a. Be at the venue early. All MSIT members/secretariat are at the venue early to ensure that all is set for the activity, and unforeseen problems/issues are addressed.
b. As much as possible, start the activity on time. The suggested activity flow is detailed below:

i. Opening Program

- Request the present Barangay Official and O&M group officer holding the highest position to give his/her opening remark and, together with the AC, acknowledge the participants.
- Introduce the members of the MSIT.

ii. Present the objectives of the activity

- Explain the objectives of the activity early, preferably using the local dialect to promote better understanding among participants.
- In line with the transparency principle of the program, emphasize the importance of generating accurate information in the areas for evaluation to arrive at the true status of the subproject and O&M group. Also, emphasize the sustainability evaluation does not intent to find faults in the O&M but rather identify the areas for improvement in the components being evaluated.
- Enjoin everyone to speak freely on the areas of evaluation and on the status of subprojects being evaluated to surface good practices as well as problem areas which need to be addressed for continued benefits derived from the subprojects.

iii. Explain the procedures for the activity and their participation

- Explain that inspection of subprojects, Focus Group Discussions (FGD), plenary and meetings shall be used to collect data, information, and to verify observations made. Also explain how the Team intends to carry out sequencing of activities.
- Mention that record review shall also be done to check the soundness and responsiveness of required documents. Records include organizational requirements such as VMCO, Constitution and By-laws, operational policies, ordinance; financial records, O&M plan, and other pertinent documents as may be applicable. Emphasize that the presence or absence of such documents will affect the individual scores of pertinent indicators.
- Inform the participants of their expected roles in each of the procedures.

iv. Undertake actual inspection of all structures and sub-structures

- Actual inspection of all structures and sub-structures of the subproject should be conducted to assess its physical-technical condition. Ideally, the group should do the

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activity as one team for them to understand and appreciate the process.

- Depending on the complexity (e.g., roads and water system) and location of the subprojects, the team may divide into smaller groups to allow the simultaneous conduct of the physical-technical evaluation. Each sub-group must have a technical representative, or one who is familiar with the sub-project structures, to guide the sub-group members in understanding the technical conditions.
- Ideally, a maximum of half-day shall be spent for one subproject.
- Include photo documentation.

v. Do the Focused Group Discussion

- Explain to the participants the components of the tool, and generate responses for each indicator. Translate technical terms to facilitate understanding by the participants. Thoroughly explain the questions to generate the appropriate responses.
- Answers may be written first in meta-cards prior to consolidation of answers.
- A maximum of fifteen (15) FGD participants should be observed to promote utmost participation among respondents.

vi. Conduct exit conference

- Immediately after generating the computation of the Final Rating, the MSIT shall conduct an exit conference with the FGD participants.
- The MSIT shall present the findings, observations and recommendations to the organization/O&M group/community. Lessons learned and challenges should be provided with reflection-analysis and proper guidance. Observed gaps and action points shall serve as inputs during the Action Planning.
- The MSIT and O&M groups jointly analyse the gaps and weaknesses identified during the evaluation. The group reflects on the causes and the ill effects of such deficiencies to subproject sustainability, and come up with recommendations and agreements.
- The facilitator should encourage the participants to share their experiences, thoughts and comments on the evaluation activity. He/she should encourage sharing of techniques, ways and means applied to resolve a problem or issue. The facilitator should stimulate discussion by encouraging participants to affirm or reinforce experience shared or to present other experiences where different techniques or ways of dealing with the identified problem proved to be a success. Factors that made the techniques/measures a success or failure should be surfaced by the facilitator.

vii. Conduct Action Planning and Tactic Session

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- After the discussions, the FGD participants shall proceed to the preparation of an Action Plan to address the findings presented during the exit conference.
- The Action Plan should detail the activities/recommendations, materials and resources needed, timeframe to address the need or gaps, and responsible person/group needed to accomplish the planned activities.

viii. Wrap-up/Summarize agreements and schedule the succeeding evaluation

- Wrap-up the activity by summarizing the agreements reached during the activity and placing emphasis on the critical follow-through activities. Before dispersing the group, set the schedule of the next sustainability evaluation.

c. It is important that documenters record the lessons learned and the good/best practices that surfaced throughout the activity. This can be replicated to the other barangays, as may be applicable.

Section 6. Conduct of Post Sustainability Evaluation activities. Immediately after the conduct of the sustainability evaluation, the ACX/MAC shall:

1. Call on the MSIT members for a brief meeting to reflect on the conduct of the sustainability evaluation. During the meeting, learning and insights shall be gathered, gaps identified, and recommendations for improving the conduct of future sustainability evaluations generated.
2. Assist the MSIT in consolidating the evaluation results. Sit down with the MSIT members to finalize the evaluation findings and recommendations. Assist the MSIT members to come up with a comprehensive report.
3. Ensure that the proceedings have been properly documented. Sit down with the MSIT Secretariat or the designated documenter to finalize the documentation. Assist the documenter in filling out details that may have been missed or overlooked.
4. Gather copies of the Process Documentation, summary of SE results and Action Plan per subproject and file these neatly for future reference. Where possible, store copies digitally.
5. Furnish the RPMO and NPMO a copy of the Process Documentation, consolidated/summary of SE result and Action Plan per subproject within one (1) week of the conduct of the activity, and duly accomplished and signed SET forms within two (2) weeks of the conduct of the sustainability evaluation.
6. Ensure that the MSIT and the CEF in-charge of the barangay shall monitor the implementation of the action plan using the monthly O&M monitoring tool.

Section 7. The adopted process of the Municipality of Roxas, Oriental Mindoro shall be called "Barangayan." This is derived from the word "barangay" which means community participation encouraged during the conduct of Sustainability Evaluation. The term barangayan also connotes the

traditional Filipino bayanihan principle of community spirit and cooperation.

Section 8. Exemption. The barangays in the Municipality of Roxas having major projects/programs funded under the 20% Municipal Development Fund and/or Other Development Fund for a periodic year is/are hereby exempted in this Ordinance.

Section 9. Separability Clause. If for the reason any part of this ordinance shall be held unconstitutional or invalid, other parts hereof which are not affected thereby shall continue to be in full force and effect.

Section 10. Repealing Clause. All ordinances, rules and regulations in conflict with or contrary to the provisions of this ordinance are hereby repealed, amended or modified accordingly.

Section 11. Effectivity. This Ordinance shall take effect upon approval of the Sanggunlang Panlalawigan and after 15 days posting in the barangay hall of the Twenty (20) Barangays of Roxas, Oriental Mindoro.

On motion of Councilor Lucille T. Bacay and on mass sponsorship this Ordinance is hereby ENACTED.

Adopted: 23 November 2020

CERTIFIED CORRECT:

FERDINAND V. TALENS, MPA
Secretary to the Sanggunlang Bayan

ATTESTED:

GUALBERTO V. MAGNO
Municipal Vice Mayor

APPROVED:

LEO G. CUSI, SR.
Municipal Mayor
Date Signed 12-09-2020

am/marx/12312020

MORALES G. QUESTIDO
12-16-2020