



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF ROXAS

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE JOURNAL OF THE 72ND REGULAR SESSION OF THE 10th SANGGUNIANG BAYAN OF ROXAS, ORIENTAL MINDORO HELD ON 23 NOVEMBER 2020, 1:00 P. M. AT THE SANGGUNIANG BAYAN SESSION HALL.

Present:

Vice Mayor Gualberto V. Magno	- Presiding Officer
Councilor Jerwin S. Dimapilis	- Member
Councilor Agustin L. Cusi	- Member
Councilor David D. De La Cruz	- Member
Councilor John John S. Yason	- Member
Councilor Robert S. Quiatchon	- Member
Councilor Lucille T. Bacay	- Member
Councilor Juan Rafael M. Talens	- Member
Councilor Ronel S. Sescar	- Member
Councilor Elmira May V. Tarac	- Member, SKMF President
Councilor Celso M. Dimapilis	- President, Liga ng Barangay

Absent: N O N E

MUNICIPAL ORDINANCE NO. 25
Series of 2020

**AN ORDINANCE INSTITUTIONALIZING AND ADOPTING THE
CONDUCT OF SUSTAINABILITY EVALUATION (SE) TOOL
FOR ALL PROJECTS IN THE MUNICIPALITY OF ROXAS,
ORIENTAL MINDORO.**

Author:

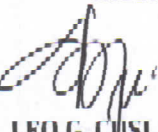
Hon. LUCILLE T. BACAY

Co-Authors:

Hon. JERWIN S. DIMAPILIS	Hon. AGUSTIN L. CUSI
Hon. DAVID D. DE LA CRUZ	Hon. JOHN JOHN S. YASON
Hon. ROBERT S. QUIATCHON	Hon. RONEL S. SESCAR
Hon. JUAN RAFAEL M. TALENS	Hon. CELSO M. DIMAPILIS
Hon. ELMIRA MAY V. TARAC	

WHEREAS, it is the Constitutional responsibility of the Municipal Government of Roxas, to enact policy for the empowerment of the community, people's participation, transparency, accountability, sustainable development, volunteerism, gender sensitivity, reduction of poverty and anti-corruption mechanisms;

WHEREAS, theories of Kapit Bisig Laban sa Kahirapan: Comprehensive Integrated Delivery of Social Services (KALAHI-CIDSS) in its 1st to 3rd Cycle, the Makamasang Tugon, the National Community Driven Development Program (NCDDP) and the KC-Millennium Challenge Corporation: Incentive Grants, clearly upholds good barangay ordinance;


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WHEREAS, adopting the KALAHI-CIDSS principles in the implementation of its programs and projects funded out from the Municipal Development Fund and/or Other Development Fund, is being considered as one of this municipality's best practices;

WHEREAS, the Municipal Government of Roxas under the leadership of Hon. Mayor Leo G. Cusi, Sr. is committed to follow the KALAHI-CIDSS principles in the implementation of Local Government projects.

NOW THEREFORE, BE IT ORDAINED by the Sangguniang Bayan of Roxas, Oriental Mindoro in session assembled, that:

Section 1. Title. This Ordinance shall be known as "An Ordinance Institutionalizing and Adopting the Conduct of Sustainability Evaluation (SE) for all projects in the Municipality of Roxas, Oriental Mindoro."

Section 2. Purpose and Coverage. The purpose of this Ordinance is to uphold the Municipality of Roxas' constitutional responsibility to ensure empowerment of the community, people's participation, transparency, accountability, sustainable development, volunteerism, gender sensitivity, reduction of poverty and component of anti-corruption mechanisms.

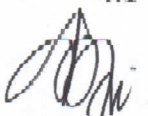
This Ordinance shall cover all projects completed as of FY 2020 onwards in the twenty (20) barangays and its sitios in the Municipality of Roxas, Oriental Mindoro.

Section 3. Definition of Terms. As used in this Ordinance, the following acronyms shall mean:

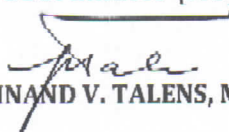
- 3.1. BSPMC - Barangay Sub-Project Management Committee
- 3.2. CVs - Community Volunteers
- 3.3. DBM - Department of Budget and Management
- 3.4. DILG - Department of the Interior and Local Government
- 3.5. KALAHI-CIDSS - Kapit Bisig Laban sa Kahirapan: Comprehensive Integrated Delivery of Social Services
- 3.6. LFC - Local Finance Committee
- 3.7. JMC - Joint Memorandum Circular
- 3.8. IRR - Implementing Rules and Regulations
- 3.9. MDF - Municipal Development Fund
- 3.10. ODF - Other Development Fund
- 3.11. MCDDP - Municipal Community-Driven Development Program
- 3.12. COA - Commission on Audit

Section 4. Preparing for the Sustainability Evaluation. Preparation for sustainability shall start during the Community Planning and Proposal Development Stage, specifically during Proposal Development, wherein design considerations and technical specifications are observed to ensure functionality of subprojects. Compliance with the design and specifications are monitored/ensured during construction (Community-Managed Implementation Stage), and complemented by the Operation and Maintenance Training wherein community stakeholders are capacitated on the proper operation and maintenance.

- 4.1 The main person who shall be responsible for the effective conduct of the Sustainability Evaluation is the KC Area Coordinator (AC), in


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close coordination with the Municipal Area Coordinator (MAC). In preparing for the sustainability evaluation, the AC together with the ACT and MCT should undertake the following tasks:

- a. **Gather documents and other reference materials.** Meet with the RPMT to (i) generate a list of all completed subprojects in the municipality; and, (ii) gather and review documents on file about the subprojects (i.e., subproject completion report, previous SE results, etc.);
- b. **Form (or expand) the MSIT.** Meet with the Mayor or his/her designated representative, and the MCT to discuss plans for the formation of Multi Stakeholders Inspectorate Team (MSIT). Municipal representatives will be the 'permanent' Inspectorate members in all subproject evaluation in the barangays.

