



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT



DILG Memorandum Circular No: 2018-114

Date: July 20, 2018

TO : MUNICIPAL/CITY LOCAL GOVERNMENT OPERATIONS OFFICERS, CITY/PROVINCIAL DIRECTORS, REGIONAL DIRECTORS, OPDS AND ISTMS DIRECTORS AND STAFF, AND OTHERS CONCERNED

SUBJECT : GUIDELINES ON THE IMPLEMENTATION OF SUBAYBAYAN

I. Introduction

SubayBAYAN is the official platform of the Department in the monitoring and reporting of the progress of implementation of all Locally-Funded Projects (LFPs) administered by the Office of Project Development Services (OPDS). Short for "Subaybayan ang Proyektong Bayan", it is the enhanced version of the old Program and Project Monitoring System replaced by the Programs and Projects Management System (PPMS), developed by the Information Systems and Technology Management Services (ISTMS) of the Department.

SubayBAYAN is an online application system that monitors the progress of implementation of LFPs. It provides a *real time information* on the physical and financial status of subprojects; information on actual location of subprojects thru *map overlays* and *dashboard graphical presentations*; offers *feedback mechanism*, where stakeholders and beneficiaries can post comments on the subprojects being implemented and *like and share* information thru social media (Facebook); management to *change logs and audit trail* that keep track of all the changes and transactions in the system; and management of *Project-at-Risk* data that allows DILG users to view and manage subprojects at risk before ending into critical state.

SubayBAYAN is accessible online through the DILG website: **www.dilg.gov.ph**

II. Purpose

The purpose of this Guidelines is to provide clarity, define roles and responsibilities, and provide standards in the monitoring and reporting of the implementation of the OPDS LFPs. The establishment and implementation of the SubayBAYAN supports the OPDS enrolled process in the ISO 9001:2015, entitled Progress Monitoring and Reporting of Locally-Funded Projects (OPDS-PMED-32).

III. Users of the Guidelines and Coverage

This Guidelines shall be the reference of all DILG field officers and OPDS in tracking and reporting progress of implementation of all LFPs.

The SubayBAYAN application caters to all OPDS LFPs funded from FY 2012 to present. These are:

- a. BuB - FYs 2013 – 2016
- b. BUB LGSF - FY 2016
- c. BEA - FY 2014
- d. ADM - FY 2017
- e. AM – FY 2018 and onward
- f. KALSADA - FY 2016
- g. CMGP - FY 2017 and onward
- h. SLRF - FYs 2012, 2014 , 2015 , 2017 and onward
- i. SALINTUBIG - FY 2012 to present
- j. PAMANA - FYs 2012 to 2016
- k. RAY 1, 2 and 3 - (FYs 2013 to 2017)

IV. Definition of Terms and Acronyms

For purposes of this Guidelines, essential terminologies used are defined as follows:

- (a) *Administrator*, performs system management, analytics and generates reports from data.
- (b) *Backup*, the procedure of copying and archiving of data to be used for restoration in an event of data loss.
- (c) *Data Approver*, the entity responsible for data approval process.
- (d) *Data Encoder*, person responsible for data entry.
- (e) *Data Validator*, the entity responsible for data validation process.
- (f) *Field Engineers*, refers to all engineers in the Central and Field Offices who conduct site inspections and validations on the implementation of subprojects.
- (g) *Financial Status*, the statuses of obligation, disbursement and liquidation of the financial subsidy to the LGU.
- (h) *Raw Data*, are the reports posted in the SubayBAYAN but are not official.
- (i) *Super Administrator*, performs overall system management.
- (j) *Users*, refer to the employees of the DILG who were provided with distinct access and responsibility to manage the data in the SubayBAYAN; otherwise the access of an individual to the SubayBAYAN is termed as *public*.

