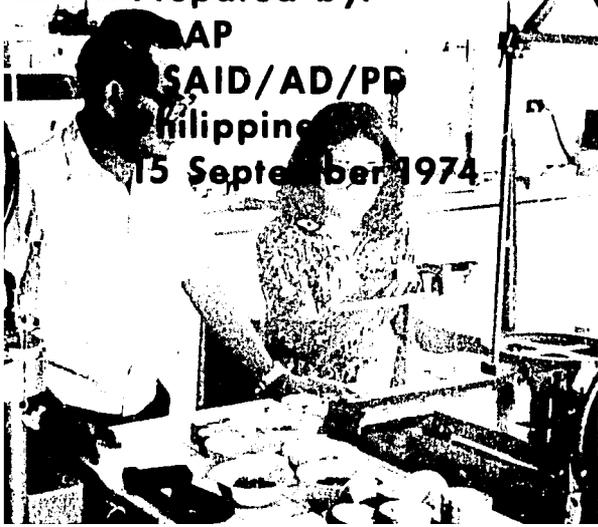
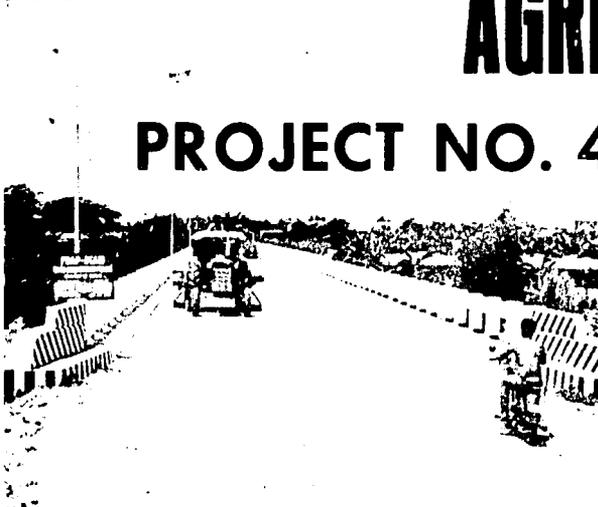
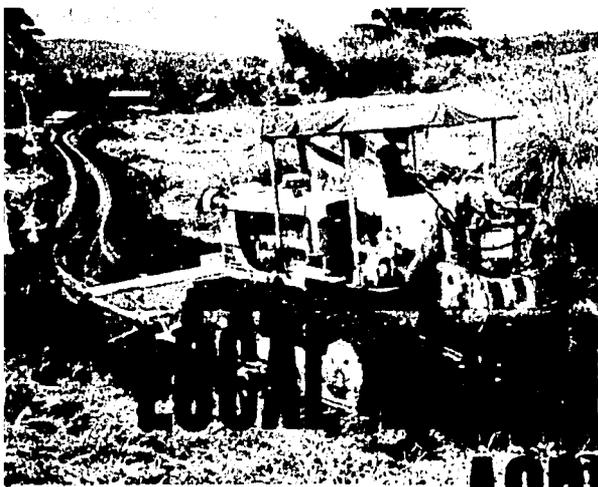


PD-ARL-322
95261

COOPERATION PROJECT AGREEMENT

PROJECT NO. 492-1-893-2667



INTRODUCTION

This Project agreement (PROAG) is the second under the Local Development PROP, the first having been executed in FY 1974. Although the face sheet indicates only limited funding, the PROAG narrative and attachments cover the entire range of activities that are planned for FY 75. It is anticipated that additional funding inputs will require only face sheet amendments.

Since 1968, the Philippine counterpart for this program has been the Provincial Development Assistance Project (PDAP). However, on the USAID side, the Local Development Project (492-11-995-256) succeeded the Provincial Development Project (492-11-995-236), becoming effective in FY 74. This PROAG carries forward the following innovations that were introduced in the 1974 PROAG:

1. To continue as a participant in the program, the provinces must make an annual request for recertification. The recertification request must indicate compliance with the past program, and must incorporate an agreed joint PDAP/Province Work Plan for the ensuing year.
2. New provinces must agree to a specific three-year plan of work and an initial six-month training program.
3. Major pieces of excess property will be supplied to provinces only in a rehabilitated condition. For this excess property, the province will pay 35% of the original acquisition cost (OAC). To remain eligible, the respective province equipment pools must maintain an equipment deadline rate under 25%.
4. The provinces can borrow funds for equipment pool facilities or approved development projects.

This PROAG introduces the following innovations which should further enhance the effectiveness of the Local Development Project.

1. Standard formats have been developed for use by the provinces in

rendering quarterly and annual progress reports. These provincial reports will take the place of a whole series of PDAP/USAID reports. (See Attachments I and J)

2. The preparation and field review of joint PDAP/Province work plans will be instituted as a major evaluation tool. (See Sec. IX)

This PROAG continues the highly successful Special Infrastructure Program (SIP) which was initiated under the FY 74 PROAG. As of September 30, 1974 some 19 SIP projects were ongoing with 7 other projects already completed. As indicated earlier, under this program provinces will be reimbursed a pre-agreed amount after they have completed an approved project in accordance with agreed plans and specifications.

Thomas L. Rose
AD/PD
31 October 1974

PRO AG
USAID/P

PROJECT AGREEMENT
 BETWEEN THE DEPARTMENT OF STATE, AGENCY FOR INTERNATIONAL DEVELOPMENT (AID)
 AN AGENCY OF THE GOVERNMENT OF THE UNITED STATES OF AMERICA, AND
 THE NATIONAL ECONOMIC COUNCIL (NEC)
 AN AGENCY OF THE GOVERNMENT OF THE PHILIPPINES

Under the terms of the Economic and Technical Cooperation Agreement signed April 27, 1951, and the Standard Provisions Foreign Currency Standard Provisions annexes attached, it is agreed to carry out a project in accordance with the terms set forth herein.

1. PROJECT NO. 492-11-995-256		2. ORIGINAL <input checked="" type="checkbox"/>		3. REVISION NO. <input type="checkbox"/>	
4. PROJECT TITLE Local Development			AGREEMENT NO.: 75-04		
5. ANNEX A PROJECT DESCRIPTION AND EXPLANATION					
6. APPROPRIATION. 72-11X1023			7. ALLOTMENT. 402-50-492-00-69-51		
8. AID FINANCING		PREVIOUS TOTAL (A)	INCREASE (B)	DECREASE (C)	TOTAL TO DATE (D)
a. PERSONNEL COSTS					
PASA					
Contract			25,000		25,000
b. PARTICIPANTS			103,000		103,000
c. COMMODITIES			457,000		457,000
d. OTHER COSTS					
AID Direct					
Contract					
e. TOTAL (Dollars)			585,000		585,000
f. US OWNED (Pesos)					
g. GOP FINANCING					
SICO - Pesos					
a. COUNTERPART					
Trust Fund - "A"			149,600		149,600
- "B"			1,000,000		1,000,000
Special					
Other PDAP Budget			(1,727,800)		(1,727,800)
TOTAL (Pesos)			1,149,600		1,149,600
b. OTHER					

10. REFERENCES AND REMARKS:

CLEARANCES

GPP s/ G. R. Vigilar Executive Director PDAP		USAID s/ T. Rose Project Manager	s/ Grover S. Robins Controller
		s/ R. Cohen Program Officer	Other

11. DATE OF ORIGINAL AGREEMENT | 12. DATE OF THIS REVISION | 13. EST. FINAL CONTRIBUTION DATE
June 30, 1977

14. GOVERNMENT OF THE PHILIPPINES s/ Gerardo Sicat Signature: <u>t/ GERARDO P. SICAT</u> Title: <u>Director General</u>	15. AGENCY FOR INTERNATIONAL DEVELOPMENT s/ Thomas C. Niblock Signature: <u>t/ THOMAS C. NIBLOCK</u> Title: <u>Director</u>
--	--

AID 1330-1A (3-70) PRO AG CONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND NATIONAL ECONOMIC AND DEVELOPMENT AN AGENCY OF THE GOVERNMENT OF THE PHILIPPINES	1. Project/Activity No. 492-11-995-256	PAGE <u>2</u> OF <u>22</u> PAGES
		2. Agreement No. AUTHORITY 75-04	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title Local Development Project	

LOCAL DEVELOPMENT PROJECT

FY75 PROAG

CONTENTS

<u>SECTION</u>	<u>PAGE NO.</u>
Summary	4
I Joint GOP/USAID Goal	6
II Background	6
III Project Purpose, Courses of Action and Rationale	7
IV Implementation Principles	9
V Implementation Responsibilities	10
VI Project Implementation Plan	13
VII Inputs	16
VIII Outputs	20
IX Reporting and Evaluation	21
Attachments (A thru L)	3

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

SIGNATURE: _____ DATE: _____
 TITLE: _____

4

AID 1330-1A (3-70) PRO AG CONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND	1. Project/Activity No. 492-11-995-256	PAGE <u>3</u> OF 22 PAGES
	NATIONAL ECONOMIC AND DEVELOPMENT AN AGENCY OF THE GOVERNMENT OF THE PHILIPPINES	2. Agreement No. AUTHORITY 75-04	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title Local Development Project	

FY75 PROAG ATTACHMENTS

PROJECT NO. 492-11-995-256

- A - Recertification Forms
- B - PDAP/PROVINCE Agreement for Old Provinces
- C - Notice of Approved Extension of PDAP/PROVINCE Agreement
- D - PDAP/PROVINCE Agreement for New Provinces
- E - PDAP/PROVINCE Equipment Pool Agreement
- F - PDAP/PROVINCE Loan Agreement for Equipment Pool Facilities
- G - PDAP/PROVINCE Loan Agreement for Development Projects and Progress
- H - PDAP FY75 Budget
- I - Format for Provincial Quarterly Reports
- J - Format for Provincial Annual Report
- K - Procedures for Withdrawal of Funds from the Equipment Pool Development Account
- L - FY75 Schedule of PDAP Sponsored Training Programs
- M - PDAP/PROVINCE Supplemental Equipment Pool Agreement
- N - DLGCD/PDAP Memorandum of Agreement
- O - DLGCD/PROVINCE Equipment Pool Agreement

For the Cooperating Government or Agency	For the Agency for International Development
SIGNATURE: _____ DATE: _____ TITLE: _____	SIGNATURE: _____ DATE: _____ TITLE: _____

1. Project/Activity No. 492-11-995-256	PAGE 4 OF 22 PAGES
2. Agreement No. AUTHORITY 75-04	3. <input checked="" type="checkbox"/> Original or Revision No. _____
3. Project/Activity Title Local Development Project	

Summary

This Project Agreement provides background information and describes the specific activities to be implemented during FY 1975 under the Local Development Project by PDAP and USAID. Funding for the following is provided in the Agreement.

<u>Commodities</u>	<u>Amount (\$000)</u>
--------------------	-----------------------

Commodities for Equipment Pool Dev.

Excess Property Infrastructure Equip.	330
Equipment Catalogues & Manuals	5
Spare Parts for Equipment Pools	<u>5</u>
	340

Commodities for Provincial Development
Staffs (PDSs), Tax Mapping Program & Misc.

Office Equipment (New)	25
Vehicles for PDSs	36
Audio-Visual Equipment	16
Drafting Equipment for Tax Mapping Program	37
Small Miscellaneous Purchases	<u>3</u>
	117

Total Commodities 457

Participants

Development Administration Course at
University of Connecticut (Five
Provincial Development Coordinators)

53

Tax Administration Observation plus
University of Southern California
Training (Eight Provincial Treasurers
and Assessors and DLGCD & Dept. of
Finance Tax Specialists)

20

Observation Tour for Governors

30

Total Participants 103

For the Cooperating Government or Agency

SIGNATURE: _____ DATE: _____
TITLE: _____

For the Agency for International Development

SIGNATURE: _____ DATE: _____
TITLE: _____

AID 1330-1A (3-70) PRO AG CONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND NATIONAL ECONOMIC AND DEVELOPMENT	1. Project/Activity No. 492-11-995-256	PAGE <u>5</u> OF <u>22</u> PAGES
		2. Agreement No. AUTHORITY 75-04	3. <input checked="" type="checkbox"/> Original or Revision No. _____
	AN AGENCY OF THE GOVERNMENT OF THE PHILIPPINES	3. Project/Activity Title Local Development Project	

<u>Contracts</u>	<u>Amount (\$000)</u>
Technical Writer for Preparation of Real Property Tax Manula	25
Total Contracts	25
GRAND TOTAL	<u>585</u>

As additional funds become available to the USAID, and as implementation documents are finalized, ProAg revisions will be made to add the additional funding required to permit accomplishment of the objectives and plans described in the following sections of the Agreement.

For the Cooperating Government or Agency SIGNATURE: _____ DATE: _____ TITLE: _____	For the Agency for International Development SIGNATURE: _____ DATE: _____ TITLE: _____
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8

AID 1330-1A (12-70) PRO AG CONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND NATIONAL ECONOMIC AND DEVELOPMENT	1. Project/Activity No. 492-11-995-256	PAGE <u>6</u> OF 22 PAGES
	AN AGENCY OF THE GOVERNMENT OF THE PHILIPPINES	2. Agreement No. AUTHORITY 75-04	3. <input type="checkbox"/> Original or Revision No. _____
		Local Development Project	

I. Joint GOP/USAID Goal

As stated in the non-capital project paper (PROP) dated November 21, 1972, this project is designed to contribute to the joint GOP/USAID goal of improving the quality of rural life by speeding development of those services and service-related incentives, forms of institutional cooperation, and planning and implementing capabilities which are responsive to rural needs.

II. Background

"Operation SPREAD" was initiated in 1966 to support agricultural production in Tarlac and Laguna provinces. Under this pilot approach, the USAID dealt directly with the participating provinces in identifying and providing inputs and technology crucial to their development.

As a result of the accomplishments and experience gained under Operation SPREAD, the Provincial Development Assistance Project (PDAP) was created in 1968 under the National Economic Council. Under the new project, USAID assistance to provinces was provided through a GOP national agency specifically established to support provincial development rather than directly to the provinces.

In November 1972, PDAP was transferred from NEC to the Office of the Executive Secretary to the President. Ultimately, PDAP will become an arm of the Department of Local Government and Community Development (DLGCD).

From the inception of PDAP, development efforts were focused on sector programs in Agriculture, Infrastructure and Tax Administration. Based on the NEC Four-Year Development Plan adopted in FY 71, Family Planning and targeted Nutrition were added as sector priorities.

Following the flood disaster of July and August 1972, the Office of the President directed PDAP to assume the additional responsibility of extending assistance, through a joint GOP/USAID Provincial Infrastructure Project, to the eleven (11) provinces which suffered the greatest losses as a result of the flood. The USAID contribution to the project (\$13,127,000) was funded under a special Disaster Recovery Grant which totaled \$50 million. Throughout 1973 and 1974, heavy program emphasis was given in the flood rehabilitation provinces to extensive road and bridge reconstruction work. In the process, considerable progress was made in developing engineering design, pro-

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

SIGNATURE: _____ DATE: _____
 TITLE: _____

9'

AID 1330-1A (3-70) PRO AG CONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND	1. Project/Activity No. 492-11-995-256	PAGE <u>7</u> OF <u>22</u> PAGES
	NATIONAL ECONOMIC AND DEVELOPMENT	2. Agreement No. AUTHORITY 75-04	3. <input checked="" type="checkbox"/> Original or Revision No. _____
	AN AGENCY OF THE GOVERNMENT OF THE PHILIPPINES	3. Project/Activity Title Local Development Project	

ject administration, and construction capabilities; in introducing practical quality control systems and techniques; and in upgrading fiscal management skills.

During FY 74, a new Special Infrastructure Program (SIP) under the Local Development Project was established for the older PDAP provinces which had achieved advanced planning and implementing capabilities and succeeded in developing effective provincial equipment pool operations in support of infrastructure construction and maintenance. The Special Infrastructure Program made available reimbursement funding for infrastructure projects, provided that construction was completed in accordance with agreed plans and specifications. By mid-1974, the SIP provinces were heavily engaged in implementing priority projects, using to advantage organizations, techniques, equipment and facilities developed under the PDAP program.

A common objective of Operation SPREAD, the PDAP program, the Provincial Infrastructure project, and the Special Infrastructure Program is the development of institutional capability to permit provinces to plan and carry out development programs after outside technical support has ended.

III. Project Purpose, Courses of Action and Rationale

A. Purpose

The overall purpose of this project is to strengthen the ability of provincial governments to respond effectively to rural needs for lower transportation costs, access to markets, equitable taxation, expanded public investment and rural employment opportunities.

