



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>

3867

**REGIONAL MEMORANDUM CIRCULAR**

**NO.** 2023-19

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

**SUBJECT:** GUIDELINES FOR CY 2023 REGIONAL SUBAYBAYANI: ASSESSMENT AND AWARDS FOR BEST PERFORMING LGUs AND MONITORS

**DATE :** MAY 15, 2023

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). The platform 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's SubayBAYAN Focal Persons 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 encoders 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 COVERAGE**

Programs/ projects covering FY 2018-2023

- 1.1. Assistance to Municipalities (AM) – 2018, 2019, 2020;
- 1.2. Conditional Matching Grant to Provinces (CMGP) – 2018, 2019 and 2020;
- 1.3. Financial Assistance to Local Government Units (FALGU) – 2021, 2022;
- 1.4. Sagana at Ligtas na Tubig para sa Lahat (SALINTUBIG) – 2018, 2019, and 2020;
- 1.5. Support to the Barangay Development Program (SBDP) – 2021, 2022; and
- 1.6. RBME of LGU Infrastructure Projects or RLIP-enrolled LGU-funded Infrastructure Projects – 2022 and 2023.

**Performance assessment will start from October 2022 to September 2023.**

**"Matino, Mahusay at Maasahan"**

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## 2.0 QUALIFYING INDICATORS

### 2.1 Local Government Units (LGUs):

a. To be eligible for the award, SubayBAYAN LGU Encoders must be a registered user in the platform with active accounts as Data Encoders.

b. LGU 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

Indicator	Means of Verification/ Relevance	Points
DELIVERY Rate	<ul style="list-style-type: none"> <li>▪ Number of projects which are on-going versus the total number of projects in the LGU implemented within the validity period.</li> </ul>	15
COMPLETION Rate	<ul style="list-style-type: none"> <li>▪ Number of Completed Projects versus total number of projects in the LGU implemented within the validity period</li> </ul>	15
FINANCIAL REPORT	<ul style="list-style-type: none"> <li>▪ Percentage of Liquidation versus the total allocation within the validity period</li> </ul>	20
SUBAYBAYAN-LFP Monthly Progress Report	<ul style="list-style-type: none"> <li>▪ Monthly progress data submitted through SubayBAYAN portal by every 25th of the month or before, if weekend or holiday</li> <li>▪ Applicable only for LGUs with ongoing projects</li> </ul>	20
Enrollment of Locally Funded Projects	<ul style="list-style-type: none"> <li>▪ Enrolled projects within 15 days of receipt of NADAI</li> <li>▪ For RLIP projects, FY 2023 projects enrolled before end of June 2023</li> </ul>	10
Progress Reporting of RLIP-enrolled projects	<ul style="list-style-type: none"> <li>▪ Accomplishment of milestones as reported in Form 2 vis-à-vis targets set in Form 1</li> </ul>	20
<b>TOTAL</b>		<b>100</b>

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- ✓ **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.

Indicator	Means of Verification/ Relevance	Points
Enrollment of Locally Funded Projects	Completeness of data in the required fields	30
Enrollment of RLIP Projects	Completeness of data in the required fields	10
Geo-tagged photos	Required milestones have geotagged photos	20
Progress Reporting of RLIP-enrolled projects	Completeness of data in the required fields	10
Submission of required plan and infrastructure data	<p>For Provinces</p> <ul style="list-style-type: none"> <li>- Submission of approved and updated Local Road Network Development Plan (LRNDP) with Resolution particularly FY 2021 onwards</li> <li>- Component Cities and Municipalities were included in the LRNDP</li> <li>- Submitted the updated Roads and Bridges Information System (RBIS) data before end of June 2023</li> </ul> <p>For Municipalities</p> <ul style="list-style-type: none"> <li>- Submission of approved Municipal Water System and Sanitation, Sewerage Sector Plan (MW4SP)</li> <li>- Submission of RBIS data</li> </ul>	30
<b>TOTAL</b>		<b>100</b>

- ✓ **QUALITY AND ACCURACY** – LGU encoders must ensure that the information supplied are consistent with actual conditions and reports supplied to other agencies or offices

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Indicator	Means of Verification/ Relevance	Points
Financial Status of Locally Funded Projects	<ul style="list-style-type: none"> <li>- Status of Obligation versus Disbursement</li> <li>- Unutilized funds returned to Bureau of Treasury within ninety (90) days</li> </ul>	40
Geo-tagged photos	Required photos matches on the required milestones (8 milestone for infrastructure & 2 milestone for non-infrastructure)	10
Progress Reporting of RLIP-enrolled projects	Accurate data provided in the required fields	20
Submission of required plans and data	<p>For Provinces</p> <ul style="list-style-type: none"> <li>- Submission of approved and updated Local Road Network Development Plan (LRNDP) with Resolution particularly FY 2021 onwards</li> <li>- Component Cities and Municipalities were included in the LRNDP</li> <li>- Submitted the updated Roads and Bridges Information System (RBIS) data before end of June 2023</li> </ul> <p>For Municipalities</p> <ul style="list-style-type: none"> <li>- Submission of approved Municipal Water System and Sanitation, Sewerage Sector Plan (MW4SP)</li> </ul> <p>Submission of RBIS data</p>	30
<b>TOTAL</b>		<b>100</b>

- c. Concerned LGUs must have a **functional Local Project Monitoring Committee** based on the **DILG Regional Memorandum Circular 2023-12 dated March 15, 2023**.

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.

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### 3.0 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.

### 4.0 SCORING

- 4.1 SubayBAYAN LGU shall be rated according to the criteria cited in Sections 2.1 of this Regional Memorandum Circular, as applicable. Each criterion has an assigned weight, as shown in table below. The maximum score that may be obtained is 100. To be eligible for the SubayBAYANI Award, the SubayBAYAN LGU must attain a minimum of 70 points.

TABLE 1:2023 SUBAYBAYANI SCORING SYSTEM	
CRITERIA FOR SubayBAYAN Monitors/ LGU Encoders	WEIGHT
1. Completeness	35
2. Timeliness	35
3. Accuracy	30
<b>TOTAL SCORE</b>	<b>100</b>

- 4.2 The performance of the Encoders shall be assessed progressively, strictly following the sequence of criteria illustrated above.
- 4.3 In cases of a tie, the SubayBAYANI Award TWG shall subject such offices under force ranking.

### 5.0 ASSESSMENT PROCESS

- 5.1 Shortlisted LGUs shall be assessed progressively under the criteria listed as applicable. Performance data from reports by LGUs as of September 2023 shall be used.
- 5.2 Extraction of performance data by the SubayBAYANI Award TWG shall commence on 2nd week of October 2023. Assessment proper and validation shall follow thereafter from 3<sup>rd</sup> to 4<sup>th</sup> week of October 2023.
- 5.3 The SubayBAYANI Award TWG shall announce the List of Awardees by 2<sup>nd</sup> week of November 2023.

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## 6.0 CATEGORIES

### 6.1 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.

### 6.2 DILG City/ Municipal SubayBAYANI Monitors

The SubayBAYANI Award shall be granted to the Top 10 DILG City/ Municipal Offices/ Monitors according to the performance of their LGU.

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

### 6.3 LGU SubayBAYANI

The SubayBAYAN Award shall be granted to the Top 10 LGUs that qualifies the criteria.

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

### 6.4 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