



Republic of the Philippines
Department of Social Welfare and Development

IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126

Telephone Nos. (632) 931-8101 to 07; Telefax (632) 931-8191

E-mail: osec@dswd.gov.ph

Website: <http://www.dswd.gov.ph>

DEPT. OF SOCIAL WELFARE & DEV'T.
IBP ROAD, CONSTITUTION HILLS, Q.C.

OCT 10 2013 2467

LEGAL SERVICE *POS*

RECEIVED BY: *None*

MEMORANDUM CIRCULAR NO. 14

Series of 2013

**TERMS OF REFERENCE (TOR) FOR THE DSWD CONDUCT OF NATIONAL AND REGIONAL
CIVIL SOCIETY ORGANIZATIONS (CSOs) CONSULTATION FOR THE ANNUAL BUDGET
PREPARATIONS**

I. RATIONALE

In line with the government's commitment to the Open Government Partnership, creating space for citizen participation in the budget process, national agencies need to broaden the constructive partnership with Civil Society Organizations (CSOs) so that the national budget can account for crucial and sector-focused needs determined through consultation process during agencies' annual budget preparation.

The Department of Social Welfare and Development's (DSWD) annual budget preparation, in compliance with the Department of Budget and Management (DBM) National Budget Circular (NBC) No. 115, 536 and 539 dated December 28, 2012, January 31, 2012 and March 21, 2012, respectively, as well as the National Budget Call, recognizes the vital role of CSOs and other stakeholders in the monitoring and assessment of the Department's existing programs, activities, and projects which provide social protection and promotion of the rights and welfare of the poor, vulnerable, and disadvantaged individuals, families and communities, thereby contributing to poverty reduction. The interventions are being implemented with or through local government units (LGUs), non-government organizations (NGOs), people's organizations (POs), other government organizations (GOs), and other members of civil society. Thus, the adoption of the said DBM guideline is deemed necessary.

II. OBJECTIVES

General:

To institutionalize the conduct of CSO consultation and forging of Budget Partnership Agreements (BPAs) between DSWD and CSOs at the national and regional levels as a component of the national agency budget process, particularly in the preparation and submission of the annual budget proposals.

Specific:

1. To establish a formal agreement with the prospective CSOs and other stakeholders in the preparation and submission of the annual budget proposals;

5. **Constructive Engagement** – a partnership between the Department and a Partner CSO marked by sustained dialogue towards problem solving while respecting and retaining the focus on assertion to reforms.
6. **Partner CSO** – the CSO which is the Partner of the DSWD in the BPA. Conversely, a CSO which is not a Partner of the Department in a BPA shall be termed a **Non-Partner CSO**.
7. **Stakeholders** – persons or organizations that can significantly affect, be affected by, or perceive themselves to be affected by a government decision or activity or have interest or can influence the effective performance of a particular P/A/P of the Department.

VI. GENERAL POLICIES

CSO participation in the preparation of the Department's budget proposals shall be implemented through a BPA. To formalize the partnership, the following shall be observed:

1. The DSWD both at the Central and Regional Offices shall identify and invite prospective CSOs for a consultation to discuss the details of the process of entering into a BPA as provided for in the National Budget Circular issued by the Department of Budget and Management (DBM). The Standards Bureau (SB) in the case of Central Office (CO) and the Standards Unit (SU) at the Regional Office (RO). shall identify and invite prospective CSO for a consultation;
2. Consultation with the CSOs shall be conducted not later than the dates prescribed in the Budget Call. To achieve transparency, the Department shall hold at *least one (1) consultation* with all partner CSOs;
3. Both the Central and Regional Office *may conduct a pre-consultation with CSO*, particularly those CSO who have not participated in the previous consultation, to briefly orient them on the process;
4. The regional CSO consultations shall be conducted before the Regional Development Council (RDC) consultation;
5. Both Central and Regional Offices shall give priority to those CSOs which have existing Memorandum of Agreement (MOA) with the Department, such as *Bantay, Tulay, Gabay, and Kaagapay*; and those registered, licensed, and accredited Social Welfare and Development Agencies (SWDAs). The DSWD-Central Office (CO) thru SB shall identify and invite CSOs whose programs and services are national in scope, including those CSOs with main office is located within the region, while the DSWD-Regional Office (RO) thru SU shall

identify and invite the CSOs whose programs and services are regional in scope;

