

PART I – GETTING STARTED

Chapter 1- Organizing and Mobilizing the Planning Structure

The Local Development Council (LDC) is the body mandated by the Local Government Code of 1991 (LGC) to prepare the multi – sectoral development plan of a local government unit (LGU). It is therefore critical to ensure that the LDC as well as its functional and sectoral committees, as providers of technical support and assistance are constituted and activated.

The LDC is considered the “mother of all planning bodies.”

Sectoral committee members are drawn from various sectors of the community – the academe, religious, business, government, non-government organizations, people’s organizations and other civil society organizations. The suggested composition of the Sectoral Committees is shown in Box 1.

Functional committees should likewise be multi-sectoral. However, the life of functional committees depends on the need for its continued existence.

In preparing the Comprehensive Development Plan (CDP), a planning team may be drawn from the sectoral committees and organized as a functional committee for the duration of the CDP formulation. Said functional committee should be de-mobilized or de-commissioned once the CDP has been completed, endorsed by the LDC and approved by the Sanggunian Bayan or Sangguniang Panlungsod (SB/P). It may, however, be re – activated as a support machinery of the LDC for plan monitoring and evaluation every year or after a 3 – year period.

1.1 What is the minimum composition of the planning team?

The Local Chief Executive (LCE) as Chair of the LDC is in the best position to determine the size and composition of the planning team. The minimum composition of the core technical working group is suggested below:

- a. Local Chief Executive or Mayor as the Chairperson and the Vice – Mayor as Co - Chairperson
- b. Local Planning Development Coordinator (LPDC) or representative from the Local Planning Development Office (LPDO)
- c. Department Heads and Sanggunian Committee Chairpersons of major sectors
- d. Representatives of the majority and minority blocs of the SB/P
- e. Representatives of the private sector and civil society organizations (CSOs)

1.2 What are the factors for consideration in selecting planning team members?

The following criteria should be considered in the selection of the planning team members:

- a. *Membership in formal and legally recognized LGU structures* for planning such as the:
 - i. LDC, which is the main body responsible for local development planning, including its functional committees;

ii. SB/P, which has the mandate to approve local development plans and budgets, including its sectoral committees;

iii. Key departments/ units within the LGU involved in program/project implementation;

Box 1. SUGGESTED SECTORAL COMMITTEE COMPOSITION			
Sectoral Committee	Core Technical Working Group ("Must be There")	Expanded Technical Working Group ("Nice to Have Around")	Full-Blown Sectoral Committee ("The More the Merrier")
1. SOCIAL DEVELOPMENT	<ul style="list-style-type: none"> • MPDO/CPDO Staff • SWDO • MHO • POSO • LDC Representative (Brgy.) • LDC Representative (CSO) • District Supervisor • PTA Federation • Sanggunian Representative 	<ul style="list-style-type: none"> • Police Chief • Fire Marshall • Local Civil Registrar • Population Officer • PCUP or its local counterpart • Nutrition Officer • Housing Board Rep • NSO • Manager GSIS/SSS 	<ul style="list-style-type: none"> • Sports Organizations • Religious Leaders • Labor Groups • Senior Citizens • Media Representatives • YMCA/YWCA • Inner Wheel Club • School Principals • Charitable Organizations
2. ECONOMIC DEVELOPMENT	<ul style="list-style-type: none"> • PESO • Agriculturist • Tourism Officer • Coop Devt Officer • MPDO Staff • LDC Representative (Brgy.) • LDC Representative (CSO) • Sanggunian Representative 	<ul style="list-style-type: none"> • DTI Representative • Chambers of Commerce & Industry • Trade Unions • Bank Managers • Market Vendors • Sidewalk Vendors • Cooperatives • Transport Organizations 	<ul style="list-style-type: none"> • Lions Club • Jaycees • Rotary Club • Academe • Other interested groups and individuals
3. PHYSICAL / LAND USE DEVELOPMENT	<ul style="list-style-type: none"> • Municipal Engineer • Zoning Officer • MPDO Staff • LDC Representative (Brgy.) • LDC Representative (CSO) • Sanggunian Representative • Municipal Architect 	<ul style="list-style-type: none"> • Electric Coop Representative • Water District Representative • Real Estate Developers • Professional organizations • Telecommunications companies • Academe 	<ul style="list-style-type: none"> • Other interested groups and individuals
4. ENVIRONMENTAL MANAGEMENT	<ul style="list-style-type: none"> • MPDO Staff • LDC Representative (Brgy.) • LDC Representative (CSO) • General Services Head • LG-ENRO • Sanggunian Representative 	<ul style="list-style-type: none"> • Sanitary Inspector • CENRO • PENRO • FARMC Representatives • BFAR Representative • Heads of private hospitals • Academe 	<ul style="list-style-type: none"> • Environmental Advocates • Other interested groups and individuals
5. INSTITUTIONAL DEVELOPMENT	<ul style="list-style-type: none"> • MPDO Staff • LDC Representative (Brgy.) • LDC Representative (CSO) • LGOO • Local Administrator • Sanggunian Representative 	<ul style="list-style-type: none"> • HRDO • Treasurer • Budget Officer • Assessor • Academe 	<ul style="list-style-type: none"> • Religious groups • Good Governance advocates • Other interested groups and individuals
<p>CORE TECHNICAL WORKING GROUP – composed of Local Government officials and functionaries whose tasks and responsibilities address the concerns of the particular sector directly or indirectly.</p> <p>EXPANDED TECHNICAL WORKING GROUP ("NICE TO HAVE AROUND" – other LGU officials, national government agencies operating in the locality, and important non-government organizations with functions and advocacies touching on the concerns of the particular sector. When added to the core TWG the resulting body becomes the Expanded TWG.</p> <p>FULL-BLOWN SECTORAL COMMITTEE ("THE MORE THE MERRIER") – other groups and individuals, mainly from non-government sectors, who have a stake in local development in whatever capacity, enrich and enliven the full-blown committee's deliberations with their varied views, agendas, and advocacies.</p>			