B. Courses of Action

The project is focusing primary attention on:

1. Developing and institutionalizing an effective provincial development planning and coordination capability, including effective vertical and horizontal communications among provinces, national government agencies, municipalities and barrios.

For the Cooperating Government or Agency SIGNATURE: _____ DATE: _____ TITLE: _____	For the Agency for International Development SIGNATURE: _____ DATE: _____ TITLE: _____
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AID 1330-1A (3-70) PRO AG CONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND	1. Project/Activity No. 492-11-995-256	PAGE 8 OF 22 PAGES
	NATIONAL ECONOMIC AND DEVELOPMENT AN AGENCY OF THE GOVERNMENT OF	2. Agreement No. AUTHORITY 75-04	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		THE PHILIPPINES Local Development Project	

2. Developing and institutionalizing an effective provincial fiscal management capability.
3. Developing and institutionalizing an effective provincial infrastructure implementation capability that includes modern radio communications and an effectively functioning equipment pool facility.

C. Rationale

1. The Local Development Project being implemented under this agreement is a continuation of the activities set forth in the FY 1974 ProAg. The purpose and courses of action stated above will be accomplished by providing: 1) technical assistance in comprehensive planning; fiscal resource development; infrastructure planning; engineering and development; and vertical and horizontal communications processes; 2) commodity assistance for the Provincial Development Staff (PDS) operations, improved radio communications, equipment pool operations and selected development programs; 3) funding for the SIP program; and 4) loans for development projects (See Attachments F and G).
2. As indicated previously, comprehensive planning, fiscal resource development, and infrastructure improvement are the core activities around which the total project is built. Virtually all PDAP activities bear a close supportive relationship to this central focus. The strong emphasis being given to development of a capable Provincial Development Staff (PDS) is intended to equip the Provincial Governor and his administration with a technical unit that can assist meaningfully in the planning, programming, coordination and monitoring of activities leading to attainment of each basic development objective. The high priority being given to development of more effective real property tax administration is in recognition of the fact that the real property tax is the primary source of local revenue generation by local government.

Finally, the heavy stress which the project continues to place on all phases of Provincial Equipment Pool Development relates directly to the critical role this facility plays in determining whether a province succeeds in building and maintaining an

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
TITLE: _____

SIGNATURE: _____ DATE: _____
TITLE: _____

11

AID 1330-1A (3-70) PRO AG CONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND NATIONAL ECONOMIC AND DEVELOPMENT	1. Project/Activity No. 492-11-995-256	PAGE <u>2</u> OF <u>22</u> PAGES
	AN AGENCY OF THE GOVERNMENT OF THE PHILIPPINES	2. Agreement No. AUTHORITY 75-04	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title Local Development Project	

improved road system and other infrastructure to serve its rural population.

3. With respect to the improvement of vertical and horizontal communications, the project is designing and implementing each sub-activity with close attention to its communications linkages. The comprehensive planning process being developed on a pilot basis in six provinces provides a good example of a sub-activity which should improve inter-agency and inter-jurisdictional communications since it incorporates extensive vertical and horizontal linkages. Vertically it involves and inter-relates national, regional, provincial, municipal and barrio officials and their plans and programs in a series of two-way interchanges of ideas, plans, reactions and concrete proposals. Horizontally it brings together in close working relationships the provincial office chiefs and the chiefs of office of all key national agencies conducting operations at the provincial level.

IV. Implementation Principles

- A. This Project Agreement sets forth a plan of action whereby USAID technical assistance and resources will assist PDAP in efforts to improve the overall management and implementation processes of local government. It is agreed that the general principles set forth below shall apply in the management and implementation of this project.
- B. PDAP will seek to improve the effectiveness of local government administration by: 1) identifying those areas of operation which are most critical to the attainment of national and local objectives and priorities; 2) developing improved systems of management and development administration in selected local pilot jurisdictions; 3) preparing model plans, manuals, standardized procedures, training formats and materials; and 4) field-testing the results initially in pilot provinces and then in all PDAP provinces. As the validity and practicability of management and development processes are confirmed under use in PDAP provinces, they will be readied for application on a nationwide basis under the auspices of DLGCD.
- C. As noted in Section II, it is understood by the parties to this agreement that PDAP is operating on an ad interim basis and that

For the Cooperating Government or Agency SIGNATURE: _____ DATE: _____ TITLE: _____	For the Agency for International Development SIGNATURE: _____ DATE: _____ TITLE: _____
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AID 1330-1A (3-70) PRO AG CONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND	1. Project/Activity No.	PAGE <u>10</u> OF <u>22</u> PAGES
	NATIONAL ECONOMIC AND DEVELOPMENT AN AGENCY OF THE GOVERNMENT OF	2. Agreement No. AUTHORITY <u>75-04</u>	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		THE PHILIPPINES Local Development Project	

at an appropriate stage PDAP will be transferred to DLGCD. In DLGCD it will function as the unit responsible for conceptualizing, designing, planning, programming, installing and field-testing processes, systems and techniques for improving and strengthening all levels of local government.

- D. USAID, through AD/PD, will continue to provide assistance directly to PDAP and on a limited basis to DLGCD thru PDAP. PDAP will continue to assume primary and ultimate responsibility for program design and implementation. USAID participation will be essentially advisory and supportive of PDAP programs and activities.
- E. PDAP will be responsible for working with and assisting DLGCD in the transfer of PDAP developed, field-tested local government management and developmental systems and processes to nationwide application.
- F. To the maximum degree possible, PDAP/USAID cooperative efforts will be programmed and implemented on a joint basis whereby program managers and both central and field-level technicians will work in close partnership in designing and implementing development assistance programs. Accordingly, in implementation of the project, PDAP will increasingly assume the initiative in developing the conceptual base, plans of action, and tools of implementation best suited to the Filipino situation.

V. Implementation Responsibilities

A. Participation

1. Provinces which entered the PDAP Program under prior project agreements will continue their participation under their respective PDAP/Province Agreements. (See Attachment B.) These nineteen provinces, with their project identification numbers, are as follows:

08 La Union	39 Capiz
13 Pangasinan	40 Antique
16 Zambales	41 Iloilo
18 Bataan	44 Leyte
19 Pampanga	52 Misamis Oriental
20 Bulacan	58 Lanao del Sur

For the Cooperating Government or Agency SIGNATURE: _____ DATE: _____ TITLE: _____	For the Agency for International Development SIGNATURE: _____ DATE: _____ TITLE: _____
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AID 1330-1A (3-70) PRO AG CONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND	1. Project/Activity No. 492-11-995-256	PAGE <u>11</u> OF <u>22</u> PAGES
	NATIONAL ECONOMIC AND DEVELOPMENT	2. Agreement No. AUTHORITY	3. <input checked="" type="checkbox"/> Original or Revision No. _____
	AN AGENCY OF THE GOVERNMENT OF THE PHILIPPINES	3. Project/Activity Title Local Development Project	

- | | |
|---------------------|-------------------|
| 24 Batangas | 61 South Cotabato |
| 26 Camarines Sur | 62 Davao |
| 29 Mindoro Oriental | 66 Palawan |
| 32 Sorsogon | |

2. Four new provinces will enter the program under this FY 75 agreement. The terms and conditions under which they will participate are set forth in the Memorandum of Understanding appended as Attachment D. The four new provinces are:

- | | |
|----------|---------------------|
| 31 Albay | 38 Aklan |
| 36 Samar | 53 Agusan del Norte |

B. Project Administration

1. Management

- a. The Executive Director, PDAP, is hereby designated GOP Project Manager. In this capacity he will be responsible for the overall implementation of the project. It is agreed that he will work closely with the US Project Manager on all facets of the project. The Assistant Director for Provincial Development is hereby designated U.S. Project Manager. In this capacity he will act as technical advisor, coordinate USAID assistance provided for the project, and work closely with the GOP Project Manager in all phases of the project.

- b. The GOP and U.S. Project Managers will cooperate and coordinate in the establishment of policy and provide overall supervision on all matters relating to planning, implementing and evaluating the project. They will collaborate in determining the priority and level of project resources required to transform PDAP/USAID project policies and objectives into appropriate and responsive central and field activities. They will take the necessary steps to insure that their respective staffs also work closely and harmoniously together, both centrally and in the provinces. To these ends, they will see that two-way communications take place at each level of project activity, that there is agreement on all significant project objectives and related courses of action, and that management and staff efforts in Manila and in the

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

SIGNATURE: _____ DATE: _____
 TITLE: _____

AID 1330-1A (3-70) PRO AG CONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND NATIONAL ECONOMIC AND DEVELOPMENT AN AGENCY OF THE GOVERNMENT OF THE PHILIPPINES	1. Project/Activity No. 492-11-995-256	PAGE 12 OF 22 PAGES
		2. Agreement No. AUTHORITY 75-04	3. <input type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title Local Development Project	

field will reflect a unity of purpose to which both the PDAP and USAID can fully subscribe. In all these management matters, the GOP and U.S. Project Managers will attempt to establish and maintain close coordination with DLGCD.

2. Centrally Based Technical Assistance

Manila-based technical assistance includes all specialized development related assistance provided by PDAP or USAID/AD/PD technicians or consultants to the project or to any of the participating provinces. Normally, PDAP and USAID personnel will work as teams. Whenever this is not possible or practicable because of staffing or other limitations, each party agrees to establish and maintain current and complete reporting to the other of all significant project-related technical assistance activities being performed centrally or in the field. PDAP and USAID plan to make available and to assign centrally-based technical assistance as follows:

a. <u>PDAP</u>	<u>NO.</u>
Fiscal Management Specialist	3
EDP Specialist	1
Equipment Pool Specialist	2
Engineers	8
Training Specialist	1
Community Development Specialist	2
b. <u>USAID</u>	
Fiscal Management Specialist	1
Training Specialist	1
Equipment Specialist	2
Engineer	1
Community Development Specialist	1

3. Field Assistance

Field assistance includes all assistance rendered in the project provinces by Area Specialists of PDAP or USAID/AD/PD who are specifically assigned to provinces and who either

For the Cooperating Government or Agency SIGNATURE: _____ DATE: _____ TITLE: _____	For the Agency for International Development SIGNATURE: _____ DATE: _____ TITLE: _____
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15

PROJECT AGREEMENT

BETWEEN AID AND

NATIONAL ECONOMIC AND DEVELOPMENT

AN AGENCY OF THE GOVERNMENT OF

THE PHILIPPINES

1. Project/Activity No.

492-11-995-256

PAGE 13 OF 22 PAGES

2. Agreement No.

AUTHORITY 75-04

3. Original or

Revision No. _____

3. Project/Activity Title

Local Development Project

reside within the province or travel on a scheduled basis to the province. PDAP and USAID agree to make maximum use of Area Specialists as joint work teams. However, when this is not possible or practicable, each party agrees to establish and maintain current and complete reporting to the other of all significant project related field assistance activities being performed.

4. Contract Assistance

Contractors may be used to provide professional assistance in highly specialized areas as needs are identified in order to meet project commitments.

VI. Project Implementation Plan

A. As noted in Section III, B, primary attention will be focused on three basic provincial areas: comprehensive planning, fiscal management, and infrastructure development. Each of these objectives is described below, together with the contribution that the respective PDAP and USAID/AD/PD managers, technicians, advisors and consultants will make toward its attainment.

B. Effective Provincial Comprehensive Planning and Coordination Capability Including Effective Vertical and Horizontal Communications Between the Province and Other Agencies of Government

The objective encompasses: 1) recruitment, organization, training and activation of a Provincial Development Staff (PDS) operating under the leadership of an appointed Provincial Development Coordinator; 2) subsequent organization and implementation of an expanded provincial development operation, including the preparation of a Provincial Comprehensive Plan. PDAP and USAID staff will contribute toward attainment of this objective as follows:

1. Assist project provinces in the initial organization, orientation and activation of Provincial Development Staffs. Explain the coordinating role of the provincial development organization and basic development relationships, lay out first steps to be taken and follow up as necessary. (Action: Centrally-based PDAP and USAID technicians during initial organization stage, followed by assigned PDAP and USAID Area Specialist.)

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____

SIGNATURE: _____ DATE: _____

TITLE: _____

TITLE: _____

PROJECT AGREEMENT BETWEEN AID AND NATIONAL ECONOMIC AND DEVELOPMENT AN AGENCY OF THE GOVERNMENT OF THE PHILIPPINES	1. Project/Activity No. 492-11-995-256	PAGE 4 OF 22 PAGES
	2. Agreement No. AUTHORITY 75-04	3. <input checked="" type="checkbox"/> Original or Revision No. _____
	3. Project/Activity Title Local Development Project	

2. Plan, develop and administer general development training for provincial officials and technicians participating in the development program. Training will begin shortly after each new province is admitted to the project and will continue regularly throughout the period of active participation. The detailed requirements for training in the new provinces are included in the Memorandum of Agreement which will be signed by each participating province. (See Annex A of Attachment D) The older provinces will have a specific training schedule included in their joint PDAP/PROVINCE Work Plans (See Attachment L). (Action: PDAP and USAID Training Specialist plus contract assistance from the University of the Philippines Local Government Center and others.)
3. One participant per new province will attend the University of Connecticut Development Administration Training Course for Provincial Development Coordinators. (Action: PDAP and USAID Training Specialists.)
4. Assist Provincial Development Staffs in the development of program planning, leadership, implementation, coordination, reporting and evaluation capabilities. (Action: Three centrally-based PDAP and USAID technicians at time of initial organization followed by assigned PDAP/USAID Area Specialists. Normally, it will be the PDS that works with the Development Councils and Council Working Committees with PDAP/USAID technicians providing only indirect assistance.)
5. Extension of the development process to municipal and barrio levels thru organization of Municipal Development Councils, active involvement of Barrio citizens in data collection surveys and development of improved channels of two-way vertical communications. (Action: PDAP and USAID Municipal Development Specialists.)
6. In more senior PDAP provinces, assist in the preparation of Provincial Comprehensive Plans. (Action: Project Managers utilizing consultants.)

C. Effective Provincial Fiscal Management Capability

This objective encompasses: 1) the development and administration of comprehensive guidelines and training programs for provincial

For the Cooperating Government or Agency SIGNATURE: _____ DATE: _____ TITLE: _____	For the Agency for International Development SIGNATURE: _____ DATE: _____ TITLE: _____
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PROJECT AGREEMENT BETWEEN AID AND NATIONAL ECONOMIC AND DEVELOPMENT AN AGENCY OF THE GOVERNMENT OF THE PHILIPPINES	1. Project/Activity No. 492-11-995-256	PAGE 15 OF 22 PAGE
	2. Agreement No. AUTHORITY 75-04	3. <input checked="" type="checkbox"/> Original or Revision No. _____
	3. Project/Activity Title Local Development Project	

property tax assessment and collection functions; 2) the administration of specialized training in capital improvement programming and action budgeting techniques; and 3) the development and application of systems, guidelines and training programs for improving provincial procurement. PDAP and USAID/AD/PD staff will contribute toward attainment of this objective as follows:

1. Complete development of comprehensive guidelines for property assessment and collection functions and test as necessary. Prepare, publish and administer a training course for appropriate provincial officials and technicians. (Action: PDAP and USAID Fiscal Specialists.)
2. Develop and reproduce training materials and conduct Capital Improvement Training and Action Budget Seminars. (Action: LGC Contract for new PDAP provinces. PDAP and USAID staff will assist DLGCD in expanding systems to all provinces and charter cities.)

D. Effective Provincial Infrastructure Implementation Capability that Utilizes Modern Radio Communications and Includes an Effectively Functioning Equipment Pool Facility.

This objective encompasses: 1) development of effective Provincial Equipment Pools; 2) development of comprehensive Provincial Road Network Development Plans; 3) strengthening of provincial engineering organization and management capabilities; and 4) development of effective Provincial Infrastructure Construction and Maintenance Programs. PDAP and USAID staff and contractors will contribute toward attainment of the objective as follows:

1. Assist project provinces in developing effective Provincial Equipment Pools, including initial planning, design, financing, budgeting, operation and parts procurement operations. (Action: PDAP and USAID Equipment Specialist, Fiscal Specialists and Area Specialists.)
2. Assist the PDS and engineering offices of project provinces in planning, organizing for and carrying out the preparation of comprehensive Provincial Road Network Development Plans. (Action: PDAP and USAID Engineers with contract assistance.)

