



DBM-DILG-DSWD-NAPC Joint Memorandum Circular No. 3, Series of 2012

FOR : Heads of Departments (DA, DAR, DEPED, DOE, DENR, DOH, DILG, DOLE, DSWD, DOT, DTI and TESDA) and the Administrator of NEA, All Mayors and Members of the Sanggunian of focus Cities and Municipalities, and All Others Concerned

SUBJECT : POLICY GUIDELINES AND PROCEDURES IN THE IMPLEMENTATION OF BOTTOM-UP BUDGETING (BuB) FOR THE FY 2014 BUDGET PREPARATION

1.0 STATEMENT OF POLICY

In pursuit of the Millennium Development Goal of reducing poverty from 26.5% in 2009 to 16.6% by 2015 and attaining the Philippine Development Plan's goal of inclusive growth and poverty reduction, the Human Development and Poverty Reduction Cluster (HDPRC), the Good Governance and Anti-Corruption Cluster (GGAC) and the Economic Development Cluster (EDC) organized under Executive Order No. 43, s. 2011, shall implement Bottom-up Budgeting to ensure the inclusion of the funding requirements for the development needs of focus cities and municipalities in the budget proposals of participating agencies.

2.0 PURPOSE

To provide participating agencies and local government units (LGUs) with the policy guidelines, processes, responsibilities and timelines in the bottom-up budgeting approach to be applied in the preparation of the FY 2014 National Expenditure Program.

3.0 COVERAGE

This circular shall cover the following participating agencies:

- NGAs:
 - Department of Agrarian Reform (DAR)
 - Department of Agriculture (DA)
 - Department of Education (DepEd)
 - Department of Energy (DOE)

Department of Environment and Natural Resources (DENR)
Department of Health (DOH)
Department of the Interior and Local Government (DILG)
Department of Labor and Employment (DOLE)
Department of Social Welfare and Development (DSWD)
Department of Tourism (DOT)
Department of Trade and Industry (DTI)
Technical Education and Skills Development Authority (TESDA)

- Government Owned and Controlled Corporations (GOCCs):
National Electrification Administration (NEA)

- For Coordination and Oversight
Department of Budget and Management (DBM)
DILG
DSWD
National Anti-Poverty Commission (NAPC)
National Economic and Development Authority (NEDA)

- Beneficiaries
1,233 focus cities and municipalities will be eligible to participate in Bottom-up Budgeting for the FY 2014 National Budget. These include 1) the focus cities and municipalities are composed of the original 609 focus cities and municipalities covered by Bottom-up Budgeting for FY 2013, 2) cities and municipalities with a poverty incidence of at least 20% based on 2009 Small Area Estimates and a poor population of at least 5,000 individuals based on 2009 Small Area Estimates and 2010 census data, 3) magnitude of poor population living in barangays exposed to high geohazard risks as identified by the Mines and Geosciences Bureau, and 4) high economic potential areas with high poor population as identified by NAPC.

4.0 DEFINITION OF TERMS

- 4.1 **Basic Sector Organizations** (BSOs) - refer to organizations of the marginalized sectors of Philippine society, namely: farmers and landless rural workers, artisanal fisherfolk, formal labor and migrant workers, workers in the informal sector, indigenous peoples and cultural communities, women, persons with disabilities, senior citizens, victims of calamities and disasters, youth and students, children, cooperatives, and urban poor.