- iv. Local Government Operations Officer (LGOO) for technical assistance; and
 - v. LPDO for secretariat support and overall coordination of all related planning efforts of the LGU.
- b. *Equitable representation from various stakeholder groups external to the LGU*, and other civil society organizations.
 - c. *Gender sensitivity* – This will not only promote and ensure the understanding of issues affecting women, men and other subgroups in the locality but also manifest the LGU’s adherence to and support for Gender and Development (GAD) mainstreaming efforts in the bureaucracy.
 - d. *Commitment and sustainability of participation* – Plan preparation can be tedious and pressure laden. Consideration for the existing assignments of the prospective member should be made to avoid conflict in workload and schedules particularly in the light of the ELA timeframe.

This set of criteria can be looked upon as basic considerations for planning team selection. LGUs can, of course, add or substitute other criteria as they deem fit given their respective situations and priorities.

An additional tool for the selection of planning team members is a Sphere of Influence and Potential Contribution Analysis (see Table 2 below). Putting scores and weights for eventual ranking will certainly help but is not necessary. What is essential is that the results can be inputted to checking the preparedness of the LGU to undertake the plan formulation activity.

Table 1- SPHERE OF INFLUENCE AND POTENTIAL CONTRIBUTION

Prospective Planning Team Members	Sphere of Influence	Potential Contributions

Sphere of Influence - indicates the individuals, groups or sectors which a prospective planning team member can influence or catalyze towards a productive or, even, an affirmative response to an issue or an undertaking.

Potential Contributions – the expertise or resources which prospective members can share towards the completion, approval and adoption of the Plan.

1.3 What are the suggested qualities and qualifications of the planning team members?

To be able to effectively respond to the challenges and demands of the CDP formulation process, the members of the team should possess:

a. knowledge of the following:

- i. planning process; and
- ii. development and governance concepts and principles.

b. skills in:

- i. planning,
- ii. problem analysis,
- iii. technical writing, and
- iv. communications, and networking

c. knowledge, understanding of and sensitivity to critical development themes which LGUs are mandated to incorporate in their local plans such as:

- i. poverty,
- ii. environment,
- iii. gender, and
- iv. peace

a-d. talent and proficiency in consultation processes; and

b-e. willingness to work with others

1.4 How will the planning team be organized?

The planning team may be organized according to the structure as shown in Figure 5 below:



1.5 Who will set directions for the planning team?

The LDC shall set the course for the planning team. The LCE as chair of the LDC necessarily takes the lead and guide the plan formulation effort. He/she may however, designate a focal person, like the LPDC, to act like an operations or executive officer who can take charge of the team's day-to-day operations until the plan is completed and approved by the SB/P. The SB/P, for its part may also designate a counterpart from among its own members or from its sectoral committees.

1.6 What is the role and function of the Chair/ Co-Chair?

- a. Set and clarify directions for planning, setting development thrusts, strategy formulation, and programs and projects prioritization;
- b. Approve the Work Plan and Budget;
- c. Designate the members of the planning team and define their functions and assignments/tasks;
- d. Monitor and oversee the conduct of team activities;
- e. Resolve issues elevated by team;
- f. Present the Draft CDP to the SB/P and to other stakeholders;
- g. Ensure adherence to the work plan; and
- a-h. Motivate the team.

