



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

LOCAL BUDGET CIRCULAR

No.: 131
January 8, 2021

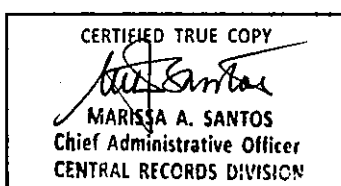
To : Local Chief Executives, Members of the Local Sanggunian, Local Budget Officers, Local Treasurers, Local Planning and Development Coordinators, Local Accountants, and All Others Concerned

Subject : **GUIDELINES ON THE RELEASE AND UTILIZATION OF THE LOCAL GOVERNMENT SUPPORT FUND – OTHER FINANCIAL ASSISTANCE TO LOCAL GOVERNMENT UNITS IN THE FY 2021 GENERAL APPROPRIATIONS ACT, REPUBLIC ACT NO. 11518**

1.0 LEGAL BASES

Under Special Provision (SP) No. 3 of the Local Government Support Fund – Financial Assistance (LGSF-FA) to Local Government Units (LGUs) in Republic Act (RA) No. 11518 or the FY 2021 General Appropriations Act (GAA), the appropriated amount of **P13,585,219,000.00** shall be used for financial assistance to LGUs, except for those under the Bangsamoro Autonomous Region in Muslim Mindanao, to support the following priority programs and projects:

- i) Construction, concreting, rehabilitation, repair or improvement of any of the following: (a) local roads and/or bridges; (b) public markets; (c) slaughterhouses; (d) multi-purpose buildings/halls; (e) multi-purpose pavements; (f) drainage canals; (g) sea wall/river wall; (h) water system projects including level 1 stand-alone water points; (i) evacuation centers; (j) public parks; (k) fish ports; and (l) post-harvest facilities composed of ice plant and cold storage facilities;
- ii) Purchase of ambulance, trucks, mini dump trucks, multi-purpose vehicles, or multicabs;
- iii) Street lighting or barangay electrification;
- iv) Purchase of medical equipment;
- v) Financial assistance for health and sports program;



- vi) Assistance programs and projects for education, health and social protection in light of the COVID-19 pandemic; and
- vii) Assistance to indigent individuals in any of the following forms: (a) medical; (b) burial; (c) transportation; (d) food assistance; (e) cash for work; and (f) educational assistance.

In the disbursement and utilization of the Fund, priority shall be given to assistance programs and projects for education, health and social protection in light of the COVID-19 pandemic, such as but not limited to: (i) the distribution of learning modules; (ii) COVID-19 health response; and (iii) livelihood and employment assistance.

The President, in his Veto Message to the FY 2021 GAA, placed the LGSF-FA to LGUs under conditional implementation to subject it to the guidelines to be issued by the DBM. Further, in the implementation of LGSF-FA to LGUs, priority must be given to infrastructure projects consistent with the Build, Build, Build Program of the National Government.

2.0 PURPOSE

This Circular is being issued to prescribe the guidelines and procedures on the release and utilization of the LGSF-FA to LGUs consistent with the FY 2021 GAA and the President's Veto Message.

3.0 GENERAL GUIDELINES

- 3.1 The LGSF-FA to LGUs shall be exclusively used by the provinces, cities, municipalities, and barangays concerned to fund the eligible programs and projects enumerated under SP No. 3 of the LGSF-FA to LGUs in the FY 2021 GAA. For the guidance of the LGUs, the definition of the terms covering the scope of the eligible programs and projects are provided in **Annex A** hereof.
- 3.2 All requests for financial assistance chargeable against the LGSF-FA to LGUs shall be signed by the local chief executive (LCE) of the province, city, municipality, or barangay, and shall be addressed to the Secretary of the DBM.
- 3.3 The LGUs shall submit their requests, together with the documentary requirements as prescribed in **Annex B** hereof, either to the DBM Regional Office (RO) concerned or to the DBM Central Office (CO), for evaluation as to the compliance with the requirements and conditions prescribed under SP No. 3 of the LGSF-FA to LGUs under the FY 2021 GAA and this Circular.



3.4 The DBM ROs shall:

3.4.1 Conduct preliminary evaluation of the requests and determine compliance with the documentary requirements prescribed in **Annex B** hereof.

3.4.2 Forward to the DBM CO, through the OSEC-Technical Review Unit (OSEC-TRU), all requests, including the result of the preliminary evaluation.