6. Should the partner CSO agree to the conditions set during the consultation process, it shall submit within the agreed period required supporting documents to be able to enter into a BPA ;
7. The Department thru the concerned OBS i.e., Protective Service Bureau (PSB) and Poverty Reduction Programs Bureau (PRPB)) of the CO and Operations and Programs (OPD) at the RO, shall hold *at least one (1) meeting* with partner CSOs on specific Programs, Activities and Projects (P/A/Ps) at the central and/or regional levels in accordance with the schedule set in the BPA;
8. In discussing the details of the proposed P/A/P to be reviewed / monitored by the partner CSO, and in finalizing the BPA, the concerned OBS (e.g. PSB, PRPB) in the case of the CO and the OPD at the RO shall lead in collaborative activities pertaining to their respective P/A/Ps;
9. The concerned OBS (PRPB and PSB) at the CO and the OPD in the case of RO shall monitor and provide feedback to the Secretary copy furnished Policy Development and Planning Bureau (PDPB) and SB relative to the implementation of the BPA;
10. The BPA shall be patterned after the prescribed format provided for in NBC and presented here as Annex A;
11. The signatory of the BPA shall be the Secretary for the Central Office and the Regional Director in the case of the Regional Office;
12. The PDPB at the CO and the PPD at the RO shall facilitate the signing of the BPA of the Secretary and the Regional Director and the head or designated focal person of the CSO;
13. Within two (2) days from the effectivity of the BPA, one (1) original copy of the executed BPA shall be submitted by the DSWD-CO thru the Policy Development and Planning Bureau (PDPB) to the DBM Central Office-CSO Desk while in the case of the FO thru the Policy and Plans Division (PPD) to the DBM-Regional CSO desk;
14. The concerned OBS (e.g. PSB, PRPB) at the CO shall monitor the implementation of the BPA with regards to CSO engagement on specific P/A/Ps. The PRPB for the three (3) core poverty reductions programs/projects (Pantawid Pamilya, KALAHI-NCDDP and Sustainable Livelihood) while the PSB for Community and Center Based Programs/Services, Supplemental Feeding, Social Pension, Core Shelter Assistance, Disaster Risk Reduction and Response, Cash for Work and other Protective Services;

15. In the case of RO, the OPD in coordination with the Regional Project Monitoring Office (RPMO) shall monitor the implementation of the BPA with regards to CSO engagement on specific P/A/Ps at the region;
16. A copy of the BPA shall be posted at the DSWD website by PDPB in coordination with the Information and Communication Technology Management Service (ICTMS) *within five (5) days* after the submission of BPA to PDPB in the case of the DSWD-CO and to IDD-SU with the PPD-ICTM at the RO;
17. The DSWD-National Technical Working Group (TWG) and Regional Technical Working Group (TWG) on CSO shall be furnished with the results of the consultations as well as feedback, findings and recommendations of the CSOs on specific programs/projects for information and integration to the TWG's undertakings on CSO partnerships; and
18. The National and Regional TWG-CSO shall communicate the partnership forged with CSOs to the concerned officials and employees at the central and regional levels.

VII. PROCEDURES ON THE CSO AND RDC CONSULTATION PROCESS

A. Central and Regional Consultation with CSOs

1. The DSWD thru PDPB and Financial Management Service (FMS) at the CO shall immediately, and not later than *five (5) working days after the signing of the BPA* provide the partner CSOs and affiliate CSOs access to budget data and performance indicator thru the DSWD website as stipulated in the BPA such as but not limited to:
 - Summary of DSWD budget for the current year
 - Funds actually obligated/spent in the past 3 years before the immediately preceding year (e.g. 2010-2012)
 - Details of the P/A/P being reviewed/monitored by the partner CSO for the years abovementioned (e.g. 2010-2012)
 - Details of physical accomplishments of specific P/A/P
 - Other pertinent information as enumerated in the BPA
2. The DSWD Regional Office thru PPD shall furnish the RDC and DSWD-CO thru PDPB, copy of the recommendations submitted by the CSO (BP Form C) presented herein as Annex B, and RDC inputs on evaluating the impact of specific P/A/Ps in the region. However, this submission should not delay the conduct of the RDC's consultations;
3. Both at the national (DSWD-CO thru PDPB) and regional levels (DSWD-RO thru PPD), shall take into consideration the feedback, findings and

recommendations of partner CSOs in the formulation of their respective budget proposals, and shall reflect/present their decisions in BP Form C;

