



April 13, 2012

MEMORANDUM CIRCULAR

NO. 2012 – 68

TO : ALL PROVINCIAL GOVERNORS, CITY/MUNICIPAL MAYORS, DILG REGIONAL, PROVINCIAL AND CITY DIRECTORS, CLGOOs, MLGOOs, CLUSTER HEADS, AND ALL OTHERS CONCERNED

SUBJECT : IMPLEMENTING GUIDELINES IN THE AVAILMENT OF 2012 PERFORMANCE CHALLENGE FUND (PCF)

I. PREFATORY STATEMENT

The Philippine Development Plan (PDP) 2011-2016 (Chapter VII) puts premium on the promotion of effective and honest governance to create an enabling environment for citizens and the private sector to reach their full potential. This is envisioned through high quality, efficient, transparent, accountable, financially and physically accessible and nondiscriminatory delivery of public service. At the local level, the PDP identifies the importance of empowering local government units (LGUs) to improve their ability to deliver public services and in promoting public accountability which shall be carried out through the following strategies:

- Implementation of systems to determine performance of LGUs in terms of their state of local governance and compliance with policies;
- Public disclosure of LGU performance; and
- Institution of performance-based LGU incentives or awards.

In support of the Philippine Development Plan particularly in institutionalizing incentives to strengthen local governance and performance, the Department initiated the implementation of the Performance Challenge Fund (PCF), an incentive system for local governments excelling good local governance performance.

II. GUIDING PRINCIPLES

The administration of the Performance Challenge Fund (PCF) shall be governed by the following guiding principles:

1. The Department of the Interior and Local Government (DILG) shall establish a Performance Challenge Fund (PCF) as an incentive to qualified Local Government Units (LGUs) for the implementation of local development projects aligned with the national government strategic thrusts and goals.
2. The PCF shall encourage convergence of local development projects with the priority programs of the National Government in order to achieve the Millennium Development Goals (MDGs); maintaining of core road network to boost tourism and local economic development; promote transparency and accountability in all government transactions; and comply with the Philippine Disaster Risk Reduction and Management Act of 2010 (RA 10121), and the Ecological Solid Waste Management Act of 2000 (RA 9003).
3. The PCF shall recognize LGUs exhibiting exemplary performance in internal housekeeping particularly in the areas of planning, fiscal management, transparency and accountability and valuing performance monitoring.

III. OBJECTIVES OF THE PERFORMANCE CHALLENGE FUND

The PCF is a facility that envisions to:

1. help stimulate local governments to put premium on transparency and accountability to enable them to avail themselves of financial support to jumpstart and sustain socio-economic development initiatives;
2. complement with other programs of other national government agencies providing incentives to LGUs; and
3. address support requirements of the LGUs in the delivery of their responsibilities such as the supply side requirements of the *Pantawid Pamilyang Pilipino Program (4Ps)*

IV. PCF OPERATIONAL GUIDELINES

A. Eligibility Requirements

1. Eligible LGUs for 2012 PCF

- a) Provinces, cities and municipalities belonging to the 1st to 3rd income class, and the newly created 4th and 5th class cities both passed the Seal of Good Housekeeping Round 2 assessment dated August 26, 2011 and have not received the PCF subsidy in 2011. Target recipients shall be prioritized according to the following ranking:

- 1st priority - 3rd income class LGUs and the 2011 newly-converted cities
- 2nd priority – 2nd income class LGUs
- 3rd priority – 1st income class LGUs

In the event that the fund shall not be enough to cover all eligible LGUs, they shall be further ranked according to poverty incidence based on 2009 NSCB Survey.

- b) 2012 *Gawad Pamana ng Lahi* awardees shall be eligible to receive the 2012 PCF.

