

#### 5th SANGGUNIANG PANLUNGSOD

## COMMITTEE ON FINANCE, BUDGET AND APPROPRIATION

#### COMMITTEE REPORT

NO. FBA-166-S-2023

Subject: A RESOLUTION AUTHORIZING THE CITY TREASURER TO OPEN A BANK ACCOUNT IN BEHALF OF THE CITY GOVERNMENT OF BACCOR FOR THE KADIWA FINANCIAL GRANT ASSISTANCE PROGRAM-PCR-444-2023 dated November 13, 2023

Referred to this Committee is the above-subject matter for appropriate action and recommendation.

Record shows that under City Resolution No 2023-228 which was approved by the 5th Sangguniang Panlungsod on March 27, 2023, the City Mayor, Hon. Strike B. Revilla, was authorized to enter into and sign the Memorandum of Agreement (MOA) with the Department of Agriculture (DA) relative to the launching of the enhanced "Kadiwa ni Ani at Kita Financial Grant Assistance Program".

The title of the afore-mentioned City Resolution is hereunder quoted for ready reference:

City Resolution No. 2023-228 Series of 2023

"A RESOLUTION AUTHORIZING THE CITY MAYOR, HON, STRIKE B. REVILLA TO SIGN THE MEMORANDUM OF AGREEMENT BETWEEN THE CITY GOVERNMENT OF BACOOR AND THE DEPARTMENT OF AGRICULTURE RELATIVE TO THE LAUNCHING OF THE ENHANCED "KADIWA NI ANI AT KITA FINANCIAL ASSISTANCE PROGRAM"."

Records further show that the City Government of Bacoor had already complied with all the documentary requirements for the grant of financial assistance under the said program, except for the submission of the copy of passbook or bank account details where the fund will be transferred.

The Committee finds that the request to authorize the City Treasurer to open a bank account for the purpose is proper and reasonable.



## 5th SANGGUNIANG PANLUNGSOD

#### RECOMMENDATION:

In view of the foregoing, the Honorable Members of the Committee hereby recommend TO APPROVE the City Resolution authorizing the City Treasurer to open a bank account for the Kadiwa financial grant program of the Department of Agriculture (DA).

WE HEREBY CERTIFY that the contents of the foregoing report are true and correct.

Signed this \_\_\_\_ day of November 2023 at the City of Bacoor, Cavite.

THE COMMITTEE ON FINANCE, BUDGET AND APPROPRIATION

HON. ROOFHO M. NOLASE

Chairman

HON. CATHERINGS. EVARISTO

Vice Charperson

HON. REYNALDO D. PALABRICA

Member

HON. ADRIELHO G. GAWARAN

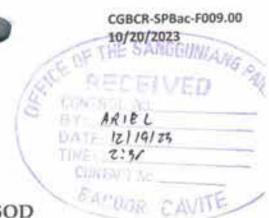
Member

Prepared by:

ROBERTO A. DE GUZMAN

Local Legislative Staff Assistant I





#### 5th SANGGUNIANG PANLUNGSOD

## Committee on Finance, Budget and Appropriation

## EXCERPT FROM THE MINUTES OF REGULAR SESSION NO. FBA-166-S-2023

Subject: A RESOLUTION AUTHORIZING THE CITY TREASURER TO OPEN A BANK ACCOUNT IN BEHALF OF THE CITY GOVERNMENT OF BACOOR FOR THE KADIWA FINANCIAL GRANT ASSISTANCE PROGRAM. – PCR-444-2023 dated November 13, 2023.

Honorable Rowena B. Mendiola City Vice Mayor/Presiding Officer called the 68th Regular Session to order.

Atty. Khalid Atega, Jr., Secretary of the Sangguniang Panlungsod, proceeded with the roll call, the approval of the Journal and Minutes of the 67th Regular Session, and the reading of the referrals to committees of proposed Ordinances, Resolutions, Messages, Communications, Petitions and Memorials.