- 4.2 **Bottom-Up Budgeting (BuB)** - an approach to preparing the budget proposal of agencies, taking into consideration the development needs of poor cities/municipalities as identified in their respective local poverty reduction action plans that shall be formulated with strong participation of basic sector organizations and other civil society organizations.
- 4.3 **Civil Society Organizations (CSOs)** - include non-government organizations (NGOs), Peoples Organizations (POs), basic sector organizations, cooperatives, trade unions, professional associations, faith-based organizations, media groups, indigenous peoples movements, foundations, and other citizen's groups which are non-profit and are formed primarily for social and economic development to plan and monitor government programs and projects, engage in policy discussions, and actively participate in collaborative activities with the government.
- 4.4 **Community-Based Monitoring Systems (CBMS)** - an organized process of data collection and processing at the local level and integration of data to local planning, program implementation and impact monitoring. It promotes evidence-based policymaking and program implementation while empowering communities to participate in the process.
- 4.5 **Comprehensive Development Plan (CDP)** - the multi-sectoral medium term plan formulated at the city/municipal level, which embodies the vision, sectoral goals, objectives, targets, development strategies and policies of the LGU. It also contains the corresponding Programs, Activities and Projects (PAPs) which serve as primary inputs to investment programming and subsequent budgeting and implementation of projects for the growth and development of the local government territory.
- 4.6 **Local Poverty Reduction Action Plan (LPRAP)** - the LGU plan which contains programs and projects collectively drawn through a participatory process by the LGU with CSOs and other stakeholders, and which will directly address the needs of the poor constituencies and the marginalized sectors in the city or municipality.
- 4.7 **Local Poverty Reduction Action Team (LPRAT)** - the group to spearhead the formulation and monitoring of the LPRAP, composed of the following:

Chairperson: Local Chief Executive (LCE)

Co-Chairperson: A CSO representative

Members:

Representatives from Government, to wit:

- Sangguniang Panlungsod/Bayan Member who is the Chairperson of the Committee on Appropriation;
- All local government department heads such as the Planning Officer, Budget Officer, Agriculture Officer, Social Welfare and Development Officer, and Health Officer;
- Representatives of national government agencies (NGAs) such as the DSWD municipal links, PESO manager and the DILG City/Municipal Local Government Operations Officer, the school district supervisor and Agrarian Reform Officer; and

Representatives from Civil Society Organizations (must be residents of the city or municipality), to wit:

- a Pantawid Pamilya Parent-Leader;
- a Leader from DOH organized Community Health Teams;
- a Leader of the Parent-Teacher Associations;
- a Leader of a CSO accredited by LGUs;
- a Leader of a CSO accredited or recognized by any NGA;
- a Leader of a women's group;
- a Leader of a basic sector organization;
- a Leader of a basic sector organization accredited by NAPC;
- a Leader of other community or grassroots organizations; and

A representative from the business sector

The LPRAT shall be composed of an equal number of government representatives (including the LCE) and non-government representatives (civil society and business). It should also be composed of at least 40% women.

- 4.8 **Field Health Service Information System (FHSIS)** – refers to the health information system developed by the DOH that provides field based surveillance of notifiable diseases and syndromes and categorical surveillance of program management indicators from priority public health programs.
- 4.9 **National Household Targeting System for Poverty Reduction (NHTS-PR)** – refers to the socio-economic data base of households developed by DSWD which is used in identifying beneficiaries of country's current and future national social protection programs.

- 4.10 **Parent Leaders** – Pantawid Pamilyang Pilipino Program (4Ps) grantees chosen by their co-grantees/fellow parents to lead a cluster of family-grantees. Their role and function is to ensure the compliance to the conditionalities of the 4Ps program by the grantees. They preside over meetings during community assemblies; disseminate information and updates, follow-up/monitor commitment, and compliance to conditionalities on health and education. They also act as the bridge of the community in communicating to the municipal link assigned in the area and to other stakeholders in the municipality or city.
- 4.11 **Participating Agencies** – refers to the twelve (12) participating NGAs (DAR, DA, DepEd, DOE, DENR, DOH, DILG, DOLE, DSWD, DTI, DOT and TESDA) and NEA which are involved in the 2014 BuB Program.
- 4.12 **Public Financial Management Improvement Plan** - refers to the set of programs/projects/activities (PPAs) that will be undertaken by the LGU to address the areas in PFM that need to be further improved and/or sustained based on the scores obtained from the assessment by the LGU of the different critical dimensions of an open and orderly PFM system provided under the PFMAT for LGUs.
- 4.13 **Poor** - refers to individuals and families whose incomes are within the poverty threshold as defined by the National Statistical Coordination Board. These are those who cannot afford to provide for their minimum basic needs of food, health, education, housing and other essential amenities of life in a sustained manner.
- 4.14 The RPRAT shall provide technical assistance to the LPRATs in the formulation of the LPRAP composed of the following:
- | | |
|---------------------|--|
| Chairperson : | DILG Regional Director |
| Vice-Chairpersons : | DBM Regional Director |
| | Representative from the NAPC Secretariat |
| Members : | |
| | <ul style="list-style-type: none">• Regional Directors or representatives of all other participating agencies (DA, DAR, DENR, DOH, DEPED, DOLE, DOE, DSWD, DTI, DOT, NEA, and TESDA)• Regional Director or representative of the National Economic and Development Authority (NEDA)• A CSO representative per province as identified by NAPC |
- 4.15 **Seal of Good Housekeeping (SGH)** – a tool used by the DILG to aggressively push the valuing of the fundamentals of good governance essential in local