3.5 The DBM CO, through OSEC-TRU, shall:

2.4.1 Evaluate requests directly submitted by the LGUs to the CO, in coordination with the DBM RO concerned, when necessary; and

2.4.2 Conduct final evaluation of the requests forwarded by the DBM ROs and recommend the necessary action on the requests submitted.

3.7 LGUs that previously received funding support from the FYs 2016 to 2020 LGSF-FA to LGUs shall submit a Report on Fund Utilization and Status of Program/Project Implementation. The minimum obligation rate¹ of the programs and/or projects funded under the previous years' LGSF-FA to LGUs, as of reporting period, shall be as follows:

Funding Source	Minimum Obligation Rate
FYs 2016 to 2019 LGSF-FA to LGUs	100%
FY 2020 LGSF-FA to LGUs	70% ²

In case of unobligated balances derived from completed programs or projects funded under the FYs 2016 to 2019 LSGF-FA to LGUs, the recipient LGUs shall submit a certification attesting that the balances have already been returned by the LGU to the National Treasury, together with the corresponding disbursement voucher/check.

Failure on the part of the LGU to meet the minimum obligation rate of the programs and projects under the previously received LGSF-FA to LGUs shall be a ground to deny the request of the LGU.

3.8 All the required information, format, and signatories in the documentary requirements under this Circular and its annexes shall be completely provided by the LGUs.

¹ Obligation Rate=Amount Obligated/Amount Received

² Except for those funded under the FY 2020 LGSF-FA to LGUs but released only in FY 2021



- 3.9 Other documents submitted by the LGUs that are not among the prescribed documentary requirements under this Circular shall not form part of the evaluation of the DBM.
- 3.10 Consistent with Section 28 of the General Provisions of the FY 2021 GAA, the LGUs shall ensure that the designs of all proposed projects for the construction, rehabilitation, repair, or improvement of public markets and other buildings include the installation of a Rainwater Collection System, in accordance with the prescribed design of the Department of Public Works and Highways.
- 3.11 It is understood that only requests prepared, signed, and submitted by the LCEs shall be evaluated by the DBM. Requests that are shown to have been prepared and/or submitted by third parties, *e.g., fixers, middlemen, and facilitators*, shall be immediately denied.
- 3.12 In the disbursement and utilization of the LGSF-FA to LGUs, priority shall be given to assistance programs and projects for education, health and social protection in light of the COVID-19 pandemic, such as but not limited to: (i) the distribution of learning modules; (ii) COVID-19 health response; and (iii) livelihood and employment assistance.
- 3.13 In line with the Build, Build, Build Program of the Government pursuant to the Philippine Development Plan 2017-2022 on Accelerating Infrastructure Development³ and consistent with the President's Veto Message, infrastructure programs and projects shall likewise be given priority in the allocation and utilization of the LGSF-FA to LGUs.
- 3.14 All requests shall be subject to the evaluation by the DBM based on just and equitable distribution among LGUs, and fund availability.
- 3.15 In order to ensure that funds from the LGSF-FA are released to the LGUs within the Fiscal Year consistent with SP No. 6 of the FY 2021 LGSF, the deadline for the submission of requests shall be on or before **June 30, 2021**.
- 3.16 Consistent with DBM-Department of Finance Joint Circular No. 2016-1 dated January 4, 2016,⁴ the LGSF-FA to LGUs shall be released directly by the Bureau of the Treasury (BTr) to the beneficiary LGUs, through authorized government servicing banks, consistent with the purposes indicated in the corresponding Special Allotment Release Order and Advice of Notice of Cash Allocation Issued to be released by the DBM to the BTr.

³ Chapter 19 of the Philippine Development Plan 2017-2022

⁴ Guidelines for the Direct Release of Funds by the Bureau of the Treasury (BTr) to Local Government Units (LGUs) in FY 2016 and Thereafter

- 3.17 The FY 2021 LGSF-FA to LGUs shall be recorded as a trust fund by the LGUs for the specific purpose(s) for which the funds were received and shall be made available for disbursement for the purpose specified until December 31, 2022.

After the end of the validity period, any unreleased appropriations shall lapse, while undisbursed funds shall revert to the National Treasury, particularly to the unappropriated surplus of the General Fund in accordance with Section 28, Chapter 4, Book VI of E.O. No. 292, s. 1987.

