



Republic of the Philippines  
Province of Romblon  
MUNICIPALITY OF LOOC  
sboffice100c2019@gmail.com  
09150849897/09954642159

**OFFICE OF THE SANGGUNIANG BAYAN**

10<sup>th</sup> July 2024

**ISMAEL S. OSORIO JR.**  
Vice Mayor/Presiding Officer

**PERIANO R. BERNARDO**  
Majority Floor Leader  
Chairman, Agriculture

**MENCHIE M. GARACHICO**  
Chairman, Appropriation, Ways &  
Means, and Rules

**MICHAEL P. FRANCISCO**  
Chairman, Infrastructure,  
Transportation & Communication

**TEODULO G. TIROL, JR.**  
Chairman, Commerce, Labor, Market  
& Slaughterhouse

**ADRIAN C. GAYTANO**  
Chairman, Environment and National  
Resources

**JONATHAN T. GAYTANO**  
Chairman, Tourism, Trade & Industry,  
Education, Games & Amusement

**ROLANDO F. BAUTISTA**  
Chairman, Human Rights, Legal  
Affairs, Police Matters, Public Order &  
Safety, and Oversight

**BENJAMIN FERNANDEZ JR.**  
Chairman, Games & Amusements,  
PWD, Senior Citizens and Social  
Services

**JOSEFINA G. MORTEL**  
Liga ng mga Barangay President  
Chairman, Barangay Affairs

**JOHN KENNETH GARCIA**  
SK Federation President  
Chairman, Youth & Sports  
Development

**REYAM A. REYES**  
Secretary to the Sanggunian

**Mrs. NIÑA M. MANGARING -MINDO**  
Secretary to the Sanggunian  
Sangguniang Panlalawigan  
Romblon, Romblon

Attn: **The Honorable**  
**ARMANDO M. GUTIERREZ**  
Vice Governor/Presiding Officer

**Sir/Madam:**

Respectfully submitting the approved Municipal Ordinance during 97<sup>th</sup> Regular Session dated 05 July 2024 for review and approval of the Provincial Legislative Council:

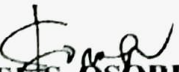
***Municipal Ordinance No. 032-2024** – An Ordinance approving the implementing rules and regulations of Municipal Ordinance No. 023 -2023 – An Ordinance Institutionalizing and adopting the KAPIT – BISIG LABAN SA KAHIRAPAN: NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM (KC-NDDP) relevant community driven development processes in Local Government System “ Monitoring of sub project implementation and audit and evaluation of completed sub project: Municipal community driven development strategy” in Municipality of Looc, Province of Romblon.*

Proper review and approval of the Members of Provincial Board are so much important, for proper implementation of the above-cited Ordinance.

Respectfully yours,

**REYAM A. REYES**  
Secretary to the Sanggunian

Noted:

  
**ISMAEL S. OSORIO JR.**  
Municipal Vice Mayor/  
Presiding Officer



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Province of Romblon  
**MUNICIPALITY OF LOOC**  
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## OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 97<sup>TH</sup> REGULAR SESSION OF THE 2022 – 2025 SANGGUNIANG BAYAN OF LOOC, PROVINCE OF ROMBLON HELD AT MUNICIPAL SESSION HALL ON JULY 05, 2024.

**PRESENT:**

HON. ISMAEL S. OSORIO JR .....Municipal Vice Mayor/  
Presiding Officer  
HON. PERIANO R. BERNARDO .....SB Member  
HON. JONATHAN T. GAYTANO .....SB Member  
HON. ADRIAN C. GAYTANO .....SB Member  
HON. ROLANDO F. BAUTISTA .....SB Member  
HON. TEODULO G. TIROL JR .....SB Member  
HON. MICHAEL P. FRANCISCO .....SB Member  
HON BENJAMIN F. GALINDEZ JR .....SB Member  
HON. JOSEFINA G. MORTEL .....LnB President  
HON. JOHN KENNETH S. GARCIA.....SK Federation President  
  
HON. MENCHIE M. GARACHICO .....SB Member  
(On Official Business)

