

ACTIVITY DESIGN

**STAKEHOLDERS' CONSULTATIVE CONFERENCE FOR OPDS
ADMINISTERED LOCALLY FUNDED PROGRAMS/PROJECTS
AUGUST 5, 2014**

I. BACKGROUND

The LGU Beneficiaries under the OPDS Administered Locally Funded Programs/Projects: Sagana at Ligtas na Tubig sa Lahat (SALINTUBIG), the Payapa at Masaganang Pamayanan (PAMANA) and the Grassroots Participatory Budgeting (GPB) Programs are at various stages of project preparation or implementation, i.e., preparation of project proposals and Detailed Engineering Design (DED), and procurement of civil works and construction.

While there have been substantial progress in the implementation of the Programs, there are issues that need to be clarified and resolved, particularly for the LGUs in Region V. These include the delay in the preparation/approval of DED, procurement of civil works and construction, completion of designs not in accordance with standards, untimely utilization and liquidation of funds or delay in the release of funds to the municipalities, irregular submission of reports, non-compliance with the LGUs on the Program policies and requirements. All of these are attributed to the difficulty of communication in the area, geographical diversity and inaccessibility of the LGUs and unclear or unestablished protocol on monitoring, coordination, and reporting systems, among others.

Considering the complexity and the peculiarity of the institutional arrangements and the issues being encountered by the Programs from this area, the OPDS proposes the conduct of Stakeholders Consultative Conference for the LGUs from Region V. This will be participated in by:

1. Municipal Mayor,
2. Municipal Engineer
3. Municipal Planning and Development Coordinator
4. SB Chair, Committee on Infrastructure
5. DILG Officer
6. DILG RV BAC Members

II. OBJECTIVES

The Consultative Conference is designed to achieve the following objectives:

- Discuss project implementation status including the physical accomplishments, financial disbursements and liquidation;
- Identify bottlenecks and plan courses of actions;
- Formulate strategies and measures to fast-track the implementation of projects; and
- Strengthen protocol on communication, monitoring, coordination, and reporting systems among the DILG and the LGUs.

III. METHODOLOGY

The activity will include combination of presentations and discussion, open forum and interactive action planning to identify and resolve the issues that affect the program implementation. The group discussions, commitments and agreements reached will be properly documented to serve as useful reference in monitoring project implementation.

- **Presentation.** DILG-Central Office will present status of LGU compliance with the Program requirements and the status and issues on the preparation and implementation of the various projects.
- **Discussion/Open Forum.** Each presentation session will be followed by discussion/open forum to allow DILG Field Offices to confirm, validate and share their views on the presentations.
- **Commitment setting/Action planning.** Session for commitment setting/action planning will be organized to resolve the presented issues.

IV. PARTICIPANTS

Participants	No.
DILG V Regional Director	1
Provincial Director	5
OPDS	5
PDMU Technical Personnel	4
PAMANA Focal Person	1
DILG V Technical Engineer	5
Municipal Mayor	21
Municipal Engineer	21
Municipal Planning & Development Coordinator	21
SB Chair, Committee on Infrastructure	21
PPDC	1
Asst. Provincial Engineer	1
DILG Officer	21
Secretariat	3
DILG RV BAC Members	5
TOTAL	136

III. VENUE and DATE OF IMPLEMENTATION

The conference will be held on August 5, 2014 at Legazpi City. The participants from Masbate and Camarines Norte will attend the morning session at 8:30AM to 12:00noon while the participants from Camarines Sur and Albay will attend the afternoon session at 1:00-5:00PM

IV. FUNDING REQUIREMENTS

August 5, 2014 @Legazpi City					
No	Participants	Mode of Stay	Days	Cost Per Pax	Amount
Foods and Accommodation					233,600.00
5	DILG-CO-OPDS	Live-in	2	1,600.00	16,000.00
1	BLGS	Live-in	2	1,600.00	3,200.00
4	PDMU	Live-in	2	1,600.00	12,800.00
5	Provincial Directors	Live-in	1	1,600.00	8,000.00
5	Technical Engineers	Live-in	1	1,600.00	8,000.00
1	DILG Program Focal Person	Live-in	1	1,600.00	1,600.00
21	Municipal Mayor	Live-in	1	1,600.00	33,600.00
21	Municipal Engineer	Live-in	1	1,600.00	33,600.00
21	MPDC	Live-in	1	1,600.00	33,600.00
21	SB Member	Live-in	1	1,600.00	33,600.00
21	MLGOO	Live-in	1	1,600.00	33,600.00
1	PPDC	Live-in	1	1,600.00	1,600.00
1	Prov. Engineer	Live-in	1	1,600.00	1,600.00
5	DILG V BAC Members			1,600.00	8,000.00
3	Secretariat	Live-in	1	1,600.00	4,800.00
Transportation					52,000.00
5	Provincial Directors	Fare		2,000.00	10,000.00
21	DILG MLGOOs	Fare		2,000.00	42,000.00
Gas Expense					3,000.00
TOTAL					288,600.00

Budgetary requirements for this activity shall be charged against available savings for FY 2014 GAA under the Provision of Potable Water Supply (SALINTUBIG Program). Travelling expenses and DSAs (per diems) of LGU participants shall be the counterpart share of the concerned LGU. DSAs for DILG Field Officers shall be shouldered by the concerned DILG Field Office.

Prepared by:

ENGR. JOSE BRESTAIN
PDMU Region V

Funds Available:

MARILI M. PECSON
Budget Officer

Recommending Approval:

HENEDINA T. GONZALES, C.P.A., Ph.D
Chief Administrative Officer

Approved:

ELOUISA T. PASTOR, CESO IV
OIC-Regional Director

SCHEDULE OF REQUIREMENTS

August 4, 2014 (Monday) Day 0	August 5, 2014 (Tuesday) Day 1	August 6, 2014 (Wednesday) Day 2
Meals: AM Snack – 10 pax Lunch - 10 pax PM Snack - 10 pax Dinner - 10 pax	Meals: AM Snack – 79 pax Lunch - 136 pax PM Snack – 86 pax Dinner – 86 pax	Meals: Breakfast – 86 pax
Accommodation for 10 pax	Accommodation for 86 pax	