2. Eligible Projects

- a) Projects eligible for the PCF subsidy are those consistent with the current administration's thrusts and the provisions of the General Appropriations Act of 2012, as follows:

- **Attainment of MDGs** (e.g. school buildings, rural health units/health centers, birthing or lying-in facilities, water and sanitation, and housing and settlements)
- **Local Economic Development** (e.g. core local roads and bridges, farm-to-market roads, tourism facilities, irrigation systems, post harvest facilities, cold storage facilities, ports and wharves and other economic structures and growth enhancement projects like market, slaughter houses)
- **Preparedness for Disasters/Adaptation to Climate Change** (e.g. flood control, reforestation, storm drainage, dikes, seawall and related flood protection measures and slope protection, evacuation centers, rainwater collection facility, early warning system/devices and rescue equipment)
- **Ecological Solid Waste Management** (e.g. sanitary landfill, material recovery facilities, sewerage system)
- **Promotion of Transparency and Accountability**
Website)

B. PC Fund Allocation and Utilization

1. The amount of the 2012 PCF subsidy is allocated as follows:

- a) As subsidy for the 1st to 3rd class LGU and 2011 newly-converted cities that passed the 2011 SGH shall be apportioned according to LGU level :

- Province – P7,000,000.00
- City – P3,000,000.00
- Municipality – P1,000,000.00

- b) As incentive to the 2012 *Gawad Pamana ng Lahi* Regional awardees which shall be apportioned according to LGU level:
 - Province – P3,000,000.00
 - City – P2,000,000.00
 - Municipality – P1,000,000.00
 - c) As incentive to the 2012 *Gawad Pamana ng Lahi National* awardees with P5,000,000.00 each for province, city and municipality.
2. The PCF shall be used to finance local development projects indicated in the 2012 Annual Investment Program (AIPs) of LGUs.

C. LGU PCF-Sub Project Implementation Timeframe

The 2012 PCF subsidized-projects must be implemented by the recipient LGU within one (1) year from the date of receipt of the PCF Check.

V. PROCEDURES IN ACCESSING THE PC FUND

A. Submission of Documentary Requirements

1. The concerned LGU shall submit within 30 calendar days, upon proper notification of eligibility, to the DILG Regional Office, a Letter of Intent accompanied by the following documents for evaluation:
 - Project Proposal which shall contain the ff:
 - a. Description (Brief Summary of the Project, Project Goals and Objectives, Location, Type and Estimated Number of Target Beneficiaries, Project Partners)
 - b. *Project Components and Implementation Schedule*
 - c. *Work and Financial Plan (or Project Implementation Plan)*
 - d. *Project Management (including composition of Project Implementation and Management Team)*
 - e. *Project Sustainability*
 - f. *Project Output/Outcome*
 - g. *Risk Management*
 - Program of Work
 - Detailed Cost Estimates of the Project
 - Detailed Engineering Design (for infrastructure projects)
 - Copy of the 2012 Annual Investment Program (AIP)
 - Local Sanggunian Resolution authorizing the Local Chief Executive to enter into a Memorandum of Agreement (MOA) with the DILG through its Regional Director for the PCF subsidy and implementation of the PCF projects.
 - Administrative/Executive Order creating the LGU PCF Project Implementation Unit/Team

The LGUs shall ensure that all engineering designs, plans, specifications, etc. related to the constructions, installation, operations and maintenance of agricultural, aquaculture and fishery, and forest product machinery, agricultural buildings and structures, irrigation and drainage systems, farm-to market roads, post harvest facilities etc. shall be signed and sealed by a licensed and registered agricultural engineer as required pursuant to item e), Section 21, RA 8559 (Philippine Agricultural Engineering Act of 1998) and item 4.9 of DILG Memorandum Circular No. 2008 – 167 dated November 11, 2008 implementing certain provisions of RA No. 8559.

2. Upon receipt of the documents, the DILG Regional PCF Focal Person shall check LGU compliance to all requirements and immediately notify concerned LGU if there are incompleteness of documents. Review/appraisal of proposed projects shall not proceed unless all the documents (e.g. Sanggunian Resolution authorizing the Local Chief Executive (LCE) to enter into a MOA with DILG, etc.) are completely complied with.