**ABSENT:**

NONE

### **MUNICIPAL ORDINANCE NO. 032 - 2024**

AN ORDINANCE APPROVING THE IMPLEMENTING RULES AND REGULATIONS OF MUNICIPAL ORDINANCE NO. 023-2023 “AN ORDINANCE INSTITUTIONALIZING AND ADOPTING THE KAPIT- BASIG LABAN SA KAHIRAPAN: NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM (KC-NCDDP) RELEVANT COMMUNITY DRIVEN DEVELOPMENT PROCESSES IN LOCAL GOVERNMENT SYSTEM “MONITORING OF SUB PROJECT IMPLEMENTATION AND AUDIT AND EVALUATION OF COMPLETED SUB-PROJECT: MUNICIPAL COMMUNITY DRIVEN DEVELOPMENT STRATEGY” IN MUNICIPALITY OF LOOC, PROVINCE OF ROMBLON”

*Sponsor: Hon. Michael P. Francisco*

*Co Sponsors: Hon. Periano R. Bernardo, Hon. Adrian C. Gaytano, Hon. Jonathan T. Gaytano, Hon. Teodulo G. Tirol Jr. Hon. Rolando F. Bautista, Hon. Michael P. Francisco, Hon. Benjamin F. Galindez Jr., Hon. Josefina G. Mortel, & Hon. John Kenneth S. Garcia*

**Be it Ordained by the Sangguniang Bayan of Looc in Session assembled that :**

**SECTION I. Title -** “This Ordinance shall be referred to as Implementing Rules and Regulations of Municipal Ordinance No. 023-2023 or INSTITUTIONALIZING AND ADOPTING THE KAPIT- BASIG LABAN SA KAHIRAPAN: NATIONAL



COMMUNITY DRIVEN DEVELOPMENT PROGRAM (KC-NCDDP)  
RELEVANT COMMUNITY DRIVEN DEVELOPMENT PROCESSES IN  
LOCAL GOVERNMENT SYSTEM "MONITORING OF SUB PROJECT  
IMPLEMENTATION AND AUDIT AND EVALUATION OF COMPLETED SUB-  
PROJECT: MUNICIPAL COMMUNITY DRIVEN DEVELOPMENT STRATEGY"  
IN MUNICIPALITY OF LOOC, PROVINCE OF ROMBLON"

**SECTION II. *Purpose and Coverage of the IRR***

- a) The purpose of this Ordinance is to ensure in sub-project implementation the following consideration was observed and implemented; the method of implementation/construction is in accordance with the approved Plans and technical specifications, the Quality Control (QC) tests are observed and conducted consistent with the standard quality test in Technical Specifications for each item of work, Technical Assistance provided to Community Volunteers or in Barangay in inspection of delivery of materials in the specification and quantity indicated in purchased order, assess and ascertain whether projects implemented are supportive of municipal development goals and plans as well as national development thrusts and priorities and then present the consolidated monitoring and evaluation report during executive meeting (Execom) and provide recommendation if necessary.

*All the sub-projects to be implemented by the LGU shall be in accordance with the above stated provision.*

- b) The second purpose of this Ordinance is to ensure the completed sub-project shall undergo the Functionality Audit and Sustainability Evaluation that the assessment of an ongoing or completed subproject and its design, implementation and results. The aim is to determine the relevance and fulfilment of objectives, development efficiency, effectiveness, impact, and sustainability, in evaluated of completed sub-project the following aspect was considered, the Organization and Management, Operation and Maintenance, Financial and Technical aspect using the standard tool of the program, summarizing the narrative of the findings during inspection/evaluation, including recommendation and action and providing recommendation it preventive or corrective maintenance measure to sustain and/or regain the functionality of the sub-projects;

- *Functionality Audit and Sustainability Evaluation shall be conducted by Municipal Stakeholder and Inspectorate Team (MSIT); and*
- *Shall satisfy the compliance of all checklist relevant to the required forms by the MSIT.*

**SECTION III. *Definition of Terms*** - For purposes of this Ordinance, the following acronyms and definition shall mean or be understood as follows:

- a) **EXECOM -Executive Meeting** - Regular, Special or emergency meeting conducted and attended by Community Volunteers
- b) **CEAC-Community Empowerment Activity Cycle** - Five-stage program known as the KC Community Empowerment Activity Cycle (CEAC). The main stages of the process are:
- (1) Social preparation;



- (2) Subproject identification and conceptualization;
- (3) Subproject prioritization;
- (4) Subproject implementation; and
- (5) Transition.

