



Republic of the Philippines  
**REGIONAL DEVELOPMENT COUNCIL**  
**Region XI, Davao City**

**Guidelines for the Preparation and Review of the  
CY 2013 Annual Investment Program (AIP)**

**I. Background/Rationale**

Executive Order (EO) No. 325, series of 1996 entitled Reorganization of the Regional Development Councils (RDCs), mandates the RDCs' review, prioritization, and endorsement to the National Government the annual and multi-year sectoral investment programs, projects and activities (PPAs) of their respective regions for funding and implementation. The said EO also provides for the RDCs' review and endorsement to the National Government the annual budget proposals of agency regional offices (AROs), state colleges and universities (SUCs), and special development authorities (SDAs). Further, Memorandum Circular No. 54 of 2004 issued by the Office of the President calls on the RDCs to strengthen their function on the review and endorsement of the National Government's budget.

In 2010, the Department of Budget and Management (DBM) issued Corporate Budget Memorandum Circular No. 31 calling for the Government-Owned and-Controlled Corporations (GOCCs) and Government Financial Institutions (GFIs) to have their FY 2012 budget proposals reviewed and improved on by the RDCs. This initiative of the DBM, in compliance with the thrust of the current administration to promote transparency and fight corruption, should be sustained and institutionalized to have a more comprehensive perspective of the National Government investments in the region.

In line with these issuances, RDC XI calls for the preparation of the proposed CY 2013 Annual Investment Program (AIP) by all concerned AROs, SUCs, SDAs, GOCCs and GFIs in Davao Region. The proposed CY 2013 AIP is a snap shot of the development investment of the region required to help achieve its targeted growth and development for the year as outlined in the Davao Region Development Plan, 2011-2016.

The annual investment programming exercise has been undertaken by the RDC XI for several years now. While AROs, SUCs and SDAs, including the Local Government Units (LGUs), are now familiar with the AIP preparation process, it is important to lay down in these guidelines the process together with any improvement that will be introduced, particularly for the guidance of the GOCCs/GFIs and civil society. These AIP preparation guidelines is part of the RDC XI's continuing desire to achieve greater synchronicity in planning, investment programming, and budgeting, and the active involvement of the LGUs, specially in aligning the PPAs identified in their respective Provincial Development and Investment Programs (PDIPs) that will pave the way for the region to achieve its desired vision of becoming the rising global frontier. Likewise the AIP preparation, as well as the AIP itself, is a mechanism that facilitates the complementation of local and national government investments.

The formulation of the CY 2013 AIP shall use the strategic framework of Management for Development Results (MfDR). This framework shows the relationships of outputs, organizational outcomes, sectoral outcomes, and societal goal. In essence, it traces the linkage of planning and investment programming together with budgeting. As already indicated, implementation of programs, projects, and activities or PPAs, including legislative measures, will produce outputs that contribute to the achievement an agency's outcomes. The identification and prioritization of these PPAs is what the RDC XI is currently doing.

In the prioritization of PPAs, the RDC shall evaluate their relevance and consistency with the achievement of agency outcomes and how a set of agency outcomes contribute to the achievement of sectoral outcomes. These sectoral outcomes are expressed as goals and objectives in the RDP. The achievement of these sectoral outcomes leads to the achievement of our overall goals, which is the essence of MfDR.

## **II. Objectives**

These guidelines should serve as the basis for the preparation of the CY 2013 AIP of Davao Region and its review and approval by RDC XI. These guidelines aim to:

1. Ensure timely preparation of the proposed CY 2013 AIP by all concerned government entities and review by RDC XI Sectoral Committees and Full Council.
2. Identify and prioritize for funding and implementation programs, projects and activities of the national government that are supportive of Davao Region's industry cluster strategy, and other National Government commitments and development initiatives, and those listed for National Government funding assistance in the Provincial Development Investment Programs (PDIPs).
3. Formulate an investment program of the Davao Region for CY 2013 that significantly contributes to the achievement of the goals and objectives of the current plans of the region and its local government units and in emerging challenges and opportunities that will help sustain high economic growth and fast track the decline of the poverty incidence in the region as stated in the RDP, 2011-2016.

## **III. Procedure for the Preparation, Review and Approval of the CY 2013 AIP**

### *1. Identification/Validation of Programs/Projects/Activities*

The programs, projects, and activities that will constitute the proposed CY 2013 AIP of each ARO/SUC/ SDA/GOCC/GFI shall be as follows:

- a. Those that have been included in the CY 2012 AIP of an ARO/SUC/ SDA/GOCC/GFI and funded under GAA 2012 and/or Official Development Assistance but will be continued for implementation in CY 2013.