On motion by Honorable Reynaldo Palabrica which was unanimously seconded by the majority of the Honorable Members of Sangguniang Panlungsod, the internal rules were suspended.

Upon reading and referral of Agenda Item No. OM.1- PCR-444-2023 - "A RESOLUTION AUTHORIZING THE CITY TREASURER TO OPEN A BANK ACCOUNT IN BEHALF OF THE CITY GOVERNMENT OF BACOOR FOR THE KADIWA FINANCIAL GRANT ASSISTANCE PROGRAM." Honorable Rogelio M. Nolasco moved the approval for the Resolution Authorizing the City Treasurer to open a Bank account in behalf of the City Government of Bacoor as one of the requirements to deposit for the account of "Kadiwa Ni Ani at Kita Financial Grant Assistance Program".

The motion was unanimously seconded by the majority of Honorable Members of the 5th Sangguniang Panlungsod. The Resolution authorizing the City Treasure to open a Bank account on behalf of the City Government of Bacoor for Financial Grant Assistance Program was **APPROVED**.



## 5th SANGGUNIANG PANLUNGSOD

The regular session was closed and adjourned at 11:30 A.M.

Prepared By:

9Bholasur

EDGARDO B. NOLASCO

CLERK

Attested By:

COUN BOGELIO "BOK" M. NOLASCO

Chairman

Committee on Finance, Budget and Appropriation



# Republic of the Philippines Province of Cavite CITY OF BACOOR

# OFFICE OF THE CITY ADMINISTRATOR

10 November 2023

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SANGGUNIANG PANLUNGSOD

City of 8acoor

THRU:

ATTY, KHALID A. ATEGA JR.

Secretory

Sangguniang Panlungsod

SUBJECT:

REQUEST FOR RESOLUTION AUTHORIZING THE CITY TREASURER TO

OPEN A BANK ACCOUNT

Dear Hon. Councilors.

Greetings!

The City Government of Bacoor is applying for the Kadiwa Financial Grant Assistance Program for its Bacoor Kadiwa Center Project. One of the requirements for the application is a Bank Account where the Financial Grant will be deposited.

In view of the toregoing, the undersigned is most respectfully requesting your good office to issue a Resolution Authorizing the City Treasurer to open a Bank Account in Behalf of the City Government of Baccor where the Financial Grant will be deposited.

Your utmost consideration and tavorable response regarding our request will be highly appreciated.

Respectfully.

ATTY. AIMEE TORRETTANCA-NERI





# Republic of the Printiplics' Province of Unite CITY OF BACOOR

## Office of the Sangguniang Panlungsod



## City RESOLUTION NO. 2023 -228 Somes of 2023

A RESOLUTION AUTHORIZING THE CITY MAYOR, HON, STRIKE 8.
REVILLA, TO SIGN THE MEMORANDUM OF AGREEMENT
BETWEEN THE CITY GOVERNMENT OF BACOOR AND THE
DEPARTMENT OF AGRICULTURE RELATIVE TO THE LAUNCHING
OF THE ENHANCED "KADIWA NI ANI AT KITA FINANCIAL GRANT
ASSISTANCE PROGRAM".

260 moned by

## HON, SIMPLICIO G. DOMINGUEZ and HON, REYNALDO D. PALABRICA

Cusponsoma by

Hon, Roberto L. Advincula, Hon, Ramon N. Baulista, Hon, Mac Raven Espiritu, Hon, Catherine Sarino-Evaristo, Hon, Reynaldo M. Fabian, Hon, Adrielito G. Gowaron, Hon, Victorio L Guerrero, Jr., Hon, Alejandro Gulierrez, Hon, Rogelio M. Nolasco, Hon, Levy M. Tela and Michael E. Solis

**WHEREAS**, the Department of Agriculture laters here the "Entranced KADIWA in Ani at Kata financial Grand" to ensure food availability and recessibility during the COVID-19 pandomic and beyond.