B. Review and Assessment of Project Proposal/s

1. Within fifteen (15) calendar days after receipt of the documentary requirements, the Regional PCF Management Team (RPCFMT) shall conduct thorough review and appraisal of the LGU's project proposal and supporting documents. For infrastructure projects, the Team shall conduct on-site inspection and validation to assess the location and physical viability of the proposed project.
2. The Team shall ensure that the project proposal/s shall conform with the existing national standards/guidelines, such as for:
 - Typical urban and rural roads and bridges per DPWH technical standards
 - Hospital, lying-in facilities, health centers per DOH established standards
 - School buildings per DepEd established standards
 - Sanitary landfill, Material Recovery Facility (MRF) per DENR guidelines
 - Post harvest facilities, processing plants/facilities, irrigation, etc. per DA guidelines
 - Evacuation Centers and other DRRM and Climate Change Adaptation (CCA) required facilities
 - Rainwater Collection Facilities pursuant to RA 6716
 - DBM procurement guidelines pursuant to RA 9184 (Gov't. Procurement Reform Act)
 - Tourism facilities per DOT guidelines
3. In the case of procurement/acquisition of motor vehicles and relevant equipment for use in the implementation of DRRM and ESWM laws and sourced from the national government funds under the General Appropriations Act (e.g. PCF), the Team shall ensure that the LGU proponent shall have secured approval from the Department of Budget and Management (DBM) to purchase vehicles/equipments pursuant to Section 8.0 of A.O. No. 233, Series 2008, as amended by Section 2 of A.O. No. 15 dated May 25, 2011.
4. In the case of change of project proposal owing to LGU's in view of a natural calamity, and/or unavoidable circumstances, the Team shall facilitate LGU proponent's compliance to documentary requirements for a new project and forging of new Memorandum of Agreement (MOA) with the region. Further, the Team shall ensure that the change of project shall be supported by a Local Sanngunian Resolution stating thereat, among others, the valid reason/s or justifications for such change.
5. The Team shall **not** endorse LGU's proposed project unless previous projects funded under the PCF had been completed, fully liquidated, and audited and certified by the local COA Auditor.
6. After satisfactory compliance of the requirements and approval of the proposed projects of LGUs, the Regional Office shall immediately submit the list of LGUs with attached project proposals to the Bureau of Local Government Development (BLGD) as basis for the release of sub-allotment by the Finance and Management Service (FMS).

C. Modality/Schedule of Release of PCF Subsidy

1. The FMS shall sub-allot to the Regions the PCF subsidy within three (3) calendar days upon receipt of list of target LGU beneficiaries from BLGD.
2. Upon receipt of sub-allotment from Central Office, the Regional Office shall notify concerned PCF LGU beneficiary to submit the following documents prior to the forging of Memorandum of Agreement between the LGU and the DILG through the Regional Director:
 - Certification from a Government Bank that the LGU had opened a Trust Fund account for PCF, including the details of the account
 - Memorandum of Agreement (MOA) which shall contain, among others, information related to the proposed project, such as project title, brief description of the project, location, date of start or project; estimated date of completion of project; type and estimated number of target beneficiaries, and project implementation schedule.
3. The PCF check shall be released to the LGU beneficiary **only after** the other required documents had been complied with and the MOA had been forged. Schedule of release is as follows:
 - To the 2011 SGH passers between April and June 2012
 - To the 2012 *Gawad Pamana ng Lahi* awardees in November 2012

4. Upon receipt of the PCF check, concerned LGU shall issue an Official Receipt corresponding to the amount of the subsidy received, reflecting the "Name of the Project being funded and the Location of the Project".

