

**MEMORANDUM CIRCULAR****NO. 23**

Series of 2020

**GUIDELINES ON THE IMPLEMENTATION OF THE COMMUNITY-DRIVEN  
DEVELOPMENT SUPPORT TO COVID-19 DISASTER RESPONSE THROUGH THE  
KALAH-CIDSS DISASTER RESPONSE OPERATIONS MODALITY (DROM)****I. RATIONALE**

In January 2020, the Philippines had its first confirmed case of COVID-19. Despite government interventions such as the imposition of community quarantines and social distancing policy, the number of cases continues to rise and adversely impact the country beyond health concerns. Economic displacement, food shortage, disruption in basic health, nutrition and education services, increase in domestic violence and/or community conflict and even insurgency were experienced by the country, especially by the poor and marginalized.

Program implementation was not spared from the effects of the imposed health protocols. Recognizing, however, the need to expedite the performance of its mandate to provide social protection and services to the poor, vulnerable and disadvantaged despite of the circumstances, the Department of Social Welfare and Development's (DSWD) among its many steps towards helping address the effects/impact of the pandemic, shifted the implementation of the Kapit-bisig Laban sa Kahirapan Comprehensive and Integrated Delivery of Social Services National Community-Driven Development Program (KALAH-CIDSS NCDDP) to its Disaster Response Operations Modality (DROM). The shift is pursuant to Presidential Proclamation No. 929 Declaring a State of Calamity throughout the Philippines Due to CoronaVirus Disease 2019 that eventually resulted to the imposition of enhanced community quarantine (ECQ) in 81 provinces, 146 cities, and 1,488 municipalities.

The DROM is based on the Community Empowerment Activity Cycle (CEAC). It is a mechanism that is utilized by the KALAH-CIDSS to accelerate program implementation in times of disaster and works on the guiding principles of participation, transparency, accountability, simplicity and speed. It was initially used to expedite the delivery of services in 547 Haiyan (Yolanda)-affected municipalities through the completion of 20,701 sub-projects benefiting 5,541,419 households.<sup>1</sup> In order to provide immediate and appropriate response to the effects/impact of COVID-19, modifications were done and new provisions were added in the DROM procedure. With the goal towards the institutionalization of CDD, adjustments in the DROM procedure include the integration of CDD elements in the

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<sup>1</sup> As of December 2019 Report

Barangay Development Planning (BDP) process, that for this case focuses on Disaster Risk Reduction and Management (DRRM).

## **II. OBJECTIVES**

### **A. General Objectives**

These guidelines aim to streamline the procedure of the KALAH-CIDSS DROM and guide program staff at the national, regional and municipal levels in facilitating the implementation of the DROM in KALAH-CIDSS program areas.

### **B. Specific Objectives**

1. To provide a step-by-step procedure on DROM implementation;
2. To apprise all program staff of the key modifications on the DROM procedure;
3. To define protocols to be observed in program implementation;
4. To define the coordination and implementation arrangements of all concerned agencies and stakeholders.

## **III. SCOPE**

These guidelines shall apply to program areas under the KALAH-CIDSS NCDDP, KALAH-CIDSS Kapangyarihan at Kaunlaran sa Barangay (KC-KKB) project and KALAH-CIDSS Kalipunan Serbisyong Bayan (KC-KSB) project;

## **IV. DEFINITION OF TERMS**

Barangay Disaster Risk Reduction and Management Council (BDRRMC) : for the purposes of these guidelines refers to the BDRRMC with expanded membership

Disaster : refers to a serious disruption of the functioning of a community or society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope with using its own resources<sup>2</sup>. For purposes of these guidelines, disaster shall refer to natural and man-made disasters.

Municipal Disaster Risk Reduction and Management Council (MDRRMC) : for purposes of these guidelines refers to the MDRRMC with expanded membership

Municipal Situationer : refers to the report of the Local IATF-EID on the effects/impact

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<sup>2</sup> Definition from the United Nations Office for Disaster Risk Reduction (UNDRR);



of the COVID-19 to the municipality

Rapid Assessment of : refers to the enhanced version of the Rapid Damage  
COVID-19 Assessment and Need Analysis (RDANA), a tool used to  
Effects/Impact facilitate a quick assessment of the effects/impact of the  
(RACE/I) COVID-19 pandemic at the barangay level.

The Rapid Assessment of COVID-19 Effects/Impact Form  
(Form 1) is attached herewith sa **Annex A**.

## V. GENERAL GUIDELINES

- A. The DROM shall be triggered by a Declaration of a State of Calamity<sup>3</sup> supported by a Sangguniang Bayan Resolution adopting the DROM. The shift to DROM of the current implementation due to the COVID-19 is pursuant to Presidential Proclamation 929, Declaring a State of Calamity Throughout the Philippines Due to CoronaVirus Disease 2019 and covers all levels and areas of Program implementation;
- B. All activities shall be conducted in strict compliance to COVID-19 protocols based on the type of quarantine declared by the IATF;
- C. All activities shall be conducted in close coordination with the Local IATF-EID and/or the Local DRRMC's and will follow prescribed physical distancing and health protocols set by the LDRMMCs.
- D. All community-based COVID-19 responses shall be implemented in close coordination with the DOH for national concerns and the Center for Health Development (CHD) of the DOH in each region and their corresponding counterparts at the local levels.
- E. Policy updates, especially those concerning the health protocols, shall be provided as necessary;

## VI. SPECIFIC GUIDELINES

Project implementation through the DROM shall be guided by the following principles. A detailed description of the procedure is attached hereto as **Annex B**.

- A. *Social Process*. Social processes under the DROM, in consideration of the need for quick/hastened interventions to address the effects of the pandemic while observing protocols and standards, are composed of simplified and fast-tracked stages and activities of the Community Empowerment Activity Cycle (CEAC). Moreover, with the difficulty of performing activities resulting from the implementation of health

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<sup>3</sup> A Declaration of a State of Calamity may be made at any level affected by a disaster in accordance with the IRR of RA 10121.

protocols, adjustments/modifications in the social process have been made to ensure that the community-driven development (CDD) principles of participation, transparency and accountability are achieved and integrated to existing LGU processes.

1. All new program/project areas shall go through the enrolment process and shall submit the required pertinent documents;
2. In lieu of barangay assemblies (BA's), neighborhood information dissemination shall be done by the Barangay Sub-project Management Committee (BSPMC) members, Barangay Health Worker (BHW), Barangay Tanod, Barangay Kagawad, through appropriate media;
3. The BSPMC shall be composed of at least three (3) community volunteers who belong to any committee and who are able and willing to participate and perform their defined roles in project implementation during the pandemic;
4. In addition to the Municipal Situationer and in lieu of the Participatory Situational Analysis (PSA) results, the RACE/I results shall be used as basis for needs analysis, project identification, prioritization and participatory decision-making at the barangay level;
5. In place of the Municipal Inter-Barangay Forum (MIBF), the MDRRMC, through a resolution, shall approve the grant allocation;
6. The use of technology in the conduct of activities such as conferences and meetings shall be maximized in areas that this is allowed by efficient internet and/or cellular phone services;
7. The sub-project/activity proposal shall be prepared using the simplified project proposal format, the template is attached to this circular as **Annex C**. The Area Coordinating Team (ACT), together with the BSPMC members/CV's, shall prepare the sub-project/activity proposal;
8. Barangay fund allocation shall be based on the following criteria:
  - a. 2017 National Household Targeting System for Poverty Reduction (NHTS-PR) List of Poor Households (HH's): 30%; and,
  - b. 2015 Data Number of Population - 70%;
9. An Operation and Maintenance (O&M) Group shall be organized and an O&M Plan shall be prepared to ensure the proper operation, maintenance and sustainability of the sub-projects in order that these will continue to respond to the identified community needs. The sustainability of SP's lies in the capacity and capability of the communities to manage and maintain them making them instruments of empowerment. The organization of the O&M Group shall be facilitated by the ACT;
10. Community Monitoring and Evaluation
  - a. Reflection sessions shall be conducted to be able to gather lessons learned from experiences throughout project implementation. These shall be captured in documents for purposes of encouraging commitments towards sustained support for CDD and eventually, policy enhancement;
  - b. An Accountability Reporting shall be done to present the project outputs and to account for the funds spent in project implementation.



This is also done to show to the stakeholders the value of taking responsibility for actions and commitments made. Ultimately, it will lead towards improving governance which includes responsive resource allocation, consultative delivery of services, and empowerment among communities. Reports and documentations of this activity shall be processed into IEC materials and disseminated to the community members to enable effective community learning.

- c. A Sustainability Planning Workshop shall be conducted for the LGUs to assess the extent of integration of CDD processes and practices in the local planning process, as demonstrated during project implementation. This shall be conducted also to map out the steps towards sustaining project gains and moving towards the institutionalization of CDD elements into the local planning process.

B. Community-Managed Implementation: The KALAHI-CIDSS, aside from providing a venue to demonstrate the principles of CDD also delivers basic social services, both of these are achieved through fund support in the implementation of sub-projects that were identified through a participatory process.

1. Menu of Sub-projects.

***Additional sub-projects eligible for funding.*** In order to respond to the effects/impact of COVID-19, the shift to DROM implementation involves an adjustment of the menu of sub-projects eligible for funding under the Program to include sub-projects that will respond to the effects/impacts of the COVID-19 pandemic such as, but not limited to, those that support disaster preparedness and early recovery/early rehabilitation. These include:

- a. Support to Information, Education and Communication activities. This includes, among others:
  - i. Procurement of PPE's hygiene kits, sanitation and cleaning supplies e.g., detergent and disinfectant products, etc., in accordance with DOH standards, to be distributed during the conduct of information, education and communication activities;
  - ii. Procurement of communication devices, like sound systems, for information dissemination;

This is provided that LGUs have exhausted their respective budget allocation for disaster response.

- b. Support to the strengthening of community-based response to epidemic through the construction, upgrading or rehabilitation of community facilities. These include:
  - i. Upgrading/rehabilitation of identified public buildings such as evacuation centers, barangay halls, school buildings, tribal halls,

- multi-purpose centers that will serve as temporary isolation spaces prior to onward referral to official treatment and monitoring facilities. Upgrading shall be in accordance with DOH standards. Facilities to be identified as temporary isolation centers shall be different from those that are designated as evacuation centers during typhoons or other natural disasters;
- ii. Repair of water supply systems and facilities;
  - c. Capability building activities/trainings on disaster response and mitigation e.g. capacity building on COVID-19 Response and Mitigation for the BHERT, BHWs, BDRRMC, and Community Volunteers;
  - d. Provision of temporary employment through community labor using the cash-for-work scheme especially for displaced workers.

This shall be done in accordance with the provisions of DSWD Administrative Order No. 15, series of 2008 and Memorandum Circular No. 16, series of 2019 except for the following provisions: (i) 100% of current regional minimum wage shall be followed; and (ii) disbursement procedures shall follow KC policies and guidelines on fund disbursement without prejudice to other means and methods.

In addition, instead of the P/C/MSWDO, the Punong Barangay and BSPMC Chairperson shall be the authorized signatories as assisted by the ACT.

- e. Provision of food support to community members directly or indirectly affected by Covid-19 through a Food-for-Work scheme. Verified participants of this scheme will render service in the identified projects or activities of the barangay in exchange for food packs, the cost of which shall be the same with the family food/relief pack being provided by the Department during its response operations in disaster-affected communities. This is provided, that the following conditions will be included in the guidelines in selecting participants for Food-for-Work scheme:
  - i. Bonafide/Verified resident of the community;
  - ii. Head/Breadwinner of the family who had been laid off from work or has lost the means of livelihood because of the circumstances brought by the pandemic;
  - iii. Living/Located within or nearby the work site to avoid transportation expenses, thus maximizing the benefits.

Cash-for-work and food-for-work activities shall also be conducted in close coordination with the Disaster Response Management Bureau (DRMB) and may include the following: (i) cleaning and sanitizing public places and offices; (ii) communal livestock raising and/or



- vegetable gardening/farming; (iii) repacking of relief goods; (iv) manual hauling of relief/food packs in GIDA.
- f. Procurement of DOH-approved medical tools and equipment as component for the functionality of the proposed SP whether new or existing facility for COVID-19 response;
  - g. Setting up of temporary facilities to deliver basic services for the affected communities, such as mobile market, community kitchen, etc.;
  - h. Rental of vehicles for implementation and monitoring COVID-19-related activities;
  - i. Cash assistance for families not covered by the Social Amelioration Program (SAP), Conditional Cash Transfer (CCT), Unconditional Cash Transfer and Assistance to Individuals in Crisis Situation (AICS). Distribution of assistance shall be patterned with the provisions of Joint Memorandum Circular No. 01 s. 2020, DSWD Memorandum Circular 04 s. 2020, and other subsequent SAP guidelines except for the authorized signatories that shall be based on KALAH-CIDSS guidelines. Validation of target beneficiaries shall be conducted to avoid duplication of assistance provided by other similar projects;
  - j. Support to community-based livelihood or enterprise development projects such as, but not limited to skills and other livelihood-related trainings. Livelihood assistance proposals shall be referred to the Sustainable Livelihood Program (SLP);
  - k. Support activities to the Balik Probinsya Bagong Pagasa Program. Balik Probinsya Bagong Pag-asa Program is a support measure that could lead to decongestion of urban poor communities where high incidence of Covid-19 is recorded and contribute to the achievement of balanced regional development. BP2 will enable families who decided and/or qualified to return to their hometown or to places where their support system is guaranteed and have the opportunities to start a new life after Covid-19 and other disasters.

**Negative list.** While the KALAH-CIDSS menu of sub-projects had been adjusted, sub-projects that pose negative environmental and/or social impacts are ineligible for funding under the program and are placed under the negative list. This list is attached as **Annex E** of this circular.

## 2. Preparation for Program of Works (POW)

In the preparation of the the POW, COVID-19 standards and protocol shall be considered with the necessary/equivalent costs incorporated in the POW;

### 3. Procurement

Procurement for sub-projects funded by NCDDP/Loan Proceeds shall be managed by the BSPMC following the simplified procurement process and emergency community procurement procedures attached as **Annex D** and **Annex F** to this circular.

For sub-projects funded wholly by the Government of the Philippines (GOP), procurement shall be managed by the Barangay Local Government Unit (BLGU). It may use the method of Negotiated Procurement (Emergency Cases) as the case may warrant and in accordance to Section 53.2 of the 2016 Revised IRR of RA 9184, stipulated procedure in Annex "H" of the same IRR.

In all other cases, the Procuring Entity (PE) may use other methods in accordance to the applicable provisions in RA 9184, its implementing rules and regulations, and all related issuances from the Government Procurement Policy Board (GPPB).

### 4. Sub-project Implementation (SPI)

- a. Sub-projects shall be implemented and completed based on approved technical plans and specifications and in accordance with program policies and applicable national laws;
- b. Sub-project implementation progress shall be regularly monitored and reported;
- c. COVID-19 protocols and the Additional Safety Protocols for Implementation of Infrastructure Sub-projects During the COVID-19 Pandemic shall strictly be observed during SPI. (*Attached as **Annex G***)

### 5. Sub-project Completion, Turn-over, Acceptance and Booking of SPs

- a. Completed sub-projects shall be checked for functionality prior to signing the Final Inspection Report (FIR) and turn-over of the sub-project;
- b. Completed and turned-over sub-project is entered as an asset into the books of the LGU, as may be applicable depending on the institution indicated in the Specific Implementation Arrangements and/or Memorandum of Agreement with the implementing agency.

## C. Finance

### 1. The minimum required Local Counterpart Contribution (LCC) is waived except for the following:

- a. Ineligible expenses per KC Finance Guidelines such as the initial deposit amount for opening of bank account, bond premiums, local fees permits and licenses (unless waived by the LGU), and other costs of the same kind; and,
- b. LCC for Capability Building and Implementation Support (CBIS) essential for the (a) facilitation of the conduct of activities of the Program such as conduct of social preparation activities, sub-project monitoring, meetings, salaries of LGU counterpart staff and logistics, among others, and (b)



administration, safety and other related arrangements in support for DSWD-contracted staff that shall be assigned in their respective areas such as, but not limited to, office spaces and utilities.

- c. While the required LCC is not mandatory, cash and in-kind contributions (equipment, materials, etc.) are encouraged and accepted.
2. The KC-NCDDP guidelines and manuals on Finance shall apply for SPs financed by Loan Proceeds;
3. For SPs to be financed fully by the GOP, management of the community grants sourced shall follow existing government budgeting, accounting and auditing laws rules and regulations as well as applicable program guidelines and manuals. Funds shall be managed and disbursed by the BLGU. A detailed guideline is attached as **Annex H**.
4. The documentary requirements for Request for Fund Release for the program areas covered are annexed to this circular as **Annex I**.
5. BDRRMC Resolution/s supporting the MDRRMC Resolution/s or approved MIBF depending on the method of selection and approval of sub-project/s shall serve as basis of obligation of community grants

D. Environmental and Social Safeguards

The implementation of the COVID-19 response shall observe KALAHI-CIDSS environmental and social safeguards policies and the Safeguards Provisions under the DROM/P, as provided for in the KALAHI-CIDSS Environmental and Social Management Framework (ESMF) with adjustments to be more responsive in the context of a health emergency. A supplemental guideline to the ESMF is included in this circular as **Annex J**.

E. Preparation of Completion and Closing Reports

Aside from the closing of financial accounts, a Sub-project Completion Report (SPCR) shall be prepared.

## VII. IMPLEMENTATION ARRANGEMENTS

- A. The Regional Program Management Office (RPMO's) of identified field offices shall be responsible for the implementation of the program within the covered areas. They shall work closely with the NPMO and its cluster offices. The RPMO shall ensure the provision of technical assistance and necessary support to the ACT's;
- B. The ACTs shall handle day-to-day operations and shall work closely and provide capacity building activities for the BSPMC members;
- C. The National Technical Working Group (NTWG) and Regional Technical Working Group (RTWG) composed of representatives from the DILG and DSWD shall

work together towards the institutionalization of the community-driven development approach;

- D. All project-related activities shall be conducted in close coordination with the Local Disaster Risk Reduction and Management Council (LDRRMC) and the local Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID);

## VIII. SEPARABILITY CLAUSE

DSWD Field Offices shall ensure that these guidelines are well-understood and properly implemented by the program staff to ensure that the core program principles, and all program policies and relevant laws, are observed and complied while ensuring the smooth project implementation. These guidelines shall complement previously issued program manuals and guidelines.

In the event that any provision of this Order is declared unconstitutional, the validity of the other provisions shall not be affected by such declaration.

## IX. REPEALING CLAUSE

All previous issuances contrary to or inconsistent with these Guidelines are hereby repealed, modified or amended accordingly.


## X. EFFECTIVITY

This Circular shall take effect fifteen (15) days upon its approval and shall be in full force and effect until repealed.

Signed on the 14<sup>TH</sup> day of OCTOBER 2020, in Quezon City.

  
ROLANDO JOSELITO D. BAUTISTA  
Secretary

Certified True Copy:

  
OCT 2020  
CHLOVA CLARISSA ALBORNOZ-BARRACA  
Administrative Officer III  
Records & Archives Mgt. Division



## **List of Annexes**

Annex A	Rapid Assessment of COVID-19 Effects/Impact Form (Form 1)
Annex B	DROM Procedure
Annex C	Sub-Project Proposal Template
Annex D	Procurement Process for NCDDP/Loan Proceeds Funded Sub-projects
Annex E	Negative List of Sub-Projects
Annex F	Use of Emergency Community Procurement Procedures (ECP) for World Bank Funded NCDDP Sub-Projects Under DROMP
Annex G	Additional Safety Protocols for Implementation of Infrastructure Sub-projects During the COVID-19 Pandemic
Annex H	GP Funded SPs Financial Management
Annex I	Request for Fund Release Documentary Requirements
Annex J	Supplemental Guidelines on ESMF

## RAPID ASSESSMENT OF COVID-19 EFFECTS/IMPACT

NOTE: This must be submitted to the RPMO within **72 hours** after the initial community consultation.

**I. PROFILE OF THE BARANGAY**

Site Location/Address : \_\_\_\_\_  
 \_\_\_\_\_

GPS Coordinates : \_\_\_\_\_

Time of RDANA Team Arrival : \_\_\_\_\_

Time of RDANA Team Departure : \_\_\_\_\_

Local authorities/persons interviewed : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Type of Quarantine (ECQ, GCQ, MECQ) : \_\_\_\_\_

Start and end dates of Quarantine : \_\_\_\_\_

Other important data/information:

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**II. INITIAL EFFECTS**

	Adults		Children		PWD's		IP's	
	M	F	M	F	M	F	M	F
Total population								
Affected population								
For COVID-19								
No. of confirmed cases								
No. of suspected cases								
Displaced population								
Returnees								
From within PH								
From other countries								
Domestic Violence								
Peace and Order/Insurgency								
Dead								
Missing								
Injured								



## III. STATUS OF LIFELINES AND CRITICAL FACILITIES

Lifeline/Facility	Status
Roads and Bridges	
Barangay to Poblacion	[Note physical status of the road, and availability, type and cost of public transport]
Barangay to health facility	[Note physical status of the road, and availability, type and cost of public transport]
Electricity	[Availability and name of power service providers, dependability of service]
Communication Networks	[List available services and providers as well as signal strength/dependability]
Hospitals	[List local health facilities; distance to community; facility capacity/hospital level (DOH AO 2012-0012)]
Barangay Health Stations	[List of health workers, services offered]
Schools	[List schools (indicate if public or private); number of classrooms and other school facilities; physical condition of structures]

## ANNEX A

FORM-1

Lifeline/Facility	Status
Airports	[Name of nearest airport; distance to nearest airport; airport type (commercial, military, private runway (paved, gravel, etc.))]
Sea ports	[Name of seaport; distance to nearest seaport; types of vessels the seaport can accommodate]
Water Supply System	[Availability of PWS; type of source; level of system; dependability of supply (continuous, rationed, how many hours of water availability if rationed?); number of HH served]
Public market	[Distance from barangay center; Physical condition of facility; Market day schedule]
Residential Houses	[Note households that have multiple families in a single house; have limited space for each member; and houses that are too tightly spaced (i.e. not enough living space for physical distancing)]
Isolation units/space	[Presence of isolation facilities; distance from barangay; capacity; physical condition of the facility]
Police and Social Welfare	[Availability in cases of insurgency, domestic violence; distance from barangay]



ANNEX A

FORM-1

Lifeline/Facility	Status
Suppliers/Service Providers	[List available suppliers/service providers and their business location (hardware materials, medical supplies, personal protective equipment, etc.)]
Others	[Note size, existing amenities, and physical condition of other public facilities in the barangay that may be used to lodge returning community members that may need to be quarantined]

IV. INITIAL ASSESSMENT OF EFFECTS/IMPACT ON COMMUNITY

	Summary of Damage/Losses (Short description and number affected)	Priority Needs (Specific recommendations to address losses)
<b>Health</b> How many residents or individuals were deprived of health services due to COVID-19?  What are the common health problems of these affected residents?  <u>(effects on health status of the community, including access to basic health services)</u>		
<b>Food and Nutrition</b>  Was there regular access or shortage of food supply?		
<b>Water and Sanitation</b>		

## ANNEX A

FORM-1

	Summary of Damage/Losses (Short description and number affected)	Priority Needs (Specific recommendations to address losses)
Protection of senior citizens, PWD's, other groups needing social assistance/special social services		
Access to information		
Employment/Source of Income  Formal Sector: a. Not able to report to work/earn (within locality); b. Stranded individuals (Workers not able to report to work/earn in the city); c. Laid-off, retrenched, not renewed; d. Others  Informal Sector: a. Number of families with small business/service that are closed; b. Drivers, laborers, etc.; c. Others		
Access to medical supplies/equipment/services		
Ability to migrate abroad for work a. Stranded OFW? (not able to depart due to COVID-19);		