public administration and development. It advances the primacy of performance, accountability, transparency and participation in local governance system.

5.0 GUIDELINES

The following processes shall serve as the main components to implement Bottom-up Budgeting: 1) Preparation for poverty reduction planning and budgeting, including the conduct of a city or municipal civil society assembly, 2) Conduct of the LPRAP Workshop, 3) LPRAP Endorsement of CSOs, 4) Approval of Sanggunian, 5) Submission of the list of priority projects to the DILG Regional Office (RO), 6) Consolidation of the projects by the DILG RO, 7) Validation of projects by the RPRAT, 8) Integration of the LGU projects in the budgets of participating agencies, 9) Provision of LGU Counterpart, and 10) Project Implementation.

For municipalities which were previously or currently covered by the KALHI-CIDDS Project, the KALAHICIDDS approach will be used in steps 1-2 in the process enumerated above, to be implemented by the LGUs with the assistance of DSWD. DSWD, in coordination with the Provincial LPRAP Facilitator or the Provincial Basic Sector Representative designated by NAPC, should ensure that municipal level CSOs are involved in the preparation of the LPRAP. DSWD shall provide guidance to the concerned LGUs for this process, which will take precedence over Sections 5.1 to 5.2.3 of this Joint Memorandum Circular.

5.1 *Preparation for poverty reduction planning and budgeting.* NAPC and DILG shall organize various capacity building activities on constructive engagement and participatory planning and budgeting for CSOs and LGUs in coordination with the RPRATs.

5.1.1 *Conduct of city / municipal Civil Society Assemblies.* The provincial LPRAP facilitator designated by NAPC shall facilitate an inclusive assembly of CSOs in their city/municipality during which CSOs shall identify and agree on a set of priority poverty reduction projects and measures that reflect grassroots community issues and demands, which they will advocate for inclusion in the LPRAP. CSOs shall also elect from among themselves their representatives in the LPRAT based on the number of members set by the LGU and Section 4.6 and 5.1.2.

5.1.2 *Selection of the LPRAT co-chairperson and CSO signatories of the LPRAP.* The elected CSO representatives shall also elect among themselves the co-chair of the LPRAT and the three representatives who will sign the LPRAP. The three signatories must include:

- a Pantawid Pamilya parent leader, the selection of whom shall be facilitated by the DSWD municipal link (If the city or municipality has no Pantawid Pamilya beneficiaries, a Parent Teacher Association representative can serve as an alternative);

- a representative from a basic sector organization or cooperative of any of the following sectors: farmers and landless rural workers, artisanal fisherfolk, formal labor and migrant workers, workers in the informal sector, indigenous peoples and cultural communities, women, persons with disabilities, senior citizens, victims of calamities and disasters, youth and students, children, or urban poor, the selection of which shall be facilitated by the LPRAP facilitator; and
- a third CSO representative who is a member of the city or municipal local development council.