WHEREAS, under this program the Depletment of Agriculture shall provide financial assistance to participating eligible organizations and local government units. The Calcul Baccoor being a consistent Seat at Good Local Government assaulter, general towards continued pursual of periodicipation to all Baccooreños, including the local individual formats, fishertoiks, community-based organization formers and timertoiks cooperatives, and/or associations will be one of the recipients of the soul grant.

whereas, a craft Memorandum of Agreement between the Department of Agriculture and the city government was sent by the Office of the City Mayor to the Sungganium Paniungsod for its review and consideration. The said Memorandum of Agreement shall be deemed at subagray part of this resolution.

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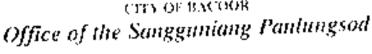
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## Republic of the Phatiques Province of Caspe CITY OF BACOOR



NOW THEREFORE, upon malega of their Empires Deminguez and Hon Reynaldo Pasabrica, ananimously seconded by the council's ingular session duly assembled BE IT RESOLVED AS IT IS HEREBY RESOLVED by the Sangguniang Paniongsochto pass this resolution authorzing the Hon Strike S. Revito, to logic the Memorandian of Agreement between the City Government of Buccor and the Department of Agriculture relative to the idunating of the Enhancied Kadiwa ni Alii al Kila Financial Grain Assistance Program.

RESOLVED FURTHER, to turnish the Office of the Offi-Mayor, Department of Agriculture, the University of the Philippines-Office of the National Administrative Register (UP) ONARI and other government agencies concerned with capies of this resolution

APPROVED this 27th day of March 7023 of the City of Barcon: Cavite by the \$11 Sangguniang Parsionasset of the Cay of Bodgor, Cavilo.

tiner**e**by dentity that the foregoing resolution was also passed in accordance with law by the Spragonon's Parllingsod of the City of Baccor. Cavile on the  $27^2\,$  day of March 2023.

Certified by

18-21 5-3 HON, ROWENA BAUTISTA-MENDIOLA

City Vice Moyal/ Presiding Office:

Altostostab

ΑΠΥ, KHAÌID A. ATEGA. JR.

Senaguerang Panlengsod Secretors

Noted by:

HON, STRIKE B. REVILLA

City Mayor

189,114 · · · · · · CONTRACTOR STREET

CASS HAPS F. SOLIS. Committee

Committee.

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# PROJECT PROPOSAL

## A. Project Information

| 1. Project Title        | Bacoor Kadiwa Center                                       |
|-------------------------|--|
| 2. Name of Organization | City Government og Bacoor                                  |
| 3. Chairman/President   | Hon, Strike B. Revilla (City Mayor)                        |
| Address                 | Baccor City Hall, Baccor Government Center, Brgy. Bayanan, |
| WIIGI 622               | City of Bacoor, Cavite                                     |
| Consact Number          | (046) 481-4100 or 09271891751                              |
|                         | Brgy, Bayanan, City of Bacoor, Cavite                      |
| 4. Project Location     | Php 5,000,000.00   |
| 5. Grant Amount         |  |
| Requested               | Purchase of hauling vehicle, freezer, cabinets, additional |
| 6. Grant Purpose        | cummodities to be sold such as rice and sugar.             |
|                         | Conditioning to be sold index to the                       |
| 7. Total Project Cost   | Php 10, 999,934.42   |
| B. Project Duration     | Permanent  |