1.7 What are the role and functions of the Secretariat?

- a. Prepare the materials in connection with the presentation of the Work Plan and Budget to the LCE and the SB/P;
- b. Monitor the implementation of the approved work plan and budget;
- c. Provide the LCE/LDC Chairperson and Co-Chairperson recommendations necessary for the effective management of the Planning Team and its activities;
- d. Elevate to the Chair/Vice Chair the unresolved problems and issues encountered by the Planning Team; and
- a-e. Ensure the proper documentation and management of the Planning Team's activities, working papers and outputs.

1.8 What are the roles and functions of the other planning team members?

- a. Prepare the Work Plan and Budget of their respective sectoral committees;
- b. Gather and review available plans and other secondary data sources required in the development of the CDP;

- c. Plan, coordinate and facilitate the conduct of various multi-stakeholder consultation/validation workshops;
- d. Assist the LCE in public hearings and other consultation sessions with the various LGU stakeholders and affected sectors like the LGU offices, LDC, Sanggunian and other sectoral organizations;
- e. Assist the LCE and the LDC in drafting and finalizing the CDP to include the 3-Year LDIP, the current year AIP and the ELA;
- f. Draft, package and finalize the CDP;
- g. Prepare presentation materials for various audiences of the CDP;
- h. Assist the LCE in his presentation of the Plan to various stakeholders;
- i. Assist in organizing other planning sub-committees that may be required to carry out other planning activities such as communicating/popularizing the Plan, mobilizing resources, monitoring and evaluation; and
- a-j. Perform such other functions as may be required by the LCE towards the completion, adoption, popularizing, implementing and monitoring the CDP.

1.9 *What is the Role of the SB/P in the plan formulation process?*

The CDP embodies the policies of the LGU. As the highest policy - making body in the LGU, the Sanggunian needs to be involved more substantially in the planning process. The SB/P is also expected to:

- a. Issue a Sanggunian resolution supporting the planning process;
- b. Review and approve the CDP;
- c. Identify and enact legislative measures to support and facilitate the implementation of the plan.
- d. Review, prioritize and approve budget allocation for plan-based PPAs.

Their involvement in the CDP will also result in the following benefits:

- a. Firmer grasp of local development thrusts and priorities;
- b. Better understanding of their role in steering the LGU into realizing its vision through appropriate legislative actions;
- b. Harmonization of executive and legislative actions towards a unified set of goals and objectives for the LGU; and
- b-c. Attainment of a shared responsibility and accountability for the CDP.

1.10 *What is the role of civil society organizations (CSOs)?*

CSOs have very strong potentials for supplementing or augmenting LGU efforts in plan preparation process. They can:

- a. bridge information gaps during plan preparation;
- b. serve as monitors for CDP implementation and provide LGU decision – makers unfiltered information;
- c. assist the LGU efforts in communicating and disseminating information on the CDP;
- d. rally support for CDP implementation especially on programs which are heavily dependent on citizen participation and cooperation;
- e. augment the various resources and expertise required in CDP preparation/ revision and implementation; and
- a-f. link the CDP implementation with various resource organizations.

1.11 *What is the role of the LGOO?*

The Local Government Operations Officer (LGOO) of the Department of Interior and Local Government (DILG) plays a critical role. He shall:

- a. Initiate the reconstitution of the LDC after every election.
- b. Conduct a seminar on the functions of the LDC, particularly the political component of the local planning structure. This means that the newly elected members of the Sanggunian should be invited to this seminar. This is when Sanggunian members choose the sectoral committees they wish to join.
- a-c. Coordinate with other relevant national agencies in conducting a joint seminar - workshop for the technical component of the local planning structure on the functions and responsibilities of the sectoral committees.
- d. Ensure that the sectoral committees and other bodies created by virtue of existing national laws and administrative issuances shall be made standing committees of the LDC.
- e. Make certain that functional committees and other ad hoc bodies which may be formed from time to time shall, to the extent possible, be drawn from the membership of the sectoral committees.
- d. Emphasize the important role of the executive departments in planning by requiring each department head or any key officer thereof to join at least one sectoral or functional committee.
- e. Lead or organize a core team of workshop facilitators from the staff of the Human Resource Development Office (HRDO), LPDO or from selected key departments of the LGU to be trained on techniques and approaches to participatory planning facilitation. This team shall take charge of conducting all future planning workshops.

- d.f. Facilitate, when necessary, the formulation of the new Executive and Legislative Agenda (ELA) in order to provide a venue for imbibing the concept of joint responsibility for planning.

1.12 What is the role of national government agencies?

- a. Relevant national government agencies shall teach their counterpart sectoral committees on the sectoral planning process, including but not limited to:
- i. general and analysis of sectoral data sets,
 - ii. sectoral plans required by law through the mediation of the NGA concerned,
 - iii. formulation of sectoral goals, objectives and targets,
 - iv. identification of appropriate sectoral strategies, programs and projects, and
 - v. monitoring and evaluation of plan, program and project implementation.