- b. Those that have been included in the CY 2012 AIP of an ARO/SUC/ SDA/GOCC/GFI but were not funded under GAA 2012 and/or Official Development Assistance that are needed to be implemented starting in CY 2013.
- c. New programs/projects/activities that shall help achieve the region's development targets in CY 2013, estimated based on the region's bottomline targets in 2013-2014 and CY 2013 targets of the Millennium Development Goals and other commitments of the National Government.
- d. All proposed programs/projects/activities that are consistent with Gender and Development concepts, Human Rights-Based Approach to Development, Disaster Risk Management and Climate Change Adaptation, and Conflict Sensitivity and Peace-building, among others.

## 2. *Classification of Programs/Projects/Activities*

- a. Since the development objectives outlined in the RDP, 2011-2016 will be likely the same main concerns of the region in 2013, the AROs, SUCs, SDAs, GOCCs and GFIs are advised to classify their programs and projects in the proposed CY 2013 AIP according to the chapters of the RDP, 2011-2016, namely:
  1. Macroeconomic Management
  2. Modern and Competitive Agriculture
  3. Competitive Industry and Services Sectors
  4. Strategic and Sustainable Infrastructure
  5. Science, Technology and Innovation
  6. Good Governance
  7. Human Resource Development
  8. Peace and Development
  9. Sustainable Environment and Natural Resources Management
  10. Social Protection for Inclusive Growth
- b. Each proposed program, project or activity should be classified under only one objective to avoid duplication in reflecting it in the proposed CY 2013 AIP. In cases where it will contribute to the achievement of more than one objective, a proposed program, project or activity shall be classified only under the objective to which it will most significantly contribute to.

In cases where the proposed program, project or activity is infrastructure in nature, these should be included in Chapter 4. The same shall be true to other proposed PPAs that contribute to Science and Technology (Chapter 5), Good Governance (Chapter 6) and others.

- c. The ARO/SUC/SDA/GOCC/GFI shall classify each proposed program/project/activity based on the preceding criteria, taking into consideration the development outcomes in the RDP.

- d. The proposed programs/projects/activities in the CY 2013 AIP should be further classified by **province** and **congressional district** and down to city administrative district/component city/municipality/barangay, if possible.
- e. Programs, projects and activities with specific concerns are to be reviewed by the mandated agencies as identified below:

<b>Concerned Agency</b>	<b>Area of Concern</b>
Commission on Higher Education (CHED)	SUCs proposed PPAs
Technical Education and Skills Development Authority (TESDA)	Technical education and skills development programs
Department of Agriculture (DA)	Research and Development (R&D) in Agriculture and Fisheries
Department of Science and Technology (DOST)	R&D in natural resources, environment, technological and engineering sciences
National Statistics and Coordination Board (NSCB)	Systems of Designated Statistics pursuant to EO 352
DOST - Commission on Information and Communications Technology (DOST-CICT)	Information Systems Plan in support of IT related proposals
Philippine Commission on Women (PCW)	GAD PPAs

3. *ARO/SUC/SDA/GOCC/GFI Consultation/Dialogue with LGUs*

A consultation/dialogue shall be undertaken by the concerned AROs, SUCs, SDAs, GOCCs and GFIs in line with one of the objectives of the Joint Memorandum Circular (JMC) No. 1 Series of 2007 entitled the *Guidelines on the Harmonization of Local Planning, Investment Programming, Revenue Administration, Budgeting and Expenditure Management* which is to strengthen the interface between LGUs and AROs and the complementation between and among all LGU levels in planning, investment programming, revenue administration, budgeting and expenditure management.

The consultation/dialogue shall be done, if possible, during the meetings of the Provincial Development Councils (PDCs) in the region. Component cities are enjoined to seek the endorsement of their respective PDCs. It shall serve as the venue to thresh out issues/concerns pertaining to the proposed programs/projects/activities of AROs/SUCs/SDAs/GOCCs/GFIs for implementation in the concerned LGU. The Provincial/Highly Urbanized City Development Councils (P/CDCs) shall endorse the proposed PPAs of the AROs/SUCs/ SDAs/GOCCs/GFIs.

4. *Technical Review and Consolidation by the RDC XI Technical Secretariat*

All AROs/SUCs/ SDAs/GOCCs/GFIs shall submit their proposed CY 2013 AIPs to the NEDA Regional Office XI, the RDC XI Technical Secretariat. The proposed CY 2013 AIPs shall be

reviewed by the RDC XI Technical Secretariat according to the pertinent provisions of these guidelines. After the technical review, the RDC XI Technical Secretariat shall consolidate and package the proposed CY 2013 AIPs into the draft CY 2013 AIP of Davao Region.