For the Cooperating Government or Agency SIGNATURE: _____ DATE: _____ TITLE: _____	For the Agency for International Development SIGNATURE: _____ DATE: _____ TITLE: _____
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AID 1330-1A (3-70) PRO AG CONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND NATIONAL ECONOMIC AND DEVELOPMENT	1. Project/Activity No. 492-11-995-256	PAGE 16 OF 22 PAGES
	AN AGENCY OF THE GOVERNMENT OF THE PHILIPPINES	2. Agreement No. AUTHORITY 75-04	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title Local Development Project	

3. Assist project provinces in developing effective provincial infrastructure construction and maintenance programs, including use of modern capital improvement planning techniques and action program budgeting. (Action: PDAP and USAID Engineers, Fiscal Specialist and Area Specialists.)
4. Assist project provinces in organizing and staffing their engineering organizations and in making available specialized training for selected engineering personnel. (Action: PDAP and USAID Engineers and Area Specialists.)
5. Additional assistance in this activity is provided under the PDAP/USAID Provincial Infrastructure Project and the Special Infrastructure Program. Additional assistance may subsequently be provided under a GOP/USAID Feeder Road Program to be funded by an AID development loan.

VII. Inputs

A. USAID

1. Direct Hire Staff: USAID will provide the following:

- | | |
|----------------------------------|---|
| a. Project Managers | 2 |
| b. Area Specialists | 7 |
| c. Technical Specialists | 2 |
| d. Equipment Specialists | 2 |
| e. Community Development Advisor | 1 |
| f. Engineer | 1 |

2. Contract Services (Subject to availability of Funds)

- a. For preparation of a purchasing manual for use in the province of Bulacan within the guidelines established by a GOP Task Force.
- b. For preparation of a manual of procedures covering the PDAP-approved Real Property Tax Administration System, using the PDAP/USAID draft manual as a guide.
- c. For technical assistance to help the staff of a pilot province produce a model province Position Classification Plan and Standard Wage Plan.

For the Cooperating Government or Agency SIGNATURE: _____ DATE: _____ TITLE: _____	For the Agency for International Development SIGNATURE: _____ DATE: _____ TITLE: _____
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AID 1530-1A (3-70) PRO AG CONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND	1. Project/Activity No. 492-11-995-256	PAGE <u>17</u> OF <u>22</u> PAGES
	NATIONAL ECONOMIC AND DEVELOPMENT AN AGENCY OF THE GOVERNMENT OF THE PHILIPPINES	2. Agreement No. AUTHORITY 75-04	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title Local Development Project	

- d. For preparation of a manual of procedures for preparation of a Road Network Plan, using the PDAP/USAID Road Network Plan Format as a guide. A training program utilizing the manual will subsequently be designed. (If necessary, a separate contract will cover preparation of traffic counts.)
- e. Continuing services of contractors funded under prior project agreements. (See respective PIO/Ts for details.)

3. Participant Training

- a. Observation tour for Governors.
- b. Development Planning Administration - University of Connecticut Development Administration Course: Five Development Coordinators plus 3 others.
- c. Tax Administration - University of Southern California plus observation tour for 12 trainers from DLGCD.
- d. Tax Observation - 8 Treasurers and Assessors.
- e. Local Government Management - Observation of City and County Administration in U.S. - Six participants from DLGCD and PDAP.

4. Commodities

a. New

PDS Office equipment and vehicles for four provinces (see illustrative listing on Page 59 of PROP) and a limited number of minor items needed to support implementation of on-going programs.

b. Excess Property - Rehabilitated

Construction equipment, vehicles and shop tools. An allocation of these items will be made to each province according to identified needs. (See illustrative listing on Page 61 thru 64 of the PROP and Attachment E concerning terms and conditions of delivery.)

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

SIGNATURE: _____ DATE: _____
 TITLE: _____

AID 1330-1A (3-70) PRO AG ONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND NATIONAL ECONOMIC AND DEVELOPMENT AN AGENCY OF THE GOVERNMENT OF THE PHILIPPINES	1. Project/Activity No. 492-11-995-256	PAGE <u>18</u> OF <u>22</u> PAGES
		2. Agreement No. AUTHORITY 75-04	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title Local Development Project	

c. Excess Property - As is

Office equipment and related items. As available, allocations will be made to the provinces according to identified needs. Priority will be given to commodities listed under Category X of the joint PDAP/PROVINCE Work Plans.

B. GOP

1. Personnel

In support of the overall coordination and management of the program, PDAP in addition to necessary clerical support will provide the following technical personnel.

Project Management	3
Technical Specialists	5
Area Specialists	10
Equipment Specialists	2
Engineers	8
Community Development Advisors	2

2. Training

PDAP will sponsor in-country training as described in Annex A of Attachment D and in Attachment L.

3. PDAP Budget

An amount of ₱1.72 million will be provided from the Counterpart Fund Special Account to fund the FY75 PDAP Budget (see Attachment H).

4. Contract Services For:

a. Training Assistance from LGC.

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

SIGNATURE: _____ DATE: _____
 TITLE: _____

AID 1330-1A (3-70) PRO AG CONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND NATIONAL ECONOMIC AND DEVELOPMENT	1. Project/Activity No. 492-11-995-256	PAGE <u>19</u> OF <u>22</u> PAGES
		2. Agreement No. AUTHORITY 75-04	3. <input checked="" type="checkbox"/> Original or Revision No. _____
	AN AGENCY OF THE GOVERNMENT OF THE PHILIPPINES	3. Project/Activity Title <p style="text-align: center;">Local Development Project</p>	

- b. Production of a manual on the planning and design of Provincial Equipment Pools including a Materials Testing Laboratory.
 - c. Production of a manual on the planning and design of a function provincial Operations Room.
 - d. Technical assistance to help a pilot province produce a Model Province Position Classification Plan and Standard Wage Plan.
 - e. Design of a standard filing system for PDS and preparation of a manual of procedures for the systems.
 - f. Training assistance from the Institute of Small Scale Industries.
 - g. Conducting of a survey and preparation of a report on the economics of using excess property construction equipment in lieu of new procurement.
5. Continuing Resources

PL480 funds are available as a revolving fund to handle the rehabilitation of excess property. (See Attachment E for details.) The balance of ₱5 million is available for soft-term loans to provinces. (See Attachments F and G.) A trust fund has been established to cover the dollar cost of PCH & T for additional excess property. (For details see FY74 ProAg Revision No. 5.)

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

SIGNATURE: _____ DATE: _____
 TITLE: _____

2.2

AID 1530-1A (12-70) PRO AG CONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND	1. Project/Activity No. 492-11-995-256	PAGE <u>20</u> OF <u>22</u> PAGES
	NATIONAL ECONOMIC AND DEVELOPMENT AN AGENCY OF THE GOVERNMENT OF THE PHILIPPINES	2. Agreement No. AUTHORITY 75-04	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title Local Development Project	

VIII. Outputs

For each of the major courses of action, output indicators to be attained by 30 June 1975 are as follows:

A. Planning

1. Functioning Provincial Development Staffs in 23 Provinces.
2. Provincial Road Network Development Plans completed in 19 Provinces.
3. Equipment Pool Development Plans in existence in 23 Provinces.
4. Provincial Comprehensive Plans prepared in two Provinces.
5. Provincial Comprehensive Plans under preparation in four Provinces.

B. Fiscal Management

1. Current Capital Improvement Programs adopted by Board Action in 23 Provinces.
2. Current Action Budgets adopted by Board Action in 23 Provinces.
3. A systematic time-phased municipality-by-municipality property identification and real property tax administration system initiated in 10 provinces.
4. Complete model real property tax administration system functioning in 10 municipalities.
5. An average current Property Tax Collection rate of 50 percent in the 23 PDAP Provinces.

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
TITLE: _____

SIGNATURE: _____ DATE: _____
TITLE: _____

AID 1330-1A (3-70) PRO AG CONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND NATIONAL ECONOMIC AND DEVELOPMENT	1. Project/Activity No. 492-11-995-256	PAGE <u>21</u> OF <u>22</u> PAGES
		2. Agreement No. AUTHORITY 75-04	3. <input checked="" type="checkbox"/> Original or Revision No. _____
	AN AGENCY OF THE GOVERNMENT OF THE PHILIPPINES	3. Project/Activity Title Local Development Project	

6. Installation of a model procurement system in one pilot province.

C. Infrastructure Development

1. An equipment pool deadline-rate under 20 percent in 19 provinces.
2. An average deadline-rate under 22 percent for all equipment pools of PDAP Provinces.
3. Complete construction of 180 kms. of roads and 700 linear meters of bridges under the SIP.

IX. Reporting and Evaluation

A. Province Reporting

Participating provinces are required to submit quarterly and annual reports. The quarterly report will be in the format prescribed in Attachment I and must be submitted to PDAP not later than 10 working days after the end of each calendar quarter. The annual report will be in the format prescribed in Attachment J and must be at the PDAP office not later than 20 July 1975.

B. Staff Reporting

PDAP and USAID technical specialists will prepare trip reports within 10 working days after each visit to participating provinces. At least five copies of each report will be furnished to the concerned province.

C. Project Reports

The GOP and US Project Managers will annually prepare a three-part report covering project activities during the fiscal year. The first part will be an overview of the project activities and central operations. Part two will be a compilation of brief reports on project activities within each participating province. The final part will be statistical summaries and related attachments. The

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

SIGNATURE: _____ DATE: _____
 TITLE: _____

14

AID 1390-1A (3-70) PRO AG CONTINUATION SHEET ANNEX <u>A</u>	PROJECT AGREEMENT BETWEEN AID AND NATIONAL ECONOMIC AND DEVELOPMENT AN AGENCY OF THE GOVERNMENT OF THE PHILIPPINES	1. Project/Activity No. 492-11-995-256	PAGE <u>22</u> OF <u>22</u> PAGES
		2. Agreement No. AUTHORITY 75-04	3. <input checked="" type="checkbox"/> Original or Revision No. _____
		3. Project/Activity Title Local Development Project	

annual report should be prepared and distributed within 90 days after the end of the fiscal year.

D. Evaluation

Between February and April 1975, the GOP and US Project Managers will visit all participating province. In each province, they will review accomplishments and compare these against targets described in the PDAP PROVINCE Agreement and in the Joint PDAP/PROVINCE Work Plan.

All PDAP provinces will participate in a conference in April 1975 to plan FY76 activities and to prepare for the annual evaluation conference scheduled for August 1975.

For the Cooperating Government or Agency

For the Agency for International Development

SIGNATURE: _____ DATE: _____
 TITLE: _____

SIGNATURE: _____ DATE: _____
 TITLE: _____

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT

LOCAL DEVELOPMENT PROJECT
NO. 492-11-995-256

FY 75 PROAG

ATTACHMENTS

FY 75 PROAG ATTACHMENTS

PROJECT NO. 492-11-995-256

- A - Recertification Forms
- B - PDAP/PROVINCE Agreement for Old Provinces
- C - Notice of Approved Extension of PDAP/PROVINCE Agreement
- D - PDAP/PROVINCE Agreement for New Provinces
- E - PDAP/PROVINCE Equipment Pool Agreement
- F - PDAP/PROVINCE Loan Agreement for Equipment Pool Facilities
- G - PDAP/PROVINCE Loan Agreement for Development Projects and
Programs
- H - PDAP FY 75 BUDGET
- I - Format for Provincial Quarterly Reports
- J - Format for Provincial Annual Report
- K - Procedures for Withdrawal of Funds from the Equipment
Pool Development Account
- L - FY 75 Schedule of PDAP Sponsored Training Programs
- M - PDAP/PROVINCE Supplemental Equipment Pool Agreement
- N - DLGCD/PDAP Memorandum of Agreement
- O - DLGCD/PROVINCE Equipment Pool Agreement
- P - Province and City Identification Numbers

ATTACHMENT A

ANNUAL RECERTIFICATION FORMAT

Col. Gregorio R. Vigilari
Executive Director
PDAP, Manila

Dear Col. Vigilari:

Attached is the annual renewal certification application of the PROVINCE OF _____ indicating our desire to continue our participation in PDAP. Attached is a copy of the Board Resolution authorizing the submission of this application.

Copies of the documents indicated in SECTION IV of the application are attached herewith. The joint work plan for FY 75 (SECTION IV) has been approved and signed by your designated provincial representative.

We understand that in the future additional items may be listed to SECTION IV of the application as PDAP develops standard procedures for other provincial functions.

Yours truly,

GOVERNOR

29

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT
ANNUAL RECERTIFICATION APPLICATION

I. PROVINCE OF _____

II. DATE OF ORIGINAL AGREEMENT _____

III. DATE OF CURRENT AGREEMENT _____

IV. DOCUMENTATION REQUIRED BY PDAP

<u>DOCUMENT</u>	<u>PERIOD COVERED</u>	<u>DATE PREPARED</u>
A. Equipment Pool Development Plan		
B. Materials Lab Dev Plan		
C. Road Network Dev Plan		
D. C I P		
E. Action Plan/Budget		
F. Annual Report		

V. JOINT PROVINCE/PDAP WORK PLAN FOR FY 75

(See Attached)

Having completed the documentation listed in Section IV above and the work plan identified in Section V, the PROVINCE OF _____, as authorized by Board Resolution No. _____ dated _____ herewith applies for continuing participation in PDAP thru FY 75. The PROVINCE herewith affirms its intention to complete the joint work plan and to the best of its ability comply with its obligations under the Memorandum of Agreement with PDAP.

SUBMITTED:

GOVERNOR

DATE

ATTACHMENT B

PDAP/PROVINCE AGREEMENT FOR PROVINCES THAT
ENTERED PROGRAM PRIOR TO 1 JULY 1973.

A G R E E M E N T

KNOW ALL MEN BY THESE PRESENTS:

This AGREEMENT known as the Basic PDAP/PROVINCE Agreement made and executed at the City of Manila, Philippines, this ____ day of _____, 197__, by and between:

The Provincial Government of _____ with offices at _____, represented herein by its Governor, duly authorized, hereinafter referred to as the PROVINCE,

- and -

The Provincial Development Assistance Project, represented herein by the Executive Director, duly authorized, hereinafter referred to as PDAP.

W I T N E S S E T H

WHEREAS PDAP and the PROVINCE have had a working agreement for a number of years to promote economic and social development of the province; and

WHEREAS a significant number of provincial employees have been trained in development planning, fiscal management, equipment maintenance and related government functions; and

WHEREAS PDAP has provided a significant amount of equipment for the Provincial Development Staff and the Provincial Equipment Pool; and

WHEREAS the PROVINCE has utilized the assistance of PDAP to prepare an Equipment Pool Development Plan, an annual Capital Improvement Program and an Annual Action Plan/Budget; and

WHEREAS both parties agree that a continuing working relationship could contribute to the further economic and social development of the province;

NOW, THEREFORE, for and in consideration of the foregoing, PDAP and the PROVINCE have agreed as follows:

SECTION I - ANNUAL RECERTIFICATION

The PROVINCE has requested the execution of this Agreement and has met the requirements established by PDAP.

320

SECTION 2 - TRAINING

The PROVINCE will continue to send participants to PDAP sponsored training program.

SECTION 3 - SPECIAL PROGRAMS

The PROVINCE and PDAP may execute a separate agreement covering support for the Provincial Equipment Pool or other special programs which from time to time become operational.

SECTION 4 - REPORTING REQUIREMENTS

A trip report will be prepared each time a PDAP staff member visits the province. A copy of this report will be provided to the PROVINCE within 15 days after the PDAP staff member leave the province. The PROVINCE will submit to PDAP within 30 days after the end of each quarter a report of the progress of program activities. Within 30 days after the end of the fiscal year in lieu of a quarterly report the PROVINCE will submit to PDAP an annual report of accomplishment on the implementation of the program identified under this agreement.

SECTION 5 - DURATION OF AGREEMENT

This Agreement will be in force for a period of thirteen months beginning 1 July 197__, unless sooner terminated by either party upon written notice to the other 30 days in advance, provided that subsidiary agreements entered into between the parties relating to specific undertaking will to that extent only continue in force until completion. However, this Agreement may be extended for additional one year periods at the discretion of PDAP provided the PROVINCE submits a recertification application as specified in SECTION 1 of this Agreement.

PROVINCE OF

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT

BY:

BY:

GOVERNOR

EXECUTIVE DIRECTOR

SIGNED IN THE PRESENCE OF:

3

ATTACHMENT C

NOTICE OF EXTENSION OF MEMORANDUM OF AGREEMENT

TO : Governor _____
Province of _____

FROM : Col. Gregorio R. Vigilar
Executive Director, PDAP

SUBJECT: Extension of Memorandum of Agreement

REF : Application for Recertification

Your application for recertification dated _____
has been reviewed by this office and found to be in substantial
compliance with requirements established in the PDAP/USAID FY 75
Project Agreement. Accordingly, the effective period of our
PDAP/PROVINCE Memorandum of Agreement is extended until 31 July
1975.