4. The DSWD-CO thru PDPB shall furnish partner CSOs (both Regional and Central Office level), as the case may be, with the results of the consultations as reflected in BP Form C immediately after submitting budget proposals to the DBM;
5. The Regional Office thru PPD shall submit to DSWD-CO thru PDPB, the accomplished BP Form C, five (5) days after the CSO consultation;
6. The Department thru Financial Management Service (FMS) shall inform partner CSOs of the specific P/A/Ps and corresponding amounts included in the National Expenditure Program (NEP) or in the proposed budget submitted by the President to Congress;
7. The partner CSO shall likewise document their experiences and lessons learned from the engagement with the Department. This shall serve as vital document to affirm their participation in the budget process. At the regional level, this will be submitted to the Regional Director copy furnished the Central Office thru the PDPB; while at the national level this will be submitted to the PDPB Director copy furnished the Capability Building Bureau (CBB) and Financial Management Service (FMS); and
8. In the spirit of promoting objective reviews and assessments, the CSOs shall be responsible for the cost (*e.g. travelling expenses*) of participating in the consultations.

B. Regional Development Council (RDC) Consultation

1. The RDC consultation shall be conducted after the regional CSO consultation;
2. The DSWD-RO shall furnish the RDC copy of the recommendations submitted by the CSO for RDC inputs on evaluating the impact of specific P/A/Ps in the region;
3. The RDC shall monitor and provide feedback on the impact and gaps of the DSWD's on-going programs/projects in their localities, as well as suggest needed improvements in Department's programs/projects. The feedback/recommendations shall reflect their assessment on the relevance, efficacy and propriety of the on-going programs/projects; and
4. The RDC shall submit feedback and recommendations to DSWD-RO thru PPD copy furnished the PDPB and FMS of the CO using the BP Form C, five (5) days after the RDC consultation.

VIII. CRITERIA FOR THE SELECTION OF REGISTERED AND ACCREDITED PROSPECT CSOs and STAKEHOLDERS/ ELIGIBILITY REQUIREMENTS

1. Eligible partner CSOs must have monitored, assessed and evaluated particular ongoing P/A/Ps of the Department, to be supported by duly substantiated findings, assessments or evaluation.
2. Partner CSOs shall submit the following supporting documents, to be able to enter into a BPA:

2.1 The following proof of existence:

- Copy of Articles of Incorporation registered with the Securities and Exchange Commission or other similar documents registered with the Cooperative Development Authority, Department of Labor and Employment or Housing and Land Use Regulatory Board or proof of existing partnership with the agency. If the CSO is registered, licensed and accredited as a Social Welfare and Development Agency by DSWD, copy of the said certificate shall be attached.
- As necessary, copy of the duly executed Affiliation Agreement between the partner CSO and Affiliate CSOs, and copies of the covering Board Resolutions from both partner and affiliate CSOs

2.2 Board Resolution adopting and officially submitting to the DSWD the following original or duly certified true copies of the following:

- Letter of intent for the partnership
- Extent of participation desired (e.g. specific activity to be undertaken, P/A/P, geographical location)
- Designation of the CSO signatory to the BPA; and
- A statement of no conflict of interest, indicating that the CSO and DSWD are not related by business or contractual relations, and that the CSOs officers are not related to the Department officers by consanguinity or affinity (up to the third degree), or by business or contractual relations; and a declaration of potential conflict of interest, as may be necessary.

2.3 CSOs at the national level shall submit supporting documents to DSWD CO thru PDPB while CSOs at the regional level shall submit supporting documents to DSWD Regional Office thru PPD;

2.4 Additional documentation as the DSWD may deem necessary to support the BPA.

IX. INSTITUTIONAL ARRANGEMENTS

The Budget Preparation Team (BPT) shall be constituted both at the Central and Regional Offices. The following are the roles/responsibilities and composition of the BPT:

A. Central Office Budget Preparation Team

1. Conduct and organize the consultation meetings with CSOs;
2. Hold consultation on specific P/A/P in accordance with the schedule set in the BPA;
3. Monitor compliance of the Department and CSO to the agreements contained in the BPA;
4. Document proceedings of consultation meetings;
5. Report on the results of the consultation/dialogue implemented at the national and regional level to EXECOM, MANCOM as well as CSO partners and other stakeholders; and
6. Provide technical assistance relative to the conduct of the regional and national consultation, as need arises.