This hands-on capability building exercise should lead to the preparation of sectoral/ sub-sectoral/ thematic/ systems plans which will eventually be integrated into the CDP and the LDIP.

Planning Scenarios

When the LDC and its sectoral and functional committees shall have been mobilized for the purpose of preparing or revising the LGU's medium- or short-term Comprehensive Development Plan (CDP), the next step is to determine the status of current plan documents. Two sets of scenarios, one on the Comprehensive Land Use Plan (CLUP) preparation and another on the Comprehensive Development Plan (CDP) formulation, indicate the current state of planning in individual LGUs and suggest the range of possible interventions needed to improve the situation.

Where no CLUP exists in the LGU concerned and for that matter the CDP also, the proper action is to prepare these plans in their entirety.

If the plan exists, however, the intervention could be determined by whether the existing plan is compliant in form and content. The appropriate interventions are indicated in Figures [6 to 8](#).

1.13 When is a CLUP and zoning ordinance deemed compliant?

A CLUP and ZO are deemed compliant when it covers the **entire territorial jurisdiction of the LGU**, (emphasis supplied) including its waters. The Local Government Code of 1991 (RA 7160) explicitly states that, "*the local government units shall, in conformity with existing laws, continue to prepare their respective land use plans enacted through zoning ordinances (underscoring supplied) *which shall be the primary and dominant bases for the future use of land resources...*" (Sec. 20 (c), RA 7160). The zoning ordinance, therefore, shall cover not only the urban or urbanizable area of an LGU but the CLUP in its entirety, shall likewise comprise a part and parcel of the said zoning ordinance.*

Figure 6 - Status of Existing CLUP and Zoning Ordinance

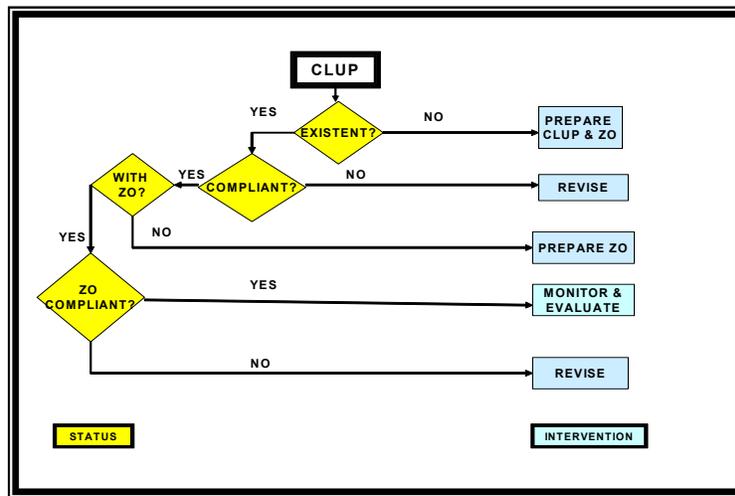


Figure 7 - Status of Existing CDP (1)

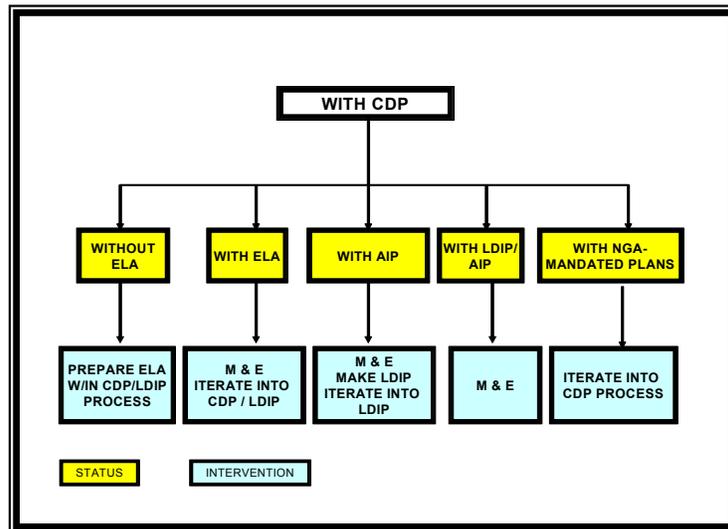
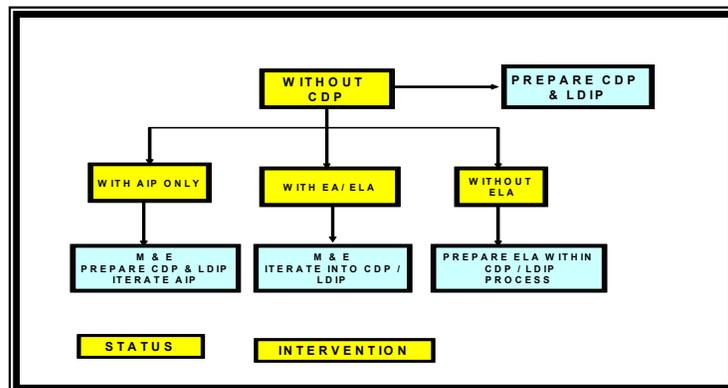


Figure 8 - Status of Existing CDP (2)



1.14 *When is a CDP deemed compliant?*

A CDP is deemed compliant if it includes all the development sectors – social, economic, environment, physical and land use, and institutional; and when it also embraces other cross – sectoral concerns like gender and development, disaster risk management, poverty reduction, etc.