5.1.3 *Updating of and validation of relevant economic and social data.* The focus LGUs shall consolidate and update all relevant information, statistics, and sex-disaggregated data for poverty reduction planning. Data will be obtained from various sources such as the CBMS, FHSIS, Socio-Economic Profile, Social Protection and Development Report, Operation Timbang Data, School Improvement Plans, administrative records of NGAs, the NHTS, Participatory Situational Analysis Result (for Kalahi-CIDSS areas), and data from electric cooperatives on sitio and household electrification projects, among others. The focus LGUs shall also ask the CSOs in their area to submit relevant information and data.

5.2 *Conduct of LPRAP Workshop.*

- 5.2.1 The LCE shall constitute or reconstitute the LPRAT based on the members as identified in Section 4.6 and based on the process undertaken pursuant to Section 5.1.2.
- 5.2.2 The LPRAT shall conduct a workshop or a series of workshops to formulate the LPRAP. During the workshop/s, the LPRAT shall review and validate the latest relevant data specified in Section 5.1.2 and relevant sections of the CDP, Comprehensive Land Use Plan (CLUP), Executive Legislative Agenda (ELA), and the Annual Investment Program (AIP).
- 5.2.3 The active participation of CSOs, basic sector representatives and other non-government stakeholders must be ensured as they shall validate data and analyses that will be presented by the LGU.
- 5.2.4 The RPRAT shall provide technical assistance to the LPRATs in the formulation of the LPRAP. At least one member of the RPRAT will be assigned to each city or municipality. The following assignments are recommended:
- DSWD for KALAHY-CIDSS areas
 - A member identified by the RPRAT for other cities and municipalities.

- 5.2.5 The LGUs shall invite that RPRAT or its duly authorized representative to the workshop/s to provide technical assistance in the formulation of the LPRAP.
- 5.2.6 The LPRAT shall identify the specific poverty reduction strategies to be undertaken by the LGU and other stakeholders, including the national agencies, and incorporate the same in the LPRAP.
- 5.2.7 The LPRAT shall also identify priority poverty reduction projects through a vote among its members. The list of priority projects will be submitted to the national government for funding consideration in its proposed 2014 budget, using the format provided in Annex B. Good governance, gender mainstreaming and climate change mitigation/adaptation strategies shall also be incorporated in the plan. These projects must be identified by the LPRAT using clear criteria and a transparent and participatory process.
- 5.2.8 All projects that will be submitted to the national government for funding must contribute to the following national government priorities:
- Provision of Basic Social Services and Attainment of the Millennium Development Goals, including poverty reduction;
 - Hunger Mitigation and Elimination;
 - Job Generation and Inclusive Local Economic Development; and
 - Climate Change Adaptation/Mitigation and Disaster Preparedness
- 5.2.9 Localities that experience a high prevalence of hunger shall include hunger mitigation/elimination programs in their requested projects. Likewise, localities that are situated in geohazard areas shall include disaster risk reduction/climate change adaptation programs in their requested projects.
- 5.2.10 The following projects may NOT be proposed as BuB Projects:
- Expansion of Pantawid Pamilya Program beneficiaries (since identification of beneficiaries is done through NHTS);
 - Housing Projects (due to the substantial cost requirement; such projects should be requested from NHA/NHMFC which have the necessary funding);
 - Major Flood control projects (due to huge cost requirement)
 - Vaccination program (since universal coverage is already provided by DOH and PhilHealth);
 - National Health Insurance Program (since coverage for indigents is already provided by PhilHealth);
 - Projects related to law enforcement, fire protection, and jail management (since these are not poverty reduction projects);

- Construction of city/municipal hall and other multi-purpose buildings, procurement of furniture and fixtures, (since these are not poverty reduction projects);
- Construction of new school buildings and classrooms and teacher deployment (since this will be provided for in the FY 2013 National Budget);
- Purchase of motor vehicles (i.e. ambulances, trucks, fire trucks); and
- International trainings / scholarships

5.2.11 In identifying priority projects, the LPRAT must allocate eighty percent (80%) of their budget cap for projects included in the Menu of Programs attached as Annex C.