B. At the Central Office Level, it shall be composed of the following:

1. Policy Development and Planning Bureau (PDPB)

- 1.1 Shall act as the lead in the consultation of CSOs and BPT for the preparation of the budget proposals;
- 1.2 Prepare the necessary documents, references and working papers for the national consultations;
- 1.3 Consolidate, analyze and endorse the outputs/results of the consultation to DBM;
- 1.4 Facilitate the submission of requirements from CSO and the signing of the BPAs;
- 1.5 Endorse to concerned OBS the signed BPAs from CSOs;
- 1.6 Identify training/capability building for OBS and CSO in coordination with CBB along implementation, monitoring and evaluation of partner CSOs on specific PAs; and
- 1.7 Provide the secretariat support in the conduct of CSO consultation for planning and budgeting.

2. Financial Management Service (FMS)

- 2.1 Provide the partner CSOs with the copy of the National Expenditure Program (NEP) which is the official document of the proposed budget of DSWD from the DBM;
- 2.2 Submit to DBM the consultation/dialogue results matrix as prepared and endorsed by the PDPB; and
- 2.3 Submit to DBM the DSWD budget proposal.

3. Standards Bureau (SB)

- 3.1 Lead to identify prospective CSOs, private sectors and other stakeholders to be involved in the national level consultation;
- 3.2 Prepare invitation to prospective CSOs for the national consultation; and
- 3.3 Assist in ensuring that Partner CSOs, through their documentary requirements, fulfill regulatory standards set by DSWD through registration, licensing and accreditation.

4. Social Technology Bureau (STB)

- 4.1 Provide inputs to assessment of CSO proposals particularly for proposed support to DSWD P/A/Ps concerned on the development and enhancement of customer-driven social protection technologies addressing the current and emerging needs and issues of the poor, vulnerable and disadvantaged individuals, groups, and families; and
- 4.2 Provide technical assistance to Partner CSOs in the implementation, monitoring, and evaluation of the Partner CSOs' undertakings on social protection technologies.

5. Poverty Reduction Programs Bureau (PRPB)

- 5.1 Review specific engagement of the CSO and provide inputs to assessment of CSO proposals particularly for proposed support to DSWD P/A/Ps under sustainable livelihood, community-driven development, and conditional cash transfer;
- 5.2 Provide feedback to the Secretary and partner CSOs copy furnished PDPB and SB with the update/status of implementation of BPA; and
- 5.3 Provide technical assistance to Partner CSOs in the implementation, monitoring, and evaluation of the Partner CSOs' undertakings under sustainable livelihood, community-driven development, and conditional cash transfer.

6. Protective Service Bureau

- 6.1 Review specific engagement of the CSO and provide inputs to assessment of CSO proposals particularly for proposed support to DSWD P/A/Ps under Protective Services;
- 6.2 Provide feedback to the Secretary and partner CSOs copy furnished PDPB and SB with the update/status of implementation of BPA; and
- 6.3 Provide technical assistance to Partner CSOs in the implementation, monitoring, and evaluation of the Partner CSOs undertaking on protective services.

7. Capacity Building Bureau (CBB)

- 7.1 Provide technical assistance to PDPB in the development of training design, syllabus and serve as facilitator for the conduct of skills enhancement for OBSUs along implementation, monitoring and evaluation of partner CSOs' undertakings in collaboration with DSWD towards the attainment of social protection goals; and
- 7.2 Facilitate the national level consultation.

8. Disaster Risk Reduction and Response Operations Office (DRRROO)

- 8.1 Review specific engagement of the CSO and provide inputs to assessment of CSO proposals under the DRRROO for disaster preparedness, response and rehabilitation related activities
- 8.2 Provide technical assistance to partner CSOs in the implementation, monitoring and evaluation of the partner CSOs' undertakings on disaster related activities

9. National Household Targeting Office (NHTO)

- 9.1 Maintain an accurate and updated database of poor households intended as beneficiaries of social welfare and protection programs; and
- 9.2 Ensure that the database can be accessed and used by Partner CSO and concerned OBSUs.

