	<i>Optional data:</i> Includes reference to key government strategy documents such as the Philippine Development Plan and <i>Ambisyon Natin 2040</i>										
3 Sustainable Planning for Demand	a.	Discusses key capital initiatives in addressing growth issues						5	5	0	0.0	
	b.	Discusses sustainability in service planning and delivery						5		0		
	c.	Considers the economic sustainability of projects and assets						5		0		
	d.	Identifies areas that the agency has responsibility for that will be managed differently in responding to changes in demand						5		0		
	-	<i>Optional data:</i> Explores options for addressing demand using "non-asset solutions" (e.g., school using rostering to accommodate more people)										
4 Sustainability Considerations in the Agency	a.	Outlines sustainable practices in service delivery and infrastructure within the agency's asset management system						5	5	0	0.0	
	b.	Identifies opportunities and challenges for addressing sustainability through AAMP						5		0		
	c.	Discusses strategic goals and objectives against which sustainability progress can be measured						5		0		
	d.	Identifies funding requirements for projects aligned to the sustainability objectives of the agency						5		0		
-	<i>Optional data:</i> Assumptions	Documents the assumptions for this section										
		Quantifies/defines the impact of the assumptions on the plan										
Section Average:									0.00%			
Rating Equivalence:									Non-compliant			

Section 8: Natural Hazard Resilience Planning

Reviewed by the NEDA

CRITERIA	REQUIREMENTS	Non-compliant	Minimal Compliance	Partial Compliance	Basic Compliance	High Compliance	Full Compliance	SCORING DATA		SCORING		FINDINGS AND RECOMMENDATIONS
		0	1	2	3	4	5	Max Score Achievable	Maximum Average for the Criteria	Individual Score	Criteria Score	
1 Understanding of the Agency's Experience/ Exposure to Natural Hazard	a.							5	5	0	0.0	
	b.							5		0		
	c.							5		0		
	d.							5		0		
	e.							5		0		
	f.							5		0		
2 Agency's Natural Hazard Risk Assessment and Planning Process	a.							5	5	0	0.0	
	b.							5		0		
	c.							5		0		
	d.							5		0		
3 Resilience Improvement Programs	a.							5	5	0	0.0	
	b.							5		0		
4 Emergency Response – Process to Restore Service Outage	a.							5	5	0	0.0	
	b.							5		0		
5 Recovery, Damage Repair and Reconstruction Planning	a.							5	5	0	0.0	
	b.							5		0		
6 Insurance of the Critical and Strategically Important Assets	a.							5	5	0	0.0	
- Optional data: Assumptions	- Documents the assumptions for this section											
	- Quantifies/clearly defines the impact of the assumptions on the plan											

Section Average: 0.00%
Rating Equivalence: Non-compliant

Section 9: Infrastructure Risk Management Planning

Reviewed by the NEDA

CRITERIA	REQUIREMENTS	Non-compliant	Minimal Compliance	Partial Compliance	Basic Compliance	High Compliance	Full Compliance	SCORING DATA		SCORING		FINDINGS AND RECOMMENDATIONS
		0	1	2	3	4	5	Max Score Achievable	Maximum Average for the Criteria	Individual Score	Criteria Score	
1 Understanding Risks on the Agency's Physical Assets	a.							5	5	0	0.0	
	b.							5		0		
	c.							5		0		
	d.							5		0		
	e.							5		0		
2 Agency's Physical Risk Assessment and Planning process	a.							5	5	0	0.0	
	b.							5		0		
	c.							5		0		
	d.							5		0		
6 Insurance of the Critical and Strategically Important Assets	a.							5	5	0	0.0	
-	Optional data: Assumptions	-	Documents the assumptions for this section Quantifies/clearly defines the impact of the assumptions on the plan									
Section Average:										0.00%		
Rating Equivalence:										<i>Non-compliant</i>		