Acronyms

ADM	- Assistance to Disadvantaged Municipalities
AM	- Assistance to Municipalities
CD	- City Director
CLGOO	- City Local Government Operations Officer
CMGP	- Conditional Matching Grant for Provinces
CO	- Central Office of the DILG

DBM	- Department of Budget and Management
DILG	- Department of the Interior and Local Government
GAA	- General Appropriations Act
HUC	- Highly Urbanized City
ICC	- Independent Component City
ISTMS	- Information Systems and Technology Management Service of the DILG
IT	- Information Technology
LFPs	- Locally-Funded Projects
LGU	- Local Government Units
MLGOO	- Municipal Local Government Operations Officer
NADAI	- Notice of Authority to Debit Account Issued
OPDS	- Office of Project Development Services
PD	- Provincial Director
PDMU	- Project Development and Management Unit
PMED	- Project Monitoring and Evaluation Division of the OPDS
PMO	- Project Management Office in the OPDS
PO	- Provincial Office of the DILG
PSGC	- Philippine Standard Geographical Code
RICTU	- Regional Information and Communication Technology Unit
RO	- Regional Office of the DILG
USLG	- the Undersecretary for Local Government

V. The Program/ Project Policies

The **OPDS**, thru the DILG Regional Offices, shall be responsible in the formulation of program/ project policies and data-capture forms, and the subsequent revision/ amendment/s that may arise from circumstances. The OPDS shall also be responsible in the dissemination of the said documents to all the DILG Field Offices and concerned parties.

The program/ project policies shall be the basis of the ISTMS in the design of the monitoring and reporting system.

VI. The Design and Management of the SubayBAYAN

The **ISTMS** is the Super Administrator of the SubayBAYAN; responsible in managing and ensuring that the System operates in accordance with the OPDS' program/ project policies, including the subsequent policy amendment/s, in addition to the standards of the USLG.

In line with this, the ISTMS shall:

1. be responsible in the establishment of the required IT infrastructure, sufficient data storage, updated software and the stable internet connection at the DILG CO,
2. ensure the ease of operation of the SubayBAYAN by its users, i.e., user-friendly,
3. be responsible in the establishment of backup files of all data enrolled in the system (*per QP-ISTMS-43: Backup and Restoration of DILG Database*),
4. be responsible in the security and management of information, as to data privacy, restrictions and exclusivity of access, and

5. ensure the operation of links between the SubayBAYAN and other websites like e-mails, Facebook, etc.

VII. Users and Creation of User Accounts

DILG employees are to be provided with specific access to be able to execute the appropriate task required in the SubayBAYAN. Granting of requests for access by the employees in the Field and Central Offices are vested in the RO and the ISTMS, respectively.

The **RO, thru its RICTU**, shall be responsible in validating the identity of Field Officers and shall be the authority in granting the request for access by the Data Encoders, Validators and Approvers. *The processes of creation of account and the granting of access by the RICTU are discussed under the Memorandum dated 07 August 2017 (Annex A).*

The requests for access by the OPDS and PMO Staff shall be granted by the **ISTMS**.

Users and access to the SubayBAYAN are classified as follows:

Super Administrator: ISTMS

Administrator: OPDS/PMO

Data Approver: RO

Data Validator: PO

Data Encoders: MLGOO, *on the physical status of LFPs and the financial reports of ADM subprojects implemented by a municipality;*

CLGOO, *on the physical status of LFPs implemented by a component city;*

Designated Focal Person in the DILG City Office, *on the physical status of LFPs implemented by an HUC or ICC;*

Designated Focal Person/s in the PO, *on the physical status of LFPs and the financial reports of CMGP subprojects implemented by a province;*
(On the discretion of the PD, a Team or a Unit may be created in the PO such that there shall be individuals who shall be responsible on the validating the report of C/MLGOO and the reporting of the physical and financial status of projects implemented in the province).

PDMU or the equivalent unit in ROs, *on the physical status of LFPs implemented by the DILG-RO;*

Regional Accountant, or its designated Financial Analyst in the PDMU (or the equivalent unit), *on all the financial reports of LFPs in the Region (except on AM/ ADM and CMGP subprojects).*

Viewer: Public, other individuals who want to access the SubayBAYAN but do not qualify as any of the above.

The ISTMS and OPDS shall keep a database of all the profiles of Users of the SubayBAYAN.

VIII. Enrollment of Subprojects in the SubayBAYAN, Profiling and the Reporting of the Status in Implementation

This section defines the specific steps and roles in the management of data for new subprojects to be enrolled in the SubayBAYAN (i.e., creation of account; progress reporting; and updating information of the enrolled subproject).