1.15 *What is the role of the LGOO under any of the planning scenarios?*

As a facilitator of comprehensive planning, the LGOO in collaboration with the LPDC shall assess the level of readiness of the planning structure and quality of existing plans in the LGU.

In the assessment of the CLUP, the LGOO may coordinate with the Housing and land Use Regulatory Board (HLURB) in the case of highly urbanized cities and LGUs within metro Manila; and with the provincial land use committee (PLUC) in the case of component cities and municipalities.

In the assessment of the CDP and LDIP, the assistance of the League of Local Planning and Development Coordinators and its regional and provincial chapters will be indispensable.

Orienting the Local Chief Executive and the Sanggunian

Developing the CDP is a challenging task and this cannot be done without the support of elective officials. The following steps are necessary to help ensure a more collaborative effort between the executive and legislative departments in the LGU as well as provide impetus for the active participation of different stakeholders in the LGU.

1.16 *Who will conduct the Orientation?*

The orientation activity may be conducted jointly by the Local Government Operations Officer (LGOO) and the Local Planning and Development Coordinator (LPDC).

1.17 *What will the Orientation cover?*

The orientation will cover the following:

- a. Overview of the Rationalized Local Planning System, focusing on the Local Planning Structure, the Local Planning Process, and the types of plans that LGUs are mandated to prepare; and the Joint Memorandum Circular No. 001 series 2007 (Synchronization of Planning, Investment Programming, Revenue Administration, Budgeting and Expenditure Management at the Local Level)
- b. Preparedness Check to assist the LCE and the SB/P assess the LGU's capacity and capability in preparing the CDP in terms of the availability of the following:

i. manpower with appropriate skills;

ii. financial resources;

iii. time to be devoted to the exercise; and

iv. data and other reference documents.

1.18 How long will the Orientation take?

A maximum of four (4) hours should be enough to cover the salient points that the LCE and the SB/P should know about the CDP formulation process.

1.19 When should the Orientation take place?

The CDP preparation or revision should be anchored on the local budget cycle so that the programs, projects and activities (PPAs) that are listed in the plan can be included in the Local Development Investment Plan (LDIP), the Annual Investment Program (AIP), the Local Expenditure Program (LEP) and the Budget of Expenditures and Sources of Financing (BESF) and eventually, into the Local Budget or Appropriations Ordinance (AO). This is also consistent with the updated Local Budget Operations Manual recently issued by the DBM that emphasizes the link between the plan and the budget. (See Table 3 - Synchronized Local Planning and Budgeting Calendar)

The Synchronized Local Planning and Budgeting Calendar (SLPBC), which is a significant feature of the JMC No. 001, suggests planning activities to be undertaken within the first semester of an election year.



The short – term or 3 – year CDP or ELA rides on the term of the LCE and other elective local government officials. Therefore, the **orientation on the preparation or revision of the 3-Year CDP or ELA should take place immediately after the LCE is sworn into office**, preferably not later than the third quarter of the year of his/her election. This is because planning should be harmonized with the Local Budget Cycle, so that the budgetary requirements for the implementation of the plan can be incorporated into the AIP and the Appropriations Ordinance (AO).

Training the Planning Team

Whether the planning team members have had previous experience or not, training should be undertaken prior to the start of plan preparation.

1.17 Why is there a need for training?

For an LGU which will be doing a CDP for the first time, the training will enable the members to:

- a. have an appreciation and clearer understanding of the simplified sectoral planning process, as well as the requirements for and implications of the plan preparation exercise; and
- b. learn from some of the experiences in the past plan formulation exercises, so that they can adopt the good practices and avoid the pitfalls that others experienced.

For an LGU which had previously undertaken the CDP, the training is an opportunity for both old and new members to be introduced to the simplified sectoral planning process.

There are two possible approaches in training the Planning Team, the choice of which will depend on whether the team has undergone a previous CDP formulation exercise or not. The session flow for the training incorporating said approaches are contained in Figure 1.2.