If at any point before December 31, 2022, the LGU determines that the funds can no longer be utilized, *e.g.*, when the program(s) and/or project(s) cannot be implemented for any reason or when the same has/have been funded from other sources, the amount received by the same LGU from the LGSF-FA to LGUs shall be immediately reverted to the National Treasury.

- 3.18 Consistent with SP No. 4 of the Department of the Interior and Local Government (DILG)-OSEC Budget, FY 2021 GAA, the DILG shall be responsible for the monitoring and evaluation of actual project implementation, including the documentary requirements to be submitted the LGUs to be used for said monitoring and evaluation of projects covered by the LGSF.

4.0 **PROHIBITIONS ON THE USE OF THE LGSF-FA to LGUs**

The LGSF-FA to LGUs shall not be used:

- 4.1 For any purpose other than the program(s) and/or project(s), including the location thereof, for which the fund was released, **without the prior evaluation and approval of the DBM;**
- 4.2 For purchase of motor vehicles (MVs) with specifications, costs, deployment, and/or purpose other than that specified in the Authority to Purchase Motor Vehicle (APMV) in the form of Confirmation Letter issued by the DBM to the LGU **without the prior evaluation and approval of the DBM;**
- 4.3 To fund projects already fully covered by the other sources of funds; and
- 4.4 For the payment of Personal Services expenditures (i.e., payment of salaries, including honoraria, allowances, bonuses, and similar forms of compensation).



5.0 PROJECT IMPLEMENTATION

- 5.1 Disbursement and utilization by the LGUs shall be subject to pertinent provisions of the Government Procurement Reform Act (RA No. 9184) and its 2016 Revised Implementing Rules and Regulations (IRR), and any relevant policies issued by the Government Procurement Policy Board (GPPB), as well as the applicable budgeting, accounting, and auditing rules and regulations.
- 5.2 The purchase of MVs shall be subject to the pertinent guidelines issued by the DBM and other guidelines that may be issued by the appropriate government agency for the purpose. The authority to purchase, where applicable, shall be sought before the posting of the Invitation to Bid/Request for Quotation, consistent with pertinent guidelines on the acquisition and use of MVs.
- 5.3 Notwithstanding the provisions of NBC No. 446, as amended, the DBM-CO, through the OSEC-TRU, shall issue a Confirmation Letter to the beneficiary LGUs, informing them of the issuance of the NCA for the purchase of MVs, chargeable against the LGSF-FA to LGUs. To support the speedy and timely vehicle procurement for government operations, the Confirmation Letter issued by the DBM to the LGUs shall serve as the LGU's APMV.
- 5.4 The APMV in the form of Confirmation Letter issued by the DBM is limited to those MVs enumerated under Section 5(a)(1) of Administrative Order (AO) No. 14⁵.

The issuance of APMVs for the purchase of MVs under the project menu of the FY 2021 LGSF-FA to LGUs that falls within the authority of the DILG, shall be retained with the DILG, consistent with AO No. 14.

6.0 POSTING AND REPORTING REQUIREMENTS

The beneficiary LGUs shall:

- 6.1 Comply with the posting requirements prescribed under RA No. 9184 and its 2016 Revised IRR, and all relevant policies issued by the GPPB;
- 6.2 Prepare quarterly reports on fund utilization and status of program/project implementation using the prescribed format (**Annex C**) until such time that the Unified Reporting System for LGUs has been developed and can be used by the LGUs.

⁵ AO No. 14 dated December 10, 2018 (Consolidating and Rationalizing the Rules on the Acquisition of Government Motor Vehicles, Adopting a Centralized System of Procurement Therefor, and for Other Purposes)

- 6.3 Consistent with the Full Disclosure Policy of the DILG, the said reports shall be posted in at least three (3) conspicuous public places in the locality and on the LGU's website within twenty (20) calendar days from the end of each quarter.
- 6.4 The LCE of the implementing LGU shall send a written notice to the Secretary of DBM, Secretary of DILG, Speaker of the House of Representatives, President of the Senate of the Philippines, and the Chairpersons of the House Committee on Appropriations and Senate Committee on Finance upon posting of the reports on the LGU's website. The date of notice to said agencies shall be considered the date of compliance with the requirement.

7.0 RESPONSIBILITY AND ACCOUNTABILITY

The responsibility and accountability in the implementation of programs and projects, and proper utilization and disbursement of the LGSF-FA to LGUs shall rest upon the LCE and other local officials concerned of the recipient LGU. It is also the responsibility of said local officials to ensure that the funds released to the LGU are utilized strictly in accordance with applicable budgeting, accounting, and auditing rules and regulations, and pertinent provisions of RA No. 9184.