ATTACHMENT D

PDAP/PROVINCE AGREEMENT AND WORK PLAN FOR PROVINCES
THAT ENTER PROGRAM AFTER 1 JULY 1973.

A G R E E M E N T

KNOW ALL MEN BY THESE PRESENTS:

This AGREEMENT known as the Original Basic PDAP/PROVINCE Agreement, made and executed at the City of Manila, Philippines this _____ day of _____, 197__, by and between:

The Provincial Government of _____, with offices at _____, represented herein by its Governor, duly authorized hereinafter referred to as the PROVINCE

- and -

The Provincial Development Assistance Project, represented herein by the Executive Director, duly authorized, hereinafter referred to as PDAP.

W I T N E S S E T H

WHEREAS, there exists a need for accelerating the economic and social development of the PROVINCE so as to achieve higher standard of living, more equitable distribution of income, and higher quality of life for its people;

WHEREAS, these goals could better be achieved by an active partnership between the National Government and the PROVINCE;

WHEREAS, the current role of the PROVINCE as an effective partner in this program is limited by its resources to plan and implement programs and projects;

WHEREAS, the PROVINCE is desirous of assistance to improve its program implementation capabilities; and

WHEREAS, PDAP is agreeable to assisting the PROVINCE, to expand these capability;

NOW, THEREFORE, for and in consideration of the foregoing, PDAP and the PROVINCE have agreed as follows:

SECTION 1. PROGRAM OF COOPERATION - PDAP and the PROVINCE will:

- a. Cooperate in programs designed to achieve the economic and social development of the province;

- b. Address their initial effort to Fiscal Administration, Agricultural Planning and Infrastructure Implementation Facilities, including Equipment Management; provided that this Memorandum of Agreement shall not be construed to preclude the PROVINCE from undertaking programs and projects in other areas of development;
- c. Integrate into the development program projects and activities in rural electrification, rural industries and family planning and nutrition.

SECTION 2. OBLIGATIONS OF PDAP - PDAP commits to:

- a. Make available to the PROVINCE services of PDAP staff members or consultants from time to time as program needs are identified and to provide them with transportation to and from the province and per diems and other allowances authorized in existing regulations;
- b. Assist the PROVINCE in constituting a Provincial Development Staff and in the training of the members thereof and other provincial personnel,
- c. Provide office equipment and vehicles for the PDS as specified in the Local Development Project Plan (PROP - PAGE 59).
- d. Provide technical assistance in the preparation and implementation of an Equipment Pool Development Plan and Materials Testing Laboratory Development Plan;
- e. Provide technical assistance in the formulation of a Multi-year Comprehensive Plan, Road Network Development Plan, and Capital Improvement Program (CIP) for the province;
- f. Assist in the preparation of a one-year Action Budget which is based on the CIP; and
- g. Provide, under terms of a separate agreement, construction equipment and vehicle obtained from excess property sources as available and consistent with the ability of province to maintain and utilize.

SECTION 3. OBLIGATIONS OF THE PROVINCE - The PROVINCE commits to:

- a. Constitute in the Office of the Governor a full-time Provincial Development Staff (PDS) composed of at least six technical members as follows:
 - (1) Provincial Development Coordinator - head of staff
 - (2) Project Analyst
 - (3) Fiscal Analyst
 - (4) Agricultural Analyst
 - (5) Infrastructure Analyst
 - (6) Researcher-Statistician
- b. Include above-mentioned positions in the Provincial Budget to insure continuity in local development programs and provide tenure to PDS members;
- c. Provide appropriate office space, clerical support and operational funds to the Provincial Development Staff;
- d. Participate, upon admission to the project, in conferences, seminars and workshops as outlined in Annex A of the Agreement;
- e. Contribute to the cost of training as described in Annex A in an amount estimated to be approximately ₱16000.
- f. Send participants to PDAP-sponsored training programs and conferences, provide travelling expenses to and from the training site and other allowances that the participants might be entitled to under the regulations;
- g. Formulate a Multi-Year Comprehensive Plan;
- h. Annually prepare a Multi-Year Capital Improvement Program;
- i. Formulate a one-year Action Budget before June 30 of each fiscal year based on programs and activities identified in the Multi-Year Comprehensive Plan and Capital Improvement Program;

- j. Undertake programs in public administration including but not limited to improvement in the system of budgeting, real property tax administration, procurement and personnel management;
- k. Construct or improve the Provincial Equipment Pool to meet standards established in the Equipment Pool Development Plan;
- l. Provide funds and personnel for the maintenance and use of all equipment provided to the PROVINCE by the PDAP under terms of Section 2 of this Agreement;
- m. Allow PDAP and USAID representatives to inspect commodity items issued to the PROVINCE by virtue of this Agreement and records relating to them during regular business hours;
- n. Adhere to the work program outlined in Annex "B" which is an integral part of this Agreement; and
- o. Provide PDAP staff members or consultants while working in the province, office space, living quarters or accommodations, supplies and transportation required in the performance of their duties.

SECTION 4. REPORTING REQUIREMENTS - A trip report will be prepared each time a PDAP staff member visits the province. A copy of this report will be provided to the PROVINCE within 15 days after the PDAP staff member leave the province.

The PROVINCE will submit to PDAP within 30 days after the end of each quarter, a report on the progress of program activities. Within 30 days after the end of the fiscal year, in lieu of a quarterly report, the PROVINCE will submit to PDAP an annual report of accomplishments on the implementation of the program identified under this agreement.

SECTION 5. DURATION OF AGREEMENT - This Agreement will be in force for a period of three years beginning 1 July 197___, unless sooner terminated by either party upon written notice to the other 30 days in advance, provided that subsidiary agreements between the parties relating to specific undertakings may continue in force until completion.

SECTION 6. EVALUATION - Annual evaluation will be undertaken of the progress of the program under this Agreement. Failure of one party to comply with the obligations enumerated in Sections 2 and 3 above will provide the other party basis for advice of wish to terminate the Agreement pursuant to SECTION 5, above.

SECTION 7. MISCELLANEOUS - Grant of equipment and supplies to the PROVINCE may be covered by separate agreements. Any violation of the terms of such agreements will also be proper ground for notice of termination of this Agreement without prejudice to the specific sanctions contained in such agreements.

PROVINCIAL GOVERNOR OF

PROVINCIAL DEVELOPMENT ASSISTANCE
PROJECT

BY:

BY:

(GOVERNOR)

EXECUTIVE DIRECTOR

Signed in the presence of:

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT
 Training Schedule for
 Albay, Aklan, Samar & Agusan del Sur
 FY 1974-1975

COURSE	PARTICIPANTS	No. of Participants	Proposed Dates	No. of Days	PLACE
1. a) General Orientation A	Governor, (1) Board Member, Provincial Treasurer, Auditor, Assessor, Agriculturist, Engineer and Health Officer.	8	May 27-29	3	DAP, Tagaytay City
b) General Orientation B	Vice-Governor, (2) Board Members, Asst. Treasurer, Asst. Assessor, Asst. Agriculturist, Asst. Engineer.	7	June 3-5	3	DAP, Tagaytay City
2. Local Administration and Development Program	PDS Project Analyst and Provincial Development Coordinator	2	July 15-Sept. 20	42	CPA, U.P. Manila & Baguio
3. PDS Courses				49	
a) General Orientation	(5) PDS-PDC and Staff	5	Sept. 23-24-25		DAP, Tagaytay City
b) Basic Research Techniques	-do-	5	Sept. 26-27-28-30		-do-
c) Road Network Dev't.	-do- & Provincial Engineer	6	October 1-2		-do-
d) Equipment Pool Development	-do- & Provincial Engineer	6	October 3-4-5		-do-
e) Quality Control Management	-do- & Provincial Engineer	6	October 7-8		-do-
f) CIP	(5) PDS-PDC & Staff & Treasurer and Engr.	7	Oct. 9-10-11-12		-do-
g) Action Budget	-do-	7	Oct. 14-15-16-17		-do-
h) Cash Flow/Budget Monitoring	(5) PDS-PDC & Provincial Treasurer	6	October 18-19		-do-
4. Comprehensive Plan/CIP/Action Budget/Cash Flow/Monitoring/Evaluation	Governor, Board Members, PDS, Treasurer, Provincial Engineer, (PDO and Auditor if possible)	12	October 21-25		-do-
5. Evaluation Conference	Governor, PDC and Project Analyst	3			

47

WORK PROGRAM

- I. First six (6) months (July-December) after the signing of the Agreement.
 - A. Constitution of Provincial Development including the provision of adequate office space and clerical and operational support.
 - B. Participation in orientation conferences, seminars and workshops outlined in Attachment "A".
 - C. Conduct meetings of Provincial Government personnel and representatives of National Government offices in the province to acquaint them with the program of development and to seek their cooperation.
 - D. Prepare a draft Equipment Pool Development Plan in the format prescribed by PDAP.
 - E. Initiate gathering of data and information and other measures preparatory to the formulation of a multi-year development program.
 - F. Submit required reports.
- II. Second six (6) months (January-June) after signing of the Agreement.
 - A. Complete the formulation of:
 - 1. Equipment Pool Development Plan.
 - 2. Five-Year Capital Improvement Program.
 - 3. One-Year Action Budget for following fiscal year.
 - B. Secure adoption and approval of the Action Budget by the Provincial Board.
 - C. Initiate implementation of Equipment Pool Development Plan.
 - D. Initiate fiscal management improvement program.
 - E. As a minimum include plans to install a modern real property tax administration system in 5 to 6 years.
 - F. Reduce the equipment deadline rate at the Provincial Equipment Pool to 25% or less.
- III. Third six (6) months (July-December) after signing of the Agreement.
 - A. Start implementation of the one-year action program.
 - B. Establish an operations room and install a program monitoring system.
 - C. Prepare a report on evaluation of first-year's operation under the Agreement.
 - D. Complete Road Network Development Plan.

43

- E. Start publication and distribution of a Provincial Development Newsletter or equivalent.
 - F. Provincial officials including Provincial Development Staff members participate in conferences and seminars that may be conducted.
 - G. Maintain an Equipment Pool Deadline Rate of 25% or less.
 - H. Submit required reports.
- IV. Fourth six (6) months (January-June) after signing of Agreement.
- A. Initiate preparation of a Provincial Comprehensive Plan.
 - B. Prepare a Five Year Capital Improvement Program (CIP).
 - C. As a minimum complete Phase I of the Equipment Pool Development Plan including an operational Materials Testing Laboratory.
 - D. Prepare the second one-year action budget based on CIP.
 - E. Secure adoption of the Action Budget by the Provincial Board.
 - F. Submit required reports.
- V. Fifth six (6) months (July-December) after signing the Agreement.
- A. Start implementation of second year action program.
 - B. Evaluate implementation of first year action program. This will include comparing accomplishments with targets in the program, identification of problems met in its implementation and proposed measures to meet those problems.
 - C. Initiate a Personal Administration Program (Preparation of a Position Classification Plan and a Standard Wage Plan).
 - D. Complete the Provincial Comprehensive Plan.
 - E. Submit required reports.
- VI. Sixth six (6) months (January-June) after signing the Agreement.
- A. Prepare the third Capital Improvement Program.
 - B. Formulate a one-year action budget.
 - C. Secure adoption of the Action Budget by the Provincial Board.
 - D. In close collaboration with PDAP, prepare a depth evaluation of operations under the Agreement.
 - E. Determine future status of PDAP/PROVINCE relations.

ATTACHMENT E

PDAF/PROVINCE AGREEMENT COVERING EXCESS PROPERTY
FOR PROVINCIAL EQUIPMENT POOLS. THIS AGREEMENT
REQUIRED FOR ALL PROVINCES.

A G R E E M E N T

KNOW ALL MEN BY THESE PRESENTS:

This Agreement, cited as the "Equipment Pool Agreement", made and executed at the City of Manila, Philippines, this _____ day of _____ 197__ by and between:

The Provincial Development Assistance Project (PDAP), represented in this Agreement by the Executive Director, duly authorized, hereinafter referred to as PDAP and

The Provincial Government of _____, with offices at _____, _____, represented in this Agreement by its Governor, duly authorized, hereinafter referred to as the PROVINCE.

W I T N E S S E T H

WHEREAS, pursuant to the provisions of Section 607 of the U.S. Foreign Assistance Act of 1961, as amended, the American Government, through the Agency for International Development in the Philippines, hereinafter referred to as USAID, has made available to the Philippine Government, U.S. Excess Property to assist in the accomplishment of the objectives of the Foreign Assistance Act and the Economic and Technical Cooperation Agreement between the Government of the United States of America and the Government of the Philippines;

WHEREAS, the PROVINCE has prepared an Equipment Pool Development Plan in accordance with the format prescribed by PDAP a copy of which has been provided to PDAP and USAID;

WHEREAS, the PROVINCE has agreed to prepare a Road Network Development Plan in accordance with the format described by PDAP;

WHEREAS, the PROVINCE has agreed to annually prepare a Capital Improvement Program (CIP) which includes public work type projects that will contribute to the economic development of the province and in order to carry out these projects various items of equipment must be procured;

WHEREAS, the PROVINCE has agreed to annually prepare an Action Plan/Budget in accordance with the format approved by PDAP;

WHEREAS, procurement of items of heavy equipment may be from the U.S. Excess Property sources; and

WHEREAS, the Government of the Philippines, and USAID have entered into an agreement for the procurement of said equipment for the PROVINCE;

NOW, THEREFORE, for and in consideration of the foregoing, PDAP and the PROVINCE have agreed as follows:

1. Under procedures identified as the "607 Program", equipment will be provided to the PROVINCE from excess property located at U.S. Military Bases in the Philippines in accordance with terms and conditions specified in attached Annex "A", which annex is an integral part of this Agreement.
2. Under procedures identified as "Rehabilitated Equipment", equipment will be provided to the PROVINCE from world-wide excess property sources of USAID in accordance with terms and conditions specified in attached Annex "B", which annex is an integral part of this agreement.
3. Equipment provided to the PROVINCE from all sources identified above, subject to the mutual concurrence of the GOP and USAID Project Managers of Project No 492-11-995-256, are to be based on requirements specified in the Equipment Pool Development Plan and the current Capital Improvement Program of the province that has been prepared in accordance with minimum standard established by PDAP.
4. Equipment will not be provided by PDAP to the PROVINCE in the absence of an Equipment Pool Development Plan except PDAP may waive this requirement during the first six months that a province is in the program.
5. Equipment will not be provided to the PROVINCE in the absence of a Road Network Development Plan, a current Capital Improvement Program and a current Action Plan/Budget except during the first fiscal year after the initial signing of a Memorandum of Agreement between PDAP and the PROVINCE except further that PDAP may grant one six-month waiver on the requirement for a Road Network Development Plan.

6. The PROVINCE shall provide funds, repair facilities and personnel to maintain in operating condition all equipment that is received under this Agreement.
7. The PROVINCE shall provide funds for operational expenses required to utilize equipment received under this agreement for the purpose for which such equipment was acquired as indicated in the development plans of the province.
8. Funds deposited in the Special Equipment Pool Development Account, as provided in Annex B, may be withdrawn for use in implementing the Equipment Pool Development Plan of the PROVINCE, provided:
 - a. All requests are submitted on standard forms provided by PDAP.
 - b. Local funds are appropriated in an amount at least equal to the amount of the requested withdrawal.
 - c. PDAP concurs that the designated use relates to implementation of the Equipment Pool Development Plan.
9. The PROVINCE agrees to submit to PDAP and AID within 30 days after the end of each fiscal year, an annual report on the use of the equipment received and the capital and maintenance projects that were accomplished with it. Failure to submit such report will automatically suspend the effectiveness of this Agreement until such time the required report has been submitted. Failure to submit the report within 120 days after the end of the fiscal year will automatically terminate this Agreement.
10. The PROVINCE agrees to submit "End Use Reports" for each piece of equipment within 30 days after it is received and to submit subsequent "End Use Reports" every six months: (a) for one year in the case of "607" situs equipment and (b) for three years on each piece of equipment acquired under provision of Annex B.
11. The PROVINCE agrees that representatives of PDAP and/or USAID shall have the right to examine the equipment received under this Agreement and to inspect any accounts or records concerning the use made of such property until the last required end use report

has been filed but in no case longer than 3 years after physical receipt of said property, and to direct appropriate disposition of property not being used for the purpose specified herein.