Table 3- SYNCHRONIZED LOCAL PLANNING AND BUDGETING CALENDAR

PERIOD COVERED	ACTIVITY	OUTPUT/S	ACTOR/S
1 st Week of January	PPDC sets guidelines for data gathering	Guidelines for Data Gathering	Provincial Planning and Development Coordinators (PPDCs)
January to March	Updating of planning and budgeting database (socioeconomic, physical resources, time series revenue and expenditure data, project profiles/status, among others)	Updated Planning, Budgeting and Financial Database	Local Planning and Development Coordinators (LPDCs), Budget Officers, Treasurers, Department Heads, National Government Agencies (NGAs), Regional Line Agencies (RLAs)
April to May	<ul style="list-style-type: none"> ▪ Analysis of the planning environment for plan preparation/ review/ updating 	Draft situational analysis and assessment of plan implementation	LPDCs, NGAs, RLAs
	<ul style="list-style-type: none"> ▪ Updating of appropriate Annual Investment Plan (AIP) in the Local Development Investment Program (LDIP) as input to budgeting 	Indicative AIP (the 1 st year of the LDIP in the case of election year)	Local Development Councils (LDCs), LPDCs
June 1 - 15	Preparation of the AIP using the AIP Summary Form (Annex A) for the Budget year	AIP Summary Form	LPDCs, Local Budget Officers
Not later than the 1 st Week of August	Approval of the AIP	AIP for the Budget Year	Local Sanggunians
1 st Week of July during Election Year	PDPFP / CDP PREPARATION		
	Reconstitution of the LDCs	Timetable and tasking for plan preparation / updating	Local Chief Executives (LCEs)
Whole month of July	<ul style="list-style-type: none"> ▪ Formulation of development vision, goals, strategies, objectives/targets and identification of Programs, Projects and Activities (PPAs) 	Vision, Goals, Strategies, Objectives/Targets and PPAs	LDCs, LPDCs, Department heads, NGAs, RLAs
Whole month of July	<ul style="list-style-type: none"> ▪ Harmonization and complementation of development vision, goals and strategic direction between and among province and component cities/ municipalities 	Harmonized vision, goals and strategic direction	Jointly by the Province and its component local government units (LGUs)

**Table 3 - SYNCHRONIZED LOCAL PLANNING AND BUDGETING CALENDAR
(Cont'd.)**

	<ul style="list-style-type: none"> ▪ Approval of the Provincial Development and Physical Framework Plan (PDPFP) / Comprehensive Development Plan (CDP) 	PDPFP / CDP	Sanggunians
June 1 – July 31 during Election Year	LDIP PREPARATION		
	Identification of areas for complementation of PPAs between and among provinces and their component cities/ municipalities	Joint programs / projects	Provinces and their component cities and municipalities
June 1 – July 31 during Election Year	Prioritization of PPAs	Prioritized PPAs	LDCs, Local Finance Committees (LFCs), NGAs/ RLAs
	Matching of PPAs with available financing resources and determination of additional revenue sources to finance the PPAs	LDIP, revenue generation measures	LDCs, LFCs, NGAs/ RLAs
	Approval of the LDIP	Approved LDIP	Sanggunian
June 16 – 30 or 1 st Week of July during election year	BUDGET PREPARATION		
	Issuance of Budget Call	Budget Call	LCEs of Provinces, Cities and Municipalities
July 1 - 15	Submission to LCE of detailed 3 - year Statement of Income and Expenditures	Certified Statement of Income and Expenditures	Local Treasurers (Provinces, Cities and Municipalities)
July 16 – August 31	Conduct of budget technical budget hearings on budget proposals submitted by Department Heads	Reviewed Budget Proposals	Local Department Heads
On or before September 15	Submission to the Punong Barangay of the Estimated Income and Expenditure for the ensuing fiscal year	Certified Statement of Income and Expenditure	Barangay Treasurer
On or before September 15	Preparation and submission of budget proposals	Budget proposals	Local Department heads
September 16 - 30	Consolidation of Budget proposal into the Local Expenditure Program (LEP) and Preparation of the Budget of Expenditures and Sources of Financing (BESF)	LEP and BESF	LFCs

Table 3 - SYNCHRONIZED LOCAL PLANNING AND BUDGETING CALENDAR
(Cont'd.)