A. Enrollment/The Creation of Subproject Account

The **OPDS PMOs** shall be responsible in the creation of the *subproject account* in the SubayBAYAN. Within one month upon receipt of the subproject list from the DBM, the OPDS PMOs will encode in the SubayBAYAN the following informations:

1. Subproject Title,
2. Identification *per* *PSGC*, and
3. Approved Allocation *per* *GAA*.

B. Subproject Profiling

Within two weeks after the creation of the subproject account, **Data Encoders** will encode in the SubayBAYAN the following information:

1. Project Description, and
2. Project Location.

The **RO** must be able to approve the Subproject Profile not later than two weeks upon encoding by the Data Encoders. Once approved by the RO, the System will lock the information on the Subproject Profile.

C. Reporting of the Physical and Financial Statuses of Subprojects

Upon the implementation of the subproject, **Data Encoders** shall be responsible in the encoding of the subproject profile and the reporting of the physical and financial statuses of the subproject.

The **RO** shall approve all entries made by the Data Encoders in the SubayBAYAN.

D. Reporting of Progress Information

Information on the progress of implementation such as physical accomplishment in percent (%) based on the LGU Monthly Statement of Work Accomplished (SWA) and financial accomplishment or disbursements will be reported in the SubayBAYAN, every month using the application. (See also item X)

E. Updating of Erroneous Information Encoded

After data has been encoded, validated and approved in the SubayBAYAN, there may be discovered wrong entries due to human errors and the like. When these happen, any alteration must be done only after a written request

by the **Data Encoder** endorsed by the Regional Director is duly approved by the OPDS Subaybayan Focal Person.

Field Engineers are to convey to respective **ROs** the discrepancies in the information on the subproject noticed during field visits.

IX. Uploading of Images/Pictures

Data Encoders shall upload to the SubayBAYAN geo-tagged images/pictures/photographs of subprojects as follows:

A. For infrastructure subprojects:

1. before the project, i.e., *the site or the old structure or the source, for water system projects,*
2. the subproject billboard, *within 15 days upon the receipt of the Notice to Proceed (NTP),*
3. the Community Billboard,
4. within the 20 to 40 percent physical accomplishment,
5. within 50 to 70 percent physical accomplishment,
6. at 90 percent physical accomplishment,
7. at 100 percent physical accomplishment, *within five days upon the issuance of Certificate of Completion, and*
8. during the operation/ utilization of the facility (project).

B. For subprojects: acquisition of equipment or procurement of goods

1. during the delivery and acceptance, and
2. during the utilization of the goods or equipment.

All images should provide a clear (high definition) visual of the status being reported. Each photograph must not exceed 2.0 megabytes (MB) in size.

X. The Timeline and Process of Generation, Review, Validation, Approval, Vetting of Status Reports of LFPs and the Consolidation of Reports for Submission to Higher Management

The progress of accomplishment (physical and financial) as of the 25th of each month, per project, shall be reported to the SubayBAYAN, including the appropriate image or picture as required.

The generation, reporting, validation, approval and submission of physical and financial statuses of subprojects shall be performed following the schedule below:

25 th day of the Month or Last WD before the 25 th if it falls on a weekend or non-working day	First WD after the 25 th day		2nd WD after the 25 th day	3 rd WD after the 25 th day	End of the Month or last working day of the month
	5:00 PM	12:00 NN		5:00 PM	12:00 NN
Generation of Data: C/MLGOO reports on the status of LFPs implemented by the city and municipality	Review by the Cluster Head: Cluster Head reviews the reports by the C/MLGOO	Validation of Data: PO validate reports submitted by the Cluster Head Generation of Data: Focal Persons in the PO and the DILG City Office reports on the physical status of implemented LFPs	Approval of Data: RO approves reports Generation of Data: RO reports on the physical status of implemented LFPs, and the financial status of LFPs in the Region (except on AM/ ADM and CMGP subprojects)	Vetting of Data: PMO vets on the accuracy of data	Consolidated Report OPDS-PMED extracts reports, prepares analysis and submits to USLG consolidated monthly status reports of LFPs

The SubayBAYAN automatically generates statistical report after the cut-off time. Only data approved by the RO and vetted by the PMO will be captured by the System in the generation of monthly reports. Information encoded after the designated schedule will not be considered in the consolidated report, however they will be in the "raw data" until they are validated, approved and vetted at the appropriate levels.