Moreover, the LGU shall ensure that no duplication of funding will occur. As such, the LGU, through its LCE, shall immediately inform the DBM if it has received funding from other sources for the same programs or projects.

8.0 ITEMS FOR RESOLUTION

Interpretation of the provisions of this Circular, including relevant items not covered herein, shall be referred to the DBM for resolution.

9.0 SEPARABILITY

If any provision of this Circular is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

10.0 REPEAL

All provisions of existing guidelines that are not consistent with this Circular are hereby revised, modified and/or repealed accordingly.



11.0 EFFECTIVITY

This Circular shall take effect fifteen (15) calendar days after its publication.


WENDEL E. AVISADO
Secretary



ANNEX A**DEFINITION OF TERMS**

Particulars	Definition	Source
Bridge	A structure carrying a road over a road, waterway or other feature, with a clear span over 3.0 meters along the centerline between the inside faces of supports. A bridge may have an independent deck supported on separate piers and abutments, or may have a deck constructed integral with supports.	Department of Public Works and Highways Enterprise Data Glossary, October 2016
Building	A roofed and walled structure built for permanent use.	Department of Public Works and Highways Enterprise Data Glossary, October 2016
Construction	The process of building infrastructure, including but not limited to new construction, improvement, upgrading, and rehabilitation.	Department of Public Works and Highways Enterprise Data Glossary, October 2016
Drainage Canal	Drainage structure built to drain water from the road or any infrastructure.	Other Infrastructure Section, Programming Division, Planning Service, Department of Public Works and Highways
Evacuation Centers	A temporary shelter for displaced families in times of calamity, or where people may escape to from imminent threat, an ongoing threat or a hazard to lives or property. This may also serve as a training center for disaster preparedness activities.	

Particulars	Definition	Source
Farm-to-Market Roads	Refer to roads linking the agriculture and fisheries production sites, coastal landing points and post-harvest facilities to the market and arterial roads and highways.	Republic Act No. 8745 or Agriculture and Fisheries Modernization Act of 1997
Footbridge	A footbridge (also called a pedestrian bridge, pedestrian overpass, or pedestrian overcrossing) is a bridge designed for pedestrians.	
Improvement	The betterment of existing infrastructure through upgrading, widening, or strengthening (e.g., retrofitting) in order to increase its original design capacity or performance.	Department of Public Works and Highways Enterprise Data Glossary, October 2016
Medical Device	<p>Any instrument, apparatus, implement, machine, appliance, implant, in vitro reagent or calibrator, software, material or other similar or related article intended by the manufacturer to be used, alone or in combination, for human beings for one or more of the specific purpose(s) of:</p> <ul style="list-style-type: none"> a) diagnosis, prevention, monitoring, treatment or alleviation of disease, b) diagnosis, monitoring, treatment, alleviation of or compensation for an injury; c) investigation, replacement, modification or support of the anatomy or of a physiological process; d) supporting or sustaining life; e) control of conception; f) disinfection of medical devices; g) providing information for medical or diagnostic purposes by means of in-vitro examination of specimens derived from the human body; and 	Department of Health, Frequently Asked Questions

Particulars	Definition	Source
	h) which does not achieve its primary intended action in or on the human body by pharmacological, immunological or metabolic means, but which may be assisted in its intended function by such means.	
Multi-Cab	A small, narrow, lightweight, truck with seating capacity of around 11 to 13; typically have three-cylinder engines and may be customized to fit the purpose for which it was used, preferably for rescue, evacuation or project implementation and monitoring purposes. Engine displacement must not exceed 1000cc.	Department of Budget and Management- Department of the Interior and Local Government Joint Memorandum Circular No. 2019-02, December 18, 2019
Multi-Purpose Building	A building used for more than one specific purpose.	
Multi-Purpose Pavement	A pavement used for more than one specific purpose.	
Multi-Purpose Vehicle	A fully or partially enclosed four-wheel general purpose utility vehicle with two (2) compartments: (1) the front cabin/cab with two (2) side doors seating three (3) passengers, including the driver, on a full width seat, and (ii) the rear deck accommodating eight (8) to 16 passengers with facing collapsible bench seats accessible through rear door(s).	Budget Circular No. 2017-1, April 26, 2017
Pavement	The constructed all-weather surface of a road, including parking and auxiliary lanes but excluding shoulders. That part of a roadway having a constructed surface for the facilitation of vehicular traffic.	Department of Public Works and Highways Enterprise Data Glossary, October 2016