## ANNEX A

FORM-1

	Summary of Damage/Losses (Short description and number affected)	Priority Needs (Specific recommendations to address losses)
Ability to migrate internally for work		
Ability of children to attend school		
Social isolation (e.g. ability to visit friends/family, ability to do usual community/neighborhood activities)		
Childcare (closing of schools and day cares)		
Neighborhood or community misunderstanding /conflict		
Safety (May include those related to domestic violence, peace and order issues, insurgency, etc.)		
<p>Response to other calamities/disasters that hit during the COVID-19</p> <p>Are there other calamities that occurred during the pandemic? (e.g. typhoon, earthquake, etc.)</p> <p><u>How did COVID-19 protocols/policies affect the response to these disasters/calamities?</u></p>		

	<b>Summary of Damage/Losses</b> (Short description and number affected)	<b>Priority Needs</b> (Specific recommendations to address losses)
Others		

**V. IDENTIFYING PRIORITY GROUPS**

1. Please check which of the following groups are NOT being reached by information about COVID-19:
  - a. All women
  - b. Solo Parents
  - c. Poor groups
  - d. Elderly
  - e. Persons with disability
  - f. Ethnic minorities
  - g. Migrants, internally displaced, refugees
  - h. 4P's beneficiaries
  - i. Others: Specify \_\_\_\_\_
  
2. Which groups in your community need more assistance in coping with COVID-19? Please enumerate special or specific assistance needed.
  - a. All women
  - b. Poor groups
  - c. Elderly
  - d. Persons with disability
  - e. Ethnic minorities (if there are any)
  - f. Migrants, Internally displaced, refugees
  - g. Everyone in the community
  - h. 4P's beneficiaries
  - i. Solo Parents
  - j. Others. Please specify: \_\_\_\_\_

**VI. INITIAL RESPONSE ACTIONS**

Response groups involved	:	
Assets deployed	:	
Community members served	:	_____ households



## ANNEX A

## FORM-1

	:	<input type="checkbox"/> families <input type="checkbox"/> children <input type="checkbox"/> women <input type="checkbox"/> persons with disabilities (PWD's); <input type="checkbox"/> Indigenous Peoples (IP's) households
Extent of local assistance <i>Note: Local Assistance refers to the assistance provided to the communities from NGA's, M/BLGU's, NGO's, private individuals/groups, etc.</i>	:	
Received assistance from SAP: [Yes/No]	:	
Received assistance from 4P's: [Yes/No]	:	
Received assistance from Social Pension: [Yes/No]	:	
Received Food Assistance: [Yes/No; Please identify source/s, i.e., DSWD, other NGA's, MLGU, BLGU, NGO's, INGO's, private individuals/Groups]	:	
Received non-food assistance: [Yes/No; Please identify source/s, i.e., DSWD, other NGA's, MLGU, BLGU, NGO's, INGO's, private individuals/Groups; please identify type of assistance]	:	
Tested for COVID-19: [Yes/No]	:	
Referred to a health facility: [Yes/No]	:	
Other services (Please specify) e.g. Livelihood activities/income-generating projects (IGP's); mobile Markets, psychological interventions, etc.	:	

**Community-Driven Development Support to COVID-19 Disaster Response  
Detailed procedure of the Disaster Response Operations Modality (DROM)**

**1. Social Preparation and Project Development Stage**

- a. Local Inter-agency Task Force on Emerging Infectious Diseases (IATF-EID)/Municipal Disaster Risk Reduction and Management Council (MDRRMC) Meeting

Participants	:	<ul style="list-style-type: none"> <li>o MDRMO</li> <li>o LCE</li> <li>o MPDC</li> <li>o MSWDO</li> <li>o MHO</li> </ul>	<ul style="list-style-type: none"> <li>o BDRRMC</li> <li>o Sangguniang Bayan Members</li> <li>o Area Coordinator</li> <li>o Three (3) BSPMC members</li> </ul>
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Objectives	Tools	Outputs	Standards
<ul style="list-style-type: none"> <li>o Orient stakeholders on KALAHI-CIDSS NCDDP CDD Support to COVID-19 Response using the DROM.</li> </ul>	<ul style="list-style-type: none"> <li>o Learning materials on DROM/P materials (copies of guidelines, presentation materials, templates and worksheets, workshop materials, etc.)</li> <li>o Applicable MDRRMC Resolutions and other policies</li> <li>o List of target areas</li> </ul>	<ul style="list-style-type: none"> <li>o Stakeholders are oriented/informed of the CDD Support to COVID-19 Disaster Response details and the current situation relative to the effects/impact of COVID.</li> </ul>	<ul style="list-style-type: none"> <li>o The following concerns are discussed during the orientation activity: <ul style="list-style-type: none"> <li>- CDD Support to COVID-19 Disaster Response DROM/P key features.</li> <li>- CDD Support to COVID-19 Disaster Response DROM/P processes: social preparation, targeting, computation of fund allocation, procurement, implementation, implementation arrangements, opening of accounts, related policies, etc.).</li> </ul> </li> </ul>



		<ul style="list-style-type: none"> <li>MDRRMC Resolution on the Approved Grant Allocation per barangay.</li> <li>MDRRMC Resolution approving DROM/P implementation.</li> <li>Supplementary guidelines based on MDRRMC and SB resolutions, if applicable.</li> </ul>	<ul style="list-style-type: none"> <li>Criteria for allocation, as shown, is presented: <ul style="list-style-type: none"> <li>2017 NHTS-PR List of Poor HHs – 30%</li> <li>2015 data Number of Population – 70%</li> </ul> </li> <li>Acceptance of and commitment to support the CDD support to Covid-10 project using the DROM Procedure is explicitly reflected in the MDRRMC Resolution.</li> <li>Area-specific supplementary guidelines are based on MDRRMC and SB Resolutions. This may include the number of allowed participants to an activity.</li> </ul>
<ul style="list-style-type: none"> <li>Present the a situationer on Covid-19 cases in the municipality.</li> </ul>	<ul style="list-style-type: none"> <li>Local IATF-EID/MDRRMC municipal situation report/Rapid assessment and /or DANA results.</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 municipal situationer is presented based on the IATF-EID Report MDRRMC.</li> </ul>	<ul style="list-style-type: none"> <li>The over-all Covid-19 profile of the municipality (data on Covid-19 cases and effects in terms displaced wage earners, affected OFWs, damage, losses, and other needs) are provided in the local IATF-EID report.</li> </ul>
<ul style="list-style-type: none"> <li>Discuss the DSWD-LGU Memorandum of Agreement (MOA) under the CDD Support to COVID-</li> </ul>	<ul style="list-style-type: none"> <li>Signed resolution authorizing the LCE to enter a MOA</li> <li>Copy of MOA for signing</li> </ul>	<ul style="list-style-type: none"> <li>Signed Memorandum of Agreement (MOA)</li> </ul>	<ul style="list-style-type: none"> <li>All conditions of the MOA are clearly discussed and agreed upon.</li> <li>Roles and responsibilities of committee members are discussed.</li> </ul>

19 Disaster Response Project to be implemented through DROM.			
<ul style="list-style-type: none"> <li>Allocate funds for the opening of a bank account needed for sub-project implementation</li> </ul>		<ul style="list-style-type: none"> <li>Resolution approving and allocating the amount needed for opening of bank account.</li> </ul>	<ul style="list-style-type: none"> <li>Required LCC as stipulated in the MOA between the DSWD and the LGU is complied with and reflected in the resolution.</li> </ul>
<ul style="list-style-type: none"> <li>Discuss the expansion of the MDRRMC membership</li> </ul>	<ul style="list-style-type: none"> <li>Proposed MDRRMC structure showing the inclusion of the AC, 3 BSPMC members/CVs</li> </ul>	<ul style="list-style-type: none"> <li>Executive Order</li> </ul>	<ul style="list-style-type: none"> <li>The following are provided and explicitly reflected in the Executive Order:</li> <li>Additional members of the Expanded MDRRMC are explicitly mentioned in the Executive Order to be issued: <ul style="list-style-type: none"> <li>Area Coordinator assigned to the Municipality</li> <li>Three (3) BSPMC members or community members</li> <li>Formation and membership of Municipal Grievance Committee</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Facilitate the formation of a Municipal Grievance Committee</li> </ul>	<ul style="list-style-type: none"> <li>Presentation materials</li> </ul>		
<ul style="list-style-type: none"> <li>Discuss the activity plan for the conduct of the BDRRMC and BLGU Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Copy of proposed agenda</li> <li>List of proposed participants</li> </ul>	<ul style="list-style-type: none"> <li>Special barangay council session plans and schedules for all concerned barangays.</li> <li>Agenda for the conduct of these meetings are set.</li> </ul>	<ul style="list-style-type: none"> <li>Activity plan to be developed should include the following: agenda, schedule, participants, method (face-to-face/video conference), materials or documents to be provided to participants, venue (if face-to-face meeting), other logistical requirements.</li> <li>Included in the agenda: <ul style="list-style-type: none"> <li>Accepting and supporting CDD Support to COVID-19 Disaster</li> </ul> </li> </ul>

			<p>Response project using the DROM</p> <ul style="list-style-type: none"> <li>Barangay grant Allocation</li> <li>Activities and sub-projects that can be financed</li> <li>Implementation timeline</li> <li>Other available barangay data needed</li> <li>Participants: BDRRMC, 3 CSPMC volunteers and ACT staff.</li> <li>Taskings during the actual conduct of the meeting (facilitator, documenter, IT assistant (if needed) are assigned.</li> </ul>
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b. Local IATF-EID/BDRRMC and BLGU Meeting

Participants	:	<ul style="list-style-type: none"> <li>Punong Barangays/BLGU Representatives</li> <li>Local IATF-EID/BDRRMC Representative/s</li> <li>BSPMC Members/Community Volunteers (3)</li> </ul>
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Objectives	Tools	Outputs	Standards
<ul style="list-style-type: none"> <li>Orient partner stakeholders on the CDD Support to COVID-19 Disaster Response project using the DROM and to provide feedback/re-echo the topics discussed and</li> </ul>	<ul style="list-style-type: none"> <li>Guidelines/presentation materials</li> <li>Resolution Templates</li> <li>Copy of signed MOA</li> <li>SIA and SPA Templates</li> <li>MDRRMC Resolutions accepting CDD Support to COVID-19 Disaster Response project using the DROM</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholders are oriented/informed of the CDD Support to COVID-19 Disaster Response project DROM details and the current situation relative to the effects/impact of COVID.</li> <li>BDRRMC Resolution</li> </ul>	<ul style="list-style-type: none"> <li>The orientation shall cover: <ul style="list-style-type: none"> <li>Municipal situationer on Covid-19 cases</li> <li>CDD Support to COVID-19 Disaster Response DROM procedure: social preparation, targeting, computation of fund allocation, procurement, implementation, implementation</li> </ul> </li> </ul>



agreements during the MDRRMC Meeting.	<ul style="list-style-type: none"> <li>Copy of MDRRMC Resolution approving allocation per barangay</li> <li>Copy of supplementary guidelines, if applicable</li> <li>IATF-EID report/Municipal situationer</li> <li>Local IATF-EID/MDRRMC Meeting activity documentation</li> </ul>	<p>accepting and supporting the CDD Support to COVID-19 Disaster Response project.</p> <ul style="list-style-type: none"> <li>BDRRMC/BLGU Resolution to open an account with local Land Bank and naming its authorized signatories.</li> </ul>	<p>arrangements, opening of accounts, related policies, etc.).</p> <ul style="list-style-type: none"> <li>Eligible and non-eligible sub-projects.</li> <li>Agreements during the Local IATF-EID/MDRRMC Meeting.</li> <li>Contents of MOA, SIA, SPA, etc.</li> </ul>
<ul style="list-style-type: none"> <li>Conduct a needs analysis and identify priority need for funding.</li> </ul>	<ul style="list-style-type: none"> <li>Result of Rapid Assessment of COVID-19 Effects/Impact</li> <li>Needs analysis tools/materials</li> </ul>	<ul style="list-style-type: none"> <li>Priority needs identified, approved, and endorsed for funding.</li> <li>Signed resolution endorsing the proposed project for funding.</li> <li>Activity documentation report.</li> </ul>	<ul style="list-style-type: none"> <li>Priority needs are identified through a participatory process.</li> <li>The results of the Rapid Assessment of COVID-19 Effects/Impact shall be presented and utilized for prioritization and decision-making in lieu of the conduct of a Participatory Situation Analysis (PSA). Include a report on the capacity of the barangays/municipalities to respond and manage the potential impacts of Covid-19.</li> <li>In the identification of the sub-project, it must be ensured that the SP to be proposed does not duplicate any proposal under the budget allocation for disaster response of the LGU nor is included in those SPs described in the Negative List (see Annex ____)</li> </ul>
<ul style="list-style-type: none"> <li>Request for the concurrence on allocated barangay</li> </ul>	<ul style="list-style-type: none"> <li>Draft BDRRMC Resolution concurring the MDRRMC resolution</li> </ul>	<ul style="list-style-type: none"> <li>BDRRMC Resolution concurring the MDRRMC resolution on</li> </ul>	<ul style="list-style-type: none"> <li>Criteria for allocation, as shown, is presented: - 2017 NHTS-PR List of Poor</li> </ul>

grants	approving the Barangay Grant	the approval of barangay allocation.	HHs – 30% – 2015 data Number of Population – 70%
<ul style="list-style-type: none"> <li>Discuss and agree on the expansion of the BDRRMC membership</li> </ul>	<ul style="list-style-type: none"> <li>Executive Order template</li> </ul>	<ul style="list-style-type: none"> <li>Punong Barangay Executive Order to reconstitute the BDRRMC membership</li> </ul>	<ul style="list-style-type: none"> <li>Expanded BDRRMC membership includes 3 BSPMC members/CV's and the CEF.</li> </ul>
<ul style="list-style-type: none"> <li>To form the Barangay Grievance Redress Committee</li> </ul>	<ul style="list-style-type: none"> <li>Presentation materials</li> </ul>	<ul style="list-style-type: none"> <li>Resolution activating the Barangay Grievance Redress Committee</li> </ul>	<ul style="list-style-type: none"> <li>Grievance Redress Committee membership includes a BDRRMC representative</li> <li>Roles and responsibilities of committee members are discussed.</li> </ul>
<ul style="list-style-type: none"> <li>To prepare the project proposal and the request for fund release</li> </ul>	<ul style="list-style-type: none"> <li>Project Proposal template</li> <li>RFR checklist</li> <li>RFR documents</li> <li>Template of BDRRM Resolution endorsing the RFR</li> <li>Activity Report Form</li> <li>Attendance Sheet</li> </ul>	<ul style="list-style-type: none"> <li>Community project proposal</li> <li>Request for fund release</li> <li>Project proposal endorsed by BSPMC members and approved by the BDRRMC</li> <li>Signed Resolution endorsing the proposed sub-project for a Joint MIAC-ICC Technical Review</li> <li>Documentation Report</li> <li>Attendance sheet</li> </ul>	<ul style="list-style-type: none"> <li>ACT provides technical assistance to the volunteers in preparing the proposal.</li> <li>All documents necessary for request for fund release are in place.</li> </ul>
<ul style="list-style-type: none"> <li>To orient core committees in charge of</li> </ul>	<ul style="list-style-type: none"> <li>Information and education campaign materials</li> </ul>	<ul style="list-style-type: none"> <li>Information and education campaign committees formed and</li> </ul>	<ul style="list-style-type: none"> <li>Information and education campaign shall employ all types of media possible in project areas.</li> </ul>

information and education campaign on COVID-19 protocols.		oriented o Plan of action set	
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c. MIAC Technical Review and Approval of Request for Fund Release

Participants	:	<ul style="list-style-type: none"> <li>o LCE</li> <li>o MHO</li> <li>o Municipal Engineer</li> <li>o Municipal Accountant</li> <li>o MSWDO</li> <li>o BSPMC Members/CV's</li> <li>o Community Representative (per SP)</li> </ul>
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Objectives	Tools	Outputs	Standards
<ul style="list-style-type: none"> <li>o Conduct a technical review of project proposals and Requests for Fund Release (RFR).</li> </ul>	<ul style="list-style-type: none"> <li>o Process flow material/presentation</li> <li>o Proposal/RFR checklist</li> <li>o RFR documents</li> <li>o Templates of resolution endorsing the SP's for funding</li> </ul>	<ul style="list-style-type: none"> <li>o Complete RFR with technical review certification</li> <li>o Signed resolution endorsing the proposals under the CDD Support to COVID-19 Disaster Response using the DROM Procedure.</li> </ul>	<ul style="list-style-type: none"> <li>o Technical review flow discussed prior to actual review.</li> <li>o RFR documents are complete, correct, and consistent.</li> <li>o Proposal attachments shall include, among others, applicable permits/clearances required by government regulatory offices and agencies.</li> <li>o Ensure that proposed SPs under the program have no prior funding or does not duplicate projects of the LGU</li> </ul>

2. Community-Managed Implementation



a. Opening of Bank Account

Participants :	For SP's fully funded through loan proceeds:	For SP's fully funded through GoP funds:
	<ul style="list-style-type: none"> <li>o Area Coordinator</li> <li>o Municipal Financial Analyst</li> <li>o Barangay Treasurer</li> <li>o BSPMC Member/Chairperson</li> </ul>	<ul style="list-style-type: none"> <li>o Municipal Financial Analyst</li> <li>o Barangay Treasurer</li> <li>o Punong Barangay</li> </ul>

Objectives	Tools	Outputs	Standards
o Facilitate opening of Barangay Trust Fund Account to be used sub-project implementation	For SP's fully funded through loan proceeds:		
	<ul style="list-style-type: none"> <li>o Resolution authorizing the BSPMC Member, Area Coordinator and Barangay Treasurer to open a Community bank Account</li> </ul>	<ul style="list-style-type: none"> <li>o Community Bank Account to be used for SP implementation opened and set up</li> </ul>	<ul style="list-style-type: none"> <li>o The Community Bank Account shall be used solely for SP implementation purposes.</li> <li>o Signatories of the bank account shall follow the existing signatories as provided for in the Community-based Financial Management Manual.</li> </ul>
	For SP's fully funded through GoP funds:		
	<ul style="list-style-type: none"> <li>o Resolution authorizing the Brgy. Treasurer and Brgy. Captain to open a Barangay Trust Fund Account</li> </ul>	<ul style="list-style-type: none"> <li>o Barangay Trust Fund Account to be used for SP implementation opened and set up</li> </ul>	<ul style="list-style-type: none"> <li>o The Barangay Trust Fund Account shall be used solely for SP implementation purposes.</li> <li>o Signatories of the bank account shall follow the existing signatories as provided for by law.</li> </ul>

b. Procurement Activities

Participants	:	For SP's fully funded through loan proceeds:	For SP's fully funded through the GoP:
		<ul style="list-style-type: none"> <li>o BSPMC members/CV's</li> <li>o ACT</li> <li>o Punong Barangay</li> <li>o Barangay Treasurer</li> </ul>	<ul style="list-style-type: none"> <li>o Punong Barangay</li> <li>o BLGU BAC</li> <li>o BAC Secretariat</li> <li>o BSPMC members/CV's</li> <li>o ACT</li> <li>o Selected suppliers (for negotiation part)</li> <li>o MLGU BAC representative (to provide guidance)</li> </ul>

Objectives	Tools	Outputs	Standards
<ul style="list-style-type: none"> <li>o Develop knowledge and skills of the BLGU and BSPMC members on the procurement process.</li> <li>o Review and update the procurement plan, prepare procurement documents.</li> </ul>	<ul style="list-style-type: none"> <li>o Presentation Materials</li> <li>o Copies of procurement guidelines</li> <li>o Procurement templates (RFQ, PO, Contract, etc).</li> </ul>	<ul style="list-style-type: none"> <li>o Request for Quotation (RFQ)</li> <li>o Procurement Plan</li> <li>o Purchase Order</li> <li>o Contract (for signing)</li> </ul>	<p>For SP's that are fully funded through GoP:</p> <ul style="list-style-type: none"> <li>o Coaching is focused on the emergency procurement provisions of the RA 9184</li> <li>o To include at least 1 LGU BAC member to provide technical assistance during the procurement process and award</li> </ul>
<ul style="list-style-type: none"> <li>o Facilitate procurement activities.</li> </ul>	<ul style="list-style-type: none"> <li>o Procurement Documents</li> <li>o PO/Contract</li> <li>o Legal bases/references</li> </ul>	<ul style="list-style-type: none"> <li>o Goods, services and/or works are delivered according to specifications and terms and conditions of the contract</li> </ul>	<ul style="list-style-type: none"> <li>o Procurements funded through loan proceeds shall adhere to the KALAHI-CIDSS NCDDP's simplified procurement guideline.</li> <li>o Procurements fully-funded through GoP shall follow the provision of RA</li> </ul>

		agreement or Purchase/Job Order.	9184 on Negotiated Procurement – Emergency Cases.
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c. Sub-Project Implementation

Participants	:	<ul style="list-style-type: none"> <li>o BSPMC members / Community Volunteers</li> <li>o Barangay Officials</li> <li>o Area Coordinating Teams</li> <li>o LGU Technical staff/representatives</li> <li>o BDRRMC Representative</li> <li>o O&amp;M Group members/officers</li> <li>o Barangay Health Workers, other Barangay staff assigned to Health Programs</li> </ul>
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Objectives	Tools	Outputs	Standards
<ul style="list-style-type: none"> <li>o Facilitate the implementation of the sub-project according to plans.</li> </ul>	<ul style="list-style-type: none"> <li>o Program of Work</li> <li>o Attendance Sheets</li> <li>o SPI progress monitoring tool</li> <li>o Delivery Receipts</li> <li>o Materials Record Sheet</li> <li>o Final Inspection Report (for signing)</li> <li>o Journal Entry Voucher</li> <li>o O&amp;M plan</li> </ul>	<ul style="list-style-type: none"> <li>o Completed sub-project</li> <li>o Signed Final Inspection Report</li> <li>o SP included in the Barangay's Journal Entry Voucher</li> <li>o</li> </ul>	<ul style="list-style-type: none"> <li>• The sub-project is implemented according to plan and specifications.</li> <li>• SPI physical progress and financial status are regularly reported using prescribed reporting tools and mechanisms.</li> <li>• Sub-project is checked for functionality prior to signing of the Final Inspection Report.</li> <li>• Delivery receipt and materials record sheet inputs are consistent.</li> <li>• SPCR preparation builds up during the implementation.</li> <li>• Key persons for the SP's operations and maintenance are trained on project specific concerns. Conduct of these trainings and/or coaching is done through appropriate</li> </ul>



			communications tools/media, with due consideration to standard safety protocols.
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d. BDRRM Committee Planning for Operations and Maintenance of the Sub-Project