The above process is system supported, i.e., validation, approval and vetting processes are executed in the SubayBAYAN. Data reported in the SubayBAYAN can be viewed at real time.

XI. Administration of the SubayBAYAN and the Management of Data

There shall be an **IT Staff in every PMO** who shall be responsible in the administration and management of data in the SubayBAYAN, and who shall serve the demand for information by its respective PMOs, the OPDS and the higher management in the Department. The **OPDS-PMED** shall be responsible in the consolidation of all the reports from PMOs, generate summaries and provide the higher management of the Department with the statistical report and analysis on the overall status of implementation of LFPs.

XII. Management of Comments Posted in the SubayBAYAN and Facebook Page

There shall also be an **IT Staff in every PMO** who shall manage and moderate the comments posted in the SubayBAYAN and in the SubayBAYAN-Facebook Page.

Data Encoders shall feedback to LGUs the comments posted in the SubayBAYAN relating to subprojects they are reporting.

XIII. Maintenance and Upgrading of the SubayBAYAN

To ensure operations of the System, it shall be the responsibility of the **ISTMS** to:

1. ensure the availability of IT staff to maintain the operations of the System as well as to assist the OPDS and its PMOs in case of a trouble in the operations of the SubayBAYAN,
2. keep the System updated with the trends in the information technology, and
3. upgrade the System at least once every year.

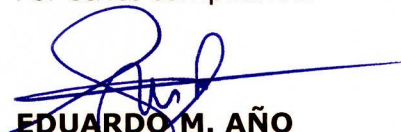
XIV. Repealing Clause

Memoranda on the implementation of the old Programs and Projects Monitoring System, the 1OPDS and all other previous issuances are hereby repealed.

XV. Effectivity

This **Memorandum Circular** shall take effect immediately.

For strict compliance.


EDUARDO M. AÑO
Officer-In-Charge



References:

- SubayBAYAN User's Manual
- DILG Circular No. 2017-16: Policy on Data Management
- Department Order No. 2017-624: Creation of Ad-Hoc Regional Information and Communication Technology Unit (RICTU) and its Functions
- Memorandum dated 07 August 2017 re: Creation of Account and Updating of Information and Photos on the Enhanced Program and Project Management System (PPMS)

"Matino, Mahusay, Maaasahan"

DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
OFFICE OF THE UNDERSECRETARY FOR LOCAL GOVERNMENT

MEMORANDUM

TO : ALL DILG REGIONAL, PROVINCIAL AND CITY DIRECTORS, CITY AND MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICERS, AND OTHER CONCERNED

SUBJECT : CREATION OF ACCOUNT AND UPDATING OF INFORMATION AND PHOTOS ON THE ENHANCED PROGRAM AND PROJECT MANAGEMENT SYSTEM (PPMS)

DATE : 07 August 2017

The Information System and Technology Management Services (ISTMS) of our Department has completed the enhanced Program and Project Management System (PPMS). Data from the old PPMS have been transferred to the new PPMS. Hence, we will no longer be using the old PPMS; and instead we will continue with the reporting and data management using the enhanced PPMS.

This Office will be issuing the Guidelines on the operation of the New PPMS very soon.

Our Department intends to launch the new System any time soon. We want to bring to the public the correct and precise information of our subprojects, particularly on the following:

- a. Name of the Project,
- b. Project description,
- c. Location,
- d. Allocation and Funding Year (of particular Program),
- e. Project Cost (including the LGU equity, if any),
- f. Date/s of actual start and end (if completed) of construction,
- g. Beneficiaries,
- h. Physical and Financial Statuses, and
- i. Progress Photos

Consistent with our requirement, photos to be available in the enhanced PPMS are supposedly the following: (1) before the project, (2) the subproject billboard, (3) during the 30 percent physical accomplishment, (4) during the 60 percent physical accomplishment, (5) during the 90 percent physical accomplishment, (6) during 100 percent physical accomplishment, and (7) during the operation/ utilization of the facility (project). Photos should provide a clear picture of the details/ progress of the subproject. To avoid the possible system failure due to data overload, the ISTMS requires that size of each photo to be uploaded in the System should not exceed 2.0 MB.