Particulars	Definition	Source
Public Markets	A market owned, operated and/or managed by the government intended to serve the general public where most of the food commodities for sale are generally unprocessed and perishable.	Department of Agriculture Administrative Order No. 5, series of 2012, January 12, 2012
Public Parks	An area of land, usually in a largely natural state, for the enjoyment of the public, having facilities for rest and recreation.	
Rehabilitation	A grouping of types of work which restore structural capacity and performance and/or enhance safety. These types of work are applicable to infrastructure in poor or bad condition. In the case of pavement, this shall not extend into the subgrade. In the case of flood control, this includes dredging.	Department of Public Works and Highways Enterprise Data Glossary, October 2016
Repair	Reactive, simple, small-scale activity to mend a minor damaged portion of an asset to a good or sound condition comparable to that before the damage occurred, which is typically funded from Maintenance and Other Operating Expenses (MOOE). As opposed to Rehabilitation of Infrastructure, or Capital Project for Equipment, Repairs do not change the fixed asset or its performance. For example pothole patching, sealing of cracks, replacement of broken minor equipment parts, and other activities as defined in Department Orders on the maintenance (or repair) of National Infrastructure, Equipment, or Facilities. Dredging is not considered Repair.	Department of Public Works and Highways Enterprise Data Glossary, October 2016

Particulars	Definition	Source
Road	A general term denoting a public way for purposes of vehicular traffic, including the entire area within the road right-of-way.	Department of Public Works and Highways Enterprise Data Glossary, October 2016
Seawall/ Riverwall	Protection structure near the sea or a river	Other Infrastructure Section, Programming Division, Planning Service, Department of Public Works and Highways
Slaughterhouses	Facilities where farm animals are butchered and processed	Commission on Audit Circular No. 2013-002: Adoption of the Revised Chart of Accounts for National Government Agencies, January 30, 2013
Sports Program	Programs that feature traditional sports and disciplines included in national and international games	Republic Act No. 7160 or the Local Government Code
Sports Facilities	Infrastructure that facilitate training and development on sports programs, which may include athletes and coaches dormitory, baseball field, beach volleyball courts, bowling center, covered swimming and diving pool, football field, gymnastic center, multi-purpose gymnasium, multi-purpose field for archery, BMX track, lawn bowls, rugby pitch, softball field, track and field oval, tennis courts, velodrome, sports science building, mess hall, and weight training building, among others.	Republic Act No. 11214 of the Philippine Sports Training Center Act
Street lighting	A roadway or road lighting	Roadway Lighting Guidelines. Department

Particulars	Definition	Source
		of Energy, January 22, 2016
<p>Water System Projects</p> <p>Level I (Point source)</p>	<p>A protected well or a developed spring with an outlet but without a distribution system as it is generally adaptable for rural areas where the houses are thinly scattered serving an average of 15 households with people having to fetch water from up to 250 meters distance.</p>	<p>Philippine Water Supply Sector Roadmap, 2nd Edition, 2010, National Economic and Development Authority (NEDA); and Philippine Development Plan 2011-2016, Chapter 5: Accelerating Infrastructure Development, NEDA</p>
<p>Level II (Communal faucet system or standpost)</p>	<p>A piped system with communal or public faucets usually serving 4-6 households within 25 meters distance. A system composed of a source, reservoir, distribution system and communal faucets. Generally suitable for rural and urban fringe areas where houses are clustered densely to justify a simple piped-system.</p>	
<p>Level III (Waterworks system or individual household connections)</p>	<p>A fully reticulated system with individual house connections based on a daily water demand of more than 100 liters per person. A system composed of a source, reservoir, piped distribution system and household taps. Generally suited for densely populated urban areas.</p>	