The suggested composition of the MSIT is as follows:

MSIT Member	No.
MPDC and Municipal Engineer	2 (MSIT Team Leader/alternate)
AC/DAC	1 (Co-Team Leader)
Representative from MIAC	1 (depending on subproject)
Mayor's Representative	1
SB Representative	1
Barangay Chairperson	1
Representative of Association/BSPMC	1
Representative from another/ non-prioritized barangay	1
PLGU Representative	1
CSO Representative, including IPOs	1
NPMO and RPMO representatives (if available)	2

Existing MSIT may be expanded to include other members mentioned above.

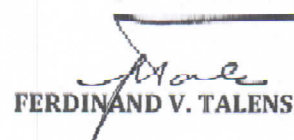
The MSIT shall designate a secretariat composed of two (2) or more members for the conduct of subproject Sustainability Evaluation. Members of the MSIT Secretariat can come from the MIAC and MCT. The secretariat shall perform the following functions:

1. Prepare official communication to MSIT members, O&M groups and other stakeholders
2. Prepare logistics and coordinates activity
3. Ensure reports generation and transmittal
4. Prepare or assist in the preparation of the process documentation
5. Other related secretariat functions

- c. **Orient the MSIT and Plan for Sustainability Evaluation.** Meet with the MSIT to: (i) orient them on their roles and functions, (ii) discuss the objections and procedures of the


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sustainability evaluation including the tools, (iii) plan for the sustainability evaluation, and (iv) finalize the schedule and other logistics and administrative preparations.

The AC, MAC, and ACT/MCT should ensure that during the planning meeting, agreements are reached on the following concerns:

1. Schedule of actual conduct of sustainability evaluation
 2. List of participants and sending of invitations signed by the Municipal Mayor
 3. Preparation of program and other needed materials for the activity
 4. Logistics and administrative preparations, including tasking
 5. Other specific concerns
- d. **Prepare for the conduct of sustainability evaluation.** The following tasks shall be accomplished before the actual sustainability evaluation:

1. Attended to, and finalized logistics and administrative requirements and coordination arrangements.

➤ List of participants have been prepared, invitation letters are distributed, and attendance of participants confirmed. The conduct of sustainability evaluation has been coordinated with the O&M group.

(Note: FGD participants should not exceed fifteen (15) participants to promote maximum participation among respondents. FGD participants shall be composed of organization officers, selected direct beneficiaries and members of the Barangay Council.)

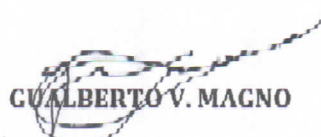
➤ Information on the sustainability evaluation are disseminated/posted in public places, and different means are used to generate awareness about the event.

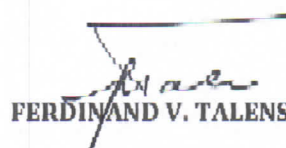
➤ Selected date and time, and venue of sustainability evaluation are confirmed. The venue is ready and well-arranged; enough tables and chairs, chalkboards/whiteboards, and sufficient space for small group discussion are available.

➤ Activity flow and program are prepared and finalized.

➤ Logistics and administrative preparations (MSIT team composition, refreshments, supplies, sound systems, tasking, funding and other requirements) have been attended to.


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➤ A documenter has been assigned.

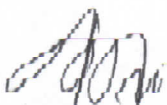
2. Documents and other reference materials have been secured/prepared by the MSIT/MSIT Secretariat. Documents include:

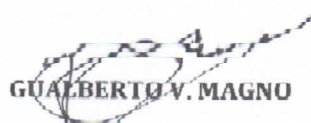
- Inventory of completed subprojects, and O&M and financial arrangements per subproject (i.e. O&M may be mainstreamed under the LGU. In this case, supporting documents include (1) minutes of Barangay Assembly meeting approving such arrangement, (2) LGU resolution accepting the responsibility of taking care of the operation and maintenance, and (3) O&M funds appropriated in the B/AIP).
- Copy of the Subproject Completion Reports (SPCR). MSIT Secretariat shall fill-out the Basic Information section of the Sustainability Evaluation Tool (SET) using the SPCR.
- Copy of the previous sustainability evaluation. This shall be the basis of determining compliance with recommended areas for improvement.
- Sustainability evaluation tool printed in manilla paper. The 'blow-up' SET form will be posted on a wall. This will focus attention of respondents - community O&M groups, Barangay Council and other participating beneficiaries.

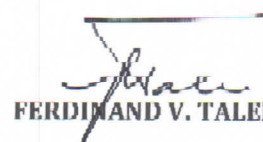
3. Team building of the MSIT was conducted to level-off on all concerns needed for the activity. During the team building, the MSIT members should have decided on the following:

- Composition of evaluation teams (in cases where there is more than one team which will conduct sustainability evaluation) and tasks of each team member during the actual conduct of SE have been identified.
- Methodology to adopt during the filling out of rating forms. (i.e., consensus method or individual method). The Consensus method requires the group to deliberate observations then agree on what appropriate rating would correspond to the indicator/s. In Individual method, each member, each member is required to have his/her own rating, after which, results will be consolidated by taking the average to come up with the final rating for each indicator.

Section 5. Conducting the Sustainability Evaluation. It is envisioned that the conduct of Sustainability Evaluation and O&M monitoring shall be replicated and sustained by the MSIT, even after phase-out of KC-NCDDP. KC-NCDDP shall continue to assist the communities and LGUs during the 2nd and 3rd cycle. This period provides adequate time to orient and capacitate the MSITs.


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