

PRELIMINARY PAGES

Foreword

The Department of Interior and Local Government (DILG), pursuant to Section 5 (e) of Republic Act No. 6975, is directed to vigorously pursue of its mandate “*to establish and formulate plans, policies and programs to strengthen the technical, fiscal and administrative capabilities of local governments*”. This is congruent to Paragraph k, Article 182 of the Implementing Rules and Regulations of RA 7160 (the Local Government Code of 1991, hereinafter known as LGC or the Code) which states that, “[T]he DILG shall, in coordination and consultation with the NEDA and the leagues of LGUs, formulate the operational guidelines of the local development planning process”.

To implement these, the DILG and NEDA formulated a 4-volume Guide for the Preparation of Comprehensive Development Plans to help LGUs in the plan formulation process and facilitate their compliance with _____ issued by then President Joseph Ejercito Estrada. A total of _____ LGUs yielded some _____ plans using this Guide.

A collaborative effort has also been forged with the Local Governance Support Program (LGSP) under the auspices of the Canadian International Development Agency (CIDA), to simplify the development planning process to yield a plan document called an Executive and Legislative Agenda whose period of implementation coincides with the term of office of elective local government officials.

Subsequently, DILG caused the development of and launched the Rationalized Local Planning System to implement the full implications of the Code pertinent to local planning. It then became necessary to develop a reference document to put into operations the concepts and processes enunciated in the RPS. Thus, the formulation of this Guide has become a matter of course.

The completion of this Guide became even more urgent to fulfill the commitment of DILG where together with NEDA, DBM and DOF it signed Joint Memorandum Circular No. 1 on March 8, 2007 to synchronize and harmonize planning, investment programming, revenue administration, and budgeting and expenditure management at the local level. This JMC points not only to the synchronization and harmonization of these operations at the local level, but also for the cross-referencing of guidebooks and manuals developed by the respective agencies.

It must be emphasized, however, that the Guide is neither dogmatic nor prescriptive. While it offers some procedures, tools and techniques along each step of the comprehensive development planning process, it also allows the user to adopt other methodologies and instruments to make the plan formulation exercise participatory, inclusive and non-intimidating. Even as it focuses on local planning, it also takes into consideration the other special and cross-sectoral concerns of various national government agencies that seek fulfillment at the local government level.

It is the hope of DILG that this Guide will further simplify the comprehensive development planning process at the local level.

RONALDO V. PUNO
Secretary

Acknowledgment

Acronyms

AIP	Annual Investment Program
BESF	Budget of Expenditure and Sources of Financing
BFAR	Bureau of Fisheries and Aquatic Resources
BOMB	Budget Operations Manual for Barangays
BOT	Build-Operate-Transfer
BSWM	Bureau of Soils and Water Management
CAPDEV	Capacity Development
CBMS	Community-Based Monitoring System
CDP	Comprehensive Development Program
CENRO	Community Environment and Natural Resources Officer
CIDA	Canadian International Development Agency
CLPI	Core Local Poverty Indicator
CLUP	Comprehensive Land Use Program
CO	Capital Outlay
CPDO	City Planning and Development Office
CSO	Civil Society Organizations
DBM	Department of Budget and Management
DENR	Department of Environment and Natural Resources
DILG	Department of Interior and Local Government
DOF	Department of Finance
DRM	Disaster Risk Management
DTI	Department of Trade and Industry
ELA	Executive and Legislative Agenda
EP	Ecological Profil
GAM	Goal Achievement Matrix
GSIS	Government Service Insurance System
HLURB	Housing and Land Use Regulatory Board
HRD	Human Resource Development
HRDO	Human Resource Development Office
IRA	Internal Revenue Allotment
IRR	Implementing Rules and Regulations
JMC	Joint Memorandum Circular
LA	Legislative Agenda
LCE	Local Chief Executive
LDC	Local Development Council