DOCUMENTARY REQUIREMENTS

Program/Project	Documentary Requirements
<p>Construction, concreting, rehabilitation, repair or improvement of any of the following:</p> <ul style="list-style-type: none"> (a) local roads and/or bridges; (b) public markets; (c) slaughterhouses; (d) multi-purpose buildings/halls; (e) multi-purpose pavements; (f) drainage canals; (g) sea wall/river wall; (h) water system projects including level 1 stand-alone water points; (i) evacuation centers; (j) public parks; (k) fish ports; and (l) post-harvest facilities composed of ice plant and cold storage facilities; 	<ul style="list-style-type: none"> a) Signed request letter by the LCE stating the program/project title, location and amount. In case the request covers two (2) or more programs and/or projects, a list of programs and/or projects in order of their priorities of the LGU shall be provided in the request letter; b) Duly notarized omnibus sworn statement following the template provided in Annex B1 hereof; c) Signed LGU Contact Details by the LCE following the template provided in Annex B2 hereof; <p>If LGU is a recipient of FYs 2016-2020 LGSF-FA to LGUs:</p> <ul style="list-style-type: none"> d) Report on Fund Utilization and Status of Program/Project Implementation following the template provided in Annex C hereof; <p>If LGU has unobligated balances from FYs 2016-2019 LGSF-FA to LGUs:</p> <ul style="list-style-type: none"> e) Certification attesting that the balances from the FYs 2016-2019 LGSF-FA to LGUs have already been returned to the National Treasury, together with the corresponding proof of reversion of unobligated balances (e.g., disbursement voucher/check, deposit slip, or official receipt from the BTr.

Program/Project	Documentary Requirements
<p>Purchase of ambulance, trucks, mini dump trucks, multi-purpose vehicles, or multicabs</p>	<p>a) Signed request letter by the LCE stating the program/project title, location and amount. In case the request covers two (2) or more programs and/or projects, a list of programs and/or projects in order of their priorities of the LGU shall be provided in the request letter;</p> <p>b) Duly notarized omnibus sworn statement following the template provided in Annex B3 hereof;</p> <p>c) Project Profile for vehicles following the template provided in Annex B4 hereof;</p> <p>d) Inventory of Motor Vehicles following the template provided in Annex B5 hereof;</p> <p>e) Signed LGU Contact Details by the LCE following the template provided in Annex B2 hereof;</p> <p>If LGU is a recipient of FYs 2016-2020 LGSF-FA to LGUs:</p> <p>f) Report on Fund Utilization and Status of Program/Project Implementation following the template provided in Annex C hereof;</p> <p>If LGU has unobligated balances from FYs 2016-2019 LGSF-FA to LGUs:</p> <p>g) Certification attesting that the balances from the FYs 2016-2019 LGSF-FA to LGUs have already been returned to the National Treasury, together with the corresponding proof of reversion of unobligated balances (e.g., disbursement voucher/check, deposit slip, or official receipt from the BTr.</p>

Program/Project	Documentary Requirements
Street lighting or barangay electrification;	<p>a) Signed request letter by the LCE stating the program/project title, location (i.e., list of barangays covered by the street lighting or electrification) and amount. In case the request covers two (2) or more programs and/or projects, a list of programs and/or projects in order of their priorities of the LGU shall be provided in the request letter;</p> <p>b) Duly notarized omnibus sworn statement following the template provided in Annex B6 hereof;</p> <p>c) Signed LGU Contact Details by the LCE following the template provided in Annex B2 hereof;</p> <p>If LGU is a recipient of FYs 2016-2020 LGSF-FA to LGUs:</p> <p>d) Report on Fund Utilization and Status of Program/Project Implementation following the template provided in Annex C hereof;</p> <p>If LGU has unobligated balances from FYs 2016-2019 LGSF-FA to LGUs:</p> <p>e) Certification attesting that the balances from the FYs 2016-2019 LGSF-FA to LGUs have already been returned to the National Treasury, together with the corresponding proof of reversion of unobligated balances (e.g., disbursement voucher/check, deposit slip, or official receipt from the BTR).</p>

