



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XII**  
Prime Regional Government Center, Carpenter Hill, Koronadal City 9506  
<https://region12.dilg.gov.ph>

DILG-XII, Regional Office  
Koronadal City  
**RELEASE**  
By: *[Signature]*  
Time: *[Signature]*  
7/12/22  
5030

**REGIONAL MEMORANDUM CIRCULAR**  
NO. 2022-22

**TO : ALL PROVINCIAL GOVERNORS, CITY/MUNICIPAL MAYORS, DILG PROVINCIAL AND CITY DIRECTORS, OUTCOME MANAGERS C/MLGOOs**

**SUBJECT: GUIDELINES FOR CY 2022 REGIONAL SUBAYBAYANI: ASSESSMENT AND AWARDS FOR BEST PERFORMING LGUs AND MONITORS**

**DATE : JULY 12, 2022**

SubayBAYAN is the official platform of the Department in the monitoring and reporting of the progress of implementation of the Locally Funded Projects (LFPs) administered by the Office of the Project Development Services (OPDS). It provides a real time information on the physical and financial status of the subprojects.

Encoders and monitors have served the integral function in the SubayBAYAN mechanism which enables the DILG to perform its mandates as overseer for Locally Funded Projects (LFPs). Encoders are the LGU SubayBAYAN Focal Person and the Monitors are the DILG regional, provincial, city and municipal field officers who have shown excellent and consistent performance in the conduct of their duties as encoder and monitors for the SubayBAYAN.

Regional SubayBAYANI Award serves as a recognition of the SubayBAYAN Monitors and Encoders' efforts and dedication to deliver their respective capacities.

**1.0 ELIGIBILITY CRITERIA FOR SUBAYBAYAN MONITORS/ENCODERS**

1.1 For DILG Provincial/ City/ Municipal Offices/ SubayBAYAN Monitors and LGU Encoders:

- a. To be eligible for the award, SubayBAYAN Monitors/LGU Encoders must be a registered user in the platform with active accounts as Data Validators/Encoders starting January 2022.
- b. SubayBAYAN Monitors/LGU Encoders qualified under Section 1.1 (a) must also satisfy the following criteria:

✓ **Timeliness** – As project implementer, it is crucial that the LGU shall regularly update the status of the project on a timely basis

to provide real time information on the physical and financial status of the subprojects

- ✓ **Completeness** – Provision of relevant information pertaining to the implementation of LFPs is vital and important. LGUs shall ensure the immediate encoding and uploading of required data and documentation to the SubayBAYAN system once there is an update. This will provide transparency at all concerned government agencies, NGOs/ CSO/ Private sectors and beneficiaries.
  - ✓ **Quality and Accuracy** – LGU encoders must ensure that the information supplied are consistent with actual conditions and reports supplied to other agencies or offices
- c. To qualify for the award, SubayBAYAN Monitors and LGU SubayBAYAN Encoders must first meet the requirement prescribed in Section 1.1 (a) as holders of active accounts from the start of the year up to the most recent period, and satisfy the criteria listed in Section 1.1 (b). In case of non-compliance with any of the criteria listed in Section 1.1 (b), SubayBAYAN Monitors/ LGU Encoders may not qualify for the Award for CY 2022.

For SubayBAYAN Monitors, in addition to qualifying under the above criteria, they must also belong to the top percentile of provincial offices with the most proportion of city and municipal-level Monitors qualified to receive the SubayBAYANI Award for CY 2022.

## 2.0 SUBAYBAYANI AWARD TECHNICAL WORKING GROUP (TWG)

A Technical Working Group for the SubayBAYANI Award shall be formed consisting of Regional PDMU team lead by the SubayBAYAN Focal Person. They shall take the lead in the assessment of Monitors and shall be responsible for gathering all required data, validating data integrity, and safeguarding the shortlisting and selection process for awardees.

The SybayBAYANI TWG shall be open to receive feedback regarding the assessment results and process such as inputs to improve future SubayBAYANI assessments.

## 3.0 SCORING

- 3.1 SubayBAYAN Monitors and LGU Encoders shall be rated according to the criteri cited in Sections 1.1 and 1.2, as applicable. Each criterion has an assigned weight, as shown in table below. The maximum score that may be be obtained is 50. To be eligible for the SubayBAYANI Award, the SubayBAYAN Monitors/LGU Encoders must attain a minimum of 30 points.

**“Matino, Mahusay at Maasahan”**

Telefax: (083)228-6660 • (083)228-1421 | Tel: ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971 | Email: mail@region12.dilg.gov.ph



TABLE 1:2022 SUBAYBAYANI SCORING SYSTEM	
CRITERIA FOR SubayBAYAN Monitors/ LGU Encoders	WEIGHT
1. Account Registration and Activity	10
2. Completeness	15
3. Timeliness	15
4. Accuracy	10
<b>TOTAL SCORE</b>	<b>50</b>

- 3.2 The performance of the Monitors and Encoders shall be assessed progressively, strictly following the sequence of criteria illustrated above. This means that only Monitors/Encoders qualifying under criteria #1 shall be considered further under criteria #2, and on the succeeding criteria.
- 3.3 In cases of a tie, the SubayBAYANI Award TWG shall subject such offices/ monitors under force ranking.

#### 4.0 ASSESSMENT PROCESS

- 4.1 The SubayBAYANI Award TWG shall prepare the List of SubayBAYAN-registered, active accounts. Only those account holders that have been registered and active since January 2022 shall be included in the shortlist of SubayBAYAN Monitors/ Encodes to be assessed further.
- 4.2 Shortlisted Monitors/ Encoders shall be assessed progressively under the criteria listed as applicable. Performance data from reports by LGUs as of October 25, 2022 shall be used.
- 4.3 Extraction of performance data by the SubayBAYANI Award TWG shall commence on 1<sup>st</sup> week of November 2022. Assessment proper and validation shall follow thereafter from 2<sup>nd</sup> to 3<sup>rd</sup> week of November 2022.
- 4.4 The SubayBAYANI Award TWG shall announce the List of Awardees by 1<sup>st</sup> week of December 2022.

#### 5.0 CATEGORIES

- 5.1 DILG Provincial SubayBAYANI Monitors

SubayBAYANI Award shall be granted to the best performing province in the monitoring of the SubayBAYAN System

They are recognized for their work in ensuring that Local Government Units are implementing and reporting LFPs, and that DILG City/ Municipal Offices under their purviews are observing the appropriate monitoring and evaluation systems in accordance with standard government practice.

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## 5.2 DILG City/ Municipal SubayBAYANI Monitors

The SubayBAYANI Award shall be granted to the Top 10 DILG City/ Municipal Offices/ Monitors who qualify according to the criteria listed under Sec. 1.1 of this issuance.

They are recognized for their work in ensuring that city/ municipal local governments are implementing and reporting progress of LFPs, and that their respective offices are conducting the appropriate monitoring and evaluation systems in keeping with principles of transparency and accountability

## 5.3 LGU SubayBAYANI Encoders

The SubayBAYAN Award shall be granted to the Top 10 LGU Encoders who qualify according to the criteria.

They are recognized for their work in regularly encoding and updating the latest update in the implementation of their LFPs, and that their LGU is taking effort in gathering all the necessary data for uploading to the system.

## 5.4 SPECIAL AWARDS AND RECOGNITION

The SubayBAYANI Special Awards and Recognition shall be granted to the Local Governments and DILG Filed Offices for displaying exemplary performance in the implementation of LFPs and for instituting innovative practices that yield notable results in the course of operations.

For your information and guidance.



**JOSEPHINE CABRIDO - LEYSA, CESO III**  
Regional Director