Participants	:	<ul style="list-style-type: none"> <li>o BLGU Representative</li> <li>o BDRRMC</li> <li>o BHW</li> <li>o BSPMC members/CV's</li> <li>o ACT</li> <li>o MLGU Technical Staff</li> </ul>
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Objectives	Tools	Outputs	Standards
<ul style="list-style-type: none"> <li>o Provide meeting participants with updates on the implementation of the sub-project.</li> </ul>	<ul style="list-style-type: none"> <li>o SPI progress report</li> </ul>	<ul style="list-style-type: none"> <li>o Re-calibrated implementation plan, if necessary</li> </ul>	<ul style="list-style-type: none"> <li>o SPI progress (physical and financial are up to date.</li> <li>o Implementation challenges are discussed, and resolutions are agreed upon.</li> </ul>
<ul style="list-style-type: none"> <li>o Prepare for the final tranche of RFR.</li> </ul>	<ul style="list-style-type: none"> <li>o RFR Checklist</li> <li>o Required documents</li> </ul>	<ul style="list-style-type: none"> <li>o Final tranche RFR</li> <li>o Signed endorsement of Final tranche RFR</li> </ul>	<ul style="list-style-type: none"> <li>o RFR documents are complete, correct, and consistent.</li> </ul>
<ul style="list-style-type: none"> <li>o Organize the Operations and Maintenance Group (O&amp;M Group)</li> </ul>	<ul style="list-style-type: none"> <li>o Template for O&amp;M Group Formation Resolution</li> </ul>	<ul style="list-style-type: none"> <li>o Signed resolution on the formation of the O&amp;M Group</li> </ul>	<ul style="list-style-type: none"> <li>o O&amp;M arrangements are doable and sustainable.</li> <li>o Roles and responsibilities of the O&amp;M Group Members are defined and clarified.</li> <li>o O&amp;M Group members are provided</li> </ul>

			with the necessary training and/or technical assistance related to their roles in the sub-project implementation and monitoring.
<ul style="list-style-type: none"> <li>Develop the Operations and Maintenance Plan for the sub-project.</li> </ul>	<ul style="list-style-type: none"> <li>O&amp;M plan template</li> </ul>	<ul style="list-style-type: none"> <li>Approved O&amp;M Plan</li> <li>Barangay Resolution allotting funds to support the O&amp;M of the sub-project.</li> </ul>	<ul style="list-style-type: none"> <li>O&amp;M plan reflects clear steps to be taken, roles, and complementation of roles of all concerned stakeholders, to ensure the operation and maintenance of the sub-project.</li> </ul>

e. Functionality Audit and Turn-Over of Sub-Projects

Participants : 

- Community Empowerment Facilitator
- Technical Facilitator
- OPAPP, DSWD and NCIP representatives

Objectives	Tools	Outputs	Standards
<ul style="list-style-type: none"> <li>Assess how sub-projects are technically functional and sustainable.</li> </ul>	<ul style="list-style-type: none"> <li>FA Checklist Tool</li> <li>FA Activity Report Form</li> <li>Certificate of Turn-over and Acceptance (for signing)</li> <li>SPCR</li> </ul>	<ul style="list-style-type: none"> <li>Signed Certificate of Turn-over and Acceptance</li> <li>Completed SP turned over report</li> <li>Operations and Maintenance Plan</li> </ul>	<ul style="list-style-type: none"> <li>Functionality Audit is undertaken for all completed subprojects.</li> <li>Subprojects are validated to be technically functional and in accordance with program policies and applicable national laws.</li> <li>Completed sub-projects are turned over to the BLGU.</li> <li>Operation and maintenance plans are turned over to O&amp;M Groups.</li> </ul>

			<ul style="list-style-type: none"> <li>o SP turn-over is done municipal-wide. FA is conducted within two (2) weeks after subproject completion.</li> <li>o Turned-over SP is entered is booked as asset.</li> </ul>
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f. Closing of Accounts

i. Reporting and Liquidation

Participants	:	For SP's fully funded through loan proceeds:	For SP's fully funded through GOP:
		<ul style="list-style-type: none"> <li>o Barangay Treasurer</li> <li>o BSPMC Bookkeeper</li> <li>o BSPMC Member (Chairperson)</li> <li>o LCE</li> <li>o Municipal Accountant</li> <li>o COA</li> <li>o ACT</li> <li>o RPMO</li> </ul>	<ul style="list-style-type: none"> <li>o Barangay Treasurer</li> <li>o Punong Barangay</li> <li>o LCE</li> <li>o Municipal Accountant</li> <li>o COA</li> <li>o ACT</li> <li>o RPMO</li> <li>o BSPMC Member (Chairperson)</li> </ul>

Objectives	Tools	Outputs	Standards
<ul style="list-style-type: none"> <li>o Ensure that funds are utilized, liquidated, and reported in accordance with program guidelines and existing accounting rules and auditing</li> </ul>	For SP's fully funded through loan proceeds <ul style="list-style-type: none"> <li>o Disbursement Vouchers, Community Reports, etc. provided in the Program Manuals on Finance and other applicable financial transaction documents and reports.</li> </ul>	<ul style="list-style-type: none"> <li>o RPMO Financial transaction documents for submission to NPMO.</li> </ul>	<ul style="list-style-type: none"> <li>o Financial transaction documents and reports prepared by the BSPMC are submitted to the DSWD KALAHI-CIDSS RPMO through the ACT for subsequent submission to the Regional COA and furnishing the Regional Accounting Office</li> <li>o Prescribed program finance manuals</li> </ul>



rules and regulations.			<p>are followed in the preparation of Kalahi-CIDSS NCDDP community financial reports and other financial transaction documents.</p> <ul style="list-style-type: none"> <li>Financial reports are regularly submitted by the RPMOs to the NPMOs.</li> <li>The provisions of CBFM are observed.</li> </ul>
	For SP's fully funded through GOP		
	<ul style="list-style-type: none"> <li>Financial transaction documents and reports.</li> </ul>	<ul style="list-style-type: none"> <li>Financial transactions documents, including reports for submission to the Municipal Accountant and COA Auditor.</li> <li>Reports for submission to DSWD Field Office.</li> <li>Reports of Checks Issued and Report of Disbursement/Utilization</li> <li>Physical accomplishment reports</li> </ul>	<ul style="list-style-type: none"> <li>Financial transaction documents and reports prepared by the BLGU are submitted to the Municipal Accountant and resident COA Auditor following the COA Circular 2019-001 dated January 30, 2019; reports are submitted to the DSWD Field Office.</li> <li>Reports are submitted to the DSWD Field Office based on set timeline.</li> <li>KC NCDDP community financial reporting templates and procedures as prescribed in the program finance manuals are followed.</li> <li>Reports on Checks Issued and Disbursement/Utilization are prepared by the Barangay Treasurer and duly approved by authorized signatories.</li> <li>Physical accomplishment reports are prepared by the BSPMC member (Chairperson) and duly approved by authorized signatory.</li> <li>Pertinent financial transaction</li> </ul>

			documents are submitted to the Office of the Municipal Accountant. o Reports of Checks Issued and Reports of Disbursement/Utilization are submitted to the DSWD within ten (10) days after the end of each month and at the end of the agreed period for sub-project implementation. o Financial reports are regularly submitted to the NPMO by the RPMOs.
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ii. Closing of Accounts

Participants	: For SPs fully funded through loan proceeds:	For SPs fully funded through GOP:
	o MFA	o MFA
	o Area Coordinator	o Barangay Treasurer
	o Barangay Treasurer	o Punong Barangay
	o BSPMC Member (Chairperson)	

Objectives	Tools	Outputs	Standards
o Close all bank accounts used in SP implementation.	o Resolution on Closing of Opened Bank Account	o Closed bank account	o Closing of bank account used for sub-project implementation is facilitated by the BSPMC or the BLGU.

3. Community Monitoring

a. Reflection Session

Participants	:	Municipal Level	Barangay Level
		<ul style="list-style-type: none"> <li>o LCE</li> <li>o Local IATF-EID/MDRRMC representative</li> <li>o SB Member representative</li> <li>o BSPMC members/CV's</li> <li>o ACT</li> </ul>	<ul style="list-style-type: none"> <li>o BLGU representative</li> <li>o BDRRMC representative</li> <li>o BSPMC members/CV's</li> <li>o CEF</li> </ul>

Objectives	Tools	Outputs	Standards
<ul style="list-style-type: none"> <li>o Share and gather lessons learned and experiences throughout project implementation (social preparation to closing of account).</li> </ul>	<ul style="list-style-type: none"> <li>o Facilitation guide</li> </ul>	<p>Documentation of learning and assessment of the implementation of DROP.</p>	<ul style="list-style-type: none"> <li>• The Reflection Session shall cover all activities from social preparation to closing of accounts.</li> <li>• Standard design of the Reflection Session is followed: <ul style="list-style-type: none"> <li>o Review of project implementation process, from social preparation to closing of accounts.</li> <li>o Assessment of the project's accomplishments, challenges, and good practices.</li> <li>o Reflection and insights out of what was observed or felt related to the implementation of the project.</li> <li>o Lessons learned and recommendations to improve implementation.</li> </ul> </li> <li>• Lessons learned and other inputs gathered are consolidated and will be used to improve facilitation and</li> </ul>



			<p>conduct of activities, enhance policies, and identify ways to develop the communities/barangays further.</p> <ul style="list-style-type: none"> <li>• The importance of participation, transparency, and accountability are realized during the Reflection Sessions.</li> </ul>
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b. Accountability Reporting

<b>Participants :</b> Municipal Level <ul style="list-style-type: none"> <li>o LCE</li> <li>o Local IATF-EID/MDRRMC representative</li> <li>o SB Representative</li> <li>o MIAC Representative/s</li> <li>o BSPMC members/CV representatives</li> <li>o Area Coordinating Teams</li> </ul>	<b>Barangay Level</b> <ul style="list-style-type: none"> <li>o BLGU representative</li> <li>o BDRRMC representative</li> <li>o CEF</li> <li>o BSPMC members / Community Members</li> </ul>
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Objectives	Tools	Outputs	Standards
<ul style="list-style-type: none"> <li>o Inform the community members of the status of sub-project and for public disclosure of all aspects of implementation.</li> <li>o Review and assess how the stakeholders involved were able to deliver their</li> </ul>	<ul style="list-style-type: none"> <li>o Simple visual aids: <ul style="list-style-type: none"> <li>- Flowcharts of key activities undertaken</li> <li>- Graphs to show accomplishments and delivery of commitments</li> <li>- Glossary of technical terms translated into the vernacular, prior to the meeting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>o Documentation of learning and assessment of the implementation of DROP.</li> <li>o Better appreciation of the CDD processes/elements by the M/BLGU officials and community members.</li> </ul>	<ul style="list-style-type: none"> <li>o Documents or MOVs supporting the presentations are prepared and ensured that: <ul style="list-style-type: none"> <li>- All project funds allocated are accounted for. All documents required for liquidation and closing of accounts are in place.</li> <li>- Engineering, Finance and Procurement documents/ Report showing consistency of process and engineering outputs/activities with procurement and finance reports.</li> </ul> </li> </ul>

<p>commitments to the sub-projects.</p> <ul style="list-style-type: none"> <li>Identify lessons learned and recommendations for the next implementation of a similar project or initiative.</li> </ul>			<ul style="list-style-type: none"> <li>Project Outputs are presented to account the funds spent in the project activities.</li> <li>Necessary next steps are planned, if documents are not in place during the AR.</li> <li>Vulnerable groups (women, IP, communities in GIDAs, Pantawid Pamilya HHs, Conflict-Affected Areas (CAAs), and HHs affected by land acquisition and resettlement Program activities, if any, are adequately represented.</li> <li>Reactions to the presentation are solicited, questions are adequately answered, and recommendations discussed. Where needed, separate meetings are conducted for vulnerable groups (women and IPs) to solicit reactions, questions, and recommendations.</li> <li>Additional consultations are conducted (at sitio, purok, or tribe) in IP, conflict areas, and GIDAs to ensure wide dissemination of information and maximum participation of vulnerable groups.</li> </ul>
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c. Sustainability Planning Workshop

Participants	:	<ul style="list-style-type: none"> <li>o Local Chief Executive</li> <li>o Municipal Planning and Development Coordinator</li> <li>o Municipal Social Welfare and Development Officer</li> <li>o Municipal Budget Officer</li> <li>o Municipal Accountant</li> <li>o Municipal Treasurer</li> <li>o Municipal Local Government Operations Officer</li> <li>o Municipal Engineer</li> <li>o Municipal Agriculture Officer</li> <li>o Selected Members of the Legislative Body (at least two)</li> <li>o NGO and CSO representatives (at least two)</li> <li>o Members of the Municipal Coordinating Team</li> <li>o Community Volunteers (representatives, those who have been most engaged in the implementation)</li> </ul>
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Objectives	Tools	Outputs	Standards
Prepare a plan to sustain the gains from the implementation of sub-projects.	<ul style="list-style-type: none"> <li>o Facilitation Guide</li> <li>o Workshop templates and planning tool</li> </ul>	Process documentation LGU Sustainability Plan	<ul style="list-style-type: none"> <li>o Harmonization of CDD and Local Planning Process is discussed; how the current system of the LGU in promoting participatory, transparent, and accountable governance is integrated in the LPP is defined.</li> <li>o Lessons learned are translated to recommendations and/or resolutions adopting CDD elements leading to the enhancement of existing policies.</li> <li>o A plan for practicing CDD in their local governance is crafted by identifying the PPAs to sustain, ways to strengthen the implementation arrangements, and strategies or action points to address the gaps identified.</li> </ul>



			<ul style="list-style-type: none"> <li>○ O&amp;M Plan is reviewed for alignment with the sustainability plan.</li> </ul>
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d. Sustainability Evaluation

Participants	<ul style="list-style-type: none"> <li>: Assigned members of the Multi-Stakeholders Inspectorate Team</li> <li>○ MPDC and Municipal Engineer (MSIT Team Leader/Alternate)</li> <li>○ AC (Co-Team Leader)</li> <li>○ Representative from MIAC (depending on the sub-project)</li> <li>○ Mayor's representative</li> <li>○ SB Representative</li> <li>○ Barangay Chairperson</li> <li>○ Representative of Association/BSPMC</li> <li>○ Representative from another/ non-prioritized barangay</li> <li>○ PLGU Representative</li> <li>○ CSO Representative, including IPOs</li> <li>○ NPMO and RPMO representatives (if available)</li> </ul>
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Objectives	Tools	Outputs	Standards
<ul style="list-style-type: none"> <li>○ Assess sustainability performance and actual utilization of completed subproject (planned vs. actual).</li> <li>○ Evaluate quality of community</li> </ul>	<ul style="list-style-type: none"> <li>○ Sustainability Evaluation (SE) Facilitation Guide</li> <li>○ Sustainability Evaluation Tools (SET), depending on the type of sub-project</li> </ul>	<ul style="list-style-type: none"> <li>○ SE Reports (process documentation, consolidated summary of SE results, and action plan per sub-project.</li> </ul>	<ul style="list-style-type: none"> <li>○ SE is conducted six months after subproject completion and turn-over, and one year thereafter, in accordance with Kalahi-CIDSS Sustainability Evaluation Guidelines.</li> <li>○ Sub-projects are validated to be technically functional.</li> <li>○ Subproject O&amp;M arrangements are validated to be sustainable.</li> <li>○ Technical assistance is provided to the community O&amp;M Groups to</li> </ul>

<p>sustainability program and activities along various components (including organizational effectiveness, financial management, physical-technical conditions, and benefits of sub-projects).</p> <ul style="list-style-type: none"> <li>o Identify and address issues affecting sustainability of the facility and services provided through the facility.</li> </ul>			<p>address observed gaps and ensure sustainability of the sub-projects.</p> <ul style="list-style-type: none"> <li>o SE is undertaken for all completed sub-projects.</li> <li>o SE reports and completed SET are submitted within one weeks after its conduct.</li> </ul>
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Republic of the Philippines  
Province of \_\_\_\_\_  
Municipality of \_\_\_\_\_

**KALAHI-CIDSS NCDDP DISASTER RESPONSE OPERATIONS  
MODALITY/PROCEDURE (DROM/P)**

## SUB-PROJECT PROPOSAL

## I. Sub-project Identifying Information

Title	:	_____
Technical Description	:	_____
Location	:	_____
	:	_____
Implementation duration	:	_____
Total project cost	:	PhP _____
KALAHI-CIDSS grant	:	PhP _____
MLGU in-kind counterpart	:	PhP _____
BLGU in-kind counterpart	:	PhP _____
Community in-kind counterpart	:	PhP _____
Total Population	:	_____
Total male	:	_____
Total female	:	_____
Total beneficiaries	:	_____ households (HH)
Direct beneficiaries	:	_____ HH
Indirect beneficiaries	:	_____ HH
Contact persons and details		
BSPMC Chairman/Membe	:	<u>[Complete name of BSPMC Chairman or Member]</u>
	:	<u>[Mobile number/s]</u>
BDRRMC Head	:	<u>[Complete name of BDRRMC Head]</u>
	:	<u>[Mobile number/s]</u>

## II. Background and Rationale

### A. Barangay Profile

*[Insert here the summary of the Rapid Assessment of COVID-19 Effects/Impact results or the Barangay Situationer].*

### B. Problem Statement and Recommended Resolution

*[State problems related to COVID-19 pandemic that affected the economic, health and psychosocial life of the identified beneficiaries and the community. It would be good to also mention how these affected response to other disasters like typhoons, etc. that occurred during the pandemic. All of these should be consistent with the results of the rapid assessment].*



Activity	Responsible Person/Group	Time Frame															
		Jun				Jul				Aug				Sep		Oct	
		1	2	3	4	1	2	3	4	1	2	3	4				
Request for Fund Release																	
Procurement																	
Sub-project Implementation																	

*[Notes: (Please delete this portion in the actual proposal).]*

1. *This is just a sample Gantt Chart;*
2. *In coming up with the timelines of the activities, please consider all necessary process, finance, procurement and engineering sub-activities. Example: Finance activities may will require liquidation prior to the request for the next tranche; sub-project implementation will require mobilization of laborers, etc. For the SPI, please base this on the Program of work (POW);*
3. *Please change the timeline, as appropriate]*

### Implementation Strategy

*[Present here the identified implementation challenges, if any and the strategy to overcome these for timely achievement of targets]*

### Implementation Arrangements

The sub-project shall be implemented by the community in accordance with the provisions of the Guidance Notes for the Community-Driven Development Support to COVID-19 Disaster Response. This shall be done with technical assistance from the DSWD through the RPMO and ACT, close coordination with the MLGU through the LDRRMC and local IATF-EID and BLGU through the BDRRMC. This is to ensure the timely completion of the sub-project in accordance with all Program policies and standards and all relevant policies and issuances of the government, including the. The guidelines on Community Monitoring and Evaluation, shall likewise be observed.

### IV. Conclusion

*[Put proposal summary here (title, location, amount, etc.) and emphasize on the importance why its approval is being requested].*

Prepared by:

\_\_\_\_\_  
ACT Member

\_\_\_\_\_  
Community Volunteer/Position

Reviewed by:

Recommended for Approval by:

\_\_\_\_\_  
Area Coordinator

\_\_\_\_\_  
BSPMC Chairperson

Approved by:

\_\_\_\_\_  
BDRRMC Head



## Annex D

### Simplified Procurement of Subprojects funded by IBRB/LP under the Disaster Response Operation Modality

#### Key features:

- No Threshold but requires RPMO prior-review for contract 2M and above;
- Accelerated/waived timelines (Planning, Serving of Quotation to Issuance of P.O./ Contract)
- Closely facilitated by ACT /MCT
- Bid /Performance Security is waived but 10% retention is imposed to works contract costing P1M and above.
- Estimated Budget for the Package (EBP) is not the price ceiling of quotations/proposals. However, there must be available fund to cover the quotation in excess of EBP before the contract is awarded to the supplier/contractor.
- If no one supplier is able to provide the required quantity, the community may procure from several sources and shall not be considered as splitting of contracts.
- Includes procurement of indigenous goods and services from non-registered suppliers in the community/municipality, such as lumber, fine and course aggregates, and other materials that can be acquired and produced in the barangay including manual production of hollow blocks, etc that are required for the subproject.

#### Procurement methods, thresholds and prior-review

Procurement Method	Threshold Amount	Prior-review Requirement Threshold	
		RPMO	NPMO
Community Direct Contracting (negotiated procurement)	None	2M and above	Post review
Community Shopping	None	2M and above	Random review
Agency-to-Agency or Community to Government Agency	none	All	Post review
Pakyaw Contract (Works)	500,000.00	Post review	random

#### A. Procurement Planning

Before any procurement is conducted, the BSPMC with the assistance of the ACT shall prepare the subproject requirements such as:

- Estimated Budget for the Package (EBP)
- Technical Specifications, Scope of Work, or Terms of Reference;
- Date of Delivery or Implementation;
- Required quantity; and other relevant information that the BSPMC may require.
- Community Procurement Plan
- Quotation Forms/ Price survey form

#### B. Soliciting of Quotations, Award, and Contracting

For Community Direct Contracting:

The BSPMC with the assistance of the ACT directly negotiates and executes the contract with the lone available and willing supplier/ contractor. In the negotiation, the technical specifications, timeline of delivery and other terms and conditions shall be agreed upon.

For Community Shopping:

Community shopping can be used when there are several suppliers/contractors to be invited in order to obtain the most responsive quotation. Among the factors to be considered in choosing the potential suppliers are quality, availability, reliability and hauling costs. The BSPMC solicits at



least three (3) separate price quotations from suppliers/contractors. However, if only one has responded to the invitation, the BSPMC may proceed with the evaluation and award of contract. Posting of request for quotation (RFQ) is waived. Likewise, pre-procurement conference for works regardless of EBP is not required.

The following are the minimum documentary requirements before the signing of PO/contract under community direct contracting and community shopping:

- a) DTI/SEC/CDA certificate of business registration
- b) Valid Business/Mayors Permit
- c) Income Tax Return for the preceding year or for the last two years, for EBP above Php500,000.00

Additional requirements for infrastructure/works contract:

- c. PCAB License
- d. Net Financial Contracting Capacity, with an EBP above Php500,000.00

For Community to Government Agency Arrangement:

A Memorandum of Agreement (MOA) shall be executed by the BSPMC with the Servicing Agency defining the conditions, roles and responsibilities of the Agreeing Parties and of other stakeholders, if any, the schedules/timeline, scope of works/deliverables and project costs as established in the sub-project's approved program of works (POW)/ proposal.

Pakyaw Contract under Force Account:

The BSPMC directly hires or contract a group or groups of skilled or unskilled workers within the community or its nearby communities to perform specific work incidental to the implementation of the subproject. Locally produced materials, fabricated or assembled materials and indigenous materials may be furnished by the community and will form part of the Pakyaw Contract.

Procurement of indigenous materials from non-registered suppliers is allowed when the following conditions are present: (i) when goods and services are indigenous such as lumber, fine and coarse aggregates, and other materials that can be acquired and produced in the barangay including manual production of hollow blocks, and the community has the capacity to produce this indigenous items, and that provides livelihood opportunity to participating community members, and (ii) there are no available and willing registered suppliers to supply due to distance, unavailability of goods, or other reasons that may cause delay to subproject implementation. Applicable certifications are: (a) Certification from the Barangay Captain or Barangay Treasurer of non-availability of suppliers in the area, and (b) in case no willing supplier/s, certification from supplier/s of non-willingness to supply indicating specific reasons. Procurement procedure shall follow direct contracting, or simple shopping if there are more than one non-registered suppliers.

### C. Contract Implementation

The supplier/contractor delivers goods/works as specified in the terms and condition of the Contract Agreement. Partial payment to partially delivered goods is encouraged in order to attract suppliers to participate in the procurement. However, this provision must be stipulated in the Contract/PO.

The BSPMC shall ensure that it will accept only goods/works that are in accordance with the technical specifications of the contract. Those with defect or do not meet the required specification shall be returned and replaced, otherwise, the quantity of unacceptable items shall not be paid.