Not later than October 16	Preparation of the Budget Message and submission of Executive Budget to the Sanggunian	Budget Message and Executive Budget	LCEs (Provinces, Cities and Municipalities)
October 17 - Onwards	Enactment of the Annual Budget of the ensuing fiscal year by the Sanggunian concerned	Enacted Annual Budget	Sanggunian (Provinces, Cities, Municipalities and Barangays)
Within three (3) days from the approval of the LCE of the Annual or Supplemental budget	Submission of the Annual or Supplemental Budgets of provinces, Cities and Municipalities to appropriate reviewing authority	Annual or Supplemental Budget submitted for Review	Secretary to the Sanggunian
Within ten (10) days from the approval by the Punng barangay of the Annual or Supplemental Budgets of Barangays	Submission of the Annual or Supplemental Budgets submitted for review	Annual or Supplemental Budget submitted for Review	Sanggunian
Within sixty (60) days from the receipt of the submitted Annual or Supplemental Budgets of barangays for review	Review of the Annual or Supplemental Budgets of Barangays	Reviewed Annual or Supplemental Budgets of Barangays	Sangguniang Panglungsod, Sangguniang Bayan, City or Municipal budget Officers
Within ninety (90) days from the receipt of submitted Annual or Supplemental Budgets for review of provinces, cities and municipalities	Review of the Annual or Supplemental Budgets of provinces, Cities and Municipalities	Reviewed Annual or Supplemental Budgets of provinces, Cities and Municipalities	Department of Budget and Management Regional Offices, Sangguniang Panlalawigan
January 1 to December 31	Implementation / Execution of the Annual or Supplemental Budgets	Supplemental Budgets	LCEs of Provinces, Cities, Municipalities and Barangays

NOTE: *Detailed activities will be provided through subsequent guidelines, including cross-referencing to the technical guides/ manuals such as the Rationalized Planning System (RPS) - Comprehensive Development Plan (CDP) / Executive and Legislative Agenda (ELA), Provincial/Local Planning and Expenditure Management (PLPEM), Updated Budget Operations Manual (UBOM) and Revenue Administration.*

The indicative content of the Orientation Training Workshop (OTW) for the Planning Team is shown in Box 1.2.

This is for first-time users. For subsequent exercises, the contents of the modules will vary slightly, especially in the conduct of visioning and the determination of current reality. This will be discussed in subsequent chapters.

Figure ____ - Suggested Training Session Flow

Box ____ INDICATIVE CONTENT OF THE ORIENTATION-TRAINING- WORKSHOP	
The participants will be oriented on the CDP and the ELA formulation process and trained on how to use various tools and instruments, as well as the methodology for each step of the process. The training program will contain five modules, listed as follows:	
Module 1:	Introduction
Session 1:	Surfacing and Leveling of Expectations
Session 2:	The Rationalized Local Planning System
Session 3:	Understanding the Planning Team's Structure and Functions
Session 4:	Revisiting Past Planning Experiences
Module 2:	The Comprehensive Development Plan
Session 5:	Overview of the CDP Process
Session 6:	Visioning Process,
Session 7:	Situational Analysis and Determination of Vision – Current Reality Gap; Goal and Objective Formulation and Target Setting
Session 6:	Identifying Solutions: Developing Strategies, Programs, Projects and Activities
Session 7:	Sifting of Projects (Projects versus “Non – Projects”; By Ownership)
Module 3:	Tools for Implementing the Plan
Session <u>8</u> :	The Local Development Investment Programming (LDIP) Process
Session <u>9</u> :	The Capacity Development Program
Session <u>10</u> :	The Legislative Agenda
Module 4:	Plan Monitoring and Evaluation
The culminating activity of the training program is the conduct of an LCE – Sanggunian Hour where major potential problems that may be encountered during the planning exercise not identified earlier can be discussed and addressed.	

Sample Work Plan

The entire CDP preparation is estimated to take at least four (4) months, assuming that the planning process is targeted to also yield a CLUP. The timing of each task is shown in Table 4 – Indicative Schedule of Activities. Should the LGU decide to focus on the CDP formulation alone, this may be adjusted according to the pace of work of the planning team and the sectoral committees.

A. Pre – Plan Formulation Phase

1. Mobilization

The Planning Team will start mobilizing the members and prepare them to begin work within two weeks upon approval of the LCE to proceed with the plan formulation process. During this period, the Consultant will start with kick-off meetings with the various sectoral committees.

During the kick-off meetings, the Planning Team Leader will review the work plan, address other issues that might surface at this stage, and introduce changes if necessary. The composition of the Sectoral Committees will be firmed up and the necessary office orders issued by the LCE.

The mobilization period will likewise be devoted to the setting up of the various project support and coordinating systems, like venue for workshops and public consultations, project finance accounting and procedures, counterpart financing from the various departments, if available or previously agreed upon, additional staff support, etc.

2. Preliminary Assessments

During this period, the Planning Team shall conduct a preliminary assessment of the current database of the LGU. Data available in the LGU that are kept in national, regional, and provincial level agencies including additional thematic maps will also be collected.

B. Plan Formulation Proper (Assumes that this involves the preparation of both the CLUP and the CDP)

1. Orientation, Organization, and Tasking

This will be a one day affair. This activity shall be held to give the participants an orientation on the planning process, concepts, and approaches, and the LGU's planning responsibilities as mandated by the LGC of 1991. This activity shall be a venue in which the participants can seek clarifications on basic issues affecting their LGU. This activity shall also orient the participants on updating their respective databases. Assignment of tasks for project participants will be made in this orientation.