Program/Project	Documentary Requirements
<p>Purchase of medical equipment</p> <p>Financial assistance for health and sports program</p> <p>Assistance programs and projects for education, health and social protection in light of the COVID-19 pandemic</p> <p>Assistance to indigent individuals in any of the following forms:</p> <ul style="list-style-type: none"> (a) medical; (b) burial; (c) transportation; (d) food assistance; (e) cash for work; and (f) educational assistance. 	<ul style="list-style-type: none"> a) Signed request letter by the LCE stating the program/project title, location (i.e., list of barangays covered by the street lighting or electrification) and amount. In case the request covers two (2) or more programs and/or projects, a list of programs and/or projects in order of their priorities of the LGU shall be provided in the request letter; b) Duly notarized omnibus sworn statement following the template provided in Annex B3 hereof; c) Project Profile/Proposal following the template provided in Annex B7 hereof; d) Signed LGU Contact Details by the LCE following the template provided in Annex B2 hereof; <p>If LGU is a recipient of FYs 2016-2020 LGSF-FA to LGUs:</p> <ul style="list-style-type: none"> e) Report on Fund Utilization and Status of Program/Project Implementation following the template provided in Annex C hereof; <p>If LGU has unobligated balances from FYs 2016-2019 LGSF-FA to LGUs:</p> <ul style="list-style-type: none"> f) Certification attesting that the balances from the FYs 2016-2019 LGSF-FA to LGUs have already been returned to the National Treasury, together with the corresponding proof of reversion of unobligated balances (e.g., disbursement voucher/check, deposit slip, or official receipt from the BTr.

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

OMNIBUS SWORN STATEMENT

I, the undersigned, attest to the veracity of the following:

- i. There is a Sanggunian Resolution endorsing the following proposed program(s) and/or project(s), and that the same is/are part of the duly approved Local Development Investment Program and Annual Investment Program of the Local Government of _____:
 - 1. [Insert PROJECT TITLE]
 - 2. _____
 - 3. _____

(The number of projects may vary depending on the request of the LGU.)
- ii. The Local Government of _____ has prepared the necessary Program of Works, Detailed Estimates, and Detailed Engineering Design for the project, in accordance with the design, plan, specifications, and such other standards and policies of the National Government;
- iii. The Local Government of _____ has the capability to implement the proposed program(s) and/or project(s), either by administration or contract;
- iv. The proposed program(s) and/or project(s) of the Local Government of _____ is/are readily implementable within the prescribed timelines and that there are no issues related to the site/land title, including informal settlers thereon, and right-of-way acquisition;
- v. The Local Government of _____ has complied with the standards prescribed by the appropriate government agencies and has secured all the necessary clearances or Certification from same agencies before the implementation of the eligible project(s), e.g., Environmental Clearance;
- vi. The location, area or site of the program(s) and/or project(s) of the Local Government of _____ is: (1) not a privately-owned land/lot; (2) not included in the critical geo-hazard areas or no build zones identified and/or certified by the Mines and Geo-sciences Bureau hazard map; and (3) within the territorial jurisdiction of the LGU;
- vii. The Local Government of _____ commits to fund the cost of maintenance and repairs of the program(s) and/or project(s)); and
- viii. The proposed project(s) of the Local Government of _____ is/are not fully funded from other sources.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of [month] [year] at [place of execution].

[Insert NAME AND SIGNATURE OF LOCAL CHIEF EXECUTIVE]
[Insert Signatory's Legal Capacity]
Affiant

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC).

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ [date issued], [place issued]
IBP No. _____ [date issued], [place issued]

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

LGU CONTACT DETAILS

Local Chief Executive	
Project Contact Person/ Authorized Representative	
Designation in the LGU	
Telephone No.	
Primary Mobile No.	
Secondary Mobile No.	
E-mail Address	
Address	

Approved by:

[Insert NAME AND SIGNATURE OF LOCAL CHIEF EXECUTIVE]

Note:

The project contact person/duly authorized representative must be an organic personnel of the LGU concerned.

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

SWORN STATEMENT

I, the undersigned, attest to the veracity of the following:

- i. There is a Sanggunian Resolution endorsing the following program(s) and/or project(s) for which the funds are requested, and that the same is/are part of the duly approved Local Development Investment Program and Annual Investment Program of the Local Government of _____:

- 1. [Insert PROJECT TITLE]
- 2. _____
- 3. _____

(The number of programs/projects may vary depending on the request of the LGU.)

- ii. The said program(s) and/or project(s) shall be implemented in accordance with the standards and existing policies of the National Government.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of [month] [year] at [place of execution].

[Insert NAME AND SIGNATURE OF LOCAL CHIEF EXECUTIVE]
[Insert Signatory's Legal Capacity]
Affiant

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC).