5	Capital Investment	a.	Includes funding strategy and cost estimates needed to implement the agency's intended AM actions on new capital investments to meet LoS requirements							5	5	0	0.0	
		-	<i>Optional data:</i> Provides financial plans that differentiate between operations, capital renewals, new capital (improved levels of service) and new capital (increased demand) investment											
6	Financial Statements and Projections	a.	Includes forecasted expenditure and performance							5	5	0	0.0	
		-	<i>Optional data:</i> Includes financial statements and projections which provide detailed cost estimates to implement the intended actions, maintenance of the assets, capacity building and minimize the asset-related risks: Operational Expenditure (OpEx), including operational and maintenance expenditures Renewals and Capital acquisitions and disposals (CapEx)											
7	Financial Methodology and Assumptions	a.	Reviews the agency's financial forecasting assumptions, projections, and methodologies.							5	5	0	0.0	
		-	<i>Optional data:</i> Describes the financial methodologies which are applied as part of developing asset management processes											
		-	<i>Optional data:</i> Outlines processes for determining useful asset lives, replacement strategies, and renewal costs											
		-	<i>Optional data:</i> Documents confidence level on financial forecasts, including a process for updating											
		-	<i>Optional data:</i> Includes financial forecasts that are based on sound asset information and analysis (fully scoped and estimated) and clear assumptions (that are specific and well-reasoned)											
		-	<i>Optional data:</i> Quantifies/defines the financial impact of the assumptions											
			<i>Optional data:</i> Identifies a potential effect of any significant assumption that involves a high level of uncertainty on the financial estimates											

Section Average: 0.00%
Rating Equivalence: Non-compliant

Section 11: Performance Planning and Continual Improvement

Reviewed by the DBM

CRITERIA	REQUIREMENTS	Non-compliant	Minimal Compliance	Partial Compliance	Basic Compliance	High Compliance	Full Compliance	SCORING DATA		SCORING		FINDINGS AND RECOMMENDATIONS
		0	1	2	3	4	5	Max Score Achievable	Maximum Average for the Criteria	Individual Score	Criteria Score	
1 Purpose of Improvement Planning	a. Summarizes the current state of AM practices and the overview of the improvements desired during the duration of the AAMP cycle							5	5	0	0.0	
2 Our Improvement Actions	a. Presents the results of the maturity assessment process and links it to the desired improvement of AM practices							5	5	0	0.0	
	b. Features the process of documenting improvement items of the agency through the identification of improvement actions and planning							5		0		
	- <i>Optional data:</i> Documents the maturity assessment that provides a practical assessment of the agency's asset management capabilities and capacities											
	- <i>Optional data:</i> Analyzes and discusses the key areas for development based on AM maturity assessment											
3 Prioritizing Proposed Actions and Timetable	a. Considers the MAQ administered by the WG and its results in identifying improvement actions to be delivered in the current and future AAMP cycles							5	5	0	0.0	
	- <i>Optional data:</i> Includes an identification and timeline of improvement actions to be delivered during the current and future AAMP cycles											
	- <i>Optional data:</i> Considers resources, skills, tools and business processes in the agency's improvement plan											
	- <i>Optional data:</i> Includes a cost estimate for priority improvement											

Section Average:	0.00%
Rating Equivalence:	Non-compliant

Prepared by: (Working Group of the DBCC TWG-AM)

Approved by: (DBCC TWG-AM Officials)

(Incoming/New Member/WG Lead)

BTr

KATHLEEN P. MANGUNE

Director, NEDA-Infrastructure Staff (IS)

(Incoming/New Member/WG Lead)

OP-ODESGA

MARIA PAULA B. DOMINGO

Director, DBM-SPIB

ROSALIA V. DE LEON

National Treasurer, BTr

JOSEPH J. CAPUNO

Undersecretary, NEDA

(Incoming/New Member)