12. For a period of three years after physical receipt of equipment covered by this agreement, the PROVINCE agrees not to transfer, export or otherwise dispose of such equipment without the prior approval of PDAP and USAID.
13. If within the period of three years mentioned above, PDAP and USAID determine that the equipment covered by this agreement is being utilized for some other purposes than are specified in this Agreement, the PROVINCE agrees that PDAP and USAID may direct the disposal (by sale if necessary) of such equipment and the PROVINCE agrees to conduct such sale under such conditions, including purchaser eligibility, specified by PDAP and USAID.
14. In the event that the sale of any equipment is directed by PDAP and USAID as provided in this agreement, the proceeds of such developmental purposes as may be agreed upon between PDAP and USAID.
15. PDAP and USAID make no warranty as to the condition or as to suitability for proper use of the equipment furnished under this Agreement.
16. Provisions in paragraph 11 notwithstanding, the PROVINCE may at any time dispose of equipment acquired under this Agreement, if it is economically impractical to maintain such equipment in an operating condition, provided PDAP and USAID give their prior written approval. Any proceeds that may be derived under this section shall accrue to the PROVINCE.
17. Equipment will not be delivered to the PROVINCE if the deadline rate in the provincial equipment pool exceeds 25% for a 30-day period or is greater than 35% at any given time. Once suspended from participation in this program because of an excessive deadline rate, a province is not eligible for reinstatement until the deadline rate has been reduced to the acceptable level and

a period of three months has elapsed. After a second suspension, a PROVINCE is ineligible to receive additional equipment for a period of one year. A third suspension will ban the PROVINCE from further participation in the program.

- 18. All equipment provided by USAID under prior agreements between NEC and the PROVINCE are subject to the terms and conditions of this Agreement.
- 19. Any prior agreements between NEC and the PROVINCE covering the acquisition of equipment from USAID Excess Property sources is superseded by this Agreement.
- 20. This Agreement may be terminated by either party within 30 days after written notice is provided to the other, but will automatically terminate on 30 June of each year, unless the PROVINCE applies for an extension in the manner provided by EDAP and the latter approves such request, except that upon termination for any cause provisions of sections 6, 7, 9, 10, 11, 12, 13, 14, and 18 are binding on the PROVINCE until such time as the PROVINCE has fulfilled all obligations under Section 10 of this Agreement.

IN WITNESS WHEREOF, the parties have hereto affixed their signatures at the place and on the date first above written.

PROVINCIAL DEVELOPMENT
ASSISTANCE PROJECT

PROVINCE OF _____

BY:

BY:

Executive Director, Provincial
Development Assistance Project

Provincial Governor

ANNEX A

607 PROGRAM

1. Based on information in the Capital Improvement Program, the PROVINCE may request excess property equipment in an "as is, where is" condition from U.S. Military Bases located in the Philippines.
2. All cost involved in transportation of the equipment to the province and the repair of the equipment will be borne by the PROVINCE.
3. As a condition of receiving equipment under the 607 Program, the PROVINCE agrees to promptly appropriate and obligate funds for the transportation and repair of the equipment in an amount mutually agreed between the PROVINCE and PDAP or in the absence of a mutual agreement an amount in peso equivalent to not less than ten percent (10%) of original acquisition cost (OAC) of the equipment. Notice of said appropriation and obligation of funds for this purpose shall be sent to PDAP.
4. IF the PROVINCE acquires equipment under this program and does not initiate repairs within four months after taking title to the equipment, PDAP is authorized to suspend the PROVINCE from further participation in the program until the required repairs are completed. A second suspension under provision of this paragraph could result in termination of the agreement by PDAP.

ANNEX B

REHABILITATED EQUIPMENT

1. Based on information in the Province Equipment Pool Development Plan and the Capital Improvement Program, PDAP will attempt to locate the units of equipment required by the PROVINCE.
2. When an item of equipment has been located, PDAP will advise the PROVINCE of the availability of such unit. Upon acceptance of the offer, the PROVINCE will deposit with PDAP an amount in pesos equal to 35% of the Original Acquisition Cost (OAC) of the unit being acquired. Of this amount, 25% OAC will be used by PDAP for acquisition of the equipment including in-country transportation. The remaining 10% OAC will be placed in a special Equipment Pool Development account in trust for the PROVINCE
3. After acceptance of the offered unit by the PROVINCE, PDAP will cause a procurement order to be issued by USAID. If for any reason, the order cannot be filled, then the deposit of 35% OAC will be returned to the PROVINCE.
4. After a purchase order has been issued by USAID, the PROVINCE cannot cancel its acceptance of the equipment except with the specific concurrence of both PDAP and USAID.
5. When the equipment is available for delivery to the PROVINCE, PDAP will at its discretion, arrange transportation to the port nearest the equipment pool of the PROVINCE or where applicable will arrange surface transportation to the equipment pool of the PROVINCE.
6. Ownership of the equipment shall be vested with USAID when the equipment is shipped by AID (Logistics Service Branch) or USAID. Title passes upon delivery to the consignee and the PROVINCE shall thereafter assume all responsibilities incident to ownership of such property, including but not limited to, all risks of loss of or damage to the property and all damages caused by the property.

ATTACHMENT F

STANDARD PDAP/PROVINCE AGREEMENT COVERING
LOANS FOR EQUIPMENT POOL FACILITIES FOR
NEW PROVINCES.

A G R E E M E N T

KNOW ALL MEN BY THESE PRESENTS:

This AGREEMENT made and executed at the City of Manila, Philippines this _____ day of _____, 197__, by and between:

The Provincial Development Assistance Project, represented by the Project Executive Director, duly authorized, hereinafter referred to as PDAP, and

The PROVINCIAL GOVERNMENT of _____, with office at _____, represented in this Agreement by its Governor, duly authorized, hereinafter referred to as the PROVINCE.

W I T N E S S E T H

WHEREAS, pursuant to the provisions of the Project Agreement, dated 28 September 1973, as amended, between PDAP and USAID, loan funds have been made available to the Philippine Government to assist with the construction of provincial development projects in PDAP provinces;

WHEREAS, the PROVINCE has initially joined the PDAP program during the current fiscal year;

WHEREAS, the PROVINCE has undertaken a development program in accordance with procedures and program approved by PDAP;

WHEREAS, the PROVINCE must construct maintenance and other support facilities to properly service the equipment required to implement anticipated development project;

WHEREAS, the PROVINCE has prepared an Equipment Pool Development Plans that will define projected needs of the PROVINCE;

WHEREAS, the PROVINCE does not have the financial ability to immediately construct this required maintenance facility;

WHEREAS, the PROVINCE welcomes outside help and desires to participate in the PDAP Special Development Program;

WHEREAS, the Provincial Board by Resolution No. _____ dated _____ has authorized the Governor to submit an application to PDAP for a loan to reimburse the agreed estimated direct cost of the construction of phase one of the provincial equipment pool in accordance with the approved plan;

54

WHEREAS, the PROVINCE has appropriate local funds to initially cover the entire cost of this project;

NOW, THEREFORE, for and in consideration of the foregoing, PDAP, and the PROVINCE have agreed as follows:

1. The PROVINCE will construct phase one of the equipment pool development plan in accordance with agreed plans and specifications.
2. That PDAP will make available to the PROVINCE a loan in the amount of ₱ _____ which will be used solely to reimburse the province the agreed amount to partly cover the cost of constructing phase one of the provincial equipment pool development plan.
3. Any additional funds required to complete the project will be appropriated by the PROVINCE from local funds before any additional capital projects are initiated by the PROVINCE.
4. The annual rate of interest will be four (4) percent.
5. The term of the loan will be ten (10) years as computed from the date of the reimbursement check which PDAP will issue in the full amount of the loan after the project has been completed and has passed final inspection.
6. Interest during the first year will be waived.
7. The grace period on principal payment is two years.
8. The principal will be paid in equal annual payments over the remaining term of the loan.
9. Interest will be paid annually.
10. The PROVINCE must complete the project and have it approved by PDAP not later than two years after the date of this agreement, after which date no loan funds can be disbursed by PDAP.
11. The termination of the PDAP Program will have no effect on the responsibility of the PROVINCE to repay all funds obtained under terms of this loan agreement.

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT

BY:

_____ DATE

PROVINCIAL GOVERNMENT OF _____

BY:

_____ DATE

SS

ATTACHMENT G

STANDARD PDAP/PROVINCE AGREEMENT COVERING
LOANS FOR DEVELOPMENT PROJECTS AND PROGRAMS

A G R E E M E N T

KNOW ALL MEN BY THESE PRESENTS:

This AGREEMENT made and executed at the City of Manila, Philippines
this _____ day of _____ 197__, by and between:

The Provincial Development Assistance Project, represented
by the Project Executive Director, duly authorized, hereinafter
referred to as PDAP, and

The PROVINCIAL GOVERNMENT OF _____, with office
at _____, represented in this Agreement by its Governor,
duly authorized, hereinafter referred to as the PROVINCE.

W I T N E S S E T H

WHEREAS, pursuant to the provisions of the Project Agreement, dated
28 September 1973, as amended, between PDAP and USAID, loan funds have been
made available to the Philippine Government to assist with the construction
of provincial development projects in PDAP provinces;

WHEREAS, the PROVINCE of _____ has undertaken a development
program in accordance with procedures and program approved by PDAP;

WHEREAS, the PROVINCE has initiated preparation of a multi-year
Comprehensive Plan;

WHEREAS, the PROVINCE prepared an Equipment Pool Development Plan;

WHEREAS, the PROVINCE has prepared and adopted a current Capital
Improvement Program;

WHEREAS, the PROVINCE has prepared and adopted a current Action Budget;

WHEREAS, the PROVINCE has prepared a feasibility or program study that
supports the desirability of undertaking _____
_____;

WHEREAS, the PROVINCE has secured the concurrence of the appropriate
NATIONAL GOVERNMENT agency concerned with this project;

WHEREAS, the PROVINCE has limited financial ability to immediately
undertake some of the larger projects;

WHEREAS, the PROVINCE welcomes outside help and desires to participate
in the PDAP Special Development Program;

WHEREAS, the Provincial Board by Resolution No. _____ dated _____
_____ has authorized the Governor to submit an application to
PDAP for a loan to finance the agreed estimated direct cost this undertaking;

21

WHEREAS, the PROVINCE has appropriate local funds to initially cover the entire cost of this activity;

NOW, THEREFORE, for and in consideration of the foregoing, PDAP and the PROVINCE have agreed as follows:

1. The PROVINCE will complete the project in accordance with agreed plans and specifications, or complete the capital purchase, whichever is appropriate;
2. The PDAP will make available to the PROVINCE a loan in an amount not to exceed ₱ _____ as a reimbursement after the agreed project or purchase has been completed.
3. Any additional funds required to complete the project or purchase will be appropriate by the PROVINCE from local funds before any additional capital projects are initiated by the PROVINCE.
4. The annual rate of interest will be four (4) percent.
5. The term of the loan will be ____ years (not to exceed 10 years) as computed from the date of the reimbursement check which PDAP will issue in the full amount of the loan after the project or purchase has been successfully completed.
6. Interest during the first year will be waived.
7. The grace period on principal payment is two years.
8. The principal will be paid in equal payments over the remaining term of the loan.
9. Interest will be paid annually.
10. The PROVINCE has two years from the date of this agreement to complete the project or purchase. After that date PDAP can no longer disburse funds under this agreement.
11. The termination of the PDAP Program will have no effect on the responsibility of the PROVINCE to repay all funds obtained under terms of this loan agreement.

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT

BY:

DATE

PROVINCIAL GOVERNMENT OF _____

BY:

DATE

ATTACHMENT H

OPERATIONAL BUDGET OF THE PROVINCIAL DEVELOPMENT
ASSISTANCE PROJECT (PDAP). BUDGET FIGURES DO NOT
INCLUDE SALARIES OF PERSONNEL THAT ARE ASSIGNED
TO PDAP ON DETAIL FROM OTHER GOP AGENCIES.

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT

FY 75 BUDGET

1. Financing:

The budgetary requirements for PDAP operations will be financed by withdrawals from the Counterpart Fund Special Account.

2. PDAP Budget:

The budget for administering this project will be for the period July 1, 1974 to June 30, 1975, in the amount of approximately P___ million as shown in detail in the attached budget for expenditures. Funds provided herein will not be used for payment of obligations incurred prior to the effective date of this Agreement.

3. Operating Procedure:

The initial release of administrative funds to the project may be authorized at the time of approval of Counterpart Agreement 75165. Subsequent releases of funds will be made by NEDA upon request of the PDAP Executive Director and in accordance with terms of the Counterpart Agreement.

1/20

Republic of the Philippines
 NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY
 M a n i l a

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT
 (Name of Project)

DATE _____

July 1, 1974-June 30, 1975
 Fiscal Year

SUMMARY OF PESO REQUIREMENTS FROM THE COUNTERPART FUND-SPECIAL ACCOUNT

	FY 74 Allocation	FY Allocation
1. Salaries and Wages -----	P 54,324.00	P 79,020.00
a. Insurance -----	-	-
2. Equipment Including Office Furniture -----	P 1,700.00	P 17,000.00
3. Expendable Supplies -----	P 76,674.00	P120,000.00
4. Transportation -----	P219,979.00	P600,000.00
5. Postal, Telegraph, Telephone Service -----	P 16,390.00	P 21,000.00
6. Rentals, Illumination, etc. -----	-	-
7. Special Services Including Contractual Service -----	P 85,471.00	P335,300.00
8. Constructions Materials -----	-	-
9. Other Services -----	P113,039.00	P205,480.00
10. Educational and Informational Program -----	<u>P130,639.00</u>	<u>P350,000.00</u>
T O T A L -----	<u>P698,216.00</u>	<u>P 1,727,800.00</u>

ATTACHMENT I

FORMAT FOR PROVINCIAL QUARTERLY REPORTS

(DRAFT TRANSMITTAL MEMORANDUM)

TO : Executive Director, PDAP Date: _____

FROM : Governor _____
Province of _____

SUBJECT: Quarterly Report for Period of _____
To _____

Attached are three copies of subject report as required by existing PDAP/PROVINCE Agreements. As indicated in the report, the province is meeting all requirements of the PDAP/PROVINCE Agreements and the Joint PDAP/PROVINCE Work Plan except: (if any)

(List exceptions. Do not repeat details that are covered in the report.)

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT

PROVINCE OF _____

QUARTERLY REPORT FOR PERIOD

_____ TO _____

SUMMARY: (A brief overview of accomplishments. This should be prepared last, i.e., after all other sections of the report have been completed.)

TRAINING: (A narrative description of all training activities in which province representatives participated during the quarter. Particularly cover training activities listed in Section I A of the Joint PDAP/PROVINCE Work Plan.)

STATUS PDAP/PROVINCE AGREEMENT ACTIVITIES:

(A narrative description of what the province has done during the quarter to accomplish activities required under a PDAP/PROVINCE Agreement but not specifically listed in the Joint PDAP/PROVINCE Work Plan. Use sub-heading as appropriate. Examples of activities that may be covered in this section would be (a) preparation of CIP, (b) completion of Road Network Development Plan, and (c) preparation and adoption of an Action Budget, etc. Do not cover special agreements which carry their own reporting requirements such as the SIP.)

IMPLEMENTATION OF JOINT PDAP/PROVINCE WORK PLAN:

(Use sub-headings with the same designation as used in the Joint PDAP/PROVINCE Work Plan. For example, "III A Equipment Pool Personnel Training". Be sure to list every heading in the Joint Work Plan. Use the term "NONE" to indicate no joint activities were planned. Use term "NO ACTION" to indicate planned activities on which no implementing actions were taken during the quarter. However, for "I A Staff Development" indicate training aspects were described "above". As appropriate, describe the accomplishments for each activity during the quarter. Try to quantify where possible.)

OTHER PROVINCIAL PROGRAMS AND ACTIVITIES

(OPTIONAL Provinces may use this section to comment on items that do not fit the above categories.)

PROVINCE TARGETS FOR NEXT QUARTER.

(Province should list the major activities that are planned to be initiated, continued or accomplished during the next reporting period. Quantify where possible.)

ACTIONS REQUIRED OF PDAP:

(The province should use this section particularly to alert PDAP to actions that the latter must take to meet commitments in the implementation of the Joint PDAP/ PROVINCE Work Plan. The province should list only those actions that PDAP has agreed to take. Requests for actions by PDAP should be by other communications.)