## B. Agribusiness Project Description

| B. Agribasiness Froject Des |  |
|-----------------------------|--|
| Project Objectives          | This project aims to help farmers and fisherfolks in marketing their products by providing easily accessible market. This will also benefit the buyers by selling fresh produce with 20% |
|                             | lower price compared to other markets within the city.   |
| 2. Project Beneficiaries    | a) Bacoor Agricultural Multipurpose Cooperative  |
|                             | (BAMPC)  |
|                             | b) Mantamayan para sa Lambat at Dagat Multi-Purpose  |
|                             | Cooperative (MPLD-MPC)   |
|                             | c) Bacoor Food Processing Center   |
| 3. Project Location         | The project will be located at Bacoor Government Center, Brgy.   |
|                             | Bayanan, in front of the Bacoor City Hall.   |
| 4. Products/commodities     | I. Rice  |
| ·                           | 2. Sugar   |
|                             | 3. Fruits  |
|                             | 4. Vegetables  |
|                             | S. Egg   |
|                             | 6. Meat  |
|                             | 7. Fish  |
| :                           | 8. Tahong  |
|                             | 9. Talaba  |
|                             | 10. Tahong Chips   |
|                             | 11. Vegetable Chips  |
| 5. Assets financed by       | Hauling vehicle, freezer, cabinets, additional commodities to be   |
| grant                       | sold such as rice and sugar, and rice and sugar vendor salary  |
|                             | (rice and sugar).  |
| 6. Nature of business       | Selling and trading-   |
| (agribusiness activities)   |  |
| 7. Capacity or volume of    | 1. Rice  |
| business                    | 2. Sugar   |
|                             | 3. Pruits  |
| 1                           | 4. Vegetables  |
|                             | 5. Egg   |
| İ                           | 6. Meat CONTROL TO CONTRIBUTE TOR  |
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|---|---------------------|
|   | 7. Fish             |
|   | 8. Tahong           |
|   | 9. Talaba           |
| ļ | 10 Tahong Chips     |
|   | 11. Vegetable Chips |

## C. Marketing Aspects

| Égmatodity | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1               | Estimated Annual Volume of Production (mt) | Estimated<br>Annual<br>Demand (mt) | Marketing Arrangements   |
|------------|---|--|------------------------------------|--|
| Rice       | Jubilee Bacoor<br>City<br>Consumers<br>Cooperative  | 249.1                                      | 145,552.89                         | <ul> <li>✓ At the first months of the kadiwa operation, the City Government of Bacoor will outsource the supply of rice through Unigrow.</li> <li>✓ After the purchase of dryer and rice mill, the City Government of Bacoor will coordinate with BAMPC for the supply of palay (local). The postharvest processing of palay will be shouldered by the City Government.</li> </ul> |
| Sugar      | [ubilee Bacoor<br>City<br>Consumers'<br>Cooperative | ٥  | 7,277.64                           | The City Government of Bacoor will outsource the supply for sugar.   |

| Cómmodity          | Spgplier  | Annual<br>Volume of<br>Production<br>(mt) | Annual<br>Demand*<br>(mt) | Marketing Arrangements   |  |  |  |  |
|--------------------|---|---|---------------------------|--|--|--|--|--|
| Rice               | Jubilee<br>Bacoor City<br>Consumers'                | 249.1                                     | 145,552.8<br>B            | At the first months of the kadiwa operation, the City Government of Bacoor will outsource the supply of rice through Unigrow.  After the purchase of dryer and rice mill, the City Government of Bacoor will |  |  |  |  |
|                    | Conperative   |   |                           | coordinate with BAMPC for the supply of palay (local). The postharvest processing of palay will be shouldered by the City Government.  |  |  |  |  |
| Sugar              | Jubilee<br>Bacoor City<br>Consumers'<br>Cooperative | 0   | 7,277.64                  | The City Government of Bacoor will outsource the supply for sugar.   |  |  |  |  |
| Fruits             | BAMPC   | 0.84                                      | 664.63                    | ✓ BAMPC will coordinate with   |  |  |  |  |
| Vegetables         | Jubilee Bacoor City Consumers' Cooperative          | 233.05                                    | 664.63                    | their members with regards to the supply of the products.  |  |  |  |  |
| <br>Egg            | and BAMPC<br>BAMPC                                  | 0   | 44.31                     | Vendors will also come<br>from the members of the<br>BAMPC.  |  |  |  |  |
| Meat               | вамес   | 0   | 1,329.6                   |  |  |  |  |  |
| Fish.              | MPLDMPC   | 620.801                                   | 1,329.6                   | ✓ MPLDMPC will coordinate with their members with  |  |  |  |  |
| Tahong             | MPLDMPC   | 4,761.55                                  | 664-63                    | regards to the supply of the products.  Vendors will also come   |  |  |  |  |
| Talaba             | MPLOMPC   | 31.7                                      | 664.63                    | from the members of the MPLDMPC.   |  |  |  |  |
| Tahong Chips       | Ocean Fresh<br>Tabong<br>Chips                      | ·   |                           | Supply and vendors will come<br>from the Bacoor Food<br>Processing Center under City   |  |  |  |  |
| Vegetable<br>Chips | Ocean Fresh<br>Tahong<br>Chips                      |   |                           | Livesihood Office.   |  |  |  |  |