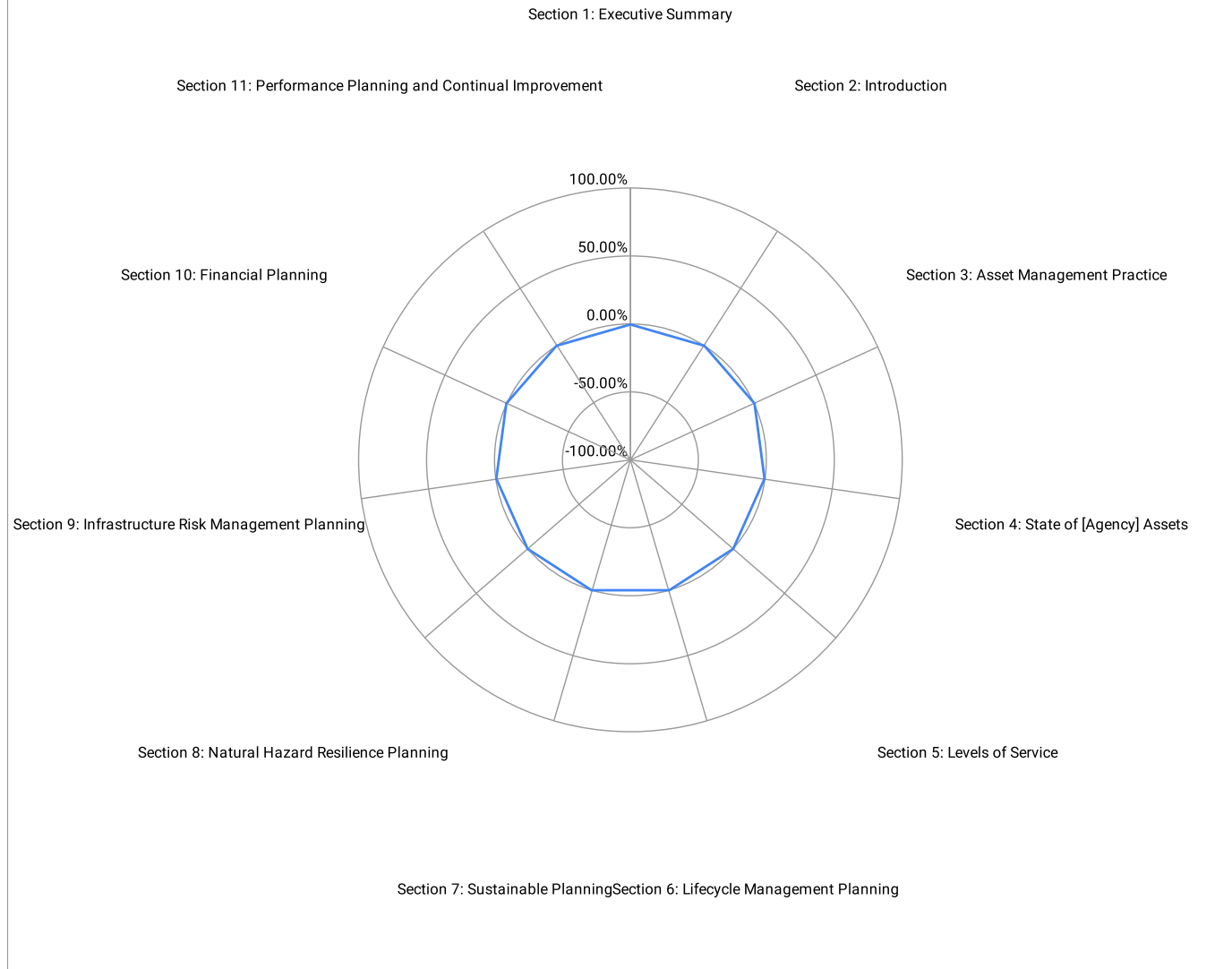
Director, OP-ODESGA

ACHILLES GERARD C. BRAVO

Assistant Secretary, DBM

	Section 1: Executive Summary	Section 2: Introduction	Section 3: Asset Management Practice	Section 4: State of [Agency] Assets	Section 5: Levels of Service	Section 6: Lifecycle Management Planning	Section 7: Sustainable Planning	Section 8: Natural Hazard Resilience Planning	Section 9: Infrastructure Risk Management Planning	Section 10: Financial Planning	Section 11: Performance Planning and Continual Improvement
Section Average	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

SUMMARY OF [AGENCY] AAMP REVIEW RESULTS





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

[Date]

[POSITION TITLE + COMPLETE NAME (with middle initial)]

[Agency/Office/Organization Name]

[Address]

Attention : **[Position Title + Complete Name]**
Bureau/Service/Office/Unit/Group
Chairperson, Working Group on Asset Management

Dear **[Position Title + Last Name]**:

This has reference to the preparation of the Agency Asset Management Plan (AAMP) as part of the continued implementation of the Philippine Government Asset Management Policy (PGAMP)¹. Relatedly, the National Asset Management Plan 2022-2023² has identified the **[Agency]** as one of the agencies³ mandated and informed⁴ to formulate its AAMP for Fiscal Year [Year].

At the outset, we would like to commend the [Agency] for submitting its AAMP to the Development Budget Coordination Committee Technical Working Group on Asset Management (DBCC TWG-AM), through the DBM, per letter dated [date and footnote actual receipt date if different from letter date].