5.2.12 The remaining twenty percent (20%) of their budget cap may be allocated for new programs proposed by the LPRAT in accordance with Section 5.2.8 and 5.2.10.

5.2.13 Total funding for proposed priority poverty reduction projects requested by each city and municipality from national government shall not exceed the cap set for each of them as indicated in Annex A.

5.3 *Endorsement of CSOs.* The list of priority projects must be approved by the CSO members of the LPRAT. As proof of the participatory process undertaken and the approval of the CSO members of the LPRAT, the list of priority projects that will be submitted must be signed by the three elected CSO members of the LPRAT.

5.4 *Approval of Sanggunian.* The Sangguniang Lungsod/Bayan must also approve the list of priority projects before it is submitted to the national government, through the issuance of a Sanggunian Resolution using the prescribed format (Annex C).

5.5 *Submission of the List of Priority Poverty Reduction Projects.* The list of priority poverty reduction projects duly endorsed by the CSOs and approved by the *Sanggunian* Lungsod/Bayan shall be submitted to the RPRAT through the DILG RO by **February 15, 2013**:

The submission should include:

- Cover letter signed by the city / municipal mayor;
- List of Priority Projects, using the attached format (Annex B1) and with all pages signed by the 3 CSO representatives identified in Section 5.1.2.
- Project brief for each proposed project (using template in Annex B2)
- Copy of Sanggunian Resolution approving the List of Priority Poverty Reduction Projects (See Annex C for the prescribed format); and,

Both printed and electronic copies of these documents should be submitted to the DILG RO. Electronic copies should be submitted through e-mail. The list of priority projects must be submitted in both PDF and word/excel format.

- 5.6 *Consolidation of the List of Priority Poverty Reduction Projects by Region* – the list of priority poverty reduction projects will be consolidated by the DILG RO, which will then provide the consolidated list to all members of the RPRATs and to NAPC. The list should be submitted to NAPC by March 1, 2012 together with copies of the original submission and attachments from the focus cities and municipalities.
- 5.7 *Validation and review of Priority Poverty Reduction Projects by the RPRAT.*
- 5.7.1 The DILG Regional Director shall convene the RPRAT to review and validate the proposed projects.
- Members of the RPRAT shall endorse proposals which have been requested from their agency
 - The RPRAT shall determine whether projects not endorsed by an agency can be accommodated by other agencies
- 5.7.2 In cases where agencies do not have existing programs or projects that would cater to proposed projects, the RPRAT shall recommend to the concerned Agency Central Office (ACO) and to the HDPRC the creation of new programs under specific agencies to address such a demand, provided that the proposed projects are in conformity with Section 5.2.8 and 5.2.10.
- 5.7.3 If a project is not accepted by the RPRAT, the RPRAT must meet with the duly authorized LPRAT representative to clarify, modify or replace the rejected project. The LPRAT must then submit its modified proposal to the RPRAT within a prescribed period determined by the RPRAT.
- 5.7.4 The RPRAT must ensure that previously rejected projects are finally settled/replaced before submission to NAPC and the Regional Development Council (RDC).
- 5.7.5 The RPRAT, through the DILG RO, shall then submit the revised list of validated BuB Projects to NAPC and the RDC.
- 5.7.6 NAPC shall in turn consolidate all the submissions of the RPRAT and forward it to DBM and all concerned ACOs.
- 5.8 *Integration of the LGU projects in the budgets of participating agencies.* The ACOs shall review all BuB projects that have been submitted to them for funding consideration.

5.8.1 The ACO shall then incorporate this in its 'within ceiling' budget proposal which will be submitted to DBM.

5.8.2 All agencies should ensure that BuB Projects are not duplicated in their regular programs, in the PAMANA program or in the ARMM Stimulus Fund.