- c) **KALAHI-CIDSS -*Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services*** - A flagship poverty reduction program implemented by the Philippine Department of Social Welfare and Development (DSWD); Employs a Community-Driven Development (CDD) approach to empower marginalized communities by enabling them to identify, prioritize, and implement their development projects.
- d) **CDD- *Community Driven Development*** - Community-driven development (CDD) is a globally recognized strategy for achieving service delivery, poverty reduction, and good governance outcomes. It:
- 1) Helps communities in poor municipalities identify challenges around reducing poverty and make informed decisions on a range of locally identified options for development, including how this is made and in what form;
  - 2) Gives control of resources to address local poverty to communities; and
  - 3) Builds the capacity of both state (including local governments) and civil society stakeholders to provide assistance and respond to calls for support from poor communities as they implement development initiatives.
- e) **SET -*Sustainability Evaluation Tool*** - A set of assessment parameters and are used in evaluating the sub-project's sustainability.
- f) **MPIT- *Municipal Project implementation Team*** - (Please refer to Section V (a).
- g) **MMIT- *Municipal Monitoring and Inspectorate Team*** - (Please refer to Section V (b).
- h) **MSIT - *Municipal Stakeholder and Inspectorate Team*** - (Please refer to Section V (c).
- i) **O&M- *Operation and Maintenance*** - Operation is defined as making use of the completed infrastructure so that it becomes an economically and socially productive community facility. Maintenance is purposely to keep the infrastructure in its original form as far as possible to maintain its serviceability.
- j) **CV-*Community Volunteers*** - Community Volunteers refer to the people who are helping the barangay in the implementation and completion of identified sub-projects. They are equipped with their first-hand experience on leadership and volunteerisms packed with the series of trainings they had undergone thru the KALAHI-CIDDS program that will help them fulfil the functions of their respective position.

They play a vital role in the development of their respective communities and with the KALAHI-CIDSS, they are empowered to achieve improved access to basic services and participate in more inclusive local planning, budgeting, procurement, implementation, operations and maintenance.

- k) **SPI- Sub-Project Implementation** - Project implementation (or project execution) is the phase where visions and plans become reality. This is the logical conclusion, after evaluating, deciding, visioning, planning, applying for funds and finding the financial resources of a project. Technical implementation is one part of executing a project.
- l) **AC -Area Coordinator** - The Area Coordinator (AC) oversees and manages day-to-day operations of the Area Coordinating Team (ACT) in the municipality. The AC supervises team members in the exercise of their specific functions in implementing National Community-Driven Development Program (NCDDP) development processes and interventions along the Community Empowerment Activity Cycle (CEAC). The AC likewise coordinates with the Municipal Local Government Unit (MLGU), its various offices, and the members of the Municipal Inter-agency Committee (MIAC) and Local Poverty Reduction Action Team (LPRAT), and the DSWD Municipal Action Team (MAT) to mobilize support for NCDDP operations in the municipality, and oversees the preparation of community development projects to ensure that these meet the technical and procedural requirements of the program.
- m) **ACT - Area Coordinating Team** - The Area Coordinating Team (ACT) is a composite team responsible for the implementation of KC processes and work directly with the community, the LGUs, and other stakeholders of the project at the municipal and barangay level. The ACT is deployed in the municipality by the Department of Social Welfare and Development (DSWD),
- n) **MCT - Municipal Coordinating Team** - Municipal Coordinating Team is a composite team formed by the Municipal Local Government Unit (MLGU) to support KC Project implementation.
- o) **DROM - Disaster Response Operation Modality** -DROM is a temporary procedure that aims to employ KALAHI-CIDSS' Community-Driven Development (CDD) approach in the implementation of COVID-19 disaster response by giving eligible sub-projects to Municipal Local Government Unit (MLGU) and Barangay Local Government Unit (BLGU) in addressing the community's needs – economic and health-related, concerning COVID-19.
- p) **M&E - Monitoring and Evaluation** - Is a structured and systematic tool used in project management and program implementation to assess performance, measure outcomes, and ensure the achievement of objectives. It consists of several core components, including clear project objectives, key performance indicators (KPIs), data collection methods, data sources, and responsibilities.
- q) **CBIM -Community Based implementation and Management** - Is a participatory process involving the local community's collective decision in the identification and implementation of a sub-project.
- r) **BDC-TWG -Barangay Development Council-Technical Working Group**



An elected set officers from the community who performed roles from proposal making, financial management, procurement activities, and project implementation.