#### *5. Review and Endorsement by Mandated Agencies*

The proposed CY 2013 AIP shall also be reviewed by the mandated agencies as identified in section III.2.e of these guidelines. The review of the mandated agencies on specific PPA concerns shall be done during the RDC XI Sectoral Committee review. As such, all mandated agencies shall be invited in the committee review.

For mandated agencies requested by their respective Central Offices to conduct a separate consultation, this shall be done **prior** to the RDC XI Sectoral Committee meetings.

#### *6. Review and Endorsement by the RDC XI Sectoral Committees and RDC XI Advisory Committee*

The draft CY 2013 AIP of Davao Region shall be presented by the RDC XI Technical Secretariat to the RDC XI Sectoral Committees and RDC XI Advisory Committee for review and endorsement to the RDC XI Full Council. In the review of the proposed CY 2013 AIP, the Sectoral Committees and Advisory Committee shall be guided by the following considerations:

- a. Sectoral Gaps – The proposed CY 2013 AIP shall be reviewed vis-à-vis the requirements of the sector (economic; infrastructure; social; macroeconomy and finance; and development administration). The RDP, 2011-2016 including the National Development Plan and initiatives, may be referred to for purposes of determining the priority requirements of the sector.
- b. Geographic Allocation – The proposed CY 2013 AIP shall be also reviewed taking into consideration the equitable allocation of programs and projects among the provinces and cities in the region.
- c. Millennium Development Goals (MDGs) – The proposed CY 2013 AIP shall be also reviewed on the contribution of its PPAs to the achievement of the MDGs.

#### *7. Review and Approval by the RDC XI Full Council*

The proposed CY 2013 AIP of Davao Region as reviewed and endorsed by the Sectoral Committees shall be presented to the members of the RDC XI Full Council for approval. All heads of AROs/SUCs/ SDAs/GOCCs/GFIs shall be expected to personally answer queries and clarify their proposals to the Full Council.

### **IV. Format**

The preparation of the CY 2013 AIP shall follow the format attached as *Annex A*.

## V. Post AIP Review

### a. No modifications

All CY 2013 AIPs favorably acted upon by the RDC XI will be issued a resolution of endorsement. The approved list of PPAs in the prescribed MS Excel template (Annex A) shall be attached as an integral part of the resolution. All documents submitted to the RDC XI Technical Secretariat should be signed by the heads of agencies and officially transmitted to the Secretariat.

### b. With Modifications

#### b.1 Modifications prescribed by RDC XI

All concerned AROs/SUCs/SDAs shall submit to the RDC XI Secretariat the revised list of PPAs programs, projects, and activities as recommended by the RDC XI during the CY 2013 AIP review and consultation. The RDC XI Secretariat shall validate this revised list.

#### b.2 Agency Central Office-required modifications

In the event after the conduct of the CY 2013 AIP review, the agency CO shall require modifications to the ARO proposed AIP or CHED in the case of SUCs, the concerned ARO or SUC should inform the RDC XI Secretariat of the changes and submit in the prescribed format (Annex A). The RDC XI Secretariat shall validate the revised list of PAPs to determine if the region's priority PPAs have been affected. If such a determination is made, the RDC XI Secretariat shall submit a report of this fact in the next RDC XI meeting.

## VI. Schedule of Activities

The schedule of activities for the preparation and review of the CY 2013 AIP is as follows:

<b>Activity</b>	<b>Output</b>	<b>Responsible Entity</b>	<b>Schedule/ Due Date</b>
1. Review/Approval of the Guidelines for the Preparation of the Proposed CY 2013 AIP of Davao Region	Approved CY 2013 AIP Guidelines  RDC XI Resolution Adopting the Guidelines	RDC XI Full Council	October 6, 2011