2. Preparation of Statistical Compendium and Thematic Maps

The database available in the municipality will be reviewed and updated if necessary in order to come up with the Statistical Compendium or Local Development Indicators Matrix. Thematic maps available shall be also evaluated and additional maps shall be secured from relevant agencies as needed.

3. Module 1 – Seminar-Workshop

This 3-day activity involves the use of the Statistical Compendium or LDIs to make meaningful observations about the condition of the LGU. The participants will be introduced to the techniques of sectoral and inter- and intra-area analysis, and to work out the Problem-Policy Matrix. This will enable the participants to know their area more intensely and thoroughly.

4. Module 2 – Seminar-Workshop

This 3-day seminar workshop shall require the attendance of the widest range of representation among the stakeholders in the municipality. The most important output of this workshop will be a new or revised vision-statement of the municipality. Associated outputs will include the sectoral goals and objectives derived from the vision-reality gap analysis.

5. Module 3 – Seminar-Workshop (To be conducted if the plan formulation process includes the preparation of the CLUP)

This activity shall be conducted to select the preferred spatial strategy; to detail and refine the preferred spatial strategy; and to formulate policies and implementation tools including the draft zoning ordinance. This will be a 3-day intensive activity. Attendance of all members of the SB is a must.

6. Finalization of Draft CLUP and Draft Zoning Ordinance (To be conducted if the plan formulation process includes the preparation of the CLUP)

The Consultant shall take full responsibility for the finalization of these documents including writing, text editing, and organization and enrichment of the contents. The final outputs will be prepared in hard copy and digital format (CD).

7. Module 4 – Comprehensive Development Planning and Local Development Investment Programming

This module aims to enhance the capability of the Local Development Council to include the sectoral committee in preparing sectoral programs, projects, and activities that the LGU will implement during the 6 – or 3 – year scope of the CDP. The participants will be assisted to identify project ideas from the CLUP and from the CDP. The project ideas will be presented in a standard project brief format. The project briefs are collected, screened, prioritized, and cost and are used as inputs to the LDIP.

The members of the Local Finance Committee will also be required to conduct and demonstrate the analysis of time-series financial statements. This will be the basis for projecting funds available for development projects over the planned period.

A one-day workshop on prioritization of programs and projects and the matching of investment funds available with fund requirements shall be conducted among the full membership of the MDC and the LFC.

The LDIP will now be put in final form.

Table 4 – INDICATIVE SCHEDULE OF ACTIVITIES

ACTIVITIES / TASKS	WEEKS																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
A. MOBILIZATION																		
1. Orientation, organization and tasking																		
2. Preliminary Assessments																		
B. CHARACTERIZATION AND ANALYSIS																		
1. Module 1 Seminar workshop																		
2. Data collection, review and validation																		
3. Maps and graphics preparation																		
4. Inter- and intra- area analysis																		
a. Population, Settlements and Social Services																		
b. Area Economy																		
c. Infrastructure																		
d. Land Use and Environment																		
e. Institutional Capability																		
5. Module 2 Seminar - Workshop																		
6. Cross-sectoral integration																		
a. Summary of LGU potentials and problems																		
6. Public consultation No. 1																		
C. COMPREHENSIVE LAND USE PLANNING																		
1. Vision Setting																		
2. Goal Formulation																		
3. Alternative Strategies Generation																		
4. Evaluation of Alternative Spatial Strategies																		
5. Public Consultation No. 2: Selection of Preferred Spatial Strategy																		
6. Detailing the Preferred Spatial Strategy																		
7. Preparation of the CLUP																		
8. Drafting of the Zoning Ordinance																		
9. Public Consultation No. 3: presentation of the CLUP and Zoning Ordinance																		
D. MEDIUM-TERM COMPREHENSIVE DEVELOPMENT PLANNING																		
1. Social Development Plan																		
2. Economic Development Plan																		
3. Environmental Management Plan																		
4. Infrastructure and Physical Development Plan																		
5. Institutional Development Plan																		
6. Local Development Investment Programming																		
7. Public Consultation No. 4: Presentation of the CDP																		

SCHEDULE OF ACTIVITIES

ACTIVITIES / TASKS	WEEKS																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
E. FINALIZATION OF PLANS																		
1. Finalize CLUP																		
2. Finalize Zoning Ordinance																		
3. Finalize CDP																		
4. Finalize LDIP																		
F. PLAN ADOPTION AND APPROVAL																		
1. Submission to LDC for Endorsement to Local Sanggunian																		
2. CDP and LDIP Approval by the Sanggunian																		
3. Submission of the CLUP to the Provincial Land Use Committee for Review																		
4. Approval of the CLUP by the PLUC																		