## NEGATIVE LIST

- a. Weapons, chainsaws, explosives, pesticides, insecticides, herbicides, asbestos, fuel, lubricants and other potentially dangerous/hazardous materials and equipment;
- b. Fishing boats and nets exceeding the prescribed size and weight set by the Fisheries and Aquatic Resources Bureau;
- c. Use of project funds for purchase of or compensation for land;
- d. Micro-credit and livelihood activities that involve lending of project funds;
- e. Operation and maintenance of facilities/sub-projects completed through Program funding;
- f. Activities that have alternative sources or committed funding;
- g. Activities that are under the mandate of other National Government Agencies (NGAs);
- h. Recurrent government expenditures (e.g. salaries for government and LGU staff);
- i. Political and religious activities, rallies, and materials;
- j. Salaried activities that employ children below the age of 16 years old;
- k. Activities that unfairly exploit women, men and other gender of any age, as defined by national laws;
- l. Travel;
- m. Consumption/Consumable items except for those included in the adjusted menu;
- n. Events;
- o. Sub-projects that will have inconsistencies with KC's environmental and social safeguards policies and/or will not be able to comply with the conditions indicated in the ESMP Checklist, such as but not limited to:
  - Road opening and/or construction into protected areas;
  - Activities that would affect the spiritual and religious traditions, customs and ceremonies, including ceremonial objects, archeological exploration, diggings and excavations and access to religious and cultural sites of indigenous peoples (IPs)<sup>1</sup>;
  - Any "salvage logging" operations (which might be undertaken as a result of storm damage to forests);
  - Any activity in sensitive or protected natural habitats except the removal of debris and the repair of existing infrastructure, e.g. access roads or park ranger buildings;
  - Construction of new or substantial expansion of existing flood protection works involving the conversion of floodplains or riverine forests;
  - Repair/construction of facilities for storing of hazardous substances (e.g. fuel depots);
- p. Repair/construction of:
  - Dikes or dams that are higher than 5m or that store water with volume larger than 1,000,000 m<sup>3</sup>;
  - Government offices, meeting halls and places of religious worship;
  - Privately-owned facilities;
  - Damaged waste management facilities;
  - New temporary or permanent infrastructure to bypass devastated areas which have a segment length of >500m, and a cumulative length of 2,000m within a corridor of 10km or less.

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<sup>1</sup> Reference: NCIP AO No. 3 Series of 2012



**FOR :** **THE REGIONAL DIRECTORS**  
Field Office CAR, I, III, IV-CALABARZON, IV-MIMAROPA, V, VI, VII, VIII  
IX, X, XI, XII and CARAGA

**ATTENTION :** **ASST. REGIONAL DIRECTORS FOR OPERATIONS**  
**REGIONAL PROGRAM COORDINATORS**  
**DEPUTY REGIONAL PROGRAM MANAGERS**

**FROM :** **THE NATIONAL PROGRAM MANAGER**  
KALAH-CIDSS NCDDP

**SUBJECT :** **USE OF EMERGENCY COMMUNITY PROCUREMENT PROCEDURES**  
**(ECPP) FOR WORLD BANK FUNDED NCDDP SUB-PROJECTS**  
**UNDER DROM/P**

**DATE :** **10 September 2020**

This is to furnish you the copy of the Emergency Community Procurement Procedures (ECPP) as well as the No Objection Letter from the World Bank to supplement the previously issued DROM/P Guidelines for NCDDP particularly Item V Specific Guidelines on the use of DROM/P, Sub-item 6 Procurement.

The provisions and detailed procedures stipulated in the ECPP shall be applicable only to IBRD/LP funded NCDDP sub-projects. However, in case of conflict in certain provisions with the Simplified Procurement Process "Annex D" of the approved Guidance Notes on the Community-Driven Development Support to COVID-19 Disaster Response dated May 6, 2020, the latter shall prevail.

Please note that in the ECPP, it is clearly stated that if a project began under the emergency mode, the emergency procurement process will continue until the project is completed, even if the declaration of emergency is lifted or has lapsed.

For your guidance in program implementation.

Thank you.

  
JANET P. ARMAS





MARIA LORETO N. PADUA  
Senior Social Development Specialist and  
Task Team Leader, Philippines East Asia  
and Pacific Region

10 September 2020

Director Janet P. Armas  
National Program Manager  
KALAH-CIDSS National Community-Driven Development Program  
Department of Social Welfare and Development  
Batasan Pambansa Complex, Constitution Hills  
Quezon City

Dear Director Armas:

*Philippines: KALAH-CIDSS National Community Driven Development  
Program (KC-NCDDP-LN8335)  
Request for NOL On the Use of Emergency Community Procurement Procedures  
For the Implementation of the NCDDP-DROM Due to the COVID-19 Pandemic*

We acknowledge with thanks your letter dated 02 September 2020 (received by us through email dated 07 September 2020), requesting for the Bank's concurrence for the use of the Emergency Community Procurement Procedures (ECCP) in the implementation of the Disaster Response Operations Modality (DROM) due to the COVID-19 Pandemic.

Based on the information provided, we pose no objection to the use of the ECCP since it is consistent with of the DROM sub-manual as well as with Annex D of the Guidance Notes on the CDD Support to COVID-19 Disaster Response (as accepted by the Bank through NOL dated 06 May 2020). We further note, in your letter of request, that should there be any conflict between Annex D and the ECCP, the former shall prevail.

Please furnish the Bank with a copy of the memorandum/communication, transmitting the ECCP to the Field Offices for recording purposes.

Sincerely,

Maria Loreto N. Padua  
Senior Social Development Specialist  
Task Team Leader

## **Emergency Community Procurement Procedures** **(ECPP)**

**Emergency Procurement** refers to the selection of an appropriate method of procurement to procure urgently needed goods, services and infrastructure facilities to assist disaster affected communities brought about by natural or man-made calamities (typhoons, earthquakes, landslides, volcanic eruptions, tsunamis, hurricanes, wars, etc.). In post recovery and reconstruction efforts, the community driven development approach adopted under the KCNCDDP is an effective mechanism to mobilize resources and implement interventions to respond and assist disaster affected communities.

The NCDDP Disaster Response Operations Manual (DROM) states that for a community to be eligible to utilize KC-NCDDP funds for recovery and rehabilitation efforts, there should be a declaration of a State of Calamity by the President or by the LGU concerned.

After the Declaration of the State of Calamity, the NPMO and the relevant RPMO shall undertake the accelerated CEAC process discussed in the DROM for social preparation, community planning, implementation and monitoring and evaluation.

The emergency procurement procedures for KC-NCDDP as set out in this guidelines is intended to accelerate and simplify the procurement process taking into account the more challenging implementation conditions in post-disaster settings while ensuring that the above mentioned principles are maintained. Simplified procurement methods will be applied under disaster response operations.

Under community emergency procurement procedure, two tranching of funds is allowed to provide flexibility in the implementation of subproject activities. The first tranche shall not exceed 90% of the KCNCDDP community allocation.

### **Preparation of Emergency Community Procurement Plan (ECPP)**

The ACT or MCT Technical Facilitator/s (TFs) in coordination Community Empowerment Facilitators (CEFs), the Community Procurement Team (PT) shall prepare an Emergency Community Procurement Plan (ECPP) by undertaking the following:

- From the sub-project proposal or program of works, identify and group the items to be procured into goods (supplies and materials) and works (skilled and unskilled labor, as well as technical and complex phases of infrastructure subprojects that would require contracting the services of contractors who are technically capable of performing the procurement at hand).
- In cases of existing SPs, review and enhance the existing Procurement Plan to check appropriateness of packaging;



- Determine which items are available within the community and, if not available, potential sources outside the community. List down all possible suppliers both within and outside the community.
- Similar to the process of PACKAGING under the regular community based procurement procedure as stated in the revised CBPM, determine the packages what method of procurement will be used. The ECPP will be presented to the Community Assembly<sup>1</sup> for validation and confirmation.
- The Procurement Team (PT) presents the proposed ECPP to the Community Assembly. The presentation of the ECPP allows the community to be informed. The Community Assembly also makes a decision on the proposed procurement plan. All agreements shall be reflected in the minutes of the Assembly Meeting. The Procurement Team with the assistance of ACT/MCT finalizes ECPP. After approval of the sub-project the Procurement Team then proceeds with the procurement based on the approved ECPP and in coordination with the Project Implementation Team (PIT).

### **Emergency procurement facilitation**

The timeline for every step shall be waived due to the need to facilitate the implementation of the identified subproject in order to restore the functionality of basic services. The ACT and MCT shall closely assist the BSPMC on all procurement activities to ensure that procurement at hand are delivered as soon as possible.

Any member of the BSPMC or ACT/MCT could perform procurement functions if the Procurement Team (PT) members are not available or could not function as a result of the disaster.

### **Emergency procurement methods and procedures**

Under the disaster response operation procedures (DROP), the following adjustments to the procurement procedures are to be followed. The adjustments in the community procurement shall be in-force until the completion of the sub-project. If a project began under the emergency mode, the emergency procurement process will continue until the project is completed, even if the declaration of emergency is lifted or has lapsed.

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<sup>1</sup> Similar to Barangay Assembly only that due to the disaster the house hold number may have been reduced

## **DIRECT CONTRACTING**

### **APPLICABILITY CONDITIONS**

- 1) For Works and for Goods
- 2) One eligible (technically and financially capable) supplier/contractor;
- 3) BSPMC to Government Agency (e.g. LGU, NGA such as TESDA, others)
  - Justification that it is more practical and advantageous to engage LGUs, NGAs, GOCCs and other government agencies who has the capacity and are mandated to perform functions relevant to the needed services
- 4) Adjacent or contiguous with ongoing KC-NCDDP Project. Justification that it is more practical to engage the contractor/supplier provided the contractor/supplier has the capacity to perform the contract and the cost is within available budget. 5) Through Repeat Order (for goods only);
  - 100% of the cost of the original contract/PO previously procured under DROP;
  - Applicable within 60 days from the date of the original contract
  - Same or lower quantity and unit costs of the same items of the original PO/contract
  - Conducted once
- 6) No threshold due to the emergency nature of procurement.
- 7) Prior review by the RPMO for contracts equal or higher than P2M
- 8) For works contracts costing P1,000,000.00 or higher, 10% retention in every billing shall be deducted to cover any damage as a result of poor performance within 6 months defect liability period. Upon consultation with the Community Assembly, a retention shall be required for contracts below P1.0M as justified in the assembly.

## **COMMUNITY SHOPPING**



- For Works and for Goods
- More than one eligible (technically and financially capable) supplier/contractor in the area. If there are only two eligible suppliers or contractor who submitted quotation, evaluation of the RFQ can proceed. If quotation found to be responsive, proceed with the contract/PO award
- Similar to direct contracting, there is no threshold due to the emergency nature of the procurement.
- For works contracts costing P1,000,000.00 or higher, 10% retention in every billing shall be deducted to cover any damage as a result of poor workmanship within 6 months defect liability period. Upon consultation with the Community Assembly, a retention shall be required for contracts below P1.0M as justified in the assembly.

#### **SMALL VALUE PROCUREMENT(SVP)**

**Small Value Procurement** refers to a method for the procurement of goods, services, works and consulting services where direct purchase is used for items of small quantities and value since it is more practical and economical to do so. The decision to resort to small value/off-the-shelf procurement must be reflected in the ECPP. Splitting of contracts to evade or circumvent the requirements (i.e. competitive) of this manual using this method is not allowed.

There are three types of small value procurement:

#### 1. Off-the Shelf Goods

**Off-the-Shelf Goods Procurement** applies to the purchase of readily available goods from local market outlets/stores. This may include the purchase of food, perishable or non-perishable items, agricultural products, office supplies, hand tools, or other items necessary for the implementation of the sub-project, among others.

#### 2. Short Term Services

**Short Term Services** procurement refers to the purchase or acquisition/engagement of non-consultancy service requirements available in the local community and requiring a very limited period of time. This may include hiring of caterers for workshops, training or meetings, transportation or trucking services, repair of vehicles and other project related equipment, hiring of resource persons for training, rental of hand tools and equipment, or other services necessary for the implementation of the sub-project, among others.

In the rental of hand tools that are commonly used in construction projects and included in the POW, the PT must determine the required duration of use and assess whether it is more economical to rent or to purchase such items. If the cost of renting such tools exceeds the threshold provided above, then the PT should consider purchasing such items either through community bidding, shopping or direct contracting as goods or equipment, as applicable, provided that: this is included in the ECPP; the procedures for operation and maintenance of such tools and equipment are clearly established including its turn-over and custody after project completion; and a cost comparison is submitted/attached as part of the readiness filter.

#### 3. Small Works

**Small Works** procurement refers to the purchase of construction related service requirements available in the local community and requiring a very limited period of time and skilled labor such as painting, repair or renovation of roofs, walls, plumbing or electrical works, fabrication of small structures or other services necessary for the implementation of the sub-project which would be more economical to procure as small works rather than pakyaw contract. In this case, the C/BSPMC directly engage worker/s in the community with known capacity to perform the job. The cost and scope of works



should have been established in the POW or as discussed in the C/BSPMC meeting or at the Barangay Assembly (BA). Payroll, accomplishment report prepared by the PIT and checked by the TF/engineer in-charge and Timesheets or a photocopy logbook will be the supporting documents for payment.

#### **PAKYAW CONTRACT**

- **Pakyaw Contract** refers to a system of hiring a group of skilled or unskilled workers within the community or its vicinity by the community itself for the performance of a specific work incidental to the implementation of the project where tools and local indigenous materials may or may not be furnished by the community. It is an alternative method of procurement where the partial or full implementation of an infrastructure project or items of work for its completion is carried out by labor from the community or its vicinity.
- Pakyaw contracts are used to complete items of work defined by a specific quantity or output (e.g. excavation, clearing and grubbing). Where available, the community through the C/BSPMC may also supply needed equipment to complete the work. This may be done by organizing and hiring its members to supply labor under "pakyaw" contracts; through the direct provision of construction and other needed materials; or through the use of its own or the leasing of construction equipment, or Labor only; or any of these combinations. □ Payment will be based on the scope of works quantity output derived from the POW and reflected in the statement of works accomplishment. Particular scope of works, quantities, schedule and corresponding costs will be prepared and attached to the Pakyaw Agreement. For the specific works output, a lump-sum payment may be made based on a statement of work accomplished either through the group leader or divided among the pakyaw workers and disbursed using a payroll system through the C/BSPMC/Barangay treasurer. A list or payroll that reflects the cost due to every member of the Pakyaw should be provided as an attachment to the disbursement voucher. The payroll shall then be concurred by the member to indicate acknowledgement of the payment expected. The method for paying community based labor under the pakyaw contract should be discussed and agreed upon during the Barangay or community Assembly.

## Emergency procurement methods and prior-review

Procurement Method	Threshold Amount (P)	Prior Review Requirement Threshold (P)	
		RPMO	NPMO
Community Shopping			
- Works	None	≥2.0 M	Random
- Goods	None	≥2.0 M	Random
Community Direct Contracting			
- Sole source (Goods or Works)	None	≥1.0 M	Post review
- BSPMC to Government Agency (Goods or Work)	None	≥1.0 M	Post review
- Adjacent and contiguous with ongoing KC Projects (Goods or Works)	None	≥1.0 M	
- Repeat Order (Goods)	100% of previous contract	≥500,000	Post review
Small Value Procurement (SVP)			
Off-the-Shelf (Goods), Small works and Short term services	50,000.00		
Pakyaw Contract			
- , Works (Labor including local materials such as aggregates, boulders, lumbers and other indigenous materials)	500,000.00		
Variation Order for Works In case of additive/deductive and extra work orders	Up to 20% of original contract	All	

### Procedures:

Key Activities	Description
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1. Pre-Procurement	<p>ACT/MCT to convene the community volunteers to discuss the procurement at hand. In case of ongoing subprojects, where it's still relevant (as discussed in the community assembly) to continue/complete the SP, review the existing Community Procurement Plan (CPP) and update it if necessary should</p>
	<p>there be revision as a result of the disaster. It is very important that community volunteers understand the emergency procedure of the procurement.</p> <p>The market condition shall be discussed to determine the availability of resources, suppliers and service providers. This is important in preparing the emergency community procurement plan (ECPP)</p> <p>The ACT shall closely assist the community volunteers in the preparation of the procurement documents. This include the conduct of market survey (material and labor); emergency procurement plan, RFQs, AOQs, POs and other procurement activities and documents.</p> <p>For Small Value Procurement, the items/list shall be prepared using the forms for small value procurement in the annexes.</p>
2. Preparation of the Request for Quotation (RFQ)	<p>Fill-up the RFQ based on the ECPP and ensure that all information required and signatories are complete.</p> <p>Any member of the BSPMC can represent the community in the procurement if the Procurement Team (PT) members are not available. The Community Empowerment Facilitator (CEF) or any member of the ACT shall facilitate the preparation of the RFQ. The ACT can serve as the Procurement Team in case members of the BSPMC are not available as a result of the calamity.</p> <p>For SVP, the survey form will serve as the RFQ.</p>

<p>3. Serving the Request for Quotation (RFQ)</p>	<p>Before serving the RFQ, the Procurement Team should already have an idea where to serve it. Only suppliers/contractors that carry the complete line of materials or equipment required shall be served with the RFQ. Members of the ACT/MCT shall assist the CVs in serving the RFQ.</p> <p>Suppliers/Contractors shall acknowledge receipt of the RFQ.</p> <p>For SVP, the PT directly canvass prices and fill-out the SVP survey form.</p>
<p>4. Evaluation of the Request for Quotation (RFQ)</p>	<p>If the BSPMC Bids and Awards Committee (BAC) is not functional, at least two (2) members of the BSPMC and one (1) member of the ACT/MCT shall conduct the evaluation to check the completeness and responsiveness of the quotations received. Reflect the evaluation in the abstract of quotation (AOQ)</p> <p>The most capable and responsive supplier based on the primary criteria of a) prices; and b) ready availability of the materials for immediate delivery based on the POW and schedules will be determined. Before the award of the contract, the Procurement Team will also review the reasonableness of the price by comparing it to prices of same items procured by other barangays or the MLGU under the emergency situation.</p> <p>RPMO NOL is required for procurement of Goods amounting to PhP 2,000,000.00 or higher and for Works amounting to PhP 2,000,000.00 or higher.</p> <p>Abstract of Quotation attached.</p> <p>For SVP, the PT shall evaluate the prices as canvassed. If prices found to be responsive, the PT will let the supplier signed the survey form. For Goods, the survey form will now serve as the Purchase Order (PO).</p>

<p>5.Issuance of Purchase Order (P.O.)/Contract</p>	<p>The ACT shall ensure that correct information is reflected in the Purchase Order (P.O.) or Contract.</p> <p>For Works contract, a Notice to Proceed will be issued.</p> <p>For SVP on small works and short term services, use the forms in the annexes.</p>
<p><b>GENERAL NOTES:</b></p>	<ol style="list-style-type: none"> <li>1. Considering the emergency nature of procurement, the contract/PO can be awarded within a day as soon the complete process is conducted.</li> <li>2. Some information in the forms and terms and conditions may be modified to suit the requirement of the procurement at hand;</li> <li>3. Should there be clarifications and substantial modification that involves policies on the use of this guidelines, clearance from the NPMO shall be obtained.</li> </ol>



# ANNEXES: COMMUNITY EMERGENCY PROCUREMENT FORMS

## KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROJECT EMERGENCY COMMUNITY PROCUREMENT PLAN (ECPP)

Name of Proposed Community Project: \_\_\_\_\_ Date Prepared: \_\_\_\_\_

Barangay : \_\_\_\_\_ Municipality : \_\_\_\_\_ Province: \_\_\_\_\_

Total Estimated Cost: \_\_\_\_\_  
Community Project Duration: \_\_\_\_\_ Project Implementation Duration: \_\_\_\_\_

Items to be Procured	Quantity	Unit of Measure	Unit Cost	Total Cost	Procurement Method	Schedule of Procurement	Comments/Remarks
Package No.							
Sub-Total							
Package No.							
Sub-Total							
Package No.							







Name of Proposed Community Project : \_\_\_\_\_  
 Barangay : \_\_\_\_\_ Municipality : \_\_\_\_\_  
 Project Implementation Duration: \_\_\_\_\_  
 Date Prepared: \_\_\_\_\_  
 Province : \_\_\_\_\_

[illegible]

Prepared by:

Reviewed by:

Approved by:

**Procurement Team Head  
(Name and Signature)**

**TF/Municipal Engineer  
(Name and Signature)**

**BSPMC Chairperson**  
**(Name and Signature)**



**FOR :** **THE REGIONAL DIRECTORS**  
Field Office I, CAR, III, IV-CALABARZON, IV-MIMAROPA, V,  
VI, VII, VIII, IX, X, XI, XII, and CARAGA

**PROJECT DEVELOPMENT OFFICER IV-ENGINEERING**  
KALAH-CIDSS NCDDP

**FROM :** **THE NATIONAL PROGRAM MANAGER**  
KALAH-CIDSS NCDDP

**SUBJECT :** **Additional Safety Protocols for Implementation of Infrastructure  
Sub-Projects During the COVID-19 Pandemic**

**DATE :** 19 May, 2020

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Relative to KC-NCDDP sub-project implementation during the COVID-19 pandemic, the RPMOs are instructed to ensure strict adhere to the following additional safety measures.

**I. Prior to Deployment**

1. Only persons twenty one to fifty nine years of age and without pre-existing health conditions are allowed to be part of the workforce. Individuals sixty years old and above may be employed following Section 2, Item 3 (ECQ), Section 3, Item 3 (MECQ), and Section 4, Item 3 (GCQ) of the Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines issued 29 April, 2020 (Attachment A).
2. Workers from outside the barangay where the sub-project is located shall be required to consult with a medical doctor and undergo COVID-19 testing before being deployed to the sub-project site.
3. Temporary board and lodging facilities shall be set-up. Facilities must strictly adhere to the required physical distance between individuals (i.e. 2m distance between sleeping spaces) and proper hygiene.
4. Information regarding COVID-19 protocols shall be part of the basic site safety orientation. Information materials shall be posted at the work site.
5. Contact information, addresses, and whereabouts of all personnel and workers entering the site shall be recorded and logged by the timekeeper for possible contact tracing.

**II. During Implementation**

1. Workers from outside the barangay must be housed in the lodging facility provided for the duration of their work. Otherwise, pre-deployment requirements shall be repeated (i.e. consultation and testing).
2. Errands to be conducted outside the barangay shall be minimized. Site supervisor shall designate a maximum of two persons to run errands. Proper disinfection shall be conducted before the worker is allowed back on site. The worker shall be monitored for COVID-19 symptoms for fourteen days upon return.
3. Work schedule must be programmed considering the required physical distance between workers.



4. Workers shall be provided with proper personal protective equipment (i.e. masks, face shield, long sleeved shirt).
5. Continuous supply of Vitamin C and other over the counter medicine must be ensured.
6. Proper disinfection of facilities shall be conducted twice daily or more frequently as prescribed by the Municipal Health Officer.
7. Adequate food, safe potable drinking water, disinfectant, and hand soap shall be provided to in-house personnel.
8. Adequate hand washing/disinfection stations shall be provided on-site.
9. Daily monitoring of pre and post-work health conditions of workers shall be undertaken by the Barangay Health Worker and recorded by the timekeeper (i.e. temperature, respiratory symptoms, ailments, exposure monitoring).
10. Off-site workers must be provided with adequate transportation and disinfected before entering and leaving the work site.
11. Sharing of equipment and tools shall be discouraged. If unavoidable, equipment and tools shall be properly disinfected before being used by other workers.
12. Non-essential personnel/visitors shall not be allowed to enter the work site.
13. For roads or other sub-projects spread-out within the barangay, workers shall be provided with adequate transportation and disinfected before deployment and upon return to the barracks.
14. Movement of vehicles and equipment intended to transport materials and workers for sub-project implementation shall follow local IATF guidelines on transportation and border restrictions.
15. Materials and equipment shall be unloaded at a designated area, received by designated personnel, and disinfected before use.
16. Proper segregation and disinfection of waste materials and PPE shall be followed before disposal.