- s) **JIR-Joint Inspection Report** - A document containing the results of the inspection performed on the sub-project. This Joint Inspection shall be conducted by Community volunteers, Civil Society Organizations (CSO), Municipal Stakeholder and inspectorate Team and stakeholders. The findings, and recommendations will be forwarded to the Municipal Engineering Office and the Local Chief Executive for immediate action.
- t) **FIR -Final Inspection Report** - Shall be done by the Engineering Office after the being complied and satisfied the findings and recommendations from the Joint Inspection Report.
- u) - **Functionality Audit** - This is to ensure that the sub-project served its purpose/s. Findings and/or recommendation report shall be done by the Municipal Stakeholder and Inspectorate Team.
- v) **SPCR - Sub-Project Completion Report** - This report contains MOVs that the prescribed systems and processes of project completion have been followed and completed.
- w) **COCA - Certification of Completion and Acceptance** - This is a document/s certifying that the project has completed and turned-over to the Barangay Local Government Unit (BLGU) or end-user/s.

#### SECTION IV. ORGANIZATION AND COMPOSITION OF MONITORING AND EVALUATION TEAM

a) **Municipal Project Implementation Team (MPIT):**

- Municipal Engineer
- SBM/ Chairperson on Committee on Infrastructure
- MPDC
- Architect II

b) **Municipal Project Monitoring Team (MPMT):**

- Municipal Budget Officer
- MDRRMO
- MLGOO
- SBM Committee on Finance, Budget and Appropriation
- ABC President, Chairperson Committee on Barangay Affairs
- CSO representative

c) **Municipal Stakeholder and Inspectorate Team (MSIT):**

- Municipal Engineer
- MPDC
- KC Area Coordinator
- Municipal Budget Officer
- Admin Officer IV
- SBM Chairperson Committee on Infrastructure
- BDC-TWG representative
- O&M group representative
- CSO representative

## SECTION V. DUTIES AND RESPONSIBILITIES OF MONITORING AND EVALUATION TEAM

### *A. Municipal Project Implementation Team (MPIT)*

- 1) Provide Technical Assistance to community in the following;
  - Construction materials are delivering on-site accordance with the Purchased Order specifications and quantity indicated
  - Actual implementation/construction is in accordance with the approved Plans and technical specifications;
  - Quality control (QC) tests are observed and conducted consistent with the standard quality test in Technical Specifications for each item of work. The tests are conducted by accredited testing centers/laboratory/DPWH-Accredited materials Engineer or certified by Municipal Engineers
  - Proper waste disposal is done accordance with prescribed standards.
  - Health and Safety standards set by DOLE/DPWH/DOH are implemented.
- 2) Provide recommendation with Community Volunteers in any concerns been observed during implementation.

### *B. Municipal Project Monitoring Team (MPMT)*

- To conduct project monitoring and punch-listing prior to the issuance of the Certificate of Completion and Acceptance (if implemented by contract), the Certificate of Final Acceptance;
- Provide Technical Assistance to Community Volunteers in inspection of delivery of materials in terms specification and quantity indicated in purchased order;
- Provide Technical Assistance to Community Volunteers in quality assurance of implemented sub-project;
- Provide information on lessons learned in project implementation for planning and implementation of future similar projects;
- Assess and ascertain whether projects implemented are supportive of municipal development goals and plans as well as national development thrusts and priorities;
- Present the consolidated monitoring and evaluation report during Execom meeting and provide recommendation.

### *C. Municipal Stakeholder and Inspectorate Team (MSIT)*

- Conduct sustainability evaluation of all completed of KC-NCDDP sub-projects in the Municipality using the standard tool of the program



- Prepare a document that summarizes the narrative of the findings during inspection/evaluation, including recommendation and action
- Recommend preventive or corrective maintenance measure to sustain and/or regain the functionality of the facilities;

## SECTION VI. IMPLEMENTATION PHASE

### *The DROM Implementation Phase*

*(This section is applicable only if there is an existing disaster situation in the municipality, in the absence of disaster situation, regular CEAC shall be conducted and implemented.)*