Subsequent to the conduct of a review by the DBCC TWG-AM of the [Agency] AAMP and the maturity of asset management practices indicated therein, we are pleased to inform you that the Department's submission is deemed adequate for **immediate implementation**.

¹ As enunciated under the Department of Finance (DOF)-Department of Budget and Management (DBM)-National Economic and Development Authority (NEDA) Joint Memorandum Circular No. 2020 (*Implementation of a Philippine Government Asset Management Policy [PGAMP]*) dated 24 September 2020

² Adopted through DOF-DBM-NEDA JMC No. 2022-1 dated 28 January 2022

³ Alongside the [name of department/agency]

⁴ Through a letter from the DBCC TWG-AM Chairperson dated [date] which issued the DBCC TWG-AM recommended AAMP template

Relative thereto, may we share with you the results of the review and technical scoring of the [Agency AAMP] through this link: [link to the AAMP Review and Technical Scoring Tool signed by the DBCC TWG Officials and Working Group Members]. Said document provides the complete **recommendations and observations** of the DBCC TWG-AM for the enhancement of the AAMP **to be complied with before the next annual review** of the AAMP, for your ready reference.

For questions and clarifications, your Office may coordinate with the DBM through the Systems and Productivity Improvement Bureau at dbm-spib@dbm.gov.ph.

Thank you for your continued support in this undertaking.

Very truly yours,

[COMPLETE NAME (with middle initial)]
[Position Title] and
DBCC TWG-AM Chairperson



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

[Date]

[POSITION TITLE + COMPLETE NAME (with middle initial)]

[Agency/Office/Organization Name]

[Address]

Attention : **[Position Title + Complete Name]**
Bureau/Service/Office/Unit/Group
Chairperson, Working Group on Asset Management

Dear **[Position Title + Last Name]**:

This has reference to the preparation of the Agency Asset Management Plan (AAMP) as part of the continued implementation of the Philippine Government Asset Management Policy (PGAMP)¹. Relatedly, the National Asset Management Plan 2022-2023² has identified the **[Agency]** as one of the agencies³ mandated and informed⁴ to formulate its AAMP for Fiscal Year [Year].

At the outset, we would like to commend the [Agency] for submitting its AAMP to the Development Budget Coordination Committee Technical Working Group on Asset Management (DBCC TWG-AM), through the DBM, per letter dated [date and footnote actual receipt date if different from letter date].

Subsequent to the conduct of a review by the DBCC TWG-AM of the [Agency] AAMP and the maturity of asset management practices indicated therein, may we inform the Department of the following **observations** and **recommendations for improvements** to further develop and enhance its AM maturity (*Note: The table below may instead be attached as annex to the letter*):

¹ As enunciated under the Department of Finance (DOF)-Department of Budget and Management (DBM)-National Economic and Development Authority (NEDA) Joint Memorandum Circular No. 2020-1 (*Implementation of a Philippine Government Asset Management Policy [PGAMP]*) dated 24 September 2020

² Adopted through DOF-DBM-NEDA JMC No. 2022-1 dated 28 January 2022

³ Alongside the [name of department/agency]

⁴ Through a letter from the DBCC TWG-AM Chairperson dated [date]

**ANNEX D.4
DBCC TWG-AM**

DOF-DBM-NEDA-JMC-2023-1-Annex-D.4-Rev.1.0

AAMP Section	TWG-AM Observations	TWG-AM Recommendations for Improvement

Relative thereto, we are pleased to share with you the results of the review and technical scoring of the [Agency AAMP] through this link: [link to the AAMP Review and Technical Scoring Tool signed by the DBCC TWG Officials and Working Group Members]. Said document provides the complete recommendations and observations of the DBCC TWG-AM, for your ready reference.

In view thereof, we would appreciate receiving your **Action Plan** to address our recommendations, **on or before [date]**, to facilitate the timely implementation of your AAMP.

For questions and clarifications, your Office may coordinate with the DBM through the Systems and Productivity Improvement Bureau at dbm-spib@dbm.gov.ph.

Thank you for your continued support in this undertaking.

Very truly yours,

[COMPLETE NAME (with middle initial)]

[Position Title] and
DBCC TWG-AM Chairperson

Flowchart of Procedure and Timeline