Additional cost to comply with the above requirements shall be included in the Program of Works as a separate pay item/s. For contracted works, these may be part of the contract. All activities and interventions shall be included in the Environmental and Social Management Plan. Monthly updates on the ESMP implementation shall be monitored by the RPMO.

For your information and strict compliance.

  
JANET P. ARMAS

  
RHP/MCOA





REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES

**OMNIBUS GUIDELINES ON THE IMPLEMENTATION OF  
COMMUNITY QUARANTINE IN THE PHILIPPINES**

**WHEREAS**, Article II, Section 15 of the 1987 Constitution provides that the State shall protect and promote the right to health of the people and instill health consciousness among them;

**WHEREAS**, Executive Order No. (E.O.) 168, s. 2014 created the the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) to facilitate inter-sectoral collaboration to establish preparedness and ensure efficient government response to assess, monitor, contain, control, and prevent the spread of any potential epidemic in the Philippines;

**WHEREAS**, Section 2(c) of E.O. 168 mandates the IATF to prevent and/or minimize the local spread of emerging infectious diseases in the country through the establishment or reinforcement of a system in screening possible patients infected with emerging infectious diseases, contact tracing, identification of the mode of exposure to the virus, and implementation of effective quarantine and proper isolation procedures;

**WHEREAS**, on 28 January 2020, the IATF convened, and thereafter issued regular recommendations for the management of the 2019 Novel CoronaVirus Acute Respiratory Disease which is now known as CoronaVirus Disease 2019 (COVID-19);

**WHEREAS**, the 18 March 2020 Memorandum from the Office of the Executive Secretary directed all heads of departments, agencies, and instrumentalities of government, including the Philippine National Police (PNP), Armed Force of the Philippines (AFP), and the Philippine Coast Guard (PCG), government-owned and controlled corporations (GOCCs), Government Financial Institutions (GFIs), State Universities and Colleges (SUCs), and Local Government Units (LGUs) to adopt, coordinate, and implement guidelines which the IATF may issue on the COVID-19 situation, consistent with the respective agency mandates and relevant laws, rules, and regulations;

**WHEREAS**, on 30 April 2020, Executive Order (E.O.) No. 112, s. 2020 was issued imposing an Enhanced Community Quarantine (ECQ) in high-risk geographic areas of the Philippines and a General Community Quarantine (GCQ) in the rest of the country from 01 to



REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES

15 May 2020, adopting the Omnibus Guidelines on the Implementation thereof, and for other purposes;

**WHEREAS**, the IATF approved the Guidelines on the Implementation of the Modified Enhanced Community Quarantine (MECQ) and the zoning concept and corresponding qualification and its phased response or intervention.

**WHEREAS**, there is a need to revise existing guidelines on community quarantine to streamline rules which will be applicable to transitional community quarantine classifications;

**WHEREAS**, Section 3 of E.O. 112 sets the IATF to amend or modify the Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines.

**NOW, THEREFORE**, in consideration of the premises set forth herein, the IATF issues these Revised Omnibus Guidelines to harmonize and codify existing policies of the IATF and member-agencies pertaining to community quarantine, which shall be applied to all regions, provinces, cities, municipalities and barangays placed under community quarantine.

**SECTION [1] DEFINITION OF TERMS.** For purposes of these Guidelines, the following shall be defined as follows:

1. **Comorbidity** - refers to the presence of a pre-existing chronic disease condition.
2. **Community Quarantine** - refers to the restriction of movement within, into, or out of the area of quarantine of individuals, large groups of people, or communities, designed to reduce the likelihood of transmission of COVID-19 among persons in and to persons outside the affected area.
3. **COVID-19** - refers to the Coronavirus Disease 2019 which is caused by the virus known as the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
4. **Enhanced Community Quarantine** - refers to the implementation of temporary measures imposing stringent limitations on movement and transportation of people, strict regulation of operating industries, provision of food and essential services, and heightened presence of uniformed personnel to enforce community quarantine protocols.





REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES

5. **Essential goods and services** - covers health and social services to secure the safety and well being of persons, such as but not limited to, food, water, medicine, medical devices, public utilities, energy and others as may be determined by the IATF.
6. **General Community Quarantine** - refers to the implementation of temporary measures limiting movement and transportation, regulation of operating industries, and presence of uniformed personnel to enforce community quarantine protocols.
7. **Health and emergency frontline services** - refers to services provided by public health workers [all employees of the Department of Health (DOH), DOH Hospitals, Hospitals of LGUs, and Provincial, City, and Rural Health Units, and Drug Abuse Treatment and Rehabilitation Centers including those managed by other government agencies (e.g. police and military hospitals/clinics, university medical facilities), uniformed medical personnel], private health workers, such as but not limited to medical professionals, hospital and health facility administrative and maintenance staff, and aides from private health facilities, as well as their service providers, health workers and volunteers of the Philippine Red Cross and the World Health Organization, and employees of Health Maintenance Organizations (HMOs), the Philippine Health Insurance Corporation (PHIC), health insurance providers, disaster risk reduction management officers, and public safety officers.
8. **Interzonal movement** - the movement of people, goods and services across areas placed under different Community Quarantine classifications.
9. **Intrazonal movement** - the movement of people, goods and services between localities under the same community quarantine classification, without transiting through an area placed under a different classification.
10. **Minimum public health standards** - refers to guidelines set by the DOH, as well as sector-relevant guidelines issued by government agencies, to aid all sectors in all settings to implement non-pharmaceutical interventions (NPI), which refer to public health measures that do not involve vaccines, medications or other pharmaceutical interventions, which individuals and communities can carry out in order to reduce transmission rates, contact rates, and the duration of infectiousness of individuals in the population to mitigate COVID-19.





REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES

11. **Modified Enhanced Community Quarantine** - refers to the transition phase between ECQ and GCQ, when these temporary measures are relaxed: stringent limiting movement and transportation of people, strict regulation of operating industries, provision of food and essential services, and heightened presence of uniformed personnel to enforce community quarantine protocols become less necessary.
12. **Modified General Community Quarantine** - refers to the transition phase between GCQ and New Normal, when these temporary measures are relaxed: limiting movement and transportation, the regulation of operating industries, and the presence of uniformed personnel to enforce community quarantine protocols become less necessary.
13. **New Normal** - refers to the emerging behaviors, situations, and minimum public health standards that will be institutionalized in common or routine practices and remain even after the pandemic while the disease is not totally eradicated through means such as widespread immunization. These include actions that will become second nature to the general public as well as policies such as bans on large gatherings that will continue to remain in force.
14. **Operational capacity** - refers to such a maximum number of employees or workers who can be permitted or required to physically report to work on-site in a particular office or establishment.
15. **Skeleton workforce** - refers to the operational capacity which utilizes the smallest number of people needed for a business or organization to maintain its basic function

**SECTION [2] GUIDELINES FOR AREAS PLACED UNDER ENHANCED COMMUNITY QUARANTINE.** Areas placed under ECQ shall observe the following protocols:

1. Minimum public health standards shall be complied with at all times for the duration of the ECQ.



REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES

2. Strict home quarantine shall be observed in all households, and the movement of all residents shall be limited to accessing essential goods and services, and for work in permitted offices or establishments as well as activities listed hereunder.
3. Any person below twenty-one (21) years old, those who are sixty (60) years old and above, those with immunodeficiency, comorbidities, or other health risks, and pregnant women, including any person who resides with the aforementioned, shall be required to remain in their residences at all times, except when indispensable under the circumstances for obtaining essential goods and services, or for work in industries and offices or such other activities permitted in this Section.
4. The following are allowed to work or operate with a skeleton workforce unless a different operational capacity is provided:
  - a. All agencies and instrumentalities of the government, including GOCCs, as well as LGUs, especially health and emergency frontline, border control, and other critical services, as well as government vehicles;
  - b. Officials and employees of foreign diplomatic missions and international organizations accredited by the Department of Foreign Affairs (DFA), whenever performing diplomatic functions and subject to the guidelines issued by the DFA;
  - c. Industries involved in agriculture, forestry, and fishery and their workers, including farmers, Agrarian Reform Beneficiaries (ARBs), fisherfolk, and agri-fishery stores, and such other components of the food value chain, at full operational capacity;
  - d. Private establishments and their employees involved in the provision of essential goods and services, and activities in the value chain related to food and medicine production, such as but not limited to, public markets, supermarkets, grocery stores, convenience stores, laundry shops, food preparation establishments insofar as take-out and delivery services, water-refilling stations, hospitals, medical, dental, and optometry clinics, pharmacies, and drug stores. *Provided*, that for dental procedures, the wearing of Personal Protective Equipment (PPEs) by dentists and attendants shall be mandatory, with strict observance to infection prevention and control protocols;
  - e. Manufacturing and processing plants of basic food products, medicine and vitamins, medical supplies, devices and equipment, and essential products such





REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
**FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES**

- as but not limited to soap and detergents, diapers, feminine hygiene products, toilet papers and wet wipes, and disinfectants. *Provided*, that establishments involved in the production, manufacturing, packaging, processing, and distribution of food may operate at a maximum of fifty percent (50%) of their respective workforces, unless the supply level of a basic food product warrants a higher operational capacity. In which case, the Department of Trade and Industry (DTI) is hereby authorized to approve the temporary increase of workforce capacity. *Provided, further*, that manufacturers of medicines, medical supplies, devices and equipment, including but not limited to suppliers of input, packaging, and distribution, shall be allowed to operate at full capacity;
- f. Delivery services, whether in-house or outsourced, transporting food, medicine, or other essential goods. Delivery of clothing, accessories, hardware, housewares, school and office supplies, as well as pet food and other veterinary products, shall likewise be allowed;
  - g. Banks, money transfer services, microfinance institutions and cooperatives, excluding pawnshops not performing money transfer, and credit cooperatives, including their armored vehicle services, if any;
  - h. Capital markets, including but not limited to the Bangko Sentral ng Pilipinas, Securities and Exchange Commission, Philippine Stock Exchange, Philippine Dealing and Exchange Corporation, Philippine Securities Settlement Corporation, and Philippine Depository and Trust Corporation;
  - i. Power, energy, water, information technology and telecommunications supplies and facilities, including waste disposal services, as well as property management and building utility services;
  - j. Energy companies, their third-party contractors and service providers, including employees involved in electric transmission and distribution, electric power plant and line maintenance, electricity market and retail suppliers, as well as those involved in the exploration, operations, trading and delivery of coal, oil, crude or petroleum and by-products (gasoline, diesel, liquefied petroleum gas, jet oil, kerosene, lubricants), including refineries and depots or any kind of fuel used to produce electricity;
  - k. Telecommunications companies, internet service providers, cable television providers, including those who perform indirect services such as the technical, sales, and other support personnel, as well as the employees of their third-party contractors doing sales, installation, maintenance and repair works;





REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES

- l. Business process outsourcing establishments (BPOs) and export-oriented business with work-from-home, on-site or near site accommodation, or point-to-point shuttling arrangements. For this purpose, BPOs and their service providers and export-oriented businesses shall be allowed to install and transport the necessary work-from-home equipment, to enhance their operations by deploying their workers under on-site or near-site accommodation arrangements, or provide point-to-point shuttle services from their near-site accommodations to their offices.
- m. Airline and aircraft maintenance employees, including pilots and crew, and ship captains and crew;
- n. Media establishments, at a maximum operational capacity of fifty percent (50%) of their total permanent staff complement as registered under the Department of Labor and Employment (DOLE), inclusive of reporters and other field employees, as accredited by the Presidential Communications Operations Office;
- o. Essential projects, whether public or private, such as but not limited to quarantine and isolation facilities for Persons under Monitoring (PUMs), and suspect and confirmed COVID-19 patients, facilities for the health sector including those dealing with PUMs, and suspect and confirmed COVID-19 patients, facilities for construction personnel who perform emergency works, flood control, and other disaster risk reduction and rehabilitation works, sewerage projects, water service facilities projects, and digital works. Priority public infrastructure projects, as well as priority private construction projects defined as those that refer to food production, agriculture, fishery, fishport development, energy, housing, communication, water utilities, manufacturing, and Business Process Outsourcing (BPOs) shall likewise be allowed to operate in accordance with guidelines issued by the DPWH.
- p. Manufacturing companies and suppliers of equipment or products necessary to perform construction works;
- q. Workers accredited by the Department of Transportation (DOTr) to work on utility relocation works, and specified limited works across thirteen (13) railway projects, including replacement works for the Manila Metro Rail Transit System Line 3. *Provided*, that where applicable, on-site or near-site accommodations and/or point-to-point shuttle services should be arranged;
- r. Employees of the Philippine Postal Corporation at an operational capacity necessary to maintain the prompt delivery of services to its clients;



REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
**FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES**

- s. The Philippine Statistics Authority, at an operational capacity necessary to conduct data gathering and survey activities related to COVID-19 and the registration and implementation of the national identification (ID) system;
- t. Funeral and embalming services. *Provided*, that funeral service operators are directed to provide shuttling services and/or housing accommodations for their personnel and staff;
- u. Humanitarian assistance personnel from civil society organizations (CSOs), non-government organizations (NGOs), and United Nations-Humanitarian Country Teams, as well as individuals performing relief operations to augment the government's response against COVID-19 and other disasters or calamities that may occur. *Provided*, that they are authorized by the appropriate government agency or LGU;
- v. Pastors, priests, rabbis, imams or such other religious ministers whose movement shall be related to the conduct of necrological or funeral rites. In this connection, immediate family members of the deceased from causes other than COVID-19 shall be allowed to move from their residences to attend the wake or interment of the deceased upon satisfactory proof of their relationship with the latter and social distancing measures;
- w. Veterinary clinics; and
- x. Security personnel;

For purposes of the foregoing, transit by permitted persons to and from the above establishments anywhere within the area covered by ECQ shall be allowed.

- 5. The co-equal or independent authority of the legislature (Senate and the House of Representatives), the judiciary (the Supreme Court, Court of Appeals, Court of Tax Appeals, Sandiganbayan, and the lower courts), the Office of the Ombudsman, and the constitutional commissions to operate and accredit their skeleton workforces, or implement any other alternative work arrangements, is recognized.
- 6. No hotels or similar establishments shall be allowed to operate, except those accommodating the following:
  - a. For areas outside Luzon, guests who have existing booking accommodations for foreigners as of 01 May 2020;
  - b. Guests who have existing long-term bookings;





REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES

- c. Distressed Overseas Filipino Workers (OFWs) and stranded Filipinos or foreign nationals;
- d. Repatriated OFWs in compliance with approved quarantine protocols;
- e. Non-OFWs who may be required to undergo mandatory facility-based quarantine; and
- f. Health care workers and other employees from exempted establishments under these Revised Omnibus Guidelines and applicable Memoranda from the Executive Secretary.

*Provided that* in all of the foregoing, hotel operations shall be limited to the provision of basic lodging to guests.

- 7. Mass gatherings such as but not limited to, movie screenings, concerts, sporting events, and other entertainment activities, community assemblies, religious gatherings, and non-essential work gatherings shall be prohibited.
- 8. Residential or face-to-face classes at all levels shall be suspended for the duration of the ECQ.
- 9. Public transportation shall be suspended. This notwithstanding, commissioned shuttle services for employees of permitted offices or establishments, as well as point-to-point transport services provided by the government for healthcare workers including frontline and emergency personnel, shall be allowed to operate at reduced vehicle capacity while observing minimum health standards in accordance with these Revised Omnibus Guidelines.
- 10. Agencies and their regional offices in the executive branch are hereby directed to issue accreditation, office, or travel orders to identify their respective skeleton workforces for critical services operating for the duration of the ECQ. *Bona fide* IDs issued by the respective agencies shall be sufficient for movement within the contained areas. Skeleton workforces may use official agency vehicles.
- 11. Regulatory agencies with jurisdiction over permitted establishments or persons are likewise tasked to issue official IATF accreditation IDs. *Bona fide* IDs issued by establishments exempted from the strict home quarantine requirement shall likewise be honored by law enforcement agencies.





REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
**FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES**

12. The RapidPass system shall be complementary to the existing IATF IDs issued by the member-agencies which shall continue to be honored in all quarantine checkpoints. Enrollment for RapidPass IDs shall be voluntary and shall only cover qualified private sector entities or persons. The movement of cargo vehicles shall be unhampered. Cargo vehicles as well as vehicles used by public utility companies, BPOs, and export-oriented establishments shall not be subject to an ID system.
13. Government offices and private corporations are encouraged to process payrolls online. However, for those who cannot, payroll managers, and such other employees that may be required to process payrolls and print payrolls shall be allowed to travel and operate covering the periods of ECQ.
14. Other exemptions from the home quarantine requirement through previous IATF resolutions or issuances by the Office of the President shall be honored.

**SECTION [3] GUIDELINES FOR AREAS PLACED UNDER MODIFIED ENHANCED COMMUNITY QUARANTINE.** Areas placed under MECQ shall observe the following protocols:

1. Minimum public health standards as prescribed by the DOH and such related protocols or guidelines issued by the appropriate government agencies on the ECQ shall be applied to the MECQ and shall be complied with at all times.
2. Strict home quarantine shall be observed in all households, and the movement of all residents shall still be limited to accessing essential goods and services, and for work in permitted offices or establishments or such other activities listed hereunder.
3. Any person below twenty-one (21) years old, those who are sixty (60) years old and above, those with immunodeficiency, comorbidities, or other health risks, and pregnant women, including any person who resides with the aforementioned, shall be required to remain in their residences at all times, except when indispensable under the circumstances for obtaining essential goods and services, for work in industries and offices or such other activities permitted in this Section.



**REPUBLIC OF THE PHILIPPINES**  
**INTER-AGENCY TASK FORCE**  
**FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES**

4. Industries, establishments and offices enumerated under Section 2(4) shall be allowed to operate or work at the same operational capacity and under the same conditions provided therein in areas under ECQ. The following, however, may operate at full operational capacity:
  - a. Media establishments;
  - b. Establishments involved in the production of cement and steel;
  - c. BPOs and export-oriented establishments, without need to set up onsite or near-site accommodation arrangements;
  - d. Mining and quarrying;
  - e. E-commerce companies;
  - f. Postal, courier and delivery services;
  - g. Rental and leasing, other than real estate, such as vehicles and equipment for permitted sectors;
  - h. Employment activities that involves the recruitment and placement for permitted sectors;
  - i. Repair of computers, personal and household goods; and
  - j. Housing services activities.
5. The following offices, establishments or individuals conducting or providing the following activities or services are allowed to operate at fifty percent (50%) operational capacity, while encouraging work-from-home and other flexible work arrangement, where applicable:
  - a. Other manufacturing industries classified as beverages, including alcoholics drinks; electrical machinery; wood products and furniture; non-metallic products; textiles and clothing/wearing apparels; tobacco products; paper and paper products; rubber and plastic products; coke and refined petroleum products; other non-metallic mineral products; computers, electronic and optical products; electrical equipment; machinery and equipment; motor vehicles, trailers and semi-trailers; other transport equipment; and others;
  - b. Real estate and leasing activities;
  - c. Administrative and office support such as, but not limited to, providing photocopying and billing services;





REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
**FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES**

- d. Other financial services such as, but not limited to, money exchange, insurance, microfinance and credit cooperatives, reinsurance and non-compulsory pension funding;
- e. Legal and accounting services;
- f. Management consultancy services or activities;
- g. Architectural and engineering activities that includes technical testing and analysis;
- h. Science and technology, and research and development;
- i. Recruitment and placement agencies for overseas employment.
- j. Advertising and market research;
- k. Computer programming and information management services;
- l. Publishing and printing services;
- m. Film, music and television production;
- n. Photography, fashion, and industrial, graphic and interior design;
- o. Wholesale and retail trade of vehicles and their parts and components, whether such vehicles be fuel, electric or human powered;
- p. Repair and maintenance of vehicles as defined in the immediate preceding provision as well as its parts or components;
- q. Malls and commercial centers, subject to the guidelines issued by the DTI relative to operation of the same;
- r. Dining and restaurants, but for delivery and take-out only;
- s. Hardware stores;
- t. Clothing and accessories;
- u. Bookstore and school and office supplies;
- v. Baby or infant care supplies;
- w. Pet food and pet care supplies;
- x. Information technology, communications and electronic equipment;
- y. Flower, jewelry, novelty, antique and perfume shops; and
- z. Toy stores: *Provided*, that their playgrounds and amusement areas, if any, shall remain closed;
- aa. Firearms and ammunition trading establishments, subject to strict regulation of the Firearms and Explosives Office;
- bb. Pastors, priests, rabbi, imams, and other religious ministers insofar as providing home religious services to households. *Provided* that proper protocols shall be observed such as social distancing, wearing of face masks and the like; and





**REPUBLIC OF THE PHILIPPINES**  
**INTER-AGENCY TASK FORCE**  
**FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES**

6. Work in all government offices shall operate under a skeleton workforce and with the rest under such alternative work arrangements as the agencies may deem proper in accordance with the relevant rules and regulations issued by the Civil Service Commission (CSC).
7. Accredited diplomatic missions and international organizations shall be advised to operate under a skeleton workforce, without prejudice to alternative work arrangements as the said missions or organizations may deem proper.
8. Hotels or similar establishments shall not be allowed to operate, except those accommodating the following:
  - a. For areas outside Luzon, guests who have existing booking accommodations for foreigners as of 01 May 2020;
  - b. Guests who have existing long-term bookings;
  - c. Distressed OFWs and stranded Filipinos or foreign nationals;
  - d. Repatriated OFWs in compliance with approved quarantine protocols;
  - e. Non-OFWs who may be required to undergo mandatory facility-based quarantine; and;
  - f. Health care workers and other employees from exempted establishments under these Revised Omnibus Guidelines and applicable Memoranda from the Executive Secretary.
9. Public gatherings that are unauthorized, non-work essential or are entertainment related - such as movie screenings, concerts, and sporting events - are prohibited. While adhering to the prescribed minimum health standards, religious gatherings are highly restricted and shall be limited to not more than five (5) persons.
10. Residential or face-to-face classes at all levels shall be suspended for the duration of the MECQ.
11. Public transportation shall be suspended. This notwithstanding, commissioned shuttle services for employees of permitted offices or establishments, as well as point-to-point transport services provided by the government shall be allowed to operate, giving priority to healthcare workers.



REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
**FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES**

12. Private transportation such as company shuttles and personal vehicles utilized by persons authorized outside their residences are allowed subject to the guidelines provided by DOTR. The use of bikes and other non-motorized transportation is strongly encouraged.
13. Limited operations in malls and shopping centers shall be allowed, except for leisure establishments and services which shall continue to be closed. *Provided*, that establishments and services allowed to operate in malls and shopping centers may only operate at a capacity consistent with items (4) and (5) of this Section. *Provided, further*, that those with immunodeficiency, comorbidities, or other health risks, and pregnant women, including any person who resides with the aforementioned, may not enter malls and shopping centers, except when indispensable under the circumstances for obtaining essential goods and services or for work in establishments located therein. *Provided, finally*, that such operations must comply with the updated guidelines as may be issued by the DTI.
14. In addition to those allowed and enumerated construction projects under Section 2 of these Guidelines, other essential and priority public and private construction projects shall be allowed, subject to compliance with the DPWH construction safety guidelines: *Provided*, however, that small scale-projects as defined and set by the DPWH shall not be allowed.
15. The following shall not be allowed to operate within an area under MECQ:
  - a. Tourist destinations such as water parks, reservation service and related services;
  - b. Entertainment industries such as cinemas, theaters, and karaoke bars;
  - c. Kid amusement industries such as playroom and kiddy rides;
  - d. Libraries, archives, museums and cultural centers;
  - e. Gyms, fitness studios and sports facilities; and
  - f. Personal care services such as massage parlors, sauna, facial care and waxing.
16. The provisions relative to processing of payrolls, the RapidPass system, use of government owned or hired vehicles and identification cards for humanitarian assistance actors and public and private employees in areas under ECQ shall likewise apply in areas under MECQ.





REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
**FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES**

17. Individual outdoor exercise such as outdoor walks, jogging, running or biking are allowed within MECQ areas. *Provided*, that the minimum health standards and precautions such as the wearing of masks and the maintenance of social distancing protocols are observed.
18. Other exemptions from the ECQ through previous IATF resolutions or issuances by the Office of the President shall also be applied in MECQ.

**SECTION [4] GUIDELINES FOR AREAS UNDER GENERAL COMMUNITY QUARANTINE.** Areas placed under GCQ shall observe the following protocols:

1. Minimum public health standards shall be complied with at all times for the duration of the GCQ.
2. The movement of all persons in areas placed under GCQ shall be limited to accessing essential goods and services, and for work in the offices or industries permitted to operate hereunder. *Provided*, that movement for leisure purposes shall not be allowed.
3. Any person below twenty-one (21) years old, those who are sixty (60) years old and above, those with immunodeficiency, comorbidities, or other health risks, and pregnant women, including any person who resides with the aforementioned, shall be required to remain in their residences at all times, except when indispensable under the circumstances for obtaining essential goods and services or for work in permitted industries and offices.
4. Work in all government offices may be at full operational capacity, or under such alternative work arrangements as agencies may deem proper in accordance with the relevant rules and regulations issued by the Civil Service Commission (CSC). *Provided that* for offices requiring employees to report physically, commissioned shuttle services as well as point-to-point transport services may be provided.
5. Accredited diplomatic missions and international organizations may operate at fifty percent (50%) capacity. Alternative work arrangements such as flexible work arrangements, compressed work week, telework, and telecommuting is strongly encouraged.





REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES

6. In addition to sectors permitted to operate under Sections 2 and 3 of these Guidelines at an operational capacity provided therein, unless a higher operational capacity is allowed under this Section, the following sectors or industries shall be allowed to operate:
- a. **Category I Industries** - Power, energy, water, and other utilities, agriculture, fishery, and forestry industries, food manufacturing and food supply chain businesses, including food retail establishments such as supermarkets, grocery stores, and food preparation establishments insofar as take-out and delivery services, food delivery services, health-related establishments, the logistics sector, information technology and telecommunication companies, the media, at full operational capacity;
  - b. **Category II Industries** - Mining and other manufacturing, and electronic commerce companies, as well as other delivery, repair and maintenance, and housing and office services, at anywhere between 50% up to full operational capacity, and without prejudice to work-from-home and other alternative work arrangements; and
  - c. **Category III Industries** - Financial services, legal and accounting, and auditing services, professional, scientific, technical, and other non-leisure services, and other non-leisure wholesale and retail establishments, at 50% work-on-site arrangement, and without prejudice to work-from-home and other alternative work arrangements.

Specific industries under each category are reflected on a separate document issued by the DTI.

7. Limited operations in malls and shopping centers shall be allowed, except for leisure establishments and services which shall continue to be closed. *Provided*, that establishments and services allowed to operate in malls and shopping centers may only operate at a capacity consistent with item (6) of this Section. *Provided, further*, those ages below twenty-one (21) years old, and those sixty (60) years old and above may not enter malls and shopping centers, except when indispensable under the circumstances for obtaining essential goods and services or for work in establishments located therein. *Provided, finally*, that such operations must be subject to updated guidelines issued by the DTI.



REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES

8. All public and private construction projects shall be allowed, but with strict compliance to the issued construction safety guidelines for the implementation of infrastructure projects during the COVID-19 pandemic by the DPWH.
9. Amusement, gaming, and fitness establishments, as well as those in the kids and the tourism industries, and all **Category IV** industries may not operate. Industries in **Category IV** are reflected on the separate DTI issuance mentioned above.
10. No hotels or similar establishments shall be allowed to operate, except those accommodating the following:
  - a. For areas outside Luzon, guests who have existing booking accommodations for foreigners as of 01 May 2020;
  - b. Guests who have existing long-term bookings;
  - c. Distressed OFWs and stranded Filipinos or foreign nationals;
  - d. Repatriated OFWs in compliance with approved quarantine protocols;
  - e. Non-OFWs who may be required to undergo mandatory facility-based quarantine; and
  - f. Healthcare workers and other employees from exempted establishments under these Revised Omnibus Guidelines and applicable Memoranda from the Executive Secretary.

*Provided that* in all of the foregoing, hotel operations shall be limited to the provision of basic lodging to guests.

11. Residential or face-to-face classes shall be suspended for the duration of the GCQ. For Academic Year 2020-2021, the following shall be observed for the conduct of classes:
  - a. For basic education, the Basic Education Learning Continuity Plan of the Department of Education (DepEd) is adopted the essential points of which are as follows:
    - i. Opening of classes for the basic education shall be on 24 August 2020 and shall end on 30 April 2021;
    - ii. Opening of private schools will be allowed within the period provided by law. *Provided*, that school learning continuity plan shall be submitted; no face-to-face classes will be allowed earlier than 24 August 2020; and,





REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
**FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES**

from 24 August, face-to-face learning shall only be allowed when the local risk severity grading permits, and subject to compliance with minimum health standards;

- iii. Adoption of various learning delivery options such as but not limited to face-to-face, blended learnings, distance learnings, and homeschooling and other modes of delivery shall be implemented depending on the local COVID Risk Severity Classification and compliance with minimum health standards; and
- iv. Conduct of curricular and co-curricular activities involving gatherings such as science fairs, showcase of portfolios, trade fairs, school sports, campus journalism, festival of talents, job fairs, and other similar activities is cancelled, except those conducted online.

b. For higher education, the recommendations of the Commission on Higher Education (CHED) for higher education institutions (HEIs) are hereby adopted, the specifics of which are as follows:

- i. The rolling opening of classes will be based on education delivery mode, with compliance with minimum health standards and the situation on the ground:
  - 1. HEIs using full online education can open anytime;
  - 2. HEIs using flexible learning can open anytime in August 2020;
  - 3. HEIs using significant residential (face-to-face/in-person) mode can open not earlier than 01 September 2020;
  - 4. No residential or face-to-face classes until 31 August 2020.
- ii. Private HEIs are encouraged to change their academic calendar and open in August 2020;

12. Mass gatherings that are unauthorized, non-work essential or are entertainment related - such as movie screenings, concerts, and sporting events - are prohibited. While adhering to the prescribed minimum health standards, religious gatherings are not encouraged but in any case should be not more than ten (10) persons;

13. Individual outdoor exercise such as outdoor walks, jogging, running or biking are allowed within GCQ areas. *Provided*, that the minimum health standards and precautions such as the wearing of masks and the maintenance of social distancing





REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES

protocols are observed. Any aforementioned provision notwithstanding, all persons below 21 years old, those who are 60 years old and above, those with immunodeficiency, comorbidities, or other health risks, and pregnant women, including any person who resides with the aforementioned, may go outdoors for the purpose of individual exercise; and

14. The road, rail, maritime, and aviation sectors of public transportation shall operate at a reduced operational and vehicle capacity in accordance with guidelines issued by the DOTr. *Provided*, that in all public transports, a strict one (1) meter distance between passengers shall be observed and appropriate engineering controls in place.

**SECTION [5] GUIDELINES FOR AREAS PLACED UNDER MODIFIED GENERAL COMMUNITY QUARANTINE.** Areas placed under MGCQ shall observe the following protocols:

1. Minimum public health standards as prescribed by the DOH and such related protocols or guidelines issued by the appropriate government agencies for the GCQ shall be applied to the MGCQ and shall be complied with at all times.
2. All persons shall now be allowed outside their residence.
3. Individual and group outdoor exercises including non-contact sports such as golf, tennis, table tennis, swimming, etc. shall be allowed provided that minimum public health standards shall be strictly enforced, as appropriate.
4. Public gatherings such as but not limited to, movie screenings, concerts, sporting events, and other entertainment activities, community assemblies, religious gatherings, and non-essential work gatherings shall be allowed provided that participants shall be limited to 50% of the venue or seating capacity.
5. Residential or face-to-face classes may be conducted in Higher Education Institutions (HEIs) provided there is strict compliance with minimum health standards, consultation with local government units, and compliance with guidelines set by CHED. HEI activities that involve mass gathering of students shall continue to be prohibited.



REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
**FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES**

For K-12 Basic Education, the Basic Education Learning Continuity Plan of the DepEd shall be adopted.

6. Work in all public and private offices shall be allowed to resume physical work in full capacity with alternative arrangements for persons who are sixty (60) years old and above, those with immunodeficiency, comorbidities, or other health risks, and pregnant women.
7. The road, rail, maritime, and aviation sectors of public transportation shall be allowed to operate at the capacity in accordance with guidelines issued by the DOTr. *Provided*, that in all public transports, a strict one (1) meter distance between passengers shall be observed and appropriate engineering controls are in place.
8. Private transportation such as company shuttles and personal vehicles utilized by persons authorized outside their residences are allowed subject to the guidelines provided by DOTr. The use of bikes and other non-motorized transportation are strongly encouraged.
9. All public and private construction projects shall be allowed, but with strict compliance to the issued construction safety guidelines for the implementation of infrastructure projects during the COVID-19 pandemic by the DPWH.
10. Offices, establishments or individuals conducting or providing activities or services are allowed to operate or work under the following conditions while compliant with item (6) of this Section:
  - a. Category I and II industries, at maximum operational capacity;
  - b. Category III industries, at maximum operational capacity. Nevertheless, barber shops, salons, and other personal care service establishments shall be allowed to operate at a maximum of 50% venue capacity. Dine-in service in food retail establishments such as supermarkets, grocery stores, and food preparation establishments shall be allowed provided that the seating capacity may not exceed 50%; and
  - c. Category IV and all other establishments not permitted to operate under previous Sections of these Guidelines, at a maximum of 50% operational capacity.





REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES

11. Work in government offices may be at full operational capacity, or under such alternative work arrangements as agencies may deem appropriate in accordance with the relevant rules and regulations issued by the Civil Service Commission (CSC). Accredited diplomatic missions and international organizations may resume full operations.

**SECTION [6] POST-COMMUNITY QUARANTINE SCENARIO.** Areas where no community quarantine is in place can be considered as being under the new normal.

**SECTION [7] GUIDELINES FOR INTERZONAL AND INTRAZONAL MOVEMENT.**

1. The movement of all types of cargoes by land, air, or sea within and across areas placed under any form of community quarantine shall be unhampered. Workers in the logistics sector, such as cargo, trucking, courier delivery and port operations shall likewise be allowed to transit across areas placed under any form of community quarantine. All LGUs are directed to strictly abide by this national policy. *Provided*, that only a maximum of five (5) personnel may operate cargo and delivery vehicles by land, with or without load.

LGUs and local health units (LHUs) are hereby enjoined not to issue orders contrary to or inconsistent with said directive, such as, but not limited to, requiring asymptomatic drivers and crew of cargo or service delivery vehicles to undergo mandatory fourteen (14)-day home quarantine. *Provided, further*, that strict social distancing measures must be strictly observed, which may include, if necessary, the putting up of additional safe and humane seats or space in the vehicles. *Provided, finally*, that the PNP retains its authority to conduct inspection procedures in checkpoints for the purpose of ensuring that protocols on strict home quarantine are observed.

2. The movement as such of the following persons within and across areas placed under any form of community quarantine shall be permitted: (1) health and emergency frontline services personnel, (2) government officials and government frontline personnel, (3) duly-authorized humanitarian assistance actors (HAAs), (4) persons traveling for medical or humanitarian reasons, (4) persons going to the airport for travel abroad, (5) returning or repatriated OFWs and other Overseas Filipinos (OFs) returning to their places of residence, and (6) other persons transported through the efforts of the national government upon observance of the necessary quarantine protocols and with the





REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES

concurrence of the receiving LGUs. Authorized shuttle services shall be allowed to travel within and across areas placed under any form of community quarantine, with priority given to persons rendering health and emergency frontline services.

Land, air or sea travel by uniformed personnel, government officials and employees for official business with the corresponding travel authority, and authorized HAAs, especially those transporting medical supplies and laboratory specimens related to COVID-19, and other relief and humanitarian assistance, shall be allowed.

OFWs, students enrolled abroad and participants accepted in exchange visitor programs, permanent residents of foreign jurisdictions, and stranded foreign nationals, or those leaving for medical and other humanitarian reasons may leave for abroad through any of the airports or seaports in the country. *Provided that* this provision shall not be interpreted to allow outbound travel by Filipinos to countries where travel restrictions are in place. *Provided, further,* that departing passengers may be accompanied by not more than one (1) person when traveling to any international port, who shall be allowed to return to his/her point of origin.

OFWs whether land-based or sea-based shall be allowed to be deployed abroad upon the execution of a *Declaration* signifying their knowledge and understanding of the risks involved as advised by the Philippine Government. For this purpose, recruitment and placement agencies shall likewise be allowed to operate in areas under MECQ, GCQ or MGCQ, subject to the observance of minimum health standards. *Further,* government offices and agencies involved in the processing of their deployment are hereby directed to establish "Green Lanes" to enable their prompt processing and deployment. *Further still,* to facilitate the ease of deployment, the OFWs and employees of these recruitment and placement agencies shall be allowed unhampered transit to and from appropriate government offices during MECQ, GCQ or MGCQ for the processing of their requirements and facilities such as airports, ferries, bus terminals, etc., notwithstanding any Local Government Unit pronouncement to the contrary. The said free access shall extend to the vehicles carrying the aforementioned individuals in order for them to reach their final destination. No fee or any other requirement shall be imposed by LGUs in this regard.

Repatriated OFWs or returning non-OFWs who have been issued a DOH or LGU certificate of completion of fourteen (14)-day facility-based quarantine, those who may



REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES

be required to undergo a mandatory fourteen (14)-day home quarantine, and those who are issued with travel authority upon testing negative for COVID-19, shall be granted unhampered transit across zones *en route* to their final destination in the Philippines. For this purpose, LGUs are enjoined to allow maritime vessels or aircraft transporting the aforementioned OFWs and non-OFWs to dock or land at their ports of destination.

3. The non-essential entry of persons to an area placed under ECQ shall be prohibited, except for those permitted to render work or conduct activities inside the ECQ zone.
4. The non-essential entry of persons to an area placed under MECQ shall likewise be prohibited, except for those entering the MECQ zone to render work or conduct activities permitted under Section 2 of these Guidelines. For workers from areas outside MECQ zones who shall render work or conduct activities permitted under Section 3, business establishments may provide point-to-point shuttle services, or on-site or near-site arrangements inside the MECQ zone.
5. The non-essential exit of persons from an area placed under MECQ or ECQ shall likewise be prohibited, except for those temporarily permitted entry under items (3) and (4) of this Section. Furthermore, those authorized to render work or perform activities in areas under ECQ as provided by Section 2 of these Guidelines shall likewise be allowed to exit MECQ or ECQ zones and move across areas placed under any form of community quarantine to render or perform said work or activities.
6. The movement of persons across areas placed under GCQ or MGCQ for any purpose other than leisure shall be permitted.
7. Movement to and from an area placed under GCQ to an area where no community quarantine is in place shall be permitted, except for the sole purpose of leisure. The movement of persons for any purpose across areas placed under MGCQ and areas where no community quarantine is in place shall be permitted.

#### **SECTION [8] GENERAL PROVISIONS**

1. LGUs are enjoined to enact the necessary ordinances to enforce curfew only for non-workers in jurisdictions placed under GCQ and to penalize, in a fair and humane





REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
**FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES**

manner, violations of the restrictions on the movement of people as provided under these Revised Omnibus Guidelines.

2. As a matter of declared national policy and pursuant to paragraphs (aa) and (bb), Section 4 of the Republic Act No. 11469, all banks, quasi-banks, financing companies, lending companies, and other financial institutions, public and private, including the Government Service Insurance System, Social Security System and Pag-ibig Fund, are directed to implement a minimum of a thirty (30)-day grace period from due date or until such time that the community quarantine is lifted, whichever is longer, for the payment of all loans, including but not limited to salary, personal, housing, and motor vehicle loans, as well as credit card payments, falling due within the period of ECQ and MECQ, and without incurring interests, penalties, fees, or other charges. Persons with multiple loans shall likewise be given a minimum 30-day grace period from due date or until such time that the community quarantine is lifted, whichever is longer, shall be observed for every loan.

For residential and commercial rents falling due within the duration of the ECQ, MECQ, and GCQ, on residential lessees and micro-, small, and medium enterprises (MSMEs) and sectors not permitted to operate during said period, a grace period of thirty (30) days from the last due date or until such time that the community quarantine is lifted, shall be observed, whichever is longer, without incurring interests, penalties, fees, or other charges.

3. The operation of industries and establishments identified in preceding sections are subject to the visitorial and enforcement powers of the Department of Labor and Employment and Department of Trade and Industry and other appropriate agencies to ensure compliance with these Omnibus Guidelines especially the provisions on maximum allowable operational capacity in establishments, as well as minimum health standards and protocols.
4. Compliance with Joint DTI-DOLE Return-to-Work Guidelines and DOH Return-to-Work Guidelines shall be considered sufficient compliance with minimum health standards. In no case shall the testing of all returning workers be construed as a condition precedent for his/her return.
5. All persons are mandated to wear face masks, earloop masks, indigenous, reusable, do-it-yourself masks, or face shields, handkerchiefs, or such other protective equipment or any combination thereof, which can effectively lessen the transmission of COVID-19,





REPUBLIC OF THE PHILIPPINES  
**INTER-AGENCY TASK FORCE**  
FOR THE MANAGEMENT OF EMERGING INFECTIOUS DISEASES


whenever they go out of their residences, pursuant to existing guidelines issued by the national government. Concerned LGUs are hereby enjoined to issue the necessary executive order or ordinance to that effect, and to provide fair and humane penalties.

6. Supermarkets, public and private wet markets, grocery stores, agri-fishery supply stores, veterinary supply stores, pharmacies, drug stores, and other retail establishments engaged in the business of selling essential goods are strongly encouraged to extend their store operations to a maximum of twelve (12) hours. LGUs are directed to allow such establishments to operate pursuant to the foregoing. *Provided that* in the operation of wet markets, LGUs are encouraged to adopt reasonable schemes to ensure compliance with strict social distancing measures, such as, but not limited to, providing for specific daily schedules per sector, barangay, or purok, as the case may be. In no case shall such schemes involve narrowing the hours of operation of the foregoing establishments.
7. Acts of discrimination inflicted upon healthcare workers, repatriated OFWs and non-OFWs, COVID-19 cases, whether confirmed, recovered or undergoing treatment, as well as suspect and probable cases, and Persons under Monitoring are denounced in the strongest of terms. Acts in furtherance of discrimination, such as, but not limited to, coercion, libel, slander, physical injuries and the dishonor of contractual obligations such as contracts of lease or employment, shall be dealt with criminally, civilly, and/or administratively. LGUs are enjoined to issue the necessary executive orders and/or enact ordinances prohibiting and penalizing these discriminatory acts.

**SECTION [9] EFFECTIVITY.** These Guidelines shall take effect immediately upon publication in the Official Gazette or any newspaper of general circulation.

**APPROVED** during the 37th Inter-Agency Task Force Meeting held this 15th of May, 2020 *via* video conference.

  
**FRANCISCO T. DUQUE III**  
Secretary, Department of Health  
IATF Chairperson

  
**KARLO ALEXEI B. NOGRALES**  
Cabinet Secretary, Office of the Cabinet Secretary  
IATF Co-Chairperson

**GOP Funded SPs Financial Management Guidelines**

**1. Transfer of Funds to Barangay Local Government Unit (BLGU)**

- a. The BLGU shall open a Barangay Trust Fund Account for deposits of community grants and LCC, if any. The Trust Account shall be used solely for the purpose of the sub-project implementation. Signatories of the BLGU account shall follow the existing signatories as provided by law. It must be ensured that during the MDRRMC and BDRRMC meetings, funds are set-aside for the required amount in opening a bank account.
- b. Community grants shall be downloaded in tranches following the guidelines set forth in the KALAH-CIDSS manuals. Tranching shall be based on work requirements reflected on the Program of Works and the procurement plan of the community.
- c. The transfer of funds shall be properly taken up in the books of the DSWD Field Office and BLGU as the Source Agency and Implementing Agency, respectively.

**2. Utilization**

- a. The provisions of the BLGU Financial Management System shall govern the utilization of the funds released. Further, the BLGU shall be guided by the documentary requirements prescribed under Commission on Audit (COA) Circular 2012-001 dated June 14, 2012, and other applicable laws, rules and regulations during the processing of the community disbursements.

**3. Reporting and Liquidation**

- a. The BLGUs shall submit pertinent financial transaction documents to the Office of the Municipal Accountant and the resident COA of the municipality as mentioned in COA Circular 2019-001 dated January 30, 2019.
- b. The following reports shall be submitted by the BLGU to the DSWD Field Office in conformance to the existing government rules:
  - i. Reports of Checks Issued and Report of Disbursement/Utilization prepared by the Barangay Treasurer, approved by the Punong Barangay, certified by the Municipal Accountant, noted by the MLGU Local Chief Executive and duly received by the auditor of the LGU. This shall be submitted within ten (10) days after the end of each month and finally, at the end of the agreed period for the Sub-Project Implementation.
  - ii. Upon completion of the sub-project, report of 100% physical accomplishment prepared by the BSPMC Chairperson duly approved by the Punong Barangay, and noted by the Municipal Local Chief Executive.
  - iii. If any, copy of the Official Receipt issued by the DSWD for the refund of the unexpended balance.
- c. Financial reports shall follow KALAH-CIDSS community financial reports, templates and procedures as prescribed in the program finance manuals. The

signatories of the reports, however, shall adopt the BLGU financial management system requirements.

The DSWD Field Office shall regularly submit financial reports to the National Program Management Office in line with the existing setup and reportorial requirements of the program

4. Closing of Account

- a. The BLGUs shall close the Barangay Trust Fund Account opened for the sub-project implementation after it has served its purpose.