- The municipality and their barangays will undergo social preparation, allocate grants to barangays, identify emergency needs and the sub-projects proposed to address those needs, integrate identified emergency needs and proposed sub-projects into their Barangay Development Plans (BDP), Barangay Development investment Programs (BDIP) and Annual Investment Plans (AIP) projects. The barangay will then design and implement a priority sub-project to address the most pressing need, funded using Project grants.
- The barangay will undergo three (3) main activities.
  - (1) First, the barangay will pick-up a sub-project from their BDIP and AIP that was identified and integrated into the same during the social preparation and community planning activities in phase 1, which will be funded through Project grants. The barangay will then conduct rapid validation with the Barangay Development Council (BDC) convened as the BDC and once validated, proceed to sub-project design and development, and implement the sub-project.
  - (2) Second, the municipality and barangay will undergo a transition stage where they will (i) review experiences in Project implementation; (ii) generate lessons on using CDD approaches and methods to ensure participation and inclusion in local development planning and budgeting and; (ii) prepare for implementation of the third round of sub-projects, this time to be funded through GOP funds.
  - (3) Third, the barangay will design and implement their 3rd sub-project, and conduct activities enhance their BDP, BDIP and AIP using the DILGs enhanced BDP guidelines and lessons learned in the Project.

## SECTION VII. THE INSTITUTIONALIZED AND ADOPTED PROCESS BY THE LOCAL GOVERNMENT UNIT (LGU)

### *A. Monitoring and Evaluation of Community Sub-Project*

- Monitoring refers to the continuing function of providing information on an ongoing subproject to determine progress, or lack thereof, in the achievement of results. Monitoring helps the subproject and its stakeholder track achievements by a regular collection of information to assist timely decision making, ensure accountability, and provide the basis for evaluation and learning.



- Evaluation, on the other hand, is the systematic and objective assessment of an ongoing or completed subproject and its design, implementation and results. The aim is to determine the relevance and fulfillment of objectives, development efficiency, effectiveness, impact, and sustainability.
- Monitoring and evaluation (M&E) are processes that help subproject stakeholder in improving performance and achieving results. For monitoring data and information collection for tracking progress is gathered periodically while for evaluation information collection is happening during or after the sub-project is completed. The monitoring is a short-term assessment and does not take into consideration the outcomes and impact unlike the evaluation process which also assesses the outcomes and impact. This impact assessment occurs sometimes after the end of a subproject to determine whether the subproject is responsible of the observed results.
- Local Government Unit of Municipality of Looc shall establish monitoring and evaluation processes in various stages of project implementation to ensure that sub-project objectives are met, communities are empowered, lessons learned are documented and used for the succeeding cycles of sub-project planning and implementation within the communities. These monitoring and evaluation processes shall be enhanced using the NCDDP-AF forms and annexes.

#### ***B. Audit and Sustainability Evaluation - Sub-project Completed***

- In completed sub-project the process involves the conduct of a functionality audit and sustainability evaluation to assess the functionality and utilization of completed sub-project, and quality of community sustainability activities including organizational effectiveness, financial management, physical-technical conditions, and benefits of sub-projects
- Functionality Audit (FA) is a mechanism to ensure that the sub-project investments are utilized by the communities based on its original intent and purpose. While a Sustainability Evaluation (SE) is a mechanism to determine the degree to which communities and O&M groups adhered to O&M arrangements developed during sub-project planning stage. The seeds for sustainability are planted during the early social preparation activities, intensify and mature as the DROM activities take place. Ensuring sustainability of subprojects lies in the capability of the beneficiary community to manage their completed sub-project. A Sustainability Evaluation is carried out for the following purposes: (a) to assess completed sub-project utilization and sustainability performance; (b) evaluate the quality of community sustainability program that includes organizational effectiveness, financial management system, impact & benefits, and the physical/technical condition of subprojects; (c) provide technical assistance among community Operation and Maintenance Groups on observed gaps to ensure functioning of sub-projects.
- The Sustainability Evaluation Tool (SET) is used in evaluating completed sub-projects, and includes an evaluation of compliance and performance of communities, LGUs and other stakeholders. The SET evaluates the completed sub-projects in terms of its Organizational/Institutional component, Financial Management System, and Physical/Technical, Operation and Maintenance condition. It also assesses impacts and benefits generated from the sub-project. It is administered for completed sub-projects every six months. The



first evaluation is conducted six months after sub-project completion and every six months. Focus Group Discussions/Dialogue (FGD), plenary and meetings are used to collect data, information, and to verify observations made. Record review shall also be done to check the soundness and responsiveness of required documents; such as the organizational Constitution and By-laws, operational policies, ordinance; financial records O&M plan, and other pertinent documents as maybe applicable. Actual inspection of all structures and sub-structures of the sub-project is conducted to assess its physical-technical condition. For roads, water systems and other sub-projects that are long, the team may be divided into small groups to conduct the physical-technical evaluation. The final activity of the SET evaluation is an exit conference and action planning based on the findings, observations and recommendations.