5.9 *Provision of Counterpart Funds.* LGUs must provide the following cash counterpart:

LGU Class	Required Cash Counterpart
Highly urbanized cities	30% of project cost
All other Cities	20% of project cost
1 st to 3 rd class municipalities	15% of project cost
4 th to 6 th class municipalities	5% of project cost

5.9.1 The counterpart to be provided must be sourced from LGU funds. This shall be formalized and included by the LGU in its 2014 AIP and annual budget.

5.9.2 Funding from national government for projects that have not been provided with the required LGUs counterpart in the Appropriation Ordinance authorizing the Annual Budget for FY 2014 will not be released.

5.10 *Project Implementation.*

5.10.1 LGUs that meet the following requirements can implement their BuB Projects in 2014:

- The LGU is a recipient of the DILG's SGH based on the 2013 Assessment;
- The LGU has made substantial progress in implementing its Public Financial Management (PFM) Improvement Plan as determined by DBM;
- The LGU has the technical capacity to implement the project, as determined by the concerned participating agency (on a per project basis); and
- The LGU has no unliquidated cash advances from participating agencies based on existing auditing rules and regulations (on a per agency basis).

5.10.2 If an LGU is ineligible to implement a BuB Project, the project will be implemented by the concerned NGA.

5.10.3 LGUs that poorly implement their BuB projects in 2013 will not be provided funding for their priority projects under the 2014 BuB Program.

6.0 FUND SOURCE

Funding for the implementation of approved BuB projects shall be incorporated by the participating agencies and DBM into the FY 2014 National Expenditure Program.

7.0 ROLES AND RESPONSIBILITIES

7.1 The **LCE** shall:

- 7.1.1 Organize and convene the LPRAT;
- 7.1.2 Make available information and data sets about unmet needs, the CDP, ELA and AIP;
- 7.1.3 Ensure the conduct of LPRAP workshop/s with strong CSO and basic sector participation and ensure that only project proposals included in the LPRAP and prioritized by the LPRAT are submitted to the RPRAT;
- 7.1.4 Ensure the conduct of quarterly LPRAT meetings; and
- 7.1.5 Mobilize the LGU to comply with the requirements of the DILG's Seal of Good Housekeeping and implement its PFM Improvement Plan.

7.2 The **LPRAT** shall :

- 7.2.1 Organize and facilitate the conduct of a Local Poverty Reduction Action Planning workshop for the formulation of the LPRAP and the identification of priority poverty reduction projects;
- 7.2.2 Agree on a list of priority poverty reduction projects for 2014 based on the LPRAP and submit it to the RPRAT using the template provided in Annex B; and
- 7.2.3 Conduct quarterly meetings to monitor the status of the approval and integration of the priority poverty reduction projects into the budgets of participating agencies and monitor the implementation and status of the projects.

7.3 The **Sangguniang Bayan/Panlungsod** shall review and approve List of Priority Poverty Reduction Projects to be submitted to the RPRAT. It shall pass a Sanggunian Resolution using the prescribed form (see Annex C) endorsing the list of priority poverty reduction projects.

7.4 The CSO members of the LPRAT shall:

- 7.4.1 Actively participate in the formulation of LPRAP and identification of the priority poverty reduction projects;
- 7.4.2 Through their elected representatives identified in Section 5.1.2, endorse the LPRAP and list of priority poverty reduction projects for approval of the Sangguniang Bayan/Panlungsod; and
- 7.4.3 Monitor the implementation of the projects through the LPRAT, the mechanism to be established by NAPC and/or through their own initiative.