## D. Business Operations

## 1. Management.

## (a) Management set-up

The City Government of Bacoor, Office of The City Agriculturist (OCA), and the City Livelihood Office will be key officers and personnel involved in managing and operating the business.

Office of The City Agriculturist

The Office of the City Agriculturist is responsible for the monitoring of the operation and product supply of the participating FCAs. The office should ensure that the products to be sold by the FCAs are with 20% lower price compared to the market price. Preparation and submission of necessary reports to the DA-AMAS and Office of the City Mayor should be done if needed.

City Livelihood Office

The City Livelihood Office is responsible for the monitoring of other vendors participating in the project. The office is also responsible in the preparation and kecoing of financial records of the projects.

Office of the City Engineering

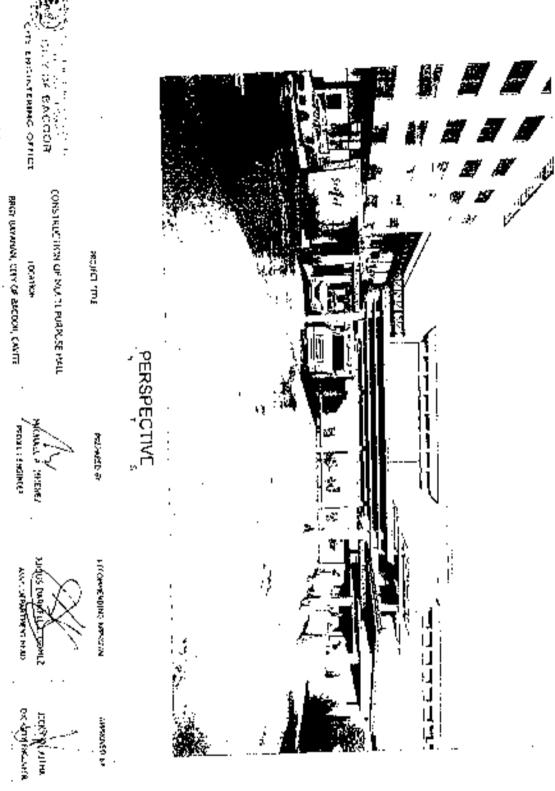
The Office of the City Engineering is responsible for the maintenance of the utilities and structure of the facility including water and power supply.