D. Monitoring and Evaluation

1. Monitoring and evaluation of the PCF shall cover LGU projects implemented in 2010, 2011 and 2012.
2. The LGU beneficiary shall:
 - Submit to the Regional Office through channel the following reports within 5 days of the ensuing month or quarter:
 - Monthly Physical and Financial Accomplishment Report for projects with six (6) months implementation period
 - Quarterly Physical and Financial Accomplishment Report for projects with more than six (6) months implementation period
 - In projects involving procurement of goods and services (e.g. motor vehicles/equipment), submit within 15 calendar days the Physical and Financial Accomplishment Report audited and certified by the local COA Auditor
 - Submit within 15 calendar days, Project Completion Report, for completed projects, supported with pictorials (with video documentation, if possible) accompanied with the following documents:
 - Certificate of Completion
 - Certificate of Acceptance (if the project is By Contract)
 - Report of Disbursement audited and certified by the local COA Auditor
 - Post in conspicuous places within public buildings (in front of Provincial Capitol, City/Municipal Halls, public library, market, etc.) the monthly/quarterly progress of project implementation, completed projects including disbursed PCF subsidy. In the absence of website in the case of cities/municipalities, said documents shall be posted in the Provincial Government website or in the DILG Regional/Central website; and
 - Within three (3) months after completion of the project, submit an Assessment/Evaluation Report containing:
 - Quantitative dimensions such as actual work accomplishment and fund disbursed, number and type of beneficiaries of the project, employment generated during project implementation, etc.; and
 - Qualitative dimensions such as valuing LGU performance, positive attitudinal changes among local officials and functionaries, positive outlook on compliance to policies and requirements
3. The RPCFMT shall:
 - In coordination with the Provincial PCF Focal Person, Cluster Head, and C/MLGOO, conduct periodic monitoring on PCF utilization and status of LGU project implementation;
 - Ensure submission of concerned LGUs the required reports to Regional Office through channel;
 - Conduct validation and ocular inspection of projects implemented to validate reports submitted and substantiate comments/observations and recommendations. In case of negative findings and observations or slippage, the LGU beneficiary shall be required to submit exception report which contains the negative finding and observations or slippage, its cause/s, recommendations and actions taken;
 - Submit to the PCF Project Management Team-Central Office (thru the BLGD) a quarterly consolidated physical and financial accomplishment report with necessary attachments such as comments/observations, recommendations or exception report;

- Submit to the PCF Project Management Team a Consolidated Assessment /Evaluation Report based on submitted evaluation reports by the LGU beneficiaries; and
 - Post the consolidated report of status of project implementation and fund utilization in their respective regional websites.
4. The PCF Management Team (Central Office) shall:
- Review submitted regional reports and come up with comments/observations and recommendations, if any;
 - Conduct validation and ocular inspection of completed or on-going LGU project, if necessary;
 - Submit on a quarterly basis consolidated reports on financial and physical accomplishments on the PCF utilization to the Department of Budget and Management (DBM), House of Representatives Committee on Appropriations, and the Senate Committee on Finance copy furnish the DILG Planning Service;
 - Submit an Annual Assessment /Evaluation Report to DBM, Senate Committee on Finance and HOR Committee on Appropriations based on submitted Regional evaluation reports; and
 - Post the consolidated report of status of project implementation in the DILG Central Office website.

All DILG Regional Offices through the Regional PCF Focal Persons, Cluster Heads, and City/Municipal Local Government Operations Officers are directed to extend assistance to LGU beneficiaries as deemed necessary and as appropriate.

VI. **Effectivity.** This Memorandum Circular shall take effect immediately.


JESSE M. ROBREDO
Secretary



Republic of the Philippines
DEPARTMENT OF THE INTERIOR
AND LOCAL GOVERNMENT
IN REPLYING, PLS CITE:
SILG12-002983



MEMORANDUM OF AGREEMENT

This **MEMORANDUM OF AGREEMENT** entered into and executed this ____ of _____ by:

The **Department of the Interior and Local Government (DILG)** herein referred to as the **DILG-Region ____** with principal address at _____, represented herein by **Regional Director** _____.

- and -

The **Local Government Unit** of _____, herein referred to as **LGU PCF** grantee with principal office at _____ and represented in this Agreement by its **(Governor/City/Municipal Mayor)** _____ by virtue of Sanggunian Resolution No. __, Series of _____.