Relative to this, kindly visit the DILG Intranet thru the URL: <http://intranet.dilg.gov.ph>. Access the new PPMS, **create an account**, and check consistencies and facilitate completeness of data and photos, and update the System with an up-to-date information on the physical and financial statuses and recent photos of subprojects.

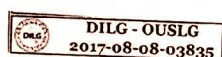
Attached is the *Instructional Guide* provided by the ISTMS on how to create a (new) account in the PPMS and the granting of access by the RICTU. The RICTU shall be the one who will address the concerns of field officers on the creation of new account. Should the RICTU needs assistance of the ISTMS on this matter, contact **Mr. Mark Anthony Espiritu** at (02) 441 9100 local 5507.

For any clarification on the data available in the new PPMS, please coordinate with either of the following OPDS-PMO IT Staff:

PMO IT Staff	Program/ Project	E-mail Address	Contact No.
Jhed Pamatmat	PAMANA	pamana.dilgfund@yahoo.com	(02) 929 6227
Jeremy Hernandez	KALSADA/ SLRF/ CMGP	kalsada.dilg@gmail.com slrf.dilg@yahoo.com	929 3844
John Oliver Torres	WSS PMO	dilgwsspmo@gmail.com	928 5854
Starin Vasquez	RAY/ ADM LAR	dilg.yolanda@gmail.com dilgco.localroads@gmail.com	929 9601
John Vincent Prado	BuB/ BEA/ ADM Others	dilg.opds.gppother@gmail.com	

For compliance.


AUSTERE A. PANADERO
 Undersecretary 



Enhanced PPPMS Access Guide for Regional Information and Communications Technology Unit (RICTU) and Field Officers

The enhanced PPMS is integrated with the DILG Intranet wherein the DILG Intranet serves as the centralized log-in to other DILG web applications. To access the Intranet, Log in via the following URL: <http://intranet.dilg.gov.ph>. Below are the instructions for the Regional Information and Communications Technology Unit (RICTU) and Field Officers on how to access the PPMS and to create and manage user accounts respectively.

Regional Information and Communications Technology Unit

User Management of the different web application systems can be done via the Intranet. To access the User Management module, under My Applications, select Intranet – User Management.

- To Create an Account:
 - a. Select **Create – User**
 - b. Fill out the form with the necessary information.
- To Confirm an Account:
 - a. Click on the button “Confirm” to confirm the user’s account.
- To Assign Roles and Permissions
 - a. Click on the button under the column “Has Role”, relative to the user.
 - b. On the Single Sign On tab, select “PPMS”.
 - c. Under the “Roles” table:
 - i. If the user is a City / Municipal Office, select **CityMunUser**
 - ii. If the user is from a Provincial Office, select **ProvincialUser**
 - d. Click on the button **Update** to save the changes made.
- To reset a user’s password:
 - a. View the User’s Account Details
 - b. Under the **Account Details**, you may nominate a new password by typing the new password on the space provided.
 - c. Click on the button **Update** to save the changes made.

Field Officers

- To create an account,
 - a. Access the Intranet. On the Log In screen, click on the link “Don't have an account? Sign up!”
 - b. Fill out the form with the necessary information.
 - c. Click on Signup to proceed.
 - d. A Confirmation Email will be sent to the email address provided. The Confirmation Email contains a link that will verify that the provided email address is valid and reachable. Click on the link to confirm the creation of the account.
 - e. Once the link has been clicked, a confirmation message will display informing the user that the account has been confirmed.
 - f. The user may now proceed to log in via the Intranet.
- To Request Access to the PPMS
 - a. The Regional Information and Communications Technology Unit (RICTU) has the authority in granting access to the system. Once the account has been created, inform the RICTU regarding the granting of access to the PPMS.
- To Update Project Details
 - a. Log in via the DILG Intranet. Under My Applications, select PPMS. On the menu on the left, select **My Projects**. Select on a project you wish to update.

As per Circular 2015-06 dated June 30, 2015 Policies and Guidelines in the Use of New Electronic GovMail enjoined department officials and employees to utilize the GovMail Facility. The DILG Intranet will only accept account registration supplied with a valid DILG GovMail account <name>@dilg.gov.ph.