LDI	Local Development Indicator
LDIP	Local Development Investment Program
LDIS	Local Development Indicator System
LEP	Local Expenditure Program
LFC	Local Finance Committee
LGC	Local Government Code
LG-ENRO	Local Government Environment and Natural Resources Officer
LGOO	Local Government Operations Officer
LGPMS	Local Governance Performance Management System
LGSP	Local Government Support Program
LGU	Local Government Unit
LMB	Land Management Bureau
LPDC	Local Planning and Development Coordinator
LPDO	Local Planning and Development Office
LQ	Location Quotient
M & E	Monitoring and Evaluation
MDG	Millennium Development Goals
MGB	Mines and Geosciences Bureau
MHO	Municipal Health Office
MOOE	Maintenance and Other Operating Expenses
MPDO	Municipal Planning and Development Office
MTPDP	Medium-term Philippine Development Plan
NAMRIA	National Mapping and Resource Information Authority
NEDA	National Economic and Development Authority
NGA	National Government Agency
NGO	Non-government Organizations
NIPAS	National Integrated Protected Areas System
NPPF	National Physical Framework Plan
NSO	National Statistics Office
ODA	Official Development Assistance
OFW	Overseas Filipino Worker
OPW	Orientation – Planning - Workshop
OTW	Orientation – Training – Workshop
PA 21	Philippine Agenda 21
PAWB	Protected Areas and Wildlife Bureau
PCUP	Philippine Commission on the Urban Poor
PDP	Provincial Development Plan
PDPFP	Provincial Development and Physical Framework Plan

PENRO	Provincial Environment and Natural Resources Officer
PESO	Public Employment Services Office
PHILVOCS	Philippine Institute of Volcanology and Seismology
PLUC	Provincial Land Use Committee
PMC	Project Monitoring Committee
PO	People's Organizations
POSO	Public Order and Safety Office
PPA	Program/Project/Activity
PPDC	Provincial Planning and Development Coordinator
PPDO	Provincial Planning and Development Office
PPFP	Provincial Physical Framework Plan
PS	Personal Services
PTA	Parent-Teacher Association
RA	Republic Act
RDP	Regional Development Plan
RHU	Rural Health Unit
RLA	Regional Line Agency
RPPF	Regional Physical Framework Plan
RPS	Rationalized Local Planning System
RPT	Real Property Tax
SB/P	Sangguniang Bayan/ Panlungsod
SCALOG	System on Competency Assessment for Local Governments
SEP	Socio-Economic Profile
SEPP	Socio-Economic and Physical Profile
SLGR	State of Local Governance Report
SSS	Social Security System
SWDO	Social Welfare and Development Office
TWG	Technical Working Group
UBOM	Updated Budget Operations Manual for Local Government Units
UNDP	United National Development program
ZO	Zoning Ordinance

About the Guide

The Guide to Comprehensive Development Plan (CDP) Preparation is an enhanced version of the _____ previously issued by DILG and NEDA in _____. This is derived from the Rationalized Local Planning System Sourcebook which was launched by DILG to assist the readers in understanding why and how to implement the full implications of the Local Government Code of 1991 (Republic Act 7160) pertaining to local planning. This Guide may be viewed as the translation of the RPS Sourcebook into a question-and-answer reference document in order to assist local government units in preparing their CDPs in accordance with the tenets articulated in the Sourcebook.

This Guide consists of four (4) parts:

Part I – Getting Started

This section sets the stage for the Plan Formulation Proper – from the organization to training of the Planning Team, and the subsequent orientation for the local chief executive and members of the Sanggunian. It also contains selection criteria for planning team members, definition of roles and functions of key actors in the plan formulation process, including those of national government agencies and civil society organizations in order to make the plan formulation process truly inclusive and participatory.

Part II – Preparing the Plan

This part consists not only of the “*how –to’s*” for every step of the sectoral planning process, but it also provides answers to questions like “*what is it?*”, “*why is it important?*” and “*who is responsible?*” This emphasizes the need to re-focus attention from merely producing the plan document alone to making planning as an integral part of governance by making the LGUs understand why they ought to plan and who should be involved. The easy-to-use-and-follow tools and techniques are presented in a way that makes them more user-friendly and their “technical” or “technocratic” character are tamed without diminishing their value and effectiveness as instructional devices, especially for those who are not technically trained.

Part III – Implementing the Plan

This provides the basic elements of the three principal instruments in implementing the CDP, namely, the Local Development Investment Program (LDIP), the Legislative Agenda (LA) and the Capacity Development Program (CapDev). Just like in Part I, this section of the Guide not only offers the procedural steps for yielding these outputs, but also the concept inputs to allow the users to have a better appreciation of what, why and who are responsible for the exercise.

Part IV – Plan Monitoring and Evaluation

This section highlights the importance of Plan Monitoring and Evaluation (M & E) as the link between two planning cycles and thereby reinforces the cyclical nature of the planning process. It suggests the periods when and who may conduct what type of M & E.

It must be emphasized that the tools, techniques, strategies and methodologies suggested in this Guide are not prescriptive. Rather, they can complement or supplement those that have been developed or being offered by other agencies to facilitate the preparation of local comprehensive development plans.

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