WITNESSETH

WHEREAS, the Department of the Interior and Local Government (DILG) through the Bureau of Local Government Development (BLGD) is the Office with primary responsibility in localizing the Millennium Development Goals (MDGs), and through the Regional Office in capacitating LGUs to effectively discharge their powers and functions towards improving the delivery of basic services and facilities to their constituents;

WHEREAS, the Development Budget Coordinating Committee (DBCC) of the Department of Budget and Management (DBM) approved the Performance Based Incentive Policy (PBIC) which provides for an incentive framework to rationalize national government and intergovernmental transfers to LGUs towards improving LGU performance in governance and delivery of basic services;

WHEREAS, the Performance Challenge Fund (PCF) for Local Government Units is a flagship program of the DILG that serves as a facility that will help stimulate LGUs that put premium on transparency and accountability to enable them to avail themselves of financial support to jumpstart and sustain local socio-economic development initiatives supportive of national government goals and priorities. It is an incentive fund to eligible LGUs to support in the implementation of high-impact capital investment projects in the Annual Investment Program (AIP);

WHEREAS, the Performance Challenge Fund (PCF) is being administered by the Department of the Interior and Local Government in collaboration with the Department of Budget and Management (DBM) to recognize good governance performance particularly in the adoption of "good housekeeping" along the governance areas of development planning, sound financial management, transparency and accountability, and valuing performance monitoring;

WHEREAS, the Performance Challenge Fund progressive realization to achieve the Millennium Development Goals (MDGs), maintenance of core road network to boost tourism and local economic development; comply with the Philippine Disaster Risk Reduction (DRR) and Management Act of 2010 and Ecological Solid Waste Management Act of 2000; and promote transparency and accountability; programs and projects are anchored on the contribution of local government units (LGUs), as well as non-government and private sector organizations;

WHEREAS, the Local Government Units (LGUs), as provided for under the Local Government Code of 1991 or Republic Act 7160, assume the primary responsibility of providing basic services and facilities to improve the quality of life of their constituents through programs and projects geared towards the achievement of MDGs; preparedness to disasters and adaptation to climate change; sustainable environmental management; and transparent and accountable local governance;

WHEREAS, the Province/City/Municipality of _____, has been awarded the Seal of Good Housekeeping in 20____ thereby entitles the LGU to receive the PCF Subsidy amounting to a maximum of _____ (P _____).

NOW, THEREFORE, for and in consideration of the above premises and of the mutual covenants stipulated hereinafter set forth the PARTIES hereto agree to enter into this Memorandum of Agreement to adhere to the following terms and conditions:

Section I. Project Details

- a. Project Title : _____
- b. Brief Description of Project :

- c. Location : _____
- d. Date of Start : _____; Estimated Date of Completion : _____
- e. Number and Type of Target Beneficiaries : _____
- f. Project Implementation Schedule:

Section 2. Eligible Projects

Eligible projects for the PCF subsidy are those that support the national priorities of the present administration in achieving the MDGs; preparedness to disasters and adaptation to climate change; sustainable environmental management; and transparent and accountable local governance, which are implementable *within one (1) year from the date of receipt of the PCF Check.*

Section 3. Delineation of Responsibilities

The PCF Recipient LGU shall:

- 1. Submit a Certification from a Government Bank that the LGU had opened a Trust Fund for PC, together with the details of the account;
- 2. Maintain a Book of Accounts for the PC Fund;
- 3. Issue an Official Receipt corresponding to the amount of PC Fund subsidy received;
- 4. Create a PCF Project Implementation Team responsible for the implementation of the project/s;
- 5. Submit to the DILG Regional Office the following reports within prescribed period as stipulated in Memorandum Circular No. 2012 ____ dated _____:
 - Monthly Physical and Financial Accomplishment Report for projects with six (6) months implementation period
 - Quarterly Physical and Financial Accomplishment Report for projects with more than six (6) months implementation period
 - Report on projects involving procurement of goods and services

- Project Completion Report once the project had been completed supported with pictorials (with video documentation, if possible) accompanied with the following documents:
 - Certificate of Completion
 - Certificate of Acceptance (if the project is By Contract)
 - Report of Disbursement audited and certified by local COA Auditor
 - Assessment/Evaluation Report containing:
 - Quantitative dimensions such as actual work accomplishment and fund disbursed, number of beneficiaries of the project, employment generated during project implementation, etc.; and
 - Qualitative dimensions such as valuing LGU performance, positive attitudinal changes among local officials and functionaries, positive outlook on compliance to policies and requirements
6. Put up a signage of the project/s using any of these formats such as billboard, tarpaulin, banner or poster on the place where the project is implemented following the template/design as stipulated in Memorandum Circular No. 2012 -28 dated February 9, 2012.
 7. Post in conspicuous places within public buildings (in front of Provincial Capitol, City/Municipal Halls, public library, market, etc.) monthly/quarterly progress of project implementation, completed projects including disbursed PCF subsidy. In the absence of website in the case of cities/municipalities, said documents shall be posted in the Provincial Government website or in the DILG Regional/Central websites.

