



Department of Social Welfare and Development

KALAHI CIDSS-NCDDP

*Kapit-Bisig Laban sa Kahirapan
Comprehensive and Integrated Delivery of Social Services
National Community-Driven Development Program*



July 1, 2015

MEMORANDUM

TO : The Regional Directors
RO CAR, I, II, III, IV-A, IV-B, V, VI, VII, IX, X, XI XII and CARAGA

FROM : The Assistant Secretary for Promotive Programs and Vice-Chair
BUB National Technical Working Group

SUBJECT : Documentary Requirements to Release Funds for the Implementation
Of BUB Projects

Results of various consultation meetings and process reviews conducted for BUB Project Implementation revealed the necessity to provide clear policies and guidance on the documentary requirements for the release of funds intended for the implementation of BUB-approved projects.

The DBM-DILG-DSWD-NAPC Joint Memorandum Circular (JMC) No. 6 dated February 27, 2015, specifically provides that validated and approved BUB projects under the KALAHI-CIDSS can be implemented as follows:

1. By the Local Government Unit concerned, if it meets the eligibility standards specifically indicated in said JMC No. 6;
2. By the Community Volunteers, if the LGU concerned does not meet the specified eligibility standards and has unliquidated funds to DSWD;

For No. 1 above, funds for project implementation shall be released in two tranches e.g. 80% 1st tranche and 20% 2nd and final tranche. The following documents shall be required to support the release of the 80% 1st tranche to the concerned LGU:

- a. Letter requesting release of the 80% 1st tranche;
- b. Notarized Memorandum of Agreement between the DSWD and the LGU which shall indicate compliance with existing government laws, rules and regulations on procurement, accounting and auditing;
- c. Project Proposal duly approved by the Local Chief Executive;
- d. LPRAT Resolution validating and adopting the approved Project Proposal;
- e. Approved Program of Works; and
- f. Certification by the Accountant that funds previously transferred, if any, has been liquidated, post audited and accounted for in the books. Partial liquidation may also be accepted as warranted by the Head of the Office thru the Accountant.

On the other hand, the following shall be required to support the 20% 2nd and final tranche:

- a. Letter requesting release of the 20% 2nd and final tranche;

- b. At least 60% Physical Accomplishment Report duly approved by the Local Chief Executive; and
- c. Report of Checks Issued and Report of Disbursements/Utilization of at least 90% of the 80% 1st tranche certified by the Accountant, approved by the Local Chief Executive and duly received by the Auditor of the LGU;

The RO shall see to it that the LGU concerned shall have issued Official Receipt acknowledging the receipt of funds transferred for the purpose.

In the case of community-managed mode of implementation, the usual documentary requirements for release of community grants as indicated in KCNCDDP Memoranda for the purpose dated April 28, 2015 and June 8, 2015 shall be strictly followed.

For compliance.



CAMILO G. GUDMALIN