## RFR DOCUMENTARY REQUIREMENTS FOR LP/IBRD FUNDED SPs

### A. FIRST TRANCHE

1. Request for Fund Release Slip printed from the eRFR System and duly approved by the following authorized signatories:

Amount of RFR	Recommending Approval (initials)	Recommending Approval (Signature)	Approval
Up to 1M	RCDS(CDO IV), RCIS (PDO IV – Eng'g), RFA(SAO – Finance)	RPC or designate in his/her absence	Assistant Regional Director – Operations (ARDO)
More than 1M	RCDS(CDO IV), RCIS (PDO IV – Eng'g), RFA(SAO – Finance)	RPC or designate in his/her absence	Regional Director

2. Approved Obligation Request
3. Notarized Sub-Project Agreement
4. SP Site/Lot notarized supporting documents
  - a. For Privately-owned Lands
    - (i) For lots located within titled Residential/Agricultural/Industrial Lands including lands covered by Certificate of Land Ownership Award (CLOA), applicable land instrument shall be:
      - **Notarized Deed of Donation or Notarized Usufruct Agreement** that clearly stipulates; (i) the use intended for the sub-project, and (ii) appropriate applicable duration, in the terms and conditions of the agreement, among others (iii) specific delineation of the lot subject of the usufruct agreement; and/or
      - **Right-of-Way Agreement** and/or **Permit to Enter/Construct**
      - **Municipal Assessor's Certificate** to certify the identity/legal owner of the parcel of land for the proposed site
    - (ii) For lots located within Titled Ancestral Domains covered by an approved or on-process CADT/CALT, applicable land instrument shall be:
      - **Usufruct Agreement** supported with a Resolution by the Council of Elders and CADT/CALT representative, stating the consent of the tribe to the use of lot within the domain for the sub-project
    - (iii) For lots in known IP areas but without CADT/CALT, applicable land instrument shall be:
      - **Usufruct Agreement** supported with a Joint Resolution by the Council of Elders, stating the consent of the tribe and the customary holder, and Sangguniang Barangay, to the use of lot within the domain for the sub-project

(iv) For lots located within Non-Titled Residential/Agricultural Lands, applicable land instrument shall be:

- **Quit Claim** issued by the actual occupant/s and holder of a Tax Declaration of the land

b. For Public Lands

i. For lots owned by the Local Government Units, applicable land instrument shall be:

- **Sangguniang Panlalawigan or Bayan or Barangay Resolution**

ii. For lots owned by the Department of Education, applicable land instrument shall be:

- **Certification** from the school superintendent allowing the use of land.

iii. For lots within Forest Lands, Timberlands, Legal Easements, applicable land instrument shall be:

- **Certification/Resolution** from the relevant government agency (i.e DENR, DAR, DA) having jurisdiction over the area in which the lot is located, and **Permit/Clearance** allowing the use of lot for the sub-project

iv. For lots under concession agreements, applicable land instrument shall be:

- **Permit/Clearance** from the concessionaire allowing the use of lot for the sub-project

c. For proposed sub-projects that are to be located within the existing local infrastructure or facilities (e.g. repair of public goods using KC funding), an MLGU or BLGU Certification confirming that the site has been in actual use for such purpose for a period of time, in lieu of a right-of-way (ROW) agreement or deed of donation." For repair of existing government owned infrastructure, the applicable and appropriate resolution from the owner (barangay, municipality) of the property shall be attached along with a certificate from the municipal assessor.

5. MF Resolution/MDRRMC Resolution with the BDRRMC Resolution

The applicable resolution should reflect the LCC to be provided by the municipal and/or barangay LGU, if any, if these are provided to specific barangays.

It should contain the following provisions: *"The body approves the LCC to be provided by the municipal mayor and or barangay LGU (whichever is applicable), the exact amounts and delivery schedule of which are reflected in the Program of Works."*



For the DRRMC Resolutions, the amount of grant allocated for the barangay indicated in the MDRRMC Resolution shall not be exceeded with the total grant amount in the BDRRMC Resolution.

6. Program of Works or Program of Distribution supported by a Barangay Assembly Resolution or BDRRMC Resolution or its equivalent confirming the certification of the list of people that will work (for Cash for Work) or receive assistance (Cash Assistance) has been properly evaluated and validated.

The signature of the Barangay Captain in the POW is required to reconfirm the exact amount of LCC of the BLGU, if the latter will provide counterpart resources. For the LCC of the MLGU, the Resolutions (as applicable) should be sufficient (see item 5).

The certification shall be signed by the BSPMC Chairperson, Area Coordinator, Barangay Captain, BDRRMC Chairperson, MDRRMC Chairperson, and Municipal Social Welfare and Development Officer (MSWDO).

For SPs involving only purchase of equipment, a project proposal signed by all signatories in the POW and detailed estimate signed by the Technical Facilitator, Area Coordinator, BSPMC Chairperson, Municipal Engineer/Municipal Health Officer (as applicable), and Municipal Mayor, approved by the RPMO may be used in lieu of the POW.

The Cash Assistance SP may not follow the tranching (90-10 per DROM/P) provided that it is indicated in the Program of Distribution and confirmed in the BA Resolution or BDRRMC Resolution. However, the RPMO shall (a) assess the risk brought by allowing the Barangay Treasurer to encash the check for cash assistance from the bank and transporting it physically to the venue where the payout will be conducted and (b) set-up controls in safeguarding the funds.

7. Bank Snap Shot and/or Bank Certification indicating clearly the community bank account number;
8. For infrastructure projects, geotagged photographs of the proposed site (at least three). For water system, source, reservoir and pipeline right-of-way; roads, photo covering starting stations projected towards the mid-section or the whole road right-of-way, if possible and photo projected from the end station towards mid-sections
9. Environmental and Social Safeguards Checklist, Environmental and Social Management Plan (ESMP), and applicable safeguards instruments, i.e., Indigenous Peoples Plan or IPP (in cases where sub-projects will involve adverse/negative impacts on indigenous peoples), Resettlement Plan or RP (in cases where sub-projects will involve involuntary resettlement impacts), Certificate of Non-Coverage (CNC), Environmental Compliance Certificate, as applicable. This shall also consider construction safety guidelines for the implementation of the sub-projects with reference to DO 35 of DPWH and other safety and health protocols issued by the DOH relevant to the sub-project proposed.

10. Bond Premium



11. Approved Sub-Project Concept Form
12. Approved Sub-Project Proposal
13. Barangay Council Resolutions
  - a. Authorizing Barangay Captain & BSPMC to enter into a Sub-Project Agreement (SPA) with the MLGU & DSWD
  - b. Authorizing BSPMC Chair, Treasurer, and Area Coordinator to open a checking account with the nearest Land Bank of the Philippines branch
14. Annual Procurement Plan (APP) and Project Procurement Management Plan (PPMP) for wholly GOP-funded SPs; while Community Procurement Plan for NCDDP/IBRD funded SPs; and Schedule of In-kind LCC
15. Certification from the authorized health officer from the municipality or authorized representative from DOH stating that the specifications of the program/sub-project/activity that will be undertaken is compliant with DOH protocols and standards, as applicable.
16. Local Counterpart Contribution for Sub-Project Implementation Monitoring Report (prepared by the Municipal Financial Analyst), as applicable
17. The following Technical Documents, with detailed estimates, as applicable:

*For Access infrastructure community projects (e.g. community access to primary, secondary, municipal and other local roads or local facilities and services; footbridges; and other access infrastructure SPs):*

1. Technical Review Checklist;
2. Implementation Work Schedule (Gantt Chart);
3. Bill of Quantities / Quantity Take-Offs;
4. Indirect Cost Breakdown;
5. Municipal LGU Engineer (ME) Certification on the prevailing unit rates for materials and labor;
6. For aggregates that are in-kind local counterpart contribution (LCC), Certification on the Materials Quality/Availability of aggregates from Municipal LGU Engineer, for new or not recognized quarry sites, but which the LGU deems suitable for use in rural infrastructure;
7. Technical Plans and Specifications prepared by either a Service Provider, TF or ME:
  - a. For Community Access Road Construction/Road Opening
    - o Specifications;
    - o Profile indicating slope percentage and proposed and existing structures (if any);
    - o Traverse indicating proposed and existing structures (station defined);
    - o Cross section (cut and fill) at 20-meter interval, or as appropriate due to technical considerations, such as significant changes in slope or type of vegetation or soil, presence of structures and others;
    - o Schedule of cross / side ditches and canal;
    - o Road sections where slope protection and cross drainage maybe required;
    - o Typical and Structural Details;
    - o Structural / Standard Design for Box Culvert and Bridges.

- b. For Community Access Road Improvement with no or minimal earthworks
  - o Straight line diagram that clearly indicates stationing of works/structures to be done;
  - o Materials and works specifications;
  - o Cross sections and profile of the proposed and existing grade/structures (for the sections affected if any);
  - o Schedule of cross / side ditches and canal (if any)
  - o Road sections where slope protection and cross drainage may be required;
  - o Typical and Structural Details;
  - o Structural / Standard Design for Box Culvert and Bridges (if any).

For Water System Sub-Project:

1. User's/Tariff Computation
2. Hydraulic Study/Analysis, if level 2
3. Certification from the Municipal Health Office (MHO) on the bacteriological examination of the proposed water source, including appropriate recommendations.

For Community/Social Enterprise, Income Generating, and Human Resource Development Sub-Projects::

1. Proposal with analysis of feasibility and costs and benefits;
2. Derivation of agreed user's fees computation (for community enterprise and income generating sub-projects).

For Waste Disposal Sub-Project:

1. Proposal and Feasibility Study
2. Training design for the conduct of solid waste management
3. Applicable Environmental Requirements

For Other Sub-Project Types

For other sub-project types, the minimum documents to be required are the set of core documents enumerated above.

**For Sub-Projects Needing NPMO Prior Review** the memorandum dated September 5, 2017 re: Revised NPMO Prior Review of Sub-Projects for the issuance of Technical No Objection Letter (NOL) specified in the memorandum dated 28 April 2015 - Revising Request for Fund Release Documentary Requirements for the Implementation of KC-NCDDP. Scanned copies of the technical documents shall be used to review the request and issue the NOL.

## **B. SECOND AND FINAL TRANCHE**

1. Request for Fund Release Slip printed from the eRFR System and duly approved by authorized signatories indicated in the 1<sup>st</sup> tranche;
2. Physical Progress Report (PPR) duly signed by the Project Implementation Team or Appropriate Committee, Technical Facilitator or Municipal Engineering



representative and BSPMC Chairperson; for retrofitting and refurbishing SPs (converted as Barangay Isolation Unit or treatment facility for sick residents) including repair of water supply systems the Municipal Health Officer shall be included as signatory in the PPR

3. Geotagged photographs of Sub-Project progress; Photo of the beneficiaries of the Cash for Work and Cash Aides
4. Copy of payment receipt for the Annotation of executed notarized Deed of Donation or Usufruct Agreement<sup>1</sup> to the OCT or TCT; or in cases where privately-owned and titled lots have significant amount of back taxes, the following documents may be submitted in lieu of the receipt for Annotation:
  - a. BLGU resolution indicating that the BLGU will ensure/facilitate annotation, and allocating BLGU funds for processing of annotation
  - b. Copy of the BAIP showing funds allocated for annotation
5. Status of Sub-project Fund Utilization Report prepared by the Community Bookkeeper, reviewed by the Audit and Inventory Team Head, and approved by the BSPMC Chairperson
 

If grant fund balance is more than 20% but this balance is not enough to pay for the pending obligations, the BSPMC may submit justification stating the need for release of the next tranche. The justification shall be endorsed by the ACT and attached to RFR with a copy of the Approved Purchase Order as proof that additional funds are needed.
6. Bank Snapshot and/or Bank Statement/Certification with Bank Reconciliation Statement and supporting documents;
7. Notarized Mutual Partnership Agreement (MPA)
8. Quality certification as applicable, e.g., materials test result, mill certificates, FDT for roads, others. In case of no applicable quality certificates, the Municipal LGU Engineer shall issue a certification that the implementation of the sub-projects was executed in accordance with sound engineering practice. Certification from the authorized health officer from the municipality or authorized representative from DOH stating that the delivered program/sub-project/activity undertaken is compliant with DOH protocols and standards.
9. Justification supported by appropriate calculations for variance of more than 15% in physical and financial accomplishment including the minutes of Barangay Assembly Meeting or BDRRMC Minutes of the Meeting or its equivalent approving the variance
10. List of Checks Issued prepared by the Treasurer and approved by the BSPMC Chairperson
11. Local Counterpart Contribution for Sub-project Implementation Monitoring Report (prepared by the MFA), as applicable
12. Operation and Maintenance Plan/Program, as applicable

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<sup>1</sup> For privately-owned and titled lots



13. Certification indicating the total cost of remaining materials to be procured and total cost of labor and other related expenditures to be incurred to complete the Sub-project, duly signed by the Procurement Team Head, BSPMC Chairperson, and TF;
14. Certification of any pending financial obligations e.g. unpaid delivered materials, services rendered but not yet paid (wages/ payroll) and other incurred but unpaid related expenditures duly signed by the Treasurer, BSPMC Chairperson, and TF;
15. Joint Inspection Report signed by the Barangay Chairperson, BSPMC Chairperson, TF, Municipal Engineer Office (MEO) representative, Contractor (if contracted). In case of COVID19 procured items, signed by Barangay Captain, BSPMC Chairperson, TF, AC, Municipal Health Office (MHO) representative, Supplier/Contractor.
16. If Contingency Cost is requested, the following should be attached to the RFR whichever is applicable:
  - a. Justification, which may include Certification or Variation Order due to Price Escalation, additive and deductive changes in the Program of Work (POW) or extra works signed by the PIT, TF or ME and approved by the BSPMC Chairperson, and concurred by the AC. The certification should include the amount of contingency cost needed to complete the sub-project and that said amount is not part of the committed LCC;
  - b. Cost Comparison Analysis (CPP vs Actual) with explanations for variances to be prepared by the Procurement team, noted by BAC and concurred by TF or ME and MFA.
17. Barangay Assembly resolutions or BDRRMC Resolutions or its equivalent confirming the certifications

## RFR DOCUMENTARY REQUIREMENTS FOR GOP FUNDED SPs

### A. FIRST TRANCHE

1. Request for Fund Release Slip printed from the eRFR System and duly approved by the following authorized signatories:

Amount of RFR	Recommending Approval (initials)	Recommending Approval (Signature)	Approval
Up to 1M	CDO IV, PDO IV – Eng'g, SAO – Finance	RPC or designate in his/her absence	Assistant Regional Director – Operations (ARDO)
More than 1M	CDO IV, PDO IV – Eng'g, SAO – Finance	RPC or designate in his/her absence	Regional Director

2. Approved Obligation Request
3. Notarized Sub-Project Agreement
4. SP Site/Lot notarized supporting documents
  - a. For Privately-owned Lands
    - (i) For lots located within titled Residential/Agricultural/Industrial Lands including lands covered by Certificate of Land Ownership Award (CLOA), applicable land instrument shall be:
      - **Notarized Deed of Donation** or **Notarized Usufruct Agreement** that clearly stipulates; (i) the use intended for the sub-project, and (ii) appropriate applicable duration, in the terms and conditions of the agreement, among others (iii) specific delineation of the lot subject of the usufruct agreement; and/or
      - **Right-of-Way Agreement** and/or **Permit to Enter/Construct**
      - **Municipal Assessor's Certificate** to certify the identity/legal owner of the parcel of land for the proposed site
    - (ii) For lots located within Titled Ancestral Domains covered by an approved or on-process CADT/CALT, applicable land instrument shall be:
      - **Usufruct Agreement** supported with a Resolution by the Council of Elders and CADT/CALT representative, stating the consent of the tribe to the use of lot within the domain for the sub-project
    - (iii) For lots in known IP areas but without CADT/CALT, applicable land instrument shall be:
      - **Usufruct Agreement** supported with a Joint Resolution by the Council of Elders, stating the consent of the tribe and the customary holder, and Sangguniang Barangay, to the use of lot within the domain for the sub-project



(iv) For lots located within Non-Titled Residential/Agricultural Lands, applicable land instrument shall be:

- **Quit Claim** issued by the actual occupant/s and holder of a Tax Declaration of the land

b. For Public Lands

i. For lots owned by the Local Government Units, applicable land instrument shall be:

- **Sangguniang Panlalawigan or Bayan or Barangay Resolution**

ii. For lots owned by the Department of Education, applicable land instrument shall be:

- **Certification** from the school superintendent allowing the use of land.

iii. For lots within Forest Lands, Timberlands, Legal Easements, applicable land instrument shall be:

- **Certification/Resolution** from the relevant government agency (i.e DENR, DAR, DA) having jurisdiction over the area in which the lot is located, and **Permit/Clearance** allowing the use of lot for the sub-project

iv. For lots under concession agreements, applicable land instrument shall be:

- **Permit/Clearance** from the concessionaire allowing the use of lot for the sub-project

c. For proposed sub-projects that are to be located within the existing local infrastructure or facilities (e.g. repair of public goods using KC funding), an MLGU or BLGU Certification confirming that the site has been in actual use for such purpose for a period of time, in lieu of a right-of-way (ROW) agreement or deed of donation." For repair of existing government owned infrastructure, the applicable and appropriate resolution from the owner (barangay, municipality) of the property shall be attached along with a certificate from the municipal assessor.

5. MF Resolution/MDRRMC Resolution with the BDRRMC Resolution

The applicable resolution should reflect the LCC to be provided by the municipal and/or barangay LGU, if any, if these are provided to specific barangays.

It should contain the following provisions: *"The body approves the LCC to be provided by the municipal mayor and or barangay LGU (whichever is applicable), the exact amounts and delivery schedule of which are reflected in the Program of Works."*



For the DRRMC Resolutions, the amount of grant allocated for the barangay indicated in the MDRRMC Resolution shall not be exceeded with the total grant amount in the BDRRMC Resolution.

6. Program of Works or Program of Distribution supported by a Barangay Assembly Resolution or BDRRMC Resolution or its equivalent confirming the certification of the list of people that will work (for Cash for Work) or receive assistance (Cash Assistance) has been properly evaluated and validated.

The signature of the Barangay Captain in the POW is required to reconfirm the exact amount of LCC of the BLGU, if the latter will provide counterpart resources. For the LCC of the MLGU, the Resolutions (as applicable) should be sufficient (see item 5).

The certification shall be signed by the BSPMC Chairperson, Area Coordinator, Barangay Captain, BDRRMC Chairperson, MDRRMC Chairperson, and Municipal Social Welfare and Development Officer (MSWDO).

For SPs involving only purchase of equipment, a project proposal signed by all signatories in the POW and detailed estimate signed by the Technical Facilitator, Area Coordinator, BSPMC Chairperson, Municipal Engineer/Municipal Health Officer (as applicable), and Municipal Mayor, approved by the RPMO may be used in lieu of the POW.

The Cash Assistance SP may not follow the tranching (90-10 per DROM/P) provided that it is indicated in the Program of Distribution and confirmed in the BA Resolution or BDRRMC Resolution. However, the RPMO shall (a) assess the risk brought by allowing the Barangay Treasurer to encash the check for cash assistance from the bank and transporting it physically to the venue where the payout will be conducted and (b) set-up controls in safeguarding the funds.

7. Bank Snap Shot and/or Bank Certification indicating clearly the BLGU Trust Account Name and Number.
8. Certification by the MLGU Accountant that the funds previously transferred by DSWD to the BLGU, if any, have been liquidated and taken up in the books. *In cases where there is no DSWD funds transferred to the BLGU for DSWD programs, projects and activities, a Certification by the DSWD Regional Director or authorized representative shall be required.*
9. For infrastructure projects, geotagged photographs of the proposed site (at least three). For water system, source, reservoir and pipeline right-of-way; roads, photo covering starting stations projected towards the mid-section or the whole road right-of-way, if possible and photo projected from the end station towards mid-sections
10. Environmental and Social Safeguards Checklist, Environmental and Social Management Plan (ESMP), and applicable safeguards instruments, i.e., Indigenous Peoples Plan or IPP (in cases where sub-projects will involve adverse/negative impacts on indigenous peoples), Resettlement Plan or RP (in cases where sub-projects will involve involuntary resettlement impacts), Certificate of Non-Coverage (CNC), Environmental Compliance Certificate, as applicable. This shall also consider construction safety guidelines for the implementation of the sub-projects with reference to DO 35 of DPWH and other

#### **RFR DOCUMENTARY REQUIREMENTS FOR GOP FUNDED SPs**



safety and health protocols issued by the DOH relevant to the sub-project proposed.

11. Certification from the Municipal Accountant to show that the existing Bond Premium of the Barangay Treasurer and Barangay Captain covers the fund transfer from KALAHI CIDSS supported by a computation presenting the bond coverage or new/additional Bond Premium for the Barangay Treasurer and the Barangay Captain if the existing Bond Premium for the two cannot cover the fund transfer from KALAHI CIDSS.
12. Approved Sub-Project Concept Form
13. Approved Sub-Project Proposal
14. Barangay Council Resolutions
  - a. Authorizing Barangay Captain & BSPMC to enter into a Sub-Project Agreement (SPA) with the MLGU & DSWD
  - b. Authorizing Barangay Captain and Brgy Treasurer to open a Barangay Trust Fund account to the nearest LBP
15. Annual Procurement Plan (APP) and Project Procurement Management Plan (PPMP) for wholly GOP-funded SPs; while Community Procurement Plan for NCDDP/IBRD funded SPs; and Schedule of In-kind LCC
16. Certification from the authorized health officer from the municipality or authorized representative from DOH stating that the specifications of the program/sub-project/activity that will be undertaken is compliant with DOH protocols and standards, as applicable.
17. Local Counterpart Contribution for Sub-Project Implementation Monitoring Report (prepared by the Municipal Financial Analyst), as applicable
18. The following Technical Documents, with detailed estimates, as applicable:

*For Access infrastructure community projects (e.g. community access to primary, secondary, municipal and other local roads or local facilities and services; footbridges; and other access infrastructure SPs):*

1. Technical Review Checklist;
2. Implementation Work Schedule (Gantt Chart);
3. Bill of Quantities / Quantity Take-Offs;
4. Indirect Cost Breakdown;
5. Municipal LGU Engineer (ME) Certification on the prevailing unit rates for materials and labor;
6. For aggregates that are in-kind local counterpart contribution (LCC), Certification on the Materials Quality/Availability of aggregates from Municipal LGU Engineer, for new or not recognized quarry sites, but which the LGU deems suitable for use in rural infrastructure;
7. Technical Plans and Specifications prepared by either a Service Provider, TF or ME:
  - a. For Community Access Road Construction/Road Opening
    - o Specifications;
    - o Profile indicating slope percentage and proposed and existing structures (if any);

- o Traverse indicating proposed and existing structures (station defined);
  - o Cross section (cut and fill) at 20-meter interval, or as appropriate due to technical considerations, such as significant changes in slope or type of vegetation or soil, presence of structures and others;
  - o Schedule of cross / side ditches and canal;
  - o Road sections where slope protection and cross drainage maybe required;
  - o Typical and Structural Details;
  - o Structural / Standard Design for Box Culvert and Bridges.
- b. For Community Access Road Improvement
- o Straight line diagram that clearly indicates stationing of works/structures to be done;
  - o Materials and works specifications;
  - o Cross sections and profile of the proposed and existing grade/structures (for the sections affected if any);
  - o Schedule of cross / side ditches and canal (if any)
  - o Road sections where slope protection and cross drainage may be required;
  - o Typical and Structural Details;
  - o Structural / Standard Design for Box Culvert and Bridges (if any).

For Water System Sub-Project:

1. User's/Tariff Computation
  - o Hydraulic Study/Analysis prepared by a Service Provider, TF or ME, if level 2
2. Certification from the Municipal Health Office (MHO) on the bacteriological examination of the proposed water source, including appropriate recommendations.

For Community/Social Enterprise, Income Generating, and Human Resource Development Sub-Projects::

1. Proposal with analysis of feasibility and costs and benefits;
2. Derivation of agreed user's fees computation (for community enterprise and income generating sub-projects).

For Waste Disposal Sub-Project:

1. Proposal and Feasibility Study
2. Training design for the conduct of solid waste management
3. Applicable Environmental Requirements

For Other Sub-Project Types

For other sub-project types, the minimum documents to be required are the set of core documents enumerated above.