65

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT

PROVINCE OF _____

QUARTERLY REPORT FOR PERIOD

_____ TO _____

ANNEX A

I. SUPPLEMENTAL BUDGETS THIS QUARTER

(P1000)

FUND	NO.	NET INCREASE (DECREASE)	
		REVENUE	APPROPRIATION
General Infrastructure			

II. BUDGET STATUS END OF QUARTER

(P1000)

FUND	NUMBER SUPPLEMENTS	ANTICIPATED REVENUE	APPROPRIATIONS
General Infrastructure		P	P
		P	P

TRANSFERS FROM GENERAL FUND TO INFRASTRUCTURE FUND P _____

III. REAL PROPERTY TAXES

(P1000)

CURRENT ONLY	ANTICIPATED REVENUE		COLLECTIONS	
	% COLLECTABLES	AMOUNT	QUARTER	YEAR TO DATE
July-December		P	P	P
January-June		P	P	P

IV. SPARE PARTS ACQUISITION

(P1000)

<u>ORIGINAL APPROPRIATION</u>	<u>PRESENT APPROPRIATION</u>	<u>OBLIGATIONS</u>	<u>DISBURSEMENTS</u>
P	P	P	P

66

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT

PROVINCE OF _____

QUARTERLY REPORT FOR PERIOD

_____ TO _____

A N N E X B

(Identify construction project implementation accomplishments during the reporting period that utilized PDAP furnish construction equipment. Indicate the CIP number, if any. Quantify where possible. For completed project, also indicate who will be benefited and how.)

ATTACHMENT J

FORMAT FOR PROVINCIAL ANNUAL REPORT

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT

ANNUAL PROGRESS REPORT BY PARTICIPATING PROVINCES

INSTRUCTIONS

This is a special purpose report that will fulfill the annual report requirement for recertification. The content of the report is generally limited to the program areas that are of primary concern to PDAP. Consequently, provinces may want to prepare a more comprehensive annual report for their own use. In fact, PDAP encourages such action. However, the more comprehensive report should be in addition to this special report, not in lieu thereof.

This special report is intended to record progress as measured against goals and targets stated in the PROP (5-year Plan of PDAP/USAID), PROAG (Annual PDAP/USAID Agreement) and the Joint PDAP/PROVINCE Work Plans. This purpose should be kept in mind when the report is being prepared.

The report must follow the format indicated on the following pages.

PREPARE THE SUMMARY LAST. This should be a brief overview of total report in not more than a few paragraphs.

Additional instruction for preparation of the annual report are included in parenthesis on the report format. Obviously, these instructions should be omitted when the province is preparing the report in the indicated form.

There is to be an attachment to each annual report. The format for the attachment is also indicated on the following pages.

The Annual Progress Report is to be typed on legal size ditto masters that will be provided by PDAP. The typed masters are to be delivered to the PDAP Headquarters not later than 20 July 1975. PDAP will reproduce the reports and distribute copies at the Evaluation Conference which will be held in early August 1975.

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT

PROVINCE OF _____

ANNUAL PROGRESS REPORT

1 JULY 1974 TO 30 JUNE 1975

SUMMARY: (A brief overview of accomplishments. This section should be prepared last, i.e., after all other sections of the report have been completed.)

TRAINING: (A narrative description of all training activities in which province representatives participated during the fiscal year. Particularly cover training activities listed in Section I A of the Joint PDAP/PROVINCE Work Plan.)

IMPLEMENTATION OF PDAP/PROVINCE AGREEMENT:

(A narrative statement covering all actions required under PDAP/PROVINCE Agreement but specifically excluding those activities covered in the Joint PDAP/PROVINCE Work Plan.)

IMPLEMENTATION OF THE JOINT PDAP/PROVINCE WORK PLAN:

(Use sub-heading with the same designation as used in the Joint PDAP/PROVINCE Work Plan. Be sure to list every heading. If no joint activities were planned, then immediately under the heading insert the term "NONE". As appropriate describe the accomplishment during the fiscal year. Try to quantify where possible.)

OTHER PROVINCIAL PROGRAMS AND ACTIVITIES:

(OPTIONAL. Provinces may use this section to comment on activities that do not fit the above categories.)

(FORMAT)

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT

PROVINCE OF _____

ATTACHMENT
to the
ANNUAL PROGRESS REPORT
FY 75

I. BUDGET REVENUE

BUDGET	FY 73	FY 74	FY 75	ESTIMATE FY 76
General	P	P	P	P
J Fund	P	P	P	P
JJ Fund	P	P	P	P

II. BUDGET EXPENDITURES

BUDGET	FY 73	FY 74	FY 75	ESTIMATE FY 76
General	P	P	P	P
J Fund	P	P	P	P
JJ Fund	P	P	P	P

III. B I R ALLOTMENTS (ALL CATEGORIES) (#1000)

FUND	FY 73	FY 74	FY 75	ESTIMATE FY 76
General	P	P	P	P
Road & Bridge	P	P	P	P
T O T A L	P	P	P	P

IV. REAL PROPERTY TAX COLLECTIONS

(CURRENT COLLECTIONS ONLY)
(#1000)

PERIOD	CY 68	CY 72	CY 74	CY 75
JAN-JUN	P	P	P	P
JUL-DEC	P	P	P	P ()*
TOTAL	P	P	P	P ()*
COLL. RATE	%	%	%	(%)*

* ESTIMATED

V. REAL PROPERTY ASSESSMENTS

(#1000)

ITEM	31 DEC 71	31 DEC 73	31 DEC 74	ESTIMATE 31 DEC 74
PARCELS VALUE	P	P	P	P

VI. POPULATION/POLITICAL SUBDIVISIONS

	CY 68	CY 72	CY 75
Population:			
Provinces			
Cities			
No. Municipalities			
No. Barrios			
Bos. without Roads*			

* No. of Barrios without An All Weather Road Linking it to Province Road Network.

VII. PROVINCIAL ROAD NETWORK

Category	Total Length of Roads			Const. FY 75
	30 June 68	30 June 72	30 June 75	
National	Km	Km	Km	Km
Provincial	Km	Km	Km	Km
Municipal	Km	Km	Km	Km

VIII. EQUIPMENT PROVIDED THRU PDAP

(List all equipment provided thru PDAP during FY 75. Do not list supplies or other expendables.)

A. New Equipment

(This is primarily the grant commodities for the PDS.)

B. Rehabilitated Equipment

(Primarily construction Equipment and other vehicles.)

C. As-Is Equipment

(List only items with an OAC value in excess of \$500.)

FOR REFERENCE

EXCERPT FROM LOCAL DEVELOPMENT (PDAP) PROP

C. THE PROJECT PURPOSE

1. STATEMENT OF PURPOSE

The purpose of this project is to strengthen the ability of provincial governments to effectively respond to rural needs for lower transportation costs, access to markets, equitable taxation, expanded public investment and rural employment opportunities.

2. CONDITIONS EXPECTED AT THE END OF THE PROJECT

- a. Project provinces are planning, financing and conducting both short and long range operations on the basis of duly adopted comprehensive development plans, five year capital improvement programs and one year action plans tied to performance/service oriented annual budgets.
- b. Project provinces have the financial, material and technical resources to construct or reconstruct the equivalent of 50 kms. of feeder road per year, and maintain the entire provincial road network.
- c. Of the total provincial road network mileage in each project province, 70% is all-weather.
- d. No barrio over 1,000 population is without an all-weather road connecting it to the province road network.
- e. Of the assessable property in each project province, at least 90% has been assessed and is covered by valid tax declarations.
- f. Real property tax collections in project provinces exceed 65% of current collectibles. (Current national average is below 50%.)
- g. The range of current property tax collection percentages as among municipalities in each project province is not greater than 20%.
- h. Not less than 20% of the provincial budget of project provinces is being devoted to capital improvements.

ATTACHMENT K

PROCEDURE FOR WITHDRAWAL OF FUNDS
FROM EQUIPMENT POOL DEVELOPMENT ACCOUNT

INTRODUCTION

PDAP provinces participating in the Flood Rehabilitation Program and/or the Special Infrastructure Program (SIP) are reimbursed for the direct cost of infrastructure projects they complete under these programs. Ten percent of the reimbursement is placed in the Special Equipment Pool Development Account in trust for the province, while the remaining 90% is returned in the form of cash (check).

All PDAP provinces are required to pay at least 35% of the original acquisition cost (OAC) for rehabilitated excess property (largely construction equipment) that they receive as part of the regular PDAP program. Of each deposit, an amount equivalent to 10% OAC is also placed in the Special Equipment Pool Development Account in trust for the province.

To utilize these funds, the province must appropriate local funds for some purpose that is consistent with the Equipment Pool Development Plan. Assuming PDAP concurrence in this determination, the PROVINCE will expend its own funds to complete the stated purpose. Then PDAP will reimburse the agreed fixed amount in the case of construction projects or 50% of the actual expenditures not to exceed the fixed amount in the case of commodity procurement.

The basis for determining the 50% reimbursement amount for construction activities is the direct cost of the project.

REIMBURSEMENT CATEGORIES

There will be two categories of reimbursement agreements. Category I will cover procurement of commodities or services. Category II will apply to construction projects. Both types will use the same application format except the latter must also be supported by detailed plans, specifications and cost estimates.

STANDARD APPLICATION FORMAT

PROVINCE OF _____

DATE: _____

Executive Director
P D A P

SUBJECT: Reimbursement Agreement
No. EFP _____-_____-_____

Dear Sir:

Transmitted herewith is our subject application for a reservation of funds in the Special Equipment Pool Development Account. The application includes Form PD-16 and the required attachments.

We would appreciate a prompt reply.

Yours truly,

Governor

(Suggested Letter of Transmittal for Form PD-16)

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT

PROVINCE OF _____

DATE _____

REF: Reimbursement Agreement
No. EPDP-____-____-____

TO : Executive Director, PDAP

FROM : Provincial Governor

SUBJECT: Special Equipment Pool Development Account Reimbursement Agreement

The PROVINCE has completed its "Equipment Pool Development Plan" and is complying with existing PDAP/PROVINCE agreements.

To further our infrastructure implementation capability the Provincial Board has appropriated the amount of ₱ _____ to be used for the following purpose:

Since this use is consistent with our overall Equipment Pool Development Plan, we are requesting a reservation of matching funds in the amount of ₱ _____ as the agreed fixed amount reimbursement for the above stated purpose. Enclosed herewith are two copies of referenced agreement that would formalize this reservation of funds.

We understand that initial funding will be provided by the PROVINCE and that the reimbursement will be made after the activity has been completed in agreed terms and conditions.

ATTACHMENTS:

1. Two copies of the standard agreement duly executed by the Governor.
2. Certification of the Provincial Engineer.
3. Resolution of the Provincial Board.
4. Certification of the Provincial Treasurer.
5. List of commodities or services to be acquired (omit if purpose is for spare parts and/or hand tools.)

OR

Plans, Specifications, Quality Control Plan and Cost Estimates.
(Construction Projects Only).

A G R E E M E N T

KNOW ALL MEN BY THESE PRESENTS:

This AGREEMENT made and executed at Manila, Philippines on _____
_____, by and between:

The Provincial Development Assistance Project, represented
by the Executive Director, hereinafter referred to as PDAP, and

The PROVINCIAL GOVERNMENT OF _____,
represented by its Governor, hereinafter referred to as the PROVINCE.

W I T N E S S E T H

WHEREAS, the PROVINCE is participating in a PDAP Development
Program under which funds have been deposited in the Special Equipment
Pool Development Account for use by the PROVINCE;

WHEREAS, the PROVINCE has prepared an Equipment Pool Development
Plan including a Quality Control Laboratory Facility;

WHEREAS, the PROVINCE is eligible to receiving matching funds from
the Special Equipment Pool Development Account as reimbursement for
approved expenditures;

WHEREAS, the PROVINCE now desires to avail of these matching funds;
and

WHEREAS, PDAP agrees that the stated purpose conforms to terms and
conditions of existing PDAP/PROVINCE agreements;

NOW, THEREFORE, for and in consideration of the foregoing, PDAP and
the PROVINCE agree as follows:

1. The PROVINCE has appropriated the amount of ₱ _____
to be utilized for the following purpose:
2. The PROVINCE will accomplish the stated purpose utilizing its
own funds.
3. When the stated purpose has been accomplished in accordance
with agreed terms and conditions PDA™ will reimburse the
PROVINCE in the fixed amount of ₱ _____ except that for
non-construction purposes the reimbursement will not exceed
50% of the actual expenditures.
4. This agreement will automatically terminate upon payment of the
the reimbursement or on 30 June of the fiscal year following
the date of this agreement.

PROVINCIAL GOVERNMENT OF _____

BY:

Governor

Date

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT

BY:

Executive Director

Date

80

Attachment 2
To Form PD-16

PROVINCE OF _____

C E R T I F I C A T I O N

Fund in the total amount of P_____ are to be
made available for the following purpose:

I certify that the purpose of this proposed expenditure
conforms to the goals described in the Equipment Pool Development
Plan and Quality Control Annex.

Provincial Engineer

PROVINCE OF _____

RESOLUTION NO. _____

WHEREAS, the PROVINCE is participating in a PDAP Development Program under which funds have been deposited in the Special Equipment Pool Development Account for use by the PROVINCE;

WHEREAS, the PROVINCE has prepared an Equipment Pool Development Plan including a Quality Control Facility;

WHEREAS, the PROVINCE is eligible to receive matching funds from the Special Equipment Pool Development Account as reimbursement for approved expenditures;

WHEREAS, the PROVINCE now desires to avail of these matching funds;

NOW, THEREFORE, be it resolved:

1. Funds in the amount of ₱_____ are hereby (have been)appropriated for (describe purpose).
2. The Governor is authorized to submit an application to PDAP for reimbursement in the maximum amount of ₱_____ which funds may be transmitted to the PROVINCE after the stated purpose has been achieved.
3. Terms and conditions for reimbursement are expressed in the attached PDAP/PROVINCE Agreement which is deemed an integral part of this resolution.

Attachment 4
To Form PD-16

C E R T I F I C A T I O N

I certify that the amount of ₱ _____ has been appropriated by the Provincial Board for the following purpose:

These funds are identified as a line item appropriation under account number _____.

Provincial Treasurer

Date

77

C A T E G O R Y I

PROCUREMENT OF COMMODITIES OR SERVICES

SPECIAL EQUIPMENT POOL DEVELOPMENT ACCOUNT

REIMBURSEMENT PROCEDURES

PROCUREMENT OF COMMODITIES OR SERVICES

1. The PROVINCE will identify the commodities or services that are required.
 - a. Spare parts and hand tools do not have to be identified in advance. All other planned commodity procurement must be specific.
 - b. Contractual services may apply to a specific unit or they may be of a general type.

This list will later be used as Attachment 5 of Form PD-16. Note this may be omitted if the purpose of the appropriation is to obtain spare parts and/or hand tools.

2. The Provincial Engineer will estimate the cost of acquisition of the commodity or service and certify that the purpose conforms to the Equipment Pool Development Plan. (Attachment 2 of Form PD-16)
3. Based on the estimate of the Engineer, the PROVINCE will prepare the standard agreement (Attachment No. 1).
 - a. At the top right corner of the first page, insert the agreement number.

PROV - Insert the two digit Identification Number that PDAP has assigned to the PROVINCE (for example, Mindoro Oriental is 29).

FY - A two digit number to indicate the sequence number of the application being submitted during the fiscal year. Thus, for example, if Mindoro Oriental submitted its first Form PD-16 in November 1974, the agreement would be numbered:

EPDP-29-75-01

The first Form PD-16 in each fiscal year will be designated as Sequence No. 01. All subsequent submissions during the fiscal year will have consecutive sequence numbers.

- b. The amount and specific purpose of the appropriation should be typed in Section 1.
 - c. In Section 3 insert an amount that is not more than (it may be less) fifty percent (50%) of the appropriation figure in Section 1.
 - d. The Governor will sign both copies.
4. The Provincial Board will pass a resolution (Attachment 3 of Form PD-16) appropriating funds and authorizing the Governor to submit the reimbursement application (Form PD-16).
5. The Provincial Treasurer will then certify to the availability of funds and identify the appropriation by account number. (Attachment 4 of Form PD-16).

6. The PROVINCE will subsequently prepare Form PD-16 making sure that the agreement number, appropriation figure and purpose are exactly the same as its attachment 1 (standard agreement).
7. The Form PD-16 and attachments will be transmitted to PDAP in a legal size file folder. The materials will be attached to the right hand side of the folder with the letter of transmittal on top and Form PD-16 with attachments in order underneath. (Later, correspondence concerning the agreement can be attached to the left side.)

The folder should have a 30-mm red strip along the tab of the folder. It should be labeled on the front to indicate:

- a. PROVINCE OF _____
- b. Match Fund Reimbursement Application.
- c. Agreement No. EPDP-____-____-____
- d. Submitted _____ (Date)

The PROVINCE should retain a duplicate folder except containing only one copy of attachment No. 1 and bearing a blue strip in lieu of the red one on the PDAP Folder. (After the signed agreement is returned, it should be placed in the file to replace the unsigned duplicate.)

