

## Annex I: Project Implementing Unit

(LGU LETTERHEAD)

IMPLEMENTING RULES AND REGULATIONS OF RA. NO. 11292

(THE SEAL OF GOOD LOCAL GOVERNANCE ACT)

AN ORDER CREATING THE SEAL OF GOOD LOCAL GOVERNANCE INCENTIVE FUND (SGLGIF) PROJECT IMPLEMENTATION TEAM AND ITS TECHNICAL WORKING GROUP (TWG) OF THE \_\_\_\_\_ (Name of LGU)

WHEREAS, The Seal of Good Local Governance Incentive Fund (SGLG Incentive Fund), a Performance Challenge Fund, was institutionalized by virtue of Republic Act No. 11292 otherwise known as the Seal of Good Local Governance Act of 2019, and is a Local Government Development Program managed by the Seal of Good Local Governance Council (hereinafter as the Council), composed of various National Government Agencies (NGAs).

WHEREAS, the SGLG Incentive Fund is a progressive incentive system given to an eligible LGU in the form of a counterpart fund to finance high-impact local development projects prioritized by the LGU, and to further influence and encourage the LGU to deliver public service more effectively;

WHEREAS, through the SGLG Incentive Fund, the LGU is encouraged to promote effective and honest governance through an intensive campaign on full disclosure policy, as the Seal of Good Local Governance is one of the criteria in order for the LGU to be eligible for the SGLG Incentive Fund;

WHEREAS, the \_\_\_\_ (Name of LGU) received a Notice of Eligibility dated \_\_\_\_\_ from the \_\_\_\_ (Name of Regional Director) \_\_\_\_\_, DILG Region \_\_, informing that this office passed the Seal of Good Local Governance (SGLG) FY \_\_\_\_\_, and eligible to avail the SGLG Incentive Fund \_\_ (Year) subsidy in the amount of \_\_\_\_\_;

WHEREAS, one of the requirements in availing of the SGLG Incentive Fund is the creation of a Project Implementation Team to facilitate and monitor the implementation of the projects prioritized by the LGU.

NOW THEREFORE, I, \_\_\_\_ (Name of Local Chief Executive) of \_\_\_\_ (Name of LGU) by virtue of power vested in me by law and the Constitution do hereby create the SGLGIF Project Implementation Team (SGLGIF-PIT) in the \_\_\_\_ (Name of LGU).

Section 1. CREATION. There shall be created a SGLG Incentive Fund Project Implementing Team to the \_\_\_\_\_ (Name of LGU)\_\_\_\_\_.

Section 2. COMPOSITION. The SGLG Incentive Fund Project Implementing Team of the \_\_\_\_\_ (Name of LGU)\_\_\_\_\_ shall be composed of the following members:

Chairman	_____ (Name of LCE) _____
Co-Chairman	_____ (Name of Vice-Mayor/Governor) _____
Members	_____ (Name of LGU Planning and Development Officer) _____
	_____ (Name of LGU Engineer) _____
	_____ (Name of Budget Officer) _____
	_____ (Name of LGU Accountant) _____
	_____ (Name of LGU Administrator) _____
	_____ (Name of M/CLGOO) _____
	_____ (Others, if applicable) _____

Section 3. FUNCTION, DUTIES AND RESPONSIBILITIES. The SGLG Incentive Fund Project Implementation Team (SGLGIF-PIT) shall have the following function, duties and responsibilities:

1. Ensure that the project implementation abides the provisions on the DILG MC 2022- \_\_\_\_\_ dated \_\_\_\_\_:
2. Facilitate the preparation and submission of all documentary requirements for the release of the SGLG Incentive Fund Subsidy;
3. Assist in the preparation of the project proposal to be submitted to the Chairman of the SGLGIF-PIT for review and approval;
4. Assist in the preparation of the Program of Works, Detailed Cost Estimate and Detailed Engineering Design in case of Infrastructure project;
5. Prepare the project action plan and budget, subject to the approval of the LCE;
6. Determine and approve propose project to be funded by the SGLG Incentive Fund;
7. Monitor the progress and oversee the implementation of the SGLG Incentive fund project;
8. Facilitate the preparation and submission to the DILG Regional Office progress reports of the following:
  - a. Monthly Submission of the Statement of Work Accomplished (SWA) every 5th day of the ensuing month