C. Regional Budget Preparation Teams

1. Conduct and organize the consultations/meetings with CSO within the region before the Regional Development Council (RDC) consultation;
2. Prepare and submit to Policy Development and Planning Bureau (PDPB) and copy furnished the Financial Management Services (FMS), the necessary documents, working papers and references;
3. Hold meeting/consultation on specific P/A/P in accordance with the schedule set in the BPA;
4. Prepare and facilitate the submission of requirements from CSO and the signing of the Budget Partnership Agreement (BPA);
5. Prepare and submit to PDPB documentation and proceedings of the consultations;
6. Submit the feedback report of the CSO (BP Form C) and Budget Proposal to FMS and PDPB. Furnish the RDC copy of the feedback and recommendations submitted by the CSO for RDC inputs on evaluating the specific PAPs in the region; and
7. Prepare report on the compliance of the regional office and CSO to BPA.

D. At the Regional Office Level, it shall be composed of the following:

1. Policy and Plans Division (PPD)

The PPD shall take the lead in organizing and conducting CSO consultation in coordination with the focal persons of the different division/unit of the RO including, preparation, facilitation and submission of requirements from CSO and signing of BPAs.

2. Operations and Programs Division (OPD)

The OPD shall be responsible in presenting the updates and status of PAPs implementation as well as the social technology developed. The updates and status should reflect the detailed breakdown of budget allotment for the specific PAPs to provide the basis for assessment.

3. Institutional Development Division (IDD)

The Standards Unit (SU) shall take lead in the identification of prospective CSOs to be involved in the consultation.

4. General Administration and Support Services Division (GASSD)

The GASSD shall be responsible in presenting the proposed budget for the year for specific programs, activities and projects (PAPs) with detailed breakdown of physical targets and indicative budget ceiling.

X. REPORT REQUIREMENT

At the national level, the DSWD-CO thru the PDPB shall document the conduct and results of the national consultation with the CSOs including agreements reached and their participation in the budget process. The same shall be furnished to concerned OBS as input to the preparation of their respective budget proposals.

At the regional level, the PPD at the RO shall document the conduct and results of the consultation with the CSOs and their participation in the budget process. The feedback and recommendations of the CSOs and RDC on the existing P/A/Ps following the BP Form C shall be submitted to DBM regional office copy furnished the CO thru PDPB and FMS.

XI. FUND SOURCE FOR THE NATIONAL AND REGIONAL CONSULTATION WITH CSOs

The budget for the conduct of the National Consultation with CSOs shall be obtained from the funds allocated for the said activity in the Work and Financial Plan (WFP) of the PDPB at the Central Office. On the other hand, the regional office shall allocate the budget for the consultation in their WFP under the Direct Release funds transferred to the regions.

XII. MONITORING AND EVALUATION

For CSOs that have a national coverage, the DSWD-CO through its concerned Bureaus (i.e., PSB and PRPB) shall be responsible in the monitoring of CSOs that have entered into the BPA. The PDPB shall be furnished with the status and updates with regards to BPA implementation.

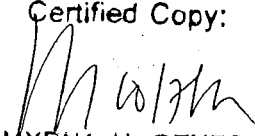
The DSWD-FO through its Operations and Programs Division (OPD) shall be responsible in the monitoring of the CSOs covering specific locality and have entered into the BPA. The PDPB at the Central Office and PPD at the regional office shall be furnished with the status and updates with regards to BPA implementation of the regional level.

XIII. EFFECTIVITY

All Offices/Bureaus/Services including Field Offices are hereby directed to adopt this terms of reference effective immediately.

Issued in Quezon City, this 26th day of September, 2013.


CORAZON JULIANO SOLIMAN
Secretary

Certified Copy:

MYRNA H. REYES
Officer-In-Charge
Records Unit

Pro-Forma
BUDGET PARTNERSHIP AGREEMENT
(Budget Execution)

Cognizant of the following recent milestone developments;

The Aquino Administration's thrust to strengthen democratic institutions through people empowerment, particularly in promoting the principles and practice of good governance;

The Department of Budget and Management's (DBM) commitment to integrate citizen participation in the budget process as a means of enhancing transparency and accountability in the allocation and utilization of public funds;

The overwhelming response of Civil Society Organizations (CSOs) to help enhance efficiency and effectiveness in Government and to curb corruption through its efforts in monitoring Government programs, activities and projects; and

The execution of the Principles of Engagement signed by the DBM and some CSOs committed to budget reform on September 3, 2010.