8. PDAP will review the application and make three determinations:
 - a. The purpose is consistent with the Equipment Pool Development Plan.
 - b. The cost estimate is reasonable.
 - c. Matching funds are available in the Special Equipment Pool Development Account.
9. Assuming a positive determination of the points in paragraph 8 above, PDAP will sign the two Reimbursement Agreements and return one to the PROVINCE. (See Annex I-A)
10. After the PROVINCE has expended its funds to accomplish the stated purpose, it may apply for reimbursement in accordance with the agreement. (See Annex I-B and attachments.)
11. PDAP will transmit a check to the PROVINCE in the full amount of the agreed reimbursement. The 50% reimbursement will be based on the actual expenditures identified by the Treasurer in the attachment to Annex I-B except that such reimbursement cannot exceed the amount specified in Section 3 of the PDAP/PROVINCE agreement. (See Annex I-C).
12. In the case of commodity procurement, the PROVINCE may apply for a lesser reimbursement upon the automatic termination of the agreement provided at least 75% of the local appropriation have been expended for the agreed purpose.

4/6

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT

TO : Governor _____
Province of _____

FROM : Executive Director, PDAP

SUBJECT: Special Equipment Pool Development Account
Agreement No. EPDP-____-____-____

Enclosed is a signed copy of subject agreement. You may apply
for the reimbursement after having accomplished the purposes stated
o
in the agreement.

PROVINCE OF _____

DATE: _____

REFERENCE:

AGREEMENT EPDP- ____ - ____ - ____

TO : PDAP

FROM : Governor _____

SUBJECT: Special Equipment Pool Development Account
Reimbursement Request

The activities planned under referenced agreement have been completed at a total cost of ₱_____. In accordance with terms of referenced agreement we herewith apply for a reimbursement in the amount of ₱_____ to be charged against our deposits in the Special Equipment Pool Development Account.

Enclosures:

- (a) Certification of Provincial Treasurer
- (b) List of Cancelled Checks

PROVINCE OF _____

C E R T I F I C A T I O N

REFERENCE:

AGREEMENT NO. EPDP-____-____-____

I certify that the total amount of ₱ _____ was
expended for the purposes described in referenced agreement as
supported by the attached list of payments.

PROVINCIAL TREASURER

DATE

PROVINCE OF _____

AGREEMENT No. EPDP-____-____-____

LIST OF EXPENDITURES

CHECK NO.	DATE	PAYEE-PURPOSE	AMOUNT
-----------	------	---------------	--------

A (SUB) TOTAL OF _____ ENTRIES IN THE AMOUNT OF ₱ _____

PAGE ____ OF ____

ANNEX I-B

Enclosure (b)

90

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT

TO : Governor _____
Province of _____

FROM : Executive Director, PDAP

SUBJECT: Special Equipment Pool Development Account
Reimbursement Payment

REF : Agreement No. EPDP-____-____-____

Enclosed is check no. _____ dated _____
in the amount of P_____ which represents the agreed
reimbursement under terms of referenced agreement.

Please acknowledge receipt of this check so we can close our
files on this matter.

CATEGORY II

CONSTRUCTION OF EQUIPMENT POOL FACILITIES

SPECIAL EQUIPMENT POOL DEVELOPMENT ACCOUNT

REIMBURSEMENT PROCEDURES

CONSTRUCTION OF EQUIPMENT POOL FACILITIES

1. The Provincial Board will pass a resolution indicating its intention to proceed with the construction of selected portion of the equipment pool development plan (see model resolution - Annex II-A). A copy of this resolution will be transmitted to PDAP.
2. The PROVINCE will prepare plan, specifications, cost estimates and a quality control plan covering the portion of the equipment pool development plan that is proposed for construction with a matching fund reimbursement. The cost summary must be in the format indicated in Annex II-B and the quality control plan in the format indicated in the Annex II-C. (These materials will become Attachment 5 to Form PD-16 which is the application for the reservation of funds.)
3. The PROVINCE will notify PDAP by letter or telegram when the plans, specifications, cost estimates and a quality control plan are ready for review.
4. PDAP will send a representative to the PROVINCE to review specifications, plans, cost estimates and a quality control plan. After reaching agreement, the agreed estimate column and the required appropriation column of the summary cost form (Annex II-B) will be completed. The form will then be signed by the PDAP and the PROVINCE representative. At the same time, the PDAP representative and the Provincial Engineer will complete in duplicate a certification (Annex II-D) indicating that plans and specifications conform with the Equipment Pool Development Plan and the cost estimate and quality control plan are reasonable.
5. The PROVINCE will then prepare the standard agreement (Attachment No. 1 to Form PD-16).
 - a. At the top right corner of the first page, insert the agreement number.

PROV - Insert the two digit Identification Number that PDAP has assigned to the PROVINCE (for example, Mindoro Oriental is 29).

FY - A two digit number to indicate the current fiscal year.

SEQ - A two digit number to indicate the sequence number of the application being submitted during the fiscal year.

Thus, for example, if Mindoro Oriental submitted its first Form PD-16 in November 1974, the agreement would be numbered:

EPDP-29-75-01

The first Form PD-16 in each fiscal year will be designated as Sequence No. 01. All subsequent submissions during the fiscal year will have consecutive sequence numbers.

- b. The amount and specific purpose of the appropriation should be typed in Section 1.
 - c. In Section 3 insert an amount that is not more than (it may be less) fifty percent (50%) of the appropriation figure in Section 1.
 - d. The Governor will sign both copies.
6. The Provincial Board will pass a resolution (see model resolution - Attachment 3 to Form PD-16) appropriating funds to cover the total project cost and authorizing the Governor to submit the reimbursement application (Form PD-16) requesting an amount equal to 50% of the agreed direct cost estimate of the project.
 7. The PROVINCE will subsequently prepare Form PD-16 and Attachments 2 and 4, making sure that the agreement number, appropriation figure and purpose are exactly the same as in Attachment 1 (standard agreement).

epd

8. The above materials will be transmitted to PDAP in two legal size file folders. Each folder will have a 30 mm red strip along the top side of the folder.

FOLDER NO. 1

LEFT SIDE

- a. Letter of Transmittal TOP
b. Form PD-16

NOTE: During construction period, correspondence concerning project should be filed in this folder on top of letter of transmittal.

RIGHT SIDE

- a. Two copies Std Agreement
b. Certification, Prov Engineer
c. Resolution, Prov Board
d. Certification, Provincial Treasurer

FOLDER NO. 2

LEFT SIDE

- a. Quality Control Plan TOP
(See Annex II-C)

NOTE: During construction period, file progress inspection reports should be filed in this folder on top of QC plan.

RIGHT SIDE

- a. PDAP Rep Certification
(See Annex II-D)
b. Cost Summary (Annex II-B)
c. Cost Details
d. Specifications
e. Working drawings

Each folder should be labeled on the front to indicate:

- a. Province of _____
b. Matching Fund Reimbursement Application
c. Agreement No. EPDP-____-____-____
d. Folder Number _____ (1 or 2)
e. Date submitted _____

The PROVINCE should prepare and retain a duplicate sets of folders for its records. The duplicate folders should have a blue strip in lieu of the red strip on the PDAP folders.

9. PDAP will review the PROVINCE submission. When satisfied that the application meets all requirements, PDAP will execute both of the reimbursement agreements and return one to the PROVINCE with a letter of transmittal indicating the application for the reservation of matching fund has been approved (see Annex II-E).
10. The PROVINCE, using its fund, will construct the project in accordance with agreed plans and specifications. THE PROVINCE MUST PROMPTLY NOTIFY PDAP WHEN CONSTRUCTION IS INITIATED. NO REIMBURSEMENTS ARE AUTHORIZED FOR CONSTRUCTION PERFORMED PRIOR TO SUCH NOTIFICATION.
11. Quality control during construction is solely the responsibility of the PROVINCE. However, PDAP reserves the right to monitor the construction as necessary to be satisfied that the completed project complied with the agreed plans and specifications.
12. When completed, the PROVINCE will advise PDAP that the project is ready for final inspection. This notice will include a certification by the Provincial Engineer that the project is in substantial compliance with the agreed plans and specifications. (See Annex II-F)
13. After the PDAP representative has completed a satisfactory final inspection, he and the Provincial Engineer will prepare a certification in duplicate copies indicating the project is in substantial compliance with the agreed plans and specifications (see Annex II-G) One copy of the certification will be provided to the PROVINCE and the other one will be transmitted to PDAP to be placed in the project file.
14. After receiving the approved final inspection report, PDAP will promptly prepare a check in the amount of the agreed fixed reimbursement and will transmit it to the PROVINCE or to the payee designated by the PROVINCE. (See Annex II-H)

96

PROVINCE OF _____

Resolution No. _____

WHEREAS, the PROVINCE needs to develop an infrastructure implementation capability in order to become a full partner with the National Government in achieving the goals of the new society;

WHEREAS; the PROVINCE has prepared an Equipment Pool Development Plan which identifies the facilities, equipment and courses of action required to attain this capability;

WHEREAS; construction of the required facilities require a large capital investment which the PROVINCE is unable to fully fund the current revenues;

WHEREAS, the PROVINCE does have the financial capability to finance a portion of the facility from current revenues;

WHEREAS, the PROVINCE has funds on deposit with PDAP in the Special Equipment Pool Development Account which can be used for this same purpose;

NOW, THEREFORE, be it resolved:

1. The PROVINCE acknowledges its intention to submit an application to PDAP for a reservation of funds in the Special Equipment Pool Development Account in the amount of approximately ₱ _____ for the purpose of constructing an additional phase of the Equipment Pool Development Plan.
2. The reservation of funds covers a reimbursement that represents fifty percent (50%) of the anticipated direct cost of the planned addition to the existing facility.
3. The total cost of the facility addition will be initially financed by local funds.
4. A copy of this resolution will be furnished to PDAP.

PROVINCE OF _____
 PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT

CONSTRUCTION OF EQUIPMENT POOL FACILITIES

AGREEMENT NO. EPDP- ____ - ____ - ____

	<u>DIRECT COST</u>		<u>REQUIRED APPROPRIATION</u>
	<u>PEO ESTIMATE</u>	<u>AGREED ESTIMATE</u>	
Direct Labor	P _____	P _____	P _____
Commodities	P _____	P _____	P _____
POL	P _____	P _____	P _____
	_____	_____	
SUBTOTAL	P _____	P _____	
	<u>OVERHEAD</u>		
Administration	P _____		x x x x x
Equipment Maintenance	P _____		x x x x x
Land	P _____		P _____
Other*	P _____		P _____
Contingencies	P _____		P _____

SUBTOTAL	P _____		
TOTAL PROJECT COST	P _____	REQUIRED BUDGET APPROPRIATION	P _____

The above AGREED ESTIMATE in the amount of P _____ represents a figure jointly approved by the undersigned. The reimbursement agreement should be in an amount that does not exceed 50% of this figure.

for Province:

For PDAP:

Date

Date

* Indicate Details On Reverse Side of Form.

C E R T I F I C A T I O N

REF:

PROVINCE OF _____

CONSTRUCTION OF EQUIPMENT POOL FACILITIES

AGREEMENT NO. EPDP- _____ - _____ - _____

On this date I have reviewed the attached plans, specifications, quality control procedures and cost estimates for this phase of the Provincial Equipment Pool Development Plan as indicated by my initials on each document. I certify to the following:

- (1) The plans and specifications conform to the Equipment Pool Development Plan.
- (2) Plans and specifications meet adequate engineering standards.
- (3) The Quality Control Plan is adequate.
- (4) The direct cost estimate of ₱ _____ is reasonable.
- (5) The fixed amount reimbursement in referenced agreement should not exceed ₱ (50% of figure in 4 above).

PDAP Representative

Date

CONCUR:

PROVINCIAL ENGINEER

DATE

(This certification to be prepared in duplicate and retained by PROVINCE to submit as part of formal application for the reservation of funds.)

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT
Office of the President
Malacanang Annex
Malacanang, Manila

DATE _____

TO : Governor _____
Province of _____

FROM : Executive Director, PDAP

SUBJECT: Construction of Equipment Pool Facilities
AGREEMENT NO. EPDP-____-____-____

REF : Special Equipment Pool Development Account

Your subject fund reservation application has been approved in the amount of ₱ _____. Enclosed is an executed copy of the official agreement.

The proceeds from referenced account will be transmitted to the PROVINCE after the project has been completed in accordance with agreed plans and specifications as verified by our final inspection.

We urge you to carefully follow the agreed quality control procedures to assure the prompt receipt of the agreed reimbursement amount. There can be no adjusted reimbursement amount to offset deviations from the agreed plans and specifications.

Please advise this office promptly when construction is about to be initiated.

In all correspondence concerning this project, please reference the subject Agreement Number.

Enclosure

PROVINCE OF _____

DATE: _____

TO : PDAP

FROM : Provincial Engineer

SUBJECT: Completion of Project

REF : AGREEMENT NO. EPDP-____-____-____

Work of the equipment pool project authorized in referenced agree-
ment has been completed. I have inspected said project and certify
that the work complies with the approved plans and specifications.
Therefore I request that you advise us of the date your representative
is available to conduct the final inspection.

cc: Provincial Governor
Project File

F I N A L I N S P E C T I O N

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT

DATE:

REF : PROVINCE OF _____

AGREEMENT NO. EPDP-____-____-____

PHOTOGRAPH OF COMPLETED FACILITY

(PHOTO TO BE SUPPLIED BY PROVINCE)

On this date, we the undersigned, have inspected the equipment pool project authorized under referenced agreement and found that all work has been performed in substantial compliance with the project plans and specifications, copies of which are on file with PDAP.

For the PROVINCE:

For PDAP:

cc: PDAP PROJECT FILE
PROVINCE PROJECT FILE

F I N A L I N S P E C T I O N

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT

TO : Governor _____
Province of _____

FROM : Executive Director, PDAP

SUBJECT: Construction of Equipment Pool Facilities
AGREEMENT NO. EPDP-____-____-____

Our final inspection indicates the PROVINCE has completed all requirements under subject agreement and that construction has been substantially in accordance with agreed plans and specifications. Accordingly, we are enclosing Check No. _____ in the amount of ₱ _____ which represents the reimbursement due the PROVINCE. Please acknowledge receipt of the check.

ATTACHMENT L

FY 75 SCHEDULE OF PDAP SPONSORED TRAINING PROGRAMS

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT
TRAINING PROGRAM SCHEDULE
FY 75

July 74	* Real Property Tax Administration
Sept 74	Small Scale Industries
Oct 74	* Equipment Pool Management Seminar
Nov 74	Seminar in Data Gathering for Comprehensive Planning
Jan 75	* Engineering Management Seminar
Feb 75	Feasibility Studies Seminar
Mar 75	Standard Files and Reports
Apr 75	PDAP Planning Conference
May-June	No Training During Budget Preparation Period

PARTICIPANTS WILL BE FROM ALL PDAP PROVINCES
THAT ENTERED THE PROGRAM PRIOR TO 1 JULY 1974

* Selected Provinces Only.

ATTACHMENT M

PDAP/PROVINCE SUPPLEMENTAL EQUIPMENT POOL AGREEMENT

A G R E E M E N T

KNOW ALL MEN BY THESE PRESENTS:

This Agreement, cited as the "Supplemental Equipment Acquisition Agreement" and executed at the City of Manila, Philippines, this ____ day of _____ 197__ by and between:

The Provincial Development Assistance Project (PDAP), represented in this Agreement by the Executive Director, duly authorized, hereinafter referred to as PDAP and

The Provincial Government of _____ with offices at _____, _____, represented in this Agreement by its Governor, duly authorized, hereinafter referred to as the PROVINCE.

W I T N E S S E T H

WHEREAS, the PROVINCE has a current "Basic Agreement" with PDAP;

WHEREAS, the PROVINCE has a current "Equipment Pool Agreement" with PDAP;

WHEREAS, the PROVINCE is implementing an infrastructure development program for the social and economic benefit of its residences;

WHEREAS, the PROVINCE requires additional construction equipment to accelerate its infrastructure development program;

WHEREAS, PDAP is unable to provide additional equipment to the PROVINCE because of the limitation of project funds to cover the cost of moving excess property to the Philippines;

WHEREAS, the PROVINCE is willing to assume the out of country transportation cost (PCH & T) if PDAP will acquire additional equipment;

WHEREAS, the Government of the Philippines, and USAID have entered into an agreement that permits the conversion of pesos to dollars to cover the PCH & T cost;

NOW, THEREFORE, for and in consideration of the foregoing, PDAP and the PROVINCE have agreed as follows:

1. Except as otherwise noted herein all terms and conditions of the "Equipment Pool Agreement" will apply to any equipment provided under this "Supplemental Equipment Acquisition Agreement".