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ [date issued], [place issued]
IBP No. _____ [date issued], [place issued]

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

PROJECT PROFILE FOR MOTOR VEHICLES

Vehicle Type (check one): Ambulance / vehicle to be converted to ambulance
 Truck
 Mini-dump truck
 Multicabs

Number of units: _____ Cost per unit: _____

Deployment:¹ _____

Activity/Purpose for which the vehicle will be used:²

Specifications:

Engine displacement: _____

Fuel type (choose one): Gasoline
 Diesel
 Others: _____

Other vehicle specifications:

Accessories and Equipment:

[Insert NAME AND SIGNATURE OF LOCAL CHIEF EXECUTIVE]

¹ Recipient government hospital/office/unit in the LGU
² Must be directly cited from Budget Circular (BC) No. 2017-1 or BC No. 2019-2

INVENTORY OF MOTOR VEHICLES
For the Quarter Ended _____

Local Government Unit: _____

Location (Barangay, City/Municipality, Province, Region): _____

Assigned to: (Organizational Unit & Official)	Qty.	Description (Year of Mfr., Manufacture's Name/Model, Etc.)	Specifications				Acquisition		Running Condition	Remarks
			Vehicle Use	No of Cyl.	Engine Displacement	Fuel Type	Year	Cost		

Prepared by:

Approved by:

NAME AND SIGNATURE OF
GENERAL SERVICES OFFICER/
PROPERTY CUSTODIAN

NAME AND SIGNATURE OF
LOCAL CHIEF EXECUTIVE

NAME AND SIGNATURE OF
CHIEF ACCOUNTANT

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

OMNIBUS SWORN STATEMENT

I, the undersigned, attest to the veracity of the following:

- i. There is a Sanggunian Resolution endorsing the following proposed program(s) and/or project(s), and that the same is/are part of the duly approved Local Development Investment Program and Annual Investment Program of the Local Government of _____:

- 1. [Insert PROJECT TITLE]
- 2. _____
- 3. _____

(The number of projects may vary depending on the request of the LGU.)

- i. The Local Government of _____ has the capability to implement the proposed program(s) and/or project(s), either by administration or contract;
- ii. The proposed program(s) and/or project(s) of the Local Government of _____ is/are readily implementable within the prescribed timelines and that there are no issues related to the site/land title, including informal settlers thereon, and right-of-way acquisition;
- iii. The Local Government of _____ has complied with the standards prescribed by the appropriate government agencies and has secured all the necessary clearances or Certification from same agencies before the implementation of the eligible project(s), e.g., Environmental Clearance; and
- iv. The Local Government of _____ commits to fund the cost of maintenance and repairs thereof, including payment of electricity, if any.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of [month] [year]
at [place of execution].

[Insert NAME AND SIGNATURE OF LOCAL CHIEF EXECUTIVE]
[Insert Signatory's Legal Capacity]
Affiant

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC).

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

**PROJECT PROFILE/PROPOSAL
FY 2021 LOCAL GOVERNMENT SUPPORT FUND-
FINANCIAL ASSISTANCE TO LOCAL GOVERNMENT UNITS**

Project Title	
Project Cost	
Implementing LGU	
Target Beneficiaries	
Implementation Process	
Implementation Period	

Approved by:

[Insert NAME AND SIGNATURE OF LOCAL CHIEF EXECUTIVE]

LOCAL GOVERNMENT SUPPORT FUND
Report on Fund Utilization and Status of Program/Project Implementation
For the Quarter Ended _____

Fund Source	Date of Notice of Authority to Debit Account Issued (NADAI)	Type of Program/Project	Name Title of Program/Project	Specific Location	Mechanism/ Mode of Implementation	Estimated Number of Beneficiaries	Amount			Estimated Period of Completion (month and year)	Remarks on Program/Project Status
							Received	Obligation	Disbursement		

Certified correct by: The Local Finance Committee (LFC)

Attested by:

 City Budget Officer

 Local Chief Executive

 City Treasurer

 City Planning and Development Coordinator

Instructions:

1. The report shall be prepared by the LFC, in coordination with the other local officials concerned (e.g. local accountant on the allotment, obligation and disbursements; local engineer on the status of infrastructure projects, as may be applicable).
2. The fund source shall be based on the NADAI issued to the cities.
3. The type of program/project shall be identified, consistent with the projects that may be implemented under the Circular.
4. Amount received refers to the amount received by the city as its allocation. It is the amount indicated in the NADAI. Obligation refers to the total amount obligated by the city as of reporting period. Disbursement refers to the total amount paid by the city as of reporting period.
5. The status of programs/projects refers to the percentage of physical completion or delivery of service as of reporting period.