WE, the _____ (NGA or GOCC) _____ (acronym)
represented by its (position title of signatory) _____ (Name of Signatory)

Agree to work in close partnership with each other in pursuit of our common objectives:

- in general, to make the national budget more responsive to the country's development needs and pressing concern to alleviate poverty and improve the quality of public services, and
- in particular, to enhance the quality of the budget process through citizen participation in the execution of the FY 2012 National Budget.

In order to meaningfully complement and reinforce each other's efforts in the evaluation and assessment of ongoing programs, activities or projects (P/APs), we further agree to:

- cover the following particular programs/activities/projects in the specified regions:
 - a. (P/AP) _____
- Regions _____, _____, _____,
 - b. (PAP) _____
- Regions _____, _____, _____,
 - c. (PAP) _____
- Regions _____, _____, _____,

- faithfully fulfill the following respective roles and responsibilities:

(Name of the NGA/GOCC)

- adequately and promptly communicate within its respective bureaus/office, at both central and regional levels, the contents of this Memorandum. The same shall be made public by posting on the NGA/GOCC website;
- Issue guidelines to all bureaus/offices at central and regional offices on the process of providing prompt, adequate and accurate information to Partner CSOs, to include the following minimum information:
 - a. Summary of the NGA/GOCC Budget for the current year, releases in the immediately preceding year (i.e. for the 2012 Budget Execution Phase) and funds actually obligated/spent in the past 3 years before the immediately preceding year (e.g., 2008-2010) and for the GOCC, the actual and proposed summary of corporate operating budgets (DBM Form 706 or its equivalent) covering the five (5) years before the budget year (e.g., 2008-2012);
 - b. Summary of NGA/GOCC Budget for the current year, releases in the immediately preceding year (i.e., 2011 for a 2012 BPA) and funds actually obligated/spent in the past three (3) years before the immediately preceding year (e.g., 2008-2010) and for the GOCC, the actual and proposed summary of corporate operating budgets (DBM Form 706 or its equivalent) covering the five (5) years before the budget year (e.g., 2008-2012);
 - c. Details of the P/A/P being reviewed/ monitored by the Partner CSO for the years abovementioned, by activity and allotment class (PS, MOOE, CO);
 - d. To the extent available and practicable, details of physical accomplishments of specific P/A/Ps; and
 - e. Other pertinent information as enumerated in the BPA.
- officially designate a contact person through whom all communications, both incoming and outgoing, pertaining to the BPA shall be coursed. Such designation shall be publicly disseminated at least by posting the NGA website with the contact details to include, at a minimum, office mailing address, e-mail address, office telephone and fax numbers;
- observe the timelines and dates, time and venues of CSO consultations with partner CSOs (Annex A);
- adequately and promptly provide Partner CSOs updated budget documents at least five (5) working days after the signing of the BPA, to enable CSOs to send in substantive feedback, comments and recommendations as inputs to consultation; and
- Endeavour to furnish the Regional Development Councils (RDCs) a copy of the recommendations submitted by the CSO to supplement other inputs in

evaluating the impact of specific NGA/GOCC programs/projects in the region.

(Name of CSO)

- promptly submit the following necessary documents to support the BPA (as may be required by the NGA/GOCC, on top of those already submitted prior to the signing of the BPA):
 - a. _____
 - b. _____
- ensure that the supporting documents are updated in the case of material changes within the CSO, to include issuance of declaration of potential conflict of interest as may be necessary;
- officially designate a contact person through whom all communications pertaining to the BPA, both incoming and outgoing, shall be coursed. Such designation shall be publicly disseminated, at least on the CSO website, containing the contact details to include, at a minimum, office mailing address, e-mail address, office telephone, fax and mobile numbers;
- promptly submit, in no less than five (5) working days before the date of the CSO consultation, copy of the completed review, assessment or evaluation of specific P/A/P, with an executive summary of the findings and specific recommendations of the Partner/Affiliate CSO. The evaluation report shall be duly substantiated, indicating the methodology used and the parties involved in the evaluation;
- endeavour to attend all consultation meetings (Annex A) and those that may later be set. When the CSO representative is unable to attend, send in prior to the consultation, via e-mail or fax, feedback, comments and recommendations as inputs to the consultation;
- strictly observe the timetable set by the DBM for submission of inputs to Partner NGA/GOCC, aware that the NGA/GOCC are legally bound to submit reports on time, and will not be able to wait for delayed inputs; and
- affiliate with other CSOs in order to expand the scope of evaluation and assessment, and provide DBM a copy of such Affiliation/Partnership Agreement.