<b>Activity</b>	<b>Output</b>	<b>Responsible Entity</b>	<b>Schedule/ Due Date</b>
2. Call for the preparation of Proposed CY 2013 AIP of Davao Region	RDC XI Chair's Memo to All Concerned	RDC XI Full Council	October 13, 2011
3. Preparation of proposed AIP of AROs/SUCs/SDAs/GOCCs/GFIs	Draft CY 2013 AIPs of AROs/SUCs/SDAs/GOCCs/GFIs	AROs/SUCs/SDAs/GOCCs/GFIs	October 20 – November 10, 2011
4. Consultation/Dialogue with LGUs and other Stakeholders	LDC Resolutions supporting the draft CY 2013 AIP	AROs/SUCs/SDAs/GOCCs/GFIs / Local Dev't. Councils (LDCs)	October 21 – end of November 2011
5. Revision of proposed CY 2013 AIPs	Revised draft CY 2013 AIP of AROs/SUCs/SDAs/GOCCs/GFIs	AROs/SUCs/SDAs/GOCCs/GFIs	December 15, 2011
6. Submission of proposed CY 2013 AIPs to the RDC XI Technical Secretariat	AROs/SUCs/SDAs/GOCCs/GFIs proposed CY 2013 AIP	AROs/SUCs/SDAs/GOCCs/GFIs	December 17, 2011
7. Technical Review and Packaging of the Proposed CY 2013 AIP of Davao Region	Technical Evaluation Report  Draft CY 2013 AIP of Davao Region	NEDA XI	December 18, 2011 to January 10, 2012
8. Review by Mandated Agencies (for those instructed by their COs to hold separate consultation)	Report on the conduct of review and consultation of Mandated Agencies  Endorsement of Mandated Agencies	Mandated Agencies	January 16 – 27, 2012
9. Review and Endorsement	RDC XI SeCom and Advisory Committee (AdCom)  Resolutions endorsing the Draft CY 2013 AIP of Davao Region  Endorsement of Mandated Agencies	RDC XI SeComs/ AdCom/ Mandated Agencies	February 13-20, 2012

<b>Activity</b>	<b>Output</b>	<b>Responsible Entity</b>	<b>Schedule/ Due Date</b>
	Revised Draft CY 2013 AIP of Davao Region		
10. Final Review and Approval	RDC XI Full Council/ Resolutions Approving the CY 2013 AIP of Davao Region  Approved CY 2013 AIP of Davao Region	RDC XI Full Council with AdCom Members	CY 2012 First Quarter RDC XI Meeting (February 2012)

## **VI. Key AROs/SUCs/SDAs/GOCCs/GFIs Covered by the Preparation and Review of the CY 2013 AIP**

### **1. Economic Sector**

Department of Agrarian Reform (DAR)  
 Department of Agriculture (DA)  
     Bureau of Fisheries and Aquatic Resources (BFAR)  
     Fiber Industry Development Authority (FIDA)  
     National Food Authority (NFA)  
     Philippine Coconut Authority (PCA)  
     Agricultural Training Institute (ATI)  
     Bureau of Plant Industry - National Crop Research and Development Center (NCRDC)  
 Department of Environment and Natural Resources (DENR)  
     Environmental Management Bureau (EMB)  
     Mines and Geosciences Bureau (MGB)  
 Department of Science and Technology (DOST)  
 Department of Tourism (DOT)  
 Department of Trade and Industry (DTI)  
 Cooperative Development Authority (CDA)  
 Southern Philippines Development Authority (SPDA)

### **2. Governance Sector**

Department of the Interior and Local Government (DILG)  
     Bureau of Fire Protection (BFP)  
     Bureau of Jail Management and Penology (BJMP)  
     Philippine National Police (PNP)  
 Commission on Human Rights (CHR)

### **3. Infrastructure Sector**

Department of Energy (DOE)  
Department of Public Works and Highways (DPWH)  
Civil Aviation Authority of the Philippines (CAAP)  
National Irrigation Administration (NIA)  
National Telecommunications Commission (NTC)  
Philippine Ports Authority (PPA)  
Commission on Information and Communications Technology (CICT-TeIOf)

### **4. Social Sector**

Department of Education (DepEd)  
Department of Health, Including Southern Philippines Medical Center (SPMC) and Davao Regional Hospital (DRH)  
    Commission on Population (Popcom)  
    National Nutrition Council (NNC)  
Department of Labor and Employment (DOLE)  
    Technical Education and Skills Development Authority (TESDA)  
Department of Social Welfare and Development (DSWD)  
Commission on Higher Education (CHED)  
National Commission on Indigenous Peoples (NCIP)  
National Housing Authority (NHA)  
National Statistical Coordination Board (NSCB)  
National Commission on Muslim Filipinos (NCMF)  
Presidential Commission for the Urban Poor (PCUP)  
Davao Oriental State College of Science and Technology (DOSCST)  
Davao del Norte State College (DNSC)  
Southern Philippines Agri-Business and Marine and Aquatic School of Technology (SPAMAST)  
University of the Philippines - Mindanao (UP-Min)  
University of Southeastern Philippines (USEP)  
Philippine Science High School (PSHS)  
Social Security System (SSS)  
Government Security and Insurance System (GSIS)

### **5. Macroeconomy and Finance Sector**

Land Bank of the Philippines (LBP)  
Development Bank of the Philippines (DBP)