7.5 The RPRAT shall:

- 7.5.1 Require each member agency to assign a permanent and alternate representative to the RPRAT;
- 7.5.2 Conduct orientation workshops for the LPRAT of focus municipalities/cities on the bottom-up process which will discuss the following:
 - rationale for BuB;
 - 2013 implementation guidelines for BuB Projects and 2014 BuB guidelines;
 - tools for LPRAP development; and
 - work and financial planning for LPRAP formulation;
- 7.5.3 Be responsible in engaging the DSWD Municipal Links and the Pantawid Pamilya parent leaders and provide municipal-level NHTS data (through DSWD);
- 7.5.4 Provide data from DA, DAR, DENR, DepEd and other government agencies and guidance in the use of these information in the LPRAP formulation;
- 7.5.5 Provide technical assistance in the development of LPRAPs;
- 7.5.6 Monitor the activities of the LGUs and the progress of submission of project proposals and LPRAPs;
- 7.5.7 Ensure that the LGUs submit priority projects within their budget cap;
- 7.5.8 Consolidate, review and validate the proposed LPRAPs submitted by the LPRATs;
- 7.5.9 Inform the RDCs and the concerned LCEs on the final LPRAP projects for the focus cities and municipalities which should be included in the budget proposal of the participating agencies; and

7.5.10 Monitor and evaluate the performance of the LPRAT and the implementation of BuB Projects.

7.6 NAPC shall:

7.6.1 Lead the conduct of regional orientation for the RPRATs on the formulation of LPRAPs;

7.6.2 Facilitate mapping of the approved project of LGUs and their posting in the empowerment portal;

7.6.3 Set-up web-based software for automation of planning and consolidation of LPRAP projects and web-based monitoring system which will track the implementation of the funded projects. These systems shall allow for automated planning and on-line reporting by LGUs and implementing agencies as well as submission of feedback from CSOs and other stakeholders;

7.6.4 Shall create a helpdesk at the national level for the purpose of direct communication between the local community and NGAs/GOCCs with regard to LPRAP implementation status and issues;

7.6.5 Establish a grievance and redress system where various stakeholders can communicate their concerns regarding the implementation of BuB;

7.6.6 Shall contract/employ an independent entity to document the process involved, including experiences and lessons learned and possible recommendations/suggestions for improvement; and

7.6.7 Facilitate the overall monitoring and evaluation of the BuB initiative.

7.7 The Central Offices of participating agencies shall:

7.7.1 Incorporate the list of priority projects submitted by NAPC in their proposed 2014 above the ceiling budget;

7.7.2 Submit to DBM, the department's budget proposal for FY 2014 which includes the project proposals from the focus cities/municipalities by **April 8, 2013**. In filling-up BP201-ABC of the FY 2014 National Budget Call, LGU project proposal shall be tagged as "9" to facilitate tracking and monitoring, as shown in the example.

Example: Farm to Market Road, Department of Agriculture

<u>PAPs</u>	<u>Key Program Code</u>	<u>Amounts</u>
B.1.b Farm to Market Roads	3	
Region 1		XXXXXXX
Regular		xxxxxxx
Bottom-up	9	xxxxxxx

7.7.3 The participating agency Central Offices through the AROs shall give feedback to the RDC and the LGUs on the status of the proposals.

8.0 BOTTOM-UP BUDGETING CALENDAR

Participating agencies and LGUs are enjoined to adhere to the bottom-up budget preparation calendar as specified in the table below.

1	Orientation of the RPRATS	NAPC	Nov 15-30
2	Orientation workshops for LPRATs	RPRAT with the NAPC	Dec 1-15
3	Conduct of LPRAP Workshops, LPRAP Endorsement of CSOs and LPRAP Approval of Sanggunian	LGUs	Dec 16, 2012 - Feb 14, 2013
4	Submission of LPRAPs and list of priority projects to the RPRAT	LGUs	Feb 15
5	Convening of expanded RPRAT to validate LGU proposals; clarify proposals with LGUs if necessary	RPRAT	Feb 16- Mar 28
6	Forward copies of all LPRAPs to NAPC	RPRAT	Mar 1
7	Submission of validated list of BuB Projects to NAPC and the RDC	RPRAT	Mar 29
8	Consolidation of regional submissions	NAPC	Mar 30 - Apr 4
9	Endorsement of proposed BuB Projects to participating agencies	NAPC	Apr 5
10	Integration of BuB Proposals with NGA budget proposals in the NEP	DBM and Agency Central Offices	Apr 6 - 14
11	Submission of agency proposed budget to DBM	Participating agencies	Apr 15

For compliance.

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