2. The cost of equipment as described in Annex B of the "Equipment Pool Agreement" will be increased by 15% (total 50% OAC) for equipment provided under this agreement. The extra 15% OAC will be deposited in the revolving fund to cover transfer to the PDAP/USAID Trust Funds (for PCH & T charges).
3. This Agreement may be terminated by either party within 30 days after written notice is provided to the other, but will automatically terminate upon termination of the "Equipment Pool Agreement". Either method of termination is specifically subject to the exception in paragraph 20 of the "Equipment Pool Agreement".

IN WITNESS WHEREOF, the parties have hereto affixed their signatures at the place and on the date first above written.

PROVINCIAL DEVELOPMENT
ASSISTANCE PROJECT

BY:

Executive Director, Provincial
Development Assistance Project

PROVINCE OF _____

BY:

Provincial Governor

ATTACHMENT N

DLGCD/PDAP MEMORANDUM OF AGREEMENT

MEMORANDUM OF UNDERSTANDING

Acquisition, Rehabilitation, and Use of U.S. Excess Equipment by Local Governments not covered by PDAP. (As used herein, "Local Governments" means PROVINCES and CITIES only.)

1. This Memorandum of Understanding is entered into between the Provincial Development Assistance Project (PDAP) represented by the Executive Director and the Department of Local Government and Community Development represented by the Secretary.
2. The purpose of this Agreement is to define the responsibilities of the above mentioned agencies in acquisition, rehabilitation and control of U.S. excess property to be used by Local Governments not covered by PDAP.
3. The parties to this Agreement recognize that in order to more adequately meet the development goals established by local governments under the New Society that greater planning and organizing for development are required by the Local Governments. To meet this need, the above agencies enter into this Agreement in order to make available to local governments excess property to be used in the construction of farm to market roads and other public works programs that directly support increased agricultural production.

Therefore PDAP agrees:

1. To acquire from USAID available excess property as needed by the local governments and supported by the local government's capital improvement program (CIP), and equipment pool development plan.
2. To arrange for the rehabilitation of said equipment prior to distribution to the local government.
3. To arrange for the transportation from Manila to the local governments.
4. To accept and utilize in accordance with this and related agreements Local Government deposits in an amount in pesos equal to 50% of the original acquisition cost of each unit of equipment that they receive under this program.

DLGCD agrees:

1. Assist the Local Governments in the preparation of:
 - A. Capital Improvement Program

111

- B. Equipment Pool Development Plan
- C. Quality Control Facility Development Plan
- D. Road Network Development Plan
- E. Action Budget

2. To assist the Local Governments in the preparation of a list of needed equipment and to pass this information to PDAP.
3. Monitor performance of provinces to assure compliance with the DLGCD/ Local Government Equipment Pool Agreement.
4. Assist PDAP in the allocation of equipment to the Local Governments.
5. Assume responsibility for collection of deposits required for each unit of equipment delivered to a local government under this agreement.
6. Provide PDAP with a regular monthly report indicating the deadline rate of all participating Local Governments.
7. Monitor the Local Governments budget to insure that proper funds are set aside for the maintenance of equipment and the implementation of infrastructure projects.
8. In a timely manner, inform PDAP in writing if a Local Government becomes ineligible or is suspended from participation in the program.

The terms of this Memorandum of Understanding may be amended in writing by the mutual agreement of both parties.

DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITY DEVELOPMENT

BY:

Secretary

Date

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT

BY:

Executive Director

Date

112

ATTACHMENT O

DLGCD/PROVINCE EQUIPMENT POOL AGREEMENT

A G R E E M E N T

KNOW ALL MEN BY THESE PRESENTS:

This Agreement, cited as the "DLGCD/Local Government Equipment Pool Agreement", made and executed at the City of Manila, Philippines, this ____ day of _____ 197__ by and between the Department of Local Government and Community Development, represented in this agreement the Secretary, duly authorized, hereinafter referred to as DLGCD and the _____ Government of _____, with offices at _____, _____, represented in this Agreement by its Chief Executive duly authorized, hereinafter referred to as the LOCAL GOVERNMENT.

W I T N E S S E T H

WHEREAS, pursuant to the provisions of Section 607 of the U.S. Foreign Assistance Act of 1961, as amended, the American Government, through the Agency for International Development in the Philippines, hereinafter referred to as USAID, has made available to the Philippine Government, U.S. Excess Property to assist in the accomplishment of the objectives of the Foreign Assistance Act and the Economic and Technical Cooperation Agreement between the Government of the United States of America and the Government of the Philippines;

WHEREAS, the Local Government has agreed to prepare an Equipment Pool Development Plan in accordance with the format prescribed by DLGCD and to initiate implementation of same during FY 75;

WHEREAS, the Local Government has agreed to prepare a Quality Control Facility Development Plan in accordance with DLGCD standard and agrees to implement same within a period of not more than 12 months from date of this Agreement;

WHEREAS, the Local Government has agreed to prepare a Road Network Development Plan in accordance with the format prescribed by DLGCD and to complete same within a period of 12 months from date of this Agreement;

WHEREAS, the Local Government has agreed to annually prepare a Capital Improvement Program (CIP) which includes public work type projects that will contribute to the economic development of the locality;

WHEREAS, the Local Government has agreed to annually prepare an Action Budget in accordance with the format approved by DLGCD;

WHEREAS, the Local Government requires additional construction equipment to implement development projects planned in the CIP and funded in the Action Budget;

WHEREAS, items of heavy equipment may be procured from the U.S. Excess Property sources; and

WHEREAS, the Government of the Philippines, and USAID have entered into an agreement for the procurement of said equipment for the Local Government;

NOW, THEREFORE, for and in consideration of the foregoing, DLGCD and the LOCAL GOVERNMENT have agreed as follows:

1. Equipment will be provided to the Local Government from worldwide excess property sources of USAID in accordance with terms and conditions specified in attached Appendix 1, which is deemed an integral part of this Agreement.
2. Equipment provided to the Local Government will be based on requirements specified in the Equipment Pool Development Plan and/or the current Capital Improvement Program of the Local Government.
3. Equipment will not be provided to the Local Government in the absence of a current Capital Improvement Program and a current Action Budget.
4. The Local Government shall provide funds, repair facilities and personnel to maintain in operating condition all equipment that is received under this Agreement.
5. The Local Government shall provide funds for operational expenses required to utilize equipment received under this agreement for the purpose for which such equipment was acquired as indicated in the development plans of the province.

115

6. Funds deposited in the Special Equipment Pool Development Account, as provided in Appendix 1, may be withdrawn for use in implementing the Equipment Pool Development Plan and/or the Quality Control Facility Development Plan of the Local Government, provided:
 - a. All requests are submitted on standard forms provided by DLGCD.
 - b. Local funds are appropriated to initially fund the full cost of the activity.
 - c. DLGCD concurs that the designated use properly relates to implementation of the Equipment Pool Development Plan and/or the Quality Control Facility Development Plan.
7. The Local Government agrees to submit to DLGCD within 30 days after the end of each fiscal year, an annual report on the use of the equipment received and the capital and maintenance projects that were accomplished with it. Failure to submit the report within 120 days after the end of the fiscal year will be a bar to any further equipment releases to the LOCAL GOVERNMENT.
8. The Local Government agrees to submit "End Use Reports" for each piece of equipment within 30 days after it is received and to submit subsequent "End Use Reports" every six months for three years on each piece of equipment acquired under provision of Annex A.
9. The Local Government agrees that representatives of DLGCD, PDAP, and/or USAID shall have the right to examine the equipment received under this Agreement and to inspect any accounts or records concerning the use made of such property until the last required end use report has been filed but in no case longer than three years after physical receipt of said property, and to direct appropriate disposition of property not being used for the purpose specified herein.
10. For a period of three years after physical receipt of equipment covered by the government, the Local Government agrees not to transfer, export or otherwise dispose of such equipment without the prior approval of DLGCD, PDAP and USAID.

11. If within the period of three years mentioned above, DLGCD, PDAP and USAID determine that the equipment covered by this Agreement is being utilized for some other purposes than are specified in this Agreement, the Local Government agrees that DLGCD, PDAP and USAID may direct the disposal (by sale if necessary) of such equipment and the Local Government agrees to conduct such sale under such conditions, including purchaser eligibility, specified by DLGCD, PDAP and USAID.
12. In the event that the sale of any equipment is directed by DLGCD, PDAP and USAID as provided in this Agreement, the proceeds of such sale shall be deposited into a Special Account in the Central Bank of the Philippines, and used only for such developmental purposes as may be agreed upon between PDAP and USAID.
13. DLGCD, PDAP and USAID make no warranty as to the condition or as to suitability for proper use of the equipment furnished under this Agreement.
14. Provisions in paragraph 11 notwithstanding, the Local Government may at any time dispose of equipment acquired under this Agreement, if it is economically impractical to maintain such equipment in an operating condition, provided DLGCD, PDAP and USAID give their prior written approval. Any proceeds that may be derived under this section shall accrue to the Local Government.
15. The Local Government will submit a monthly Equipment Inventory and Deadline Report in a format prescribed by DLGCD.
16. Except for a specific waiver granted by DLGCD, equipment will not be delivered to the Local Government if the deadline rate in the provincial equipment pool exceeds 25% for a 30-day period or is greater than 35% at any given time. Once suspended from participation in this program because of an excessive deadline rate, a Local Government is not eligible for reinstatement until the deadline rate has been reduced to the acceptable level and a period of three months has elapsed. After a second suspension,

a Local Government is ineligible to receive additional equipment for a period of one year. A third suspension will bar the Local Government from further participation in the program.

- 17. This Agreement may be terminated by either party within 30 days after written notice is provided to the other, but will automatically on 31 July 1974, except that upon termination for any cause provisions of sections 5, 6, 8, 9, 10, 11, 12 and 13 are binding on the Local Government until such time as the Local Government has fulfilled all obligations under Section 9 of this Agreement.

IN WITNESS WHEREOF, the parties have hereto affixed their signatures at the place and on the date first above written.

DEPARTMENT OF LOCAL GOVERNMENT
AND COMMUNITY DEVELOPMENT

BY:

Secretary

_____ of _____

BY:

REHABILITATED EQUIPMENT

1. Based on information in the Province Equipment Pool Development Plan and/or the Capital Improvement Program, the LOCAL GOVERNMENT and DLGCD will prepare an equipment requirements list.
2. Utilizing the information in the equipment requirements list, PDAP will attempt to locate the units of equipment required by the LOCAL GOVERNMENT.
3. When an item of equipment has been located, PDAP acting for DLGCD will advise the LOCAL GOVERNMENT of the availability of such unit. Upon acceptance of the offer, the LOCAL GOVERNMENT will deposit with PDAP an amount in pesos equal to 50% of the Original Acquisition Cost (OAC) of the unit being acquired. Of this amount, 40% OAC will be placed in the Equipment Revolving Fund to cover PCH & T, rehabilitation of the equipment and in-country transportation. The remaining 10% OAC will be placed in a special Equipment Pool Development account in trust for the LOCAL GOVERNMENT.
4. After acceptance of the offered unit by the LOCAL GOVERNMENT, PDAP will cause a procurement order to be issued by USAID. If for any reason, the order cannot be filled, then the deposit of 50% OAC will be returned to the LOCAL GOVERNMENT.
5. After a purchase order has been issued by USAID, the LOCAL GOVERNMENT cannot cancel its acceptance of the equipment except with the specific concurrence of both PDAP and USAID.
6. When the equipment is available for delivery to the LOCAL GOVERNMENT, PDAP acting for DLGCD will at its discretion, arrange transportation to the port nearest the equipment pool of the LOCAL GOVERNMENT or where applicable will arrange surface transportation to the equipment pool of the LOCAL GOVERNMENT.
7. Ownership of the equipment shall be vested with USAID when the equipment is shipped by AID (Logistics Service Branch) or USAID. Title passes upon delivery to the consignee and the LOCAL GOVERNMENT shall thereafter assume all responsibilities incident to ownership of such property, including but not limited to, all risks of loss of or damage to the property and all damages caused by the property.

ATTACHMENT P

IDENTIFICATION NUMBERS OF PROVINCES AND CITIES

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT

I.D. NUMBERS FOR PROVINCES

<u>I.D. NO.</u>	<u>NAME</u>	<u>I.D. NO.</u>	<u>NAME</u>
01.	Batanes (02-01) *	37.	Samar Oriental (08-03)
02.	Cagayan (02-02)	38.	Aklan (06-01)
03.	Ilocos Norte (01-03)	39.	Capiz (06-03)
04.	Abra (01-01)	40.	Antique (06-02)
05.	Kalinga-Apayao (02-05)	41.	Iloilo (06-04)
06.	Mountain (01-06)	42.	Negros Occidental (06-05)
07.	Ilocos Sur (01-06)	43.	Cebu (07-02)
08.	La Union (01-05)	44.	Leyte (08-01)
09.	Benguet (01-02)	45.	Southern Leyte (08-02)
10.	Ifugao (02-03)	46.	Negros Oriental (07-03)
11.	Isabela (02-04)	47.	Bohol (07-01)
12.	Nueva Vizcaya (02-06)	48.	Surigao Del Norte (10-09)
13.	Pangasinan (01-07)	49.	Camiguin (10-04)
14.	Nueva Ecija (03-03)	50.	Zamboanga Del Norte (09-02)
15.	Quezon (04-08)	51.	Misamis Occidental (10-07)
16.	Zambales (03-07)	52.	Misamis Oriental (10-08)
17.	Tarlac (03-06)	53.	Agusan Del Norte (10-01)
18.	Bataan (03-01)	54.	Agusan Del Sur (10-02)
19.	Pampanga (03-04)	55.	Surigao Del Sur (10-10)
20.	Bulacan (03-02)	56.	Zamboanga Del Sur (09-03)
21.	Rizal (04-09)	57.	Lanao Del Norte (10-05)
22.	Cavite (04-02)	58.	Lanao Del Sur (10-06)
23.	Laguna (04-03)	59.	Bukidnon (10-03)
24.	Batangas (04-01)	60.	North Cotabato (11-01)
25.	Camarines Norte (05-02)	61.	Cotabato Del Sur (11-02)
26.	Camarines Sur (05-03)	62.	Davao Del Sur (11-04)
27.	Catanduanes (05-04)	63.	Davao Del Norte (11-03)
28.	Mindoro Occidental (04-05)	64.	Davao Oriental (11-05)
29.	Mindoro Oriental (04-06)	65.	Sulu (09-01)
30.	Marinduque (04-04)	66.	Palawan (04-07)
31.	Albay (05-01)	67.	Quirino
32.	Sorsogon (05-06)	68.	Siquijor
33.	Romblon (04-10)	69.	Tawi-Tawi (09-04)
34.	Masbate (05-05)	70.	Maguindanao (11-06)
35.	Samar Del Norte (08-04)	71.	Sultan Kudarat (11-07)
36.	Samar Occidental (08-05)	72.	Basilan

* The figure in parenthesis is the Rurban Code of the Province.
(i.e., the identification number used by the National Computer
Center.)

PROVINCIAL DEVELOPMENT ASSISTANCE PROJECT

PROPOSED I.D. NUMBERS FOR CITIES

<u>RURBAN CODE</u>	<u>NAME</u>	<u>CITY I.D. NUMBER</u>
	Manila	101
01-02-81	Baguio	102
01-03-80	Laoag City	103
03-03-80	Palayan City	104
03-03-81	Cabanatuan City	105
03-03-82	San Jose City	106
03-04-81	Angeles City	107
03-05-81	Dagupan City	108
03-05-82	San Carlos City	109
03-07-81	Olongapo City	110
04-01-80	Batangas City	111
04-01-81	Lipa City	112
04-01-82	Laurel City	113
04-02-80	Trece Martires City	114
04-02-81	Cavite City	115
04-02-82	Tagaytay City	116
04-03-81	San Pablo City	117
04-07-01*	Puerto Princesa	118
04-08-80	Lucena City	119
04-09-81	Caloocan City	120
04-09-82	Pasay City	121
04-09-19*	Quezon City	122
05-01-80	Legaspi City	123
05-03-81	Iriga City	124
05-03-82	Naga City	125
06-03-80	Roxas City	126
06-04-80	Iloilo City	127
06-05-80	Bacolod City	128
06-05-81	Bago City	129
06-05-82	La Carlota City	130

* Probably Mistakes.

122