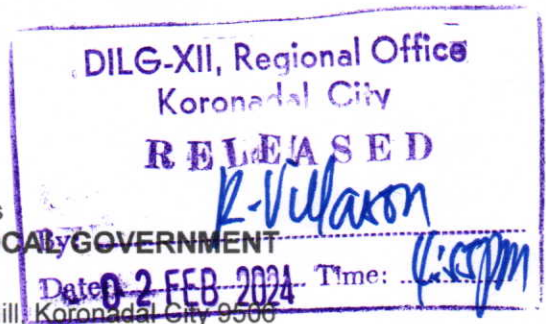




Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII
Prime Regional Government Center, Carpenter Hill, Koronadal City 9506
<https://region12.dilg.gov.ph>



0862

REGIONAL MEMORANDUM CIRCULAR

NO. 2024-04

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

SUBJECT: GUIDELINES FOR CY 2024 REGIONAL SUBAYBAYANI: ASSESSMENT AND AWARDS FOR BEST PERFORMING LGUs AND MONITORS

DATE : JANUARY 31, 2024

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 2018-2024

- 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, 2023 & 2024;
- 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, 2023 & 2024; and
- 1.6. RBME of LGU Infrastructure Projects or RLIP-enrolled LGU-funded Infrastructure Projects – 2022, 2023 & 2024.

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Performance assessment will start from November 2023 to September 2024.

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. Concerned LGUs must have a **functional Local Project Monitoring Committee**.
- c. They must also belong to the top percentile LGUs in the province to be qualified to receive the SubayBAYANI Award for CY 2024.
- d. 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"> ▪ Number of projects which are on-going versus the total number of projects in the LGU implemented within the validity period. 	15
COMPLETION Rate	<ul style="list-style-type: none"> ▪ Number of Completed Projects versus total number of projects in the LGU implemented within the project timeline 	25
FINANCIAL REPORT	<ul style="list-style-type: none"> ▪ Percentage of Liquidation versus the total allocation within the validity period 	20
SUBAYBAYAN-LFP Monthly Progress Report	<ul style="list-style-type: none"> ▪ Monthly progress data submitted through SubayBAYAN portal every 20th of the month or before, if weekend or holiday 	20
Enrollment of Locally Funded Projects	<ul style="list-style-type: none"> ▪ Enrolled projects within 15 days upon issuance of NADAI from ▪ For RLIP projects, FY 2024 projects enrolled before end of 2nd Quarter 2024 	10
Progress Reporting of RLIP-enrolled projects	<ul style="list-style-type: none"> ▪ Accomplishment of milestones as reported in Form 2 vis-à-vis targets set in Form 1 	10
TOTAL		100

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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, infrastructure data and other report	<p>For Provinces</p> <ul style="list-style-type: none"> - Submitted the updated Roads and Bridges Information System (RBIS) data before end of June 2024 <p>For Municipalities</p> <ul style="list-style-type: none"> - Submission of updated/ approved Municipal Water System and Sanitation, Sewerage Sector Plan (MW4SP) / WASH Plan - Submission of updated RBIS data 	30
TOTAL		100

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

Indicator	Means of Verification/ Relevance	Points
Financial Status of Locally Funded Projects	<ul style="list-style-type: none"> - Status of Obligation versus Disbursement - Unutilized funds returned to Bureau of Treasury within thirty (30) after issuance of Certificate of Completion 	40

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Geo-tagged photos	Required photos matches on the required milestones (7 milestone for infrastructure & 2 milestone for non-infrastructure)	20
Progress Reporting of RLIP-enrolled projects	Accurate data provided in the required fields	20
Submission of required plans, data and other reports	<p>For Provinces</p> <ul style="list-style-type: none"> - Submitted the updated Roads and Bridges Information System (RBIS) data before end of the 2nd quarter <p>For Municipalities</p> <ul style="list-style-type: none"> - Submission of approved/ updated Municipal Water System and Sanitation, Sewerage Sector Plan (MW4SP)/ WASH Plan - Submission of updated RBIS data 	20
TOTAL		100

- ✓ **QUALITY ON WORKMANSHIP AND PROJECT MANAGEMENT**– LGU must ensure the quality of infrastructure projects and compliance of technical and other supporting documents

Indicator	Means of Verification/ Relevance	Points
Quality on Workmanship	- No Major Findings on the on-going/ completed projects	30
	- On-time project implementation	20
Project Management	- Presence of documents based on Quality Assurance Assessment Report (QAAR)	30
	- Booked as an Asset (for completed projects)	10
	- With Approved Maintenance Plan	10
TOTAL		100

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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 SubayBAYANI 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	20
2. Timeliness	30
3. Accuracy	20
4. Quality on Workmanship & Project Management	30
TOTAL SCORE	100

- 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 2024 shall be used.
- 5.2 Extraction of performance data by the SubayBAYANI Award TWG shall commence on 2nd week of October 2024. Assessment proper and validation shall follow thereafter from 3rd to 4th week of October 2024.
- 5.3 The SubayBAYANI Award TWG shall announce the List of Awardees by **2nd week of November 2024**.

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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.

FINANCIAL PERFORMANCE

- Regular and updated submission of liquidation report based on the required timelines.
- LGU with full liquidation within thirty (30) days after project completion and no remaining unliquidated from the previous LGSF Projects under the monitoring of the department.

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PHYSICAL PERFORMANCE

- On-time project completion with no remaining on-going projects monitored by the department

For your information and guidance.



ATTY. ROCHELLE D. MAHINAY-SERO, CESE
OIC Regional Director

ORD: RDMS
LAO:
PDMU: HSO

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