## **SECTION VIII - ANNEXES AND FORMS**

### ***A. Monitoring of Sub-Projects***

- a) CBIM 2021 FORM B-9 - Joint Inspection Report
- b) CBIM 2021 FORM B-10 - Final Inspection Report for Rural Roads
- c) CBIM 2021 FORM B-11 - Final Inspection Report for Post Harvest Facilities
- d) CBIM 2021 FORM B-12 - Final Inspection Report for Water Supplies
- e) CBIM 2021 FORM B-13 - Final Inspection Report for Building
- f) CBIM 2021 FORM B-15 - Certification of Completion and Acceptance
- g) CBIM 2021 FORM B-16 - Sub-Project Completion Report

### ***B. Audit and Functionality of Sub-Projects***

- a) CBIM 2021 FORM E-2 - Functionality Audit Tool
- b) CBIM Form D - Sub-Project Sustainability Evaluation Tools Based on different type of Sub-Projects

**SECTION IX. *Funding.*** Necessary funds are hereby appropriated from the General Fund and other available funds of the Municipal Government for the implementation of this IRR, subject to limitations provided under the Local Government Code and other pertinent laws.

**SECTION X. *Separability.*** If for any reason, any part or provision of this Ordinance is declared invalid or unconstitutional, the remaining parts or provision not affected thereby shall in force and effect.

**SECTION XI. *Repealing Clause.*** All previous ordinances inconsistent herewith are hereby repealed or amended accordingly.

**SECTION XII. *Effectivity.*** This Ordinance shall take effect upon review and approval by the Legislative Council and posted in three conspicuous places of the municipality.

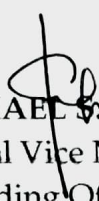
*Approved:* 05 July 2024/ 97<sup>th</sup> Regular Session.

*CERTIFIED* to the correctness of the aforesaid Ordinance.

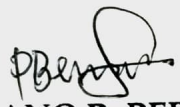


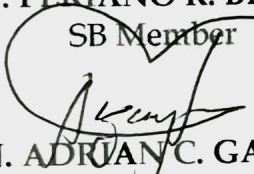
ENGR. REYAM A. REYES  
Secretary to the Sanggunian

ATTESTED:

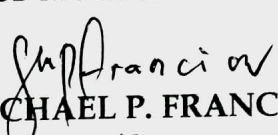
  
HON. ISMAEL S. SOLORIO  
Municipal Vice Mayor &  
Presiding Officer

Concurred:

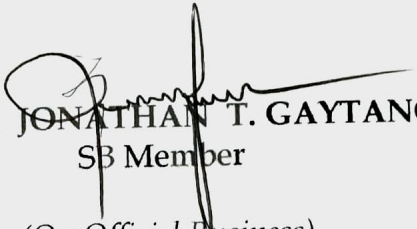
  
HON. PERIANO R. BERNARDO  
SB Member

  
HON. ADRIAN C. GAYTANO  
SB Member

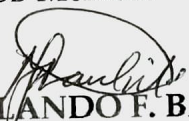
  
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SB Member

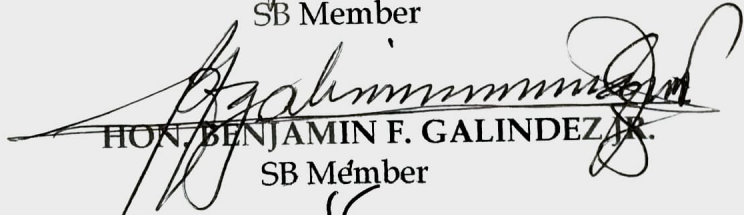
  
HON. MICHAEL P. FRANCISCO  
SB Member / Sponsor

  
HON. JOSEFINA G. MORTEL  
LNB President

  
HON. JONATHAN T. GAYTANO  
SB Member

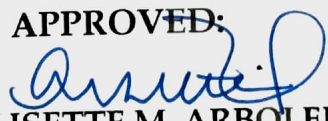
(On Official Business)  
HON. MENCHIE M. GARACHICO  
SB Member

  
HON. ROLANDO F. BAUTISTA  
SB Member

  
HON. BENJAMIN F. GALINDEZ, JR.  
SB Member

  
HON. JOHN KENNETH S. GARCIA  
SK Federation President

APPROVED:

  
ATTY. LISETTE M. ARBOLEDA  
Municipal Mayor

Date Approved: JUL 09 2024