DILG Regional Office shall:

1. Prepare and issue checks as financial subsidy to the LGU grantee;
2. Facilitate the release of the PCF check amounting to P _____ to the recipient LGU upon signing of the Memorandum of Agreement and the satisfactory submission of documentary requirements under Section 1 of Procedures in Accessing the PC Fund of MC No. 2012 - _____ dated _____;
3. In coordination with the Provincial PCF Focal Person, Cluster Head, and C/MLGOO, conduct periodic monitoring on the progress of project implementation and disbursement of PC Fund by the LGU;
4. Conduct validation and ocular inspection of the LGU project/s to validate reports submitted and substantiate comments/observations and recommendations. In case of negative findings and observations or slippage, the LGU beneficiary shall be required to submit exception report which contains the negative finding and observations or slippage, its cause/s, recommendations and actions taken;
5. Submit the following to the PCF Project Management Team – Central Office:
 - Quarterly physical and financial accomplishment reports on the PCF-funded project
 - Report of Disbursement
 - Assessment/evaluation report based on the assessment/evaluation report submitted by the LGU recipient
6. Post the status of project implementation and fund utilization in the DILG Regional website

This agreement shall take effect immediately upon signing by the representatives of the Parties hereto and shall be enforced within one (1) year upon completion of the project.

IN WITNESS WHEREOF, the Parties hereunto affixed their signatures on this ____ day of _____, at _____, Philippines.

DILG-Regional Office

Department of the Interior and Local Government
Region ____

Local Government Unit of _____:

Governor and/or City/Municipal Mayor

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
) S.S.

BEFORE ME, a notary public, for and in the above jurisdiction, personally appeared on this :

<u>NAME</u>	<u>CTC. NO.</u>	<u>DATE/PLACE OF ISSUE</u>
DILG Regional Director	_____	_____
MAYOR	_____	_____

Known to me to be the person/s who executed the foregoing instrument and acknowledge to me is their free and voluntary act and deed.

The parties have signed this Memorandum of Agreement consisting of ___ pages, including the page where the acknowledgement is written, and their instrumental witnessed on the left margin of each and every page.

IN WITNESS WHEREOF, I have hereunto set my hand on the date and place above written.

Documentary Number : _____
Page Number : _____
Book Number : _____
Series of 20__

For Projects with 6 Months Implementation Period

Republic of the Philippines
 Province of _____
 CITY/MUNICIPALITY OF _____

**Physical and Financial Accomplishment Report
 For the Month of _____**

Project Title _____
 Project Description _____
 Total Project Cost _____
 Date Start of Project _____ Estimated Date of Project Completion _____
 No. and Type of Beneficiaries _____

Physical			Financial				Remarks (Indicate reasons for delay, if any)
Major Activities			PCF Subsidy	% of Utilization	LGU Counterpart/ Other Source, if any	% of Utilization	
Planned	Actual	% of Accomplishment					

Certified by:

Approved by:

 Local Engineer

 Local Accountant

 Local Chief Executive

For Projects with more than 6 Months Implementation Period

Republic of the Philippines
 Province of _____
 CITY/MUNICIPALITY OF _____

**Physical and Financial Accomplishment Report
 For the Quarter ending _____**

Project Title _____
 Project Description _____
 Total Project Cost _____
 Date Start of Project _____ Estimated Date of Project Completion _____
 No. and Type of Beneficiaries _____

Physical			Financial				Remarks (Indicate reasons for delay, if any)
Major Activities			PCF (per activity)	% of Utilization	Other Source, if any (per activity)	% of Utilization	
Planned	Actual	% of Accomplishment					

Certified by:

Approved by:

 Local Engineer

 Local Accountant

 Local Chief Executive

Republic of the Philippines
Province of _____
CITY/MUNICIPALITY OF _____

PERFORMANCE CHALLENGE FUND-SUPPORTED PROJECT
Report of Disbursement
As of _____

Amount received per Check/Official Receipt No. _____

Less: Disbursement: _____

Balance as of _____

Payee	Nature of Payment	Check No.	Date	Amount	Remarks

Certified Correct:

Approved by:

Verified and Found correct by:

Accountant

Local Chief Executive

Local COA Auditor

PERFORMANCE CHALLENGE FUND-SUPPORTED PROJECT
Quarterly Physical and Financial Accomplishment Report
For the Quarter ending _____

Region _____

LGU	Title of Project	Date Start of Project	Estimated Date of Project Completion	Beneficiaries		Total Project Cost			Status of Implementation					
				Number	Type	PCF Subsidy	LGU Counterpart, if any	Total	Physical			Financial		Remarks (indicate reasons for delay, if any)
									Major Activities			% of Utilization of PCF Subsidy	% of Utilization of LGU Counterpart, if any	
									Planned	Actual	% of Accomplishment			

Submitted by :

Noted by :

Regional PCF Focal Person

Regional Director

PERFORMANCE CHALLENGE FUND-SUPPORTED PROJECT

Assessment/Evaluation Report

As of _____

LGU Name : _____

Project Title	Project Description	Total Project Cost			Work Accomplishment		Fund Disbursed		Beneficiaries		Benefits of the Project (e.g. employment generated, etc. during project implementation)	Remarks
		PCF Subsidy	LGU Counter-part, if any	Total	Per Proposed Work Program	Actual	PCF Subsidy	LGU Counter-part, if any	Type	Number		
										Per Proposed Project	Actual	

Submitted by :

Noted by :

LGU PCF Project In-Charge

Local Chief Executive

PERFORMANCE CHALLENGE FUND-SUPPORTED PROJECT
Consolidated Assessment/Evaluation Report
 As of _____

Region : _____

LGU	Project Title	Project Description	Total Project Cost			Work Accomplishment		Fund Disbursed		Beneficiaries		Benefits of the Project (e.g. employment generated, etc. during project implementation)	Remarks
			PCF Subsidy	LGU Counter-part, if any	Total	Per Proposed Work Program	Actual	PCF Subsidy	LGU Counter-part, if any	Type	Number		
											Per Proposed Project	Actual	

Submitted by :

Noted by :

 Regional PCF Focal Person

 Regional Director

PERFORMANCE CHALLENGE FUND-SUPPORTED PROJECT

Project Completion Report

1. **Name of LGU:**
2. **Brief Profile of LGU :**
3. **Title of Project:**
4. **Location:**
5. **Date MOA Signed:**
6. **Project Description:**
7. **Duration of Project**
 - **Project Start Date**
 - **Project Completion Date**
8. **Project Beneficiaries (including no. and type of beneficiaries)**
9. **Major Activities Undertaken:**
10. **Project Cost**
 - **LGU Counterpart, if any:**
 - **Amount of PCF Subsidy Received:**
11. **Date of PCF Subsidy Received:**
12. **Fund Utilization:**
 - **% of LGU Counterpart Utilized, if any**
 - **% of PCF Subsidy Utilized**
 - **% of Unexpended Fund, if any**
13. **Project Results:**
14. **Problems Encountered/Action Taken:**
15. **Pictorials**
16. **Other Supporting Documents**

Prepared by:

Certified Correct:

LGU-PCF Project In-Charge

Local Chief Executive

Republic of the Philippines
Province of _____
Municipality of _____

CERTIFICATE OF ACCEPTANCE

TITLE OF PROJECT : _____

LOCATION : _____

THIS IS TO CERTIFY THAT I, _____ (Name) _____, _____ (Position) _____,
representing the _____ which is the end-user of
the above-mentioned project, hereby accepts from the Province/City/Municipality of _____
the said project.

As the project end-user, we assume the responsibility for proper operation and maintenance of
the _____ (structure/facility/etc.) _____.

(Name & Signature)

(Position/Designation)

NOTED:

(Provincial/City/Municipal Engineer)