Lastly, we agree to adhere at all times to the following principles of constructive engagement (*add explanatory sentence to any or all of the principle when deemed necessary*):

- 4.1.1 Transparency – provide all parties as well as the general public, timely access to relevant and verified information/data subject to the limits of the law;

- 4.1.2 Accountability – abide by the policies, standards and guidelines of engagement that may be agreed upon, and fulfill commitments;
- 4.1.3 Integrity - adhere to moral and professional standards in fulfilling commitments;
- 4.1.4 Partnership - cooperate and share responsibilities to ensure that the objectives of the engagement are achieved;
- 4.1.5 Consultation and mutual empowerment - enhance knowledge sharing and continuing dialogue;
- 4.1.6 Respect for internal processes - understand and abide by the limitations of the stakeholders with respect to the nature of the information to be disclosed and the extent of involvement based on institutional/legally imposed limitations;
- 4.1.7 Sustainability - ensure continuing engagement by instituting progressive policies and operational mechanisms that will promote an environment of mutual trust; and
- 4.1.8 National interest - uphold the national welfare above the interest of organizations or individuals.

This Agreement takes effect immediately.

SIGNED BY:

(NAME OF SIGNATORY-NGA OR GOCC)	(NAME OF SIGNATORY-CSO)
(Position Title in NGA or GOCC)	(Position Title in CSO)
(Name of NGA or GOCC)	(Name of CSO)

(Date)

(Date)

SUMMARY OF RDCs/CSOs FEEDBACK ON AGENCY MAJOR ONGOING PROGRAMS AND PROJECTS
FY 2013 BUDGET
(In Thousand Pesos)

Annex B to NBM No. _____
Table 1

Department/Agency: _____

(1) PROGRAMS/ACTIVITIES/PROJECTS	(2) BUDGET ALLOCATION (Forward Estimates)	(3) FEEDBACK		Budget Allocation Submitted		(6) REMARKS
		Regional Development Councils	Civil Society Organizations	To Agency Central Office	To DBM	
				(4)	(5)	
Operations CAR Region I Region XIII						
Projects						
1. Locally Funded Projects CAR Region I Region XIII						
2. Foreign Assisted Projects CAR Region I Region XIII						
GRAND TOTAL						
PREPARED BY: _____			APPROVED BY: _____			
Budget Officer			Planning Officer		Head of Office/Agency	

**SUMMARY OF RDCs/CSOs FEEDBACK ON
AGENCY MAJOR ONGOING PROGRAMS AND PROJECTS
Instructions**

This form shall reflect a summary of RDCs/CSOs feedback on agency major ongoing programs and projects for FY 2013. To be prepared by agency regional offices and consolidated by the agency central office.

- Column 1 - Reflect the specific program/activity/project for FY 2013. A detailed breakdown by regions per activity must be made.
- Column 2 - Reflect the amounts allocated by the central office by program/activity/project to the regional offices corresponding to the indicative budget ceiling (forward estimates).
- Column 3 - State in this column the feedback of the Regional Development Councils/Civil Society Organizations (RDCs/CSOs) as to: relevance, efficiency, effectiveness of the program/projects; where the resources are most needed; possible complementation of programs/projects with local government units; and, programs/ projects that would be scaled down, sustained or terminated.
- Column 4 - The amounts in this column reflect the adjusted regional distribution by program/activity/project submitted by the Agency Regional Offices to the Agency Central Office.
- Column 5 - The amounts in this column reflect the adjusted regional distribution by program/activity/project submitted by the Agency Central Offices to the DBM.
- Column 6 - State in this column the assumptions/basis made in the revised budget allocation.