**For Sub-Projects Needing NPMO Prior Review** the memorandum dated September 5, 2017 re: Revised NPMO Prior Review of Sub-Projects for the issuance of Technical No Objection Letter (NOL) specified in the memorandum dated 28 April 2015 - Revising Request for Fund Release Documentary Requirements for the Implementation of KC-NCDDP. Review of technical documents and issuance of NOL shall be done using scanned documents.

**RFR DOCUMENTARY REQUIREMENTS FOR GOP FUNDED SPs**



**B. SECOND AND FINAL TRANCHE**

1. Request for Fund Release Slip printed from the eRFR System and duly approved by authorized signatories indicated in the 1<sup>st</sup> tranche;
2. Physical Progress Report (PPR) duly signed by the Project Monitoring and Inspection Committee (PMIC) or Appropriate Committee, Technical Facilitator or Municipal Engineering representative and Punong Barangay; for retrofitting and refurbishing SPs (converted as Barangay Isolation Unit or treatment facility for sick residents) including repair of water supply systems the Municipal Health Officer shall be included as signatory in the PPR
3. Geotagged photographs of Sub-Project progress; Photo of the beneficiaries of the Cash for Work and Cash Aides
4. Copy of payment receipt for the Annotation of executed notarized Deed of Donation or Usufruct Agreement<sup>1</sup> to the OCT or TCT; or in cases where privately-owned and titled lots have significant amount of back taxes, the following documents may be submitted in lieu of the receipt for Annotation:
  - a. BLGU resolution indicating that the BLGU will ensure/facilitate annotation, and allocating BLGU funds for processing of annotation
  - b. Copy of the BAIP showing funds allocated for annotation
5. Journal Entry Voucher prepared to record receipt of first tranche and Authenticated bank credit advice as proof of receipt of funds; In case that the bank credit advice cannot be provided a Bank Statement or Authenticated Bank Snapshot may be accepted as proof of receipt of funds
6. Reports of Checks Issued and Report of Disbursements/Utilization of at least 80% of the first tranche duly prepared by the Barangay Treasurer, certified by the MLGU Accountant, approved by the Punong Barangay, and noted by the MLGU Local Chief Executive;
 

If the grant fund balance is more than 20% therefore not eligible to request for the next tranche but said balance is not enough to pay the current obligations, the BLGU may submit justification stating the need for the release of the next tranche. The justification shall be (a) duly signed by the Barangay Treasurer, Tribal Leader, if applicable, Punong Barangay and Technical Facilitator; and (b) attached to the RFR with a copy of the Approved Purchase Order as proof of the obligation."
7. Bank Snapshot and/or Bank Statement/Certification with Bank Reconciliation Statement and supporting documents;
8. Notarized Mutual Partnership Agreement (MPA)
9. Quality certification as applicable, e.g., materials test result, mill certificates, FDT for roads, others. In case of no applicable quality certificates, the Municipal LGU Engineer shall issue a certification that the implementation of the sub-projects

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<sup>1</sup> For privately-owned and titled lots

was executed in accordance with sound engineering practice. Certification from the authorized health officer from the municipality or authorized representative from DOH stating that the delivered program/sub-project/activity undertaken is compliant with DOH protocols and standards.

10. Justification supported by appropriate calculations for variance of more than 15% in physical and financial accomplishment including the minutes of Barangay Assembly Meeting or BDRRMC Minutes of Meeting or its equivalent approving the variance
11. Local Counterpart Contribution for Sub-project Implementation Monitoring Report (prepared by the MFA), as applicable
12. Operation and Maintenance Plan/Program, as applicable
13. Certification indicating the total cost of remaining materials to be procured and total cost of labor and other related expenditures to be incurred to complete the Sub-project, duly signed by the BAC Chairperson, Punong Barangay, and TF;
14. Certification of any pending financial obligations e.g. unpaid delivered materials, services rendered but not yet paid (wages/ payroll) and other incurred but unpaid related expenditures duly signed by the Treasurer, Punong Barangay, and TF;
15. Joint Inspection Report signed by the Barangay Captain, BSPMC Chairperson, TF, Municipal Engineer Office (MEO) representative, Contractor (if contracted). In case of COVID19 procured items, signed by Barangay Captain, BSPMC Chairperson, TF, AC, Municipal Health Office (MHO) representative, Supplier/Contractor.
16. If Contingency Cost is requested, the following should be attached to the RFR whichever is applicable:
  - a. Justification, which may include Certification or Variation Order due to Price Escalation, additive and deductive changes in the Program of Work (POW) or extra works signed by the TF or ME and approved by the Barangay Chairperson/HOPE, and concurred by the RPMO. Extra works must be supported with BAC Resolution. The certification should include the amount of contingency cost needed to complete the sub-project and that said amount is not part of the committed LCC;
  - b. Cost Comparison Analysis (APP/PPMP vs Actual) with explanations for variances to be prepared by the Procurement team, noted by BAC and concurred by TF or ME and MFA.
17. Barangay Assembly resolutions or BDRRMC Resolutions or its equivalent confirming the certifications



## Safeguards Considerations for Project Implementation during Covid-19

### I. INFORMATION DISSEMINATION AND PUBLIC CONSULTATIONS

1. Identify and review planned activities under the project requiring stakeholder engagement and public consultations.
2. Assess the level of proposed direct engagement with stakeholders, including location and size of proposed gatherings, frequency of engagement, categories of stakeholders (international, national, local) etc.
3. Assess the level of risks of the virus transmission for these engagements, and how restrictions that are in effect in the country / project area would affect these engagements.
4. Identify project activities for which consultation/engagement is critical and cannot be postponed without having significant impact on project timelines. For example, selection of resettlement options by affected people during project implementation. Reflecting the specific activity, consider viable means of achieving the necessary input from stakeholders (see further below).
5. Assess the level of ICT penetration among key stakeholder groups, to identify the type of communication channels that can be effectively used in the project context.
6. Based on the above, the Project Proponent needs to identify the specific channels of communication that should be used while conducting stakeholder consultation and engagement activities. The following are some considerations while selecting channels of communication, in light of the current COVID-19 situation:
  - Avoid public gatherings (taking into account national restrictions), including public hearings, workshops and community meetings;
  - In situations where smaller gatherings are permitted as per local guidelines and cannot easily be replaced by other means of communication, groups should be kept small and if possible meetings should take place outdoor, appropriate distancing between participants should be maintained, participants should all be wearing masks and alcohol-based sanitizer made available.
  - If even small gatherings are not permitted, make all reasonable efforts to conduct meetings through online channels, including webex, zoom and skype;
  - Diversify means of communication and rely more on social media and online channels. Where possible and appropriate, create dedicated online platforms and chatgroups appropriate for the purpose, based on the type and category of stakeholders;
  - Employ traditional channels of communications (TV, newspaper, radio, dedicated phone-lines, and mail) when stakeholders do not have access to online channels or do not use



them frequently. Traditional channels can also be highly effective in conveying relevant information to stakeholders, and allow them to provide their feedback and suggestions;

- Where direct engagement with project affected people or beneficiaries is necessary, such as would be the case for Resettlement Action Plans or Indigenous Peoples Plans preparation and implementation, identify channels for direct communication with each affected household via a context specific combination of email messages, mail, online platforms, dedicated phone lines with knowledgeable operators;
- Each of the proposed channels of engagement should clearly specify how feedback and suggestions can be provided by stakeholders;
- An appropriate approach to conducting stakeholder engagement can be developed in most contexts and situations. However, in situations where none of the above means of communication are considered adequate for required consultations with stakeholders, consider if the project activity can be rescheduled to a later time, when meaningful stakeholder engagement is possible.

## **II. CIVIL WORKS**

### **A. Responsibilities of the Project Proponent**

1. The Project Proponent should request details in writing from the main Contractor of the measures being taken to address the risks. The construction contract should include health and safety requirements, and these can be used as the basis for identification of, and requirements to implement, COVID-19 specific measures. The measures may be presented as a contingency plan, as an extension of the existing project emergency and preparedness plan or as standalone procedures. The measures may be reflected in revisions to the project's health and safety manual;
2. The Project Proponent should require the Contractor to convene regular meetings with the project health and safety specialists and medical staff (and where appropriate the local health authorities), and to take their advice in designing and implementing the agreed measures.
3. Where possible, a senior person should be identified as a focal point to deal with COVID-19 issues. This can be a work supervisor or a health and safety specialist. This person can be responsible for coordinating preparation of the site and making sure that the measures taken are communicated to the workers, those entering the site and the local community. It is also advisable to designate at least one back-up person, in case the focal point becomes ill; that person should be aware of the arrangements that are in place.
4. The Project Proponent may provide support to projects in identifying appropriate mitigation measures, particularly where these will involve interface with local services, in particular health and emergency services. In many cases, the Project Proponent can play a valuable role in connecting project representatives with local Government agencies, and helping coordinate a strategic response, which takes into account the availability of resources. To be most effective, projects should consult and coordinate with relevant Government agencies and other projects in the vicinity.

5. Workers should be encouraged to use the existing project grievance mechanism to report concerns relating to COVID-19, preparations being made by the project to address COVID-19 related issues, how procedures are being implemented, and concerns about the health of their co-workers and other staff.

**B. Responsibilities of the Contractor/ Community Labor**

1. The Contractor/Community Labor should prepare a detailed profile of the project work force, key work activities, schedule for carrying out such activities, different durations of contract and rotations (e.g. 4 weeks on, 4 weeks off). This should include a breakdown of workers who reside at home (i.e. workers from the community), workers who lodge within the local community and workers in on-site accommodation. Where possible, it should also identify workers that may be more at risk from COVID-19, those with underlying health issues or who may be otherwise at risk.
2. Consideration should be given to ways in which to minimize movement in and out of site. This could include lengthening the term of existing contracts, to avoid workers returning home to affected areas, or returning to site from affected areas.
3. Workers accommodated on site should be required to minimize contact with people near the site, and in certain cases be prohibited from leaving the site for the duration of their contract, so that contact with local communities is avoided.
4. Consideration should be given to requiring workers lodging in the local community to move to site accommodation (subject to availability) where they would be subject to the same restrictions.
5. Workers from local communities, who return home daily, weekly or monthly, will be more difficult to manage. They should be subject to health checks at entry to the site and at some point, circumstances may make it necessary to require them to either use accommodation on site or not to come to work.
6. Entry/exit to the work site should be controlled and documented for both workers and other parties, including support staff and suppliers. Possible measures may include:
  - Establishing a system for controlling entry/exit to the site, securing the boundaries of the site, and establishing designating entry/exit points (if they do not already exist). Entry/exit to the site should be documented.
  - Training security staff on the (enhanced) system that has been put in place for securing the site and controlling entry and exit, the behaviors required of them in enforcing such system and any COVID -19 specific considerations.
  - Training staff who will be monitoring entry to the site, providing them with the resources they need to document entry of workers, conducting temperature checks and recording details of any worker that is denied entry.
  - Confirming that workers are fit for work before they enter the site or start work. While procedures should already be in place for this, special attention should be paid to workers



with underlying health issues or who may be otherwise at risk. Consideration should be given to demobilization of staff with underlying health issues.

- Checking and recording temperatures of workers and other people entering the site or requiring self-reporting prior to or on entering the site.
- Providing daily briefings to workers prior to commencing work, focusing on COVID-19 specific considerations including cough etiquette, hand hygiene and distancing measures, using demonstrations and participatory methods.
- During the daily briefings, reminding workers to self-monitor for possible symptoms (fever, cough) and to report to their supervisor or the COVID-19 focal point if they have symptoms or are feeling unwell.
- Preventing a worker from an affected area or who has been in contact with an infected person from returning to the site for 14 days or (if that is not possible) isolating such worker for 14 days.
- Preventing a sick worker from entering the site, referring them to local health facilities if necessary or requiring them to isolate at home for 14 days.

7. Requirements on general hygiene should be communicated and monitored, to include:

- Training workers and staff on site on the signs and symptoms of COVID-19, how it is spread; how to protect themselves (including regular handwashing and social distancing) and what to do if they or other people have symptoms.
- Placing posters and signs around the site, with images and text in local languages.
- Ensuring handwashing facilities supplied with soap, disposable paper towels and closed waste bins exist at key places throughout site, including at entrances/exits to work areas; where there is a toilet, canteen or food distribution, or provision of drinking water; in worker accommodation; at waste stations; at stores; and in common spaces. Where handwashing facilities do not exist or are not adequate, arrangements should be made to set them up. Alcohol based sanitizer (if available, 60-95% alcohol) can also be used.
- Setting aside part of worker accommodation for precautionary self-quarantine as well as more formal isolation of staff who may be infected.
- Conducting regular and thorough cleaning of all site facilities, including offices, accommodation, canteens, common spaces. Review cleaning protocols for key construction equipment (particularly if it is being operated by different workers).
- Providing cleaning staff with adequate cleaning equipment, materials and disinfectant.
- Reviewing general cleaning systems, training cleaning staff on appropriate cleaning procedures and appropriate frequency in high use or high-risk areas.



- Where it is anticipated that cleaners will be required to clean areas that have been or are suspected to have been contaminated with COVID-19, providing them with appropriate PPE: gowns or aprons, gloves, eye protection (masks, goggles or face screens) and boots or closed work shoes. If appropriate PPE is not available, cleaners should be provided with best available alternatives.
  - Training cleaners in proper hygiene (including handwashing) prior to, during and after conducting cleaning activities; how to safely use PPE (where required); in waste control (including for used PPE and cleaning materials).
  - Any medical waste produced during the care of ill workers should be collected safely in designated containers or bags and treated and disposed of following relevant requirements (e.g., national, WHO). If open burning and incineration of medical wastes is necessary, this should be for as limited a duration as possible. Waste should be reduced and segregated, so that only the smallest amount of waste is incinerated.
8. Consider changes to work processes and timings to reduce or minimize contact between workers, recognizing that this is likely to impact the project schedule. Such measures could include:
- Decreasing the size of work teams.
  - Limiting the number of workers on site at any one time.
  - Changing to a 24-hour work rotation.
  - Adapting or redesigning work processes for specific work activities and tasks to enable social distancing, and training workers on these processes.
  - Continuing with the usual safety trainings, adding COVID-19 specific considerations. Training should include proper use of normal PPE. While as of the date of this note, general advice is that construction workers do not require COVID-19 specific PPE, this should be kept under review.
  - Reviewing work methods to reduce use of construction PPE, in case supplies become scarce or the PPE is needed for medical workers or cleaners. This could include, e.g. trying to reduce the need for dust masks by checking that water sprinkling systems are in good working order and are maintained or reducing the speed limit for haul trucks.
  - Arranging (where possible) for work breaks to be taken in outdoor areas within the site.
  - Consider changing canteen layouts and phasing meal times to allow for social distancing and phasing access to and/or temporarily restricting access to leisure facilities.
  - At some point, it may be necessary to review the overall project schedule, to assess the extent to which it needs to be adjusted (or work stopped completely) to reflect prudent work practices, potential exposure of both workers and the community and availability of supplies, taking into account Government advice and instructions.

9. Consider whether existing project medical services are adequate, taking into account existing infrastructure (size of clinic/medical post, number of beds, isolation facilities), medical staff, equipment and supplies, procedures and training. Where these are not adequate, consider upgrading services where possible, including:

- Expanding medical infrastructure and preparing areas where patients can be isolated. (Guidance on setting up isolation facilities is set out in WHO interim guidance on considerations for quarantine of individuals in the context of containment for COVID-19). Isolation facilities should be located away from worker accommodation and ongoing work activities. Where possible, workers should be provided with a single well-ventilated room (open windows and door). Where this is not possible, isolation facilities should allow at least 1 meter between workers in the same room, separating workers with curtains, if possible. Sick workers should limit their movements, avoiding common areas and facilities and not be allowed visitors until they have been clear of symptoms for 14 days. If they need to use common areas and facilities (e.g. kitchens or canteens), they should only do so when unaffected workers are not present and the area/facilities should be cleaned prior to and after such use.
- Training medical staff, which should include current WHO advice on COVID-19 and recommendations on the specifics of COVID-19. Where COVID-19 infection is suspected; medical providers on site should follow WHO interim guidance on infection prevention and control during health care when novel coronavirus (nCoV) infection is suspected.
- Training medical staff in testing, if testing is available.
- Assessing the current stock of equipment, supplies and medicines on site, and obtaining additional stock, where required and possible. This could include medical PPE, such as gowns, aprons, medical masks, gloves, and eye protection. Refer to WHO guidance as to what is advised.
- If PPE items are unavailable due to world-wide shortages, medical staff on the project should agree on alternatives and try to procure them. Alternatives that may commonly be found on construction sites include dust masks, construction gloves and eye goggles. While these items are not recommended, they should be used as a last resort if no medical PPE is available.
- Ventilators will not normally be available on work sites, and in any event, intubation should only be conducted by experienced medical staff. If a worker is extremely ill and unable to breathe properly on his or her own, they should be referred immediately to the local hospital.
- Review existing methods for dealing with medical waste, including systems for storage and disposal.

10. Given the limited scope of project medical services, the project may need to refer sick workers to local medical services. Preparation for this includes:



- Obtaining information as to the resources and capacity of local medical services (e.g. number of beds, availability of trained staff and essential supplies).
  - Conducting preliminary discussions with specific medical facilities, to agree what should be done in the event of ill workers needing to be referred.
  - Considering ways in which the project may be able to support local medical services in preparing for members of the community becoming ill, recognizing that the elderly or those with pre-existing medical conditions require additional support to access appropriate treatment if they become ill.
  - Clarifying the way in which an ill worker will be transported to the medical facility, and checking availability of such transportation.
  - Establishing an agreed protocol for communications with local emergency/medical services.
  - Agreeing with the local medical services/specific medical facilities the scope of services to be provided, the procedure for in-take of patients and (where relevant) any costs or payments that may be involved.
  - A procedure should also be prepared so that project management knows what to do in the unfortunate event that a worker ill with COVID-19 dies. While normal project procedures will continue to apply, COVID-19 may raise other issues because of the infectious nature of the disease. The project should liaise with the relevant local authorities to coordinate what should be done, including any reporting or other requirements under national law.
11. WHO provides detailed advice on what should be done to treat a person who becomes sick or displays symptoms that could be associated with the COVID-19 virus (for further information see WHO interim guidance on infection prevention and control during health care when novel coronavirus (nCoV) infection is suspected). The project should set out risk-based procedures to be followed, with differentiated approaches based on case severity (mild, moderate, severe, critical) and risk factors (such as age, hypertension, diabetes) (for further information see WHO interim guidance on operational considerations for case management of COVID-19 in health facility and community). These may include the following:
- If a worker has symptoms of COVID-19 (e.g. fever, dry cough, fatigue) the worker should be removed immediately from work activities and isolated on site.
  - If testing is available on site, the worker should be tested on site. If a test is not available at site, the worker should be transported to the local health facilities to be tested (if testing is available).
  - If the test is positive for COVID-19 or no testing is available, the worker should continue to be isolated. This will either be at the work site or at home. If at home, the worker should be transported to their home in transportation provided by the project.

- Extensive cleaning procedures with high-alcohol content disinfectant should be undertaken in the area where the worker was present, prior to any further work being undertaken in that area. Tools used by the worker should be cleaned using disinfectant and PPE disposed of.
- Co-workers (i.e. workers with whom the sick worker was in close contact) should be required to stop work, and be required to quarantine themselves for 14 days, even if they have no symptoms.
- Family and other close contacts of the worker should be required to quarantine themselves for 14 days, even if they have no symptoms.
- If a case of COVID-19 is confirmed in a worker on the site, visitors should be restricted from entering the site and worker groups should be isolated from each other as much as possible.
- If workers live at home and has a family member who has a confirmed or suspected case of COVID-19, the worker should quarantine themselves and not be allowed on the project site for 14 days, even if they have no symptoms.
- Workers should continue to be paid throughout periods of illness, isolation or quarantine, or if they are required to stop work, in accordance with national law.
- Medical care (whether on site or in a local hospital or clinic) required by a worker should be paid for by the employer.

12. Ensure continuity of supplies and project activities with the following measures:

- Identify back-up individuals, in case key people within the project management team (PIU, Supervising Engineer, Contractor, sub-contractors) become ill, and communicate who these are so that people are aware of the arrangements that have been put in place.
- Document procedures, so that people know what they are, and are not reliant on one person's knowledge.
- Understand the supply chain for necessary supplies of energy, water, food, medical supplies and cleaning equipment, consider how it could be impacted, and what alternatives are available. Early pro-active review of international, regional and national supply chains, especially for those supplies that are critical for the project, is important (e.g. fuel, food, medical, cleaning and other essential supplies). Planning for a 1-2 month interruption of critical goods may be appropriate for projects in more remote areas.
- Place orders for/procure critical supplies. If not available, consider alternatives (where feasible).
- Consider existing security arrangements, and whether these will be adequate in the event of interruption to normal project operations.



- Consider at what point it may become necessary for the project to significantly reduce activities or to stop work completely, and what should be done to prepare for this, and to re-start work when it becomes possible or feasible.

13. Ensure proper training and communication with workers through the following:

- Workers need to be provided with regular opportunities to understand their situation, and how they can best protect themselves, their families and the community. They should be made aware of the procedures that have been put in place by the project, and their own responsibilities in implementing them.
- It is important to be aware that in communities close to the site and amongst workers without access to project management, social media is likely to be a major source of information. This raises the importance of regular information and engagement with workers (e.g. through training, town halls, tool boxes) that emphasizes what management is doing to deal with the risks of COVID-19. Allaying fear is an important aspect of work force peace of mind and business continuity. Workers should be given an opportunity to ask questions, express their concerns, and make suggestions.
- Training of workers should be conducted regularly, providing workers with a clear understanding of how they are expected to behave and carry out their work duties.
- Training should address issues of discrimination or prejudice if a worker becomes ill and provide an understanding of the trajectory of the virus, where workers return to work.
- Training should cover all issues that would normally be required on the work site, including use of safety procedures, use of construction PPE, occupational health and safety issues, and code of conduct, taking into account that work practices may have been adjusted.
- Communications should be clear, based on fact and designed to be easily understood by workers, for example by displaying posters on handwashing and social distancing, and what to do if a worker displays symptoms.

14. Relations with the community should be carefully managed, with a focus on measures that are being implemented to safeguard both workers and the community. The community may be concerned about the presence of non-local workers, or the risks posed to the community by local workers presence on the project site. The project should set out risk-based procedures to be followed , which may reflect WHO guidance (for further information see WHO Risk Communication and Community Engagement (RCCE) Action Plan Guidance COVID-19 Preparedness and Response). The following good practice should be considered:

- Communications should be clear, regular, based on fact and designed to be easily understood by community members.
- Communications should utilize available means. In most cases, face-to-face meetings with the community or community representatives will not be possible. Other forms of communication should be used; posters, pamphlets, radio, text message, electronic meetings. The means

used should take into account the ability of different members of the community to access them, to make sure that communication reaches these groups.

- The community should be made aware of procedures put in place at site to address issues related to COVID-19. This should include all measures being implemented to limit or prohibit contact between workers and the community. These need to be communicated clearly, as some measures will have financial implications for the community (e.g. if workers are paying for lodging or using local facilities). The community should be made aware of the procedure for entry/exit to the site, the training being given to workers and the procedure that will be followed by the project if a worker becomes sick.
- If project representatives, contractors or workers are interacting with the community, they should practice social distancing and follow other COVID-19 guidance issued by relevant authorities, both national and international (e.g. WHO).