City Environment and Natural Resources Office

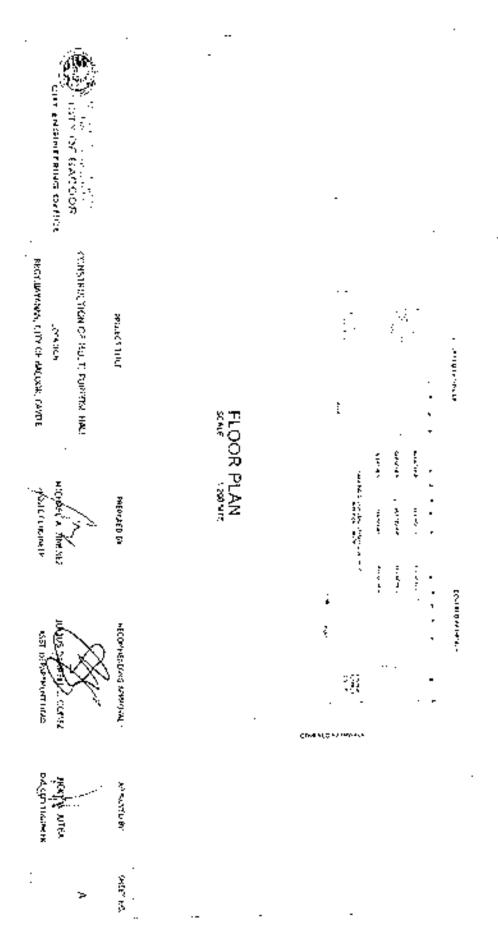
The City Environment and Natural Resources Office is responsible for the cleanliness of the whole facility.

## 2. Technical Aspects.

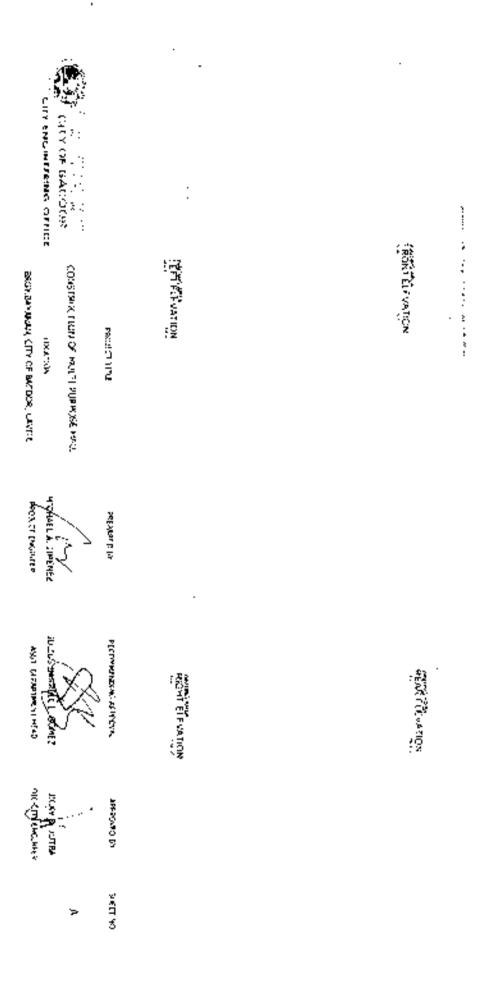
- a) Availability of Project Site. The site for the construction of facility was already provided by the City Government of Bacoor. The site is at the Bacoor Government Center, Brgy. Bayanan, City of Bacoor, in front of the Baccor City Hall.
- b) Operating Capacity. The size of the area for the Kadiwa Market operation is 2.5 imes 10 imes.
- c) Operation Flow. The participating FCAs must submit the inventory or list of their products available before and after each market operation at the Office of the City Agriculturist, while other participating vendors must submit theirs at the City Livelihood Office. The operation of the market will be from 6:00 in the morning to 5:00 in the afternoon.
- d) Detailed Engineering Design. Please proceed to the next page.



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## E. Financial Analysis and Projections



#### PAGGRAM OF MOTES AND COST ESTIMATES FOR THE CONSTRUCTION OF MUST FURPOSE HALL AT IGO COMPOUND OUT OF BACOOM CANTE

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| LATOI                                     |        |        |     |                     |   |                        |              |
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| #GUIFMEA*                                 |        |        |     |                     |   |                        |              |
| Life Copper lave                          | 350    | i ma   | . г | 1,900,00            | , | 45 00 3 20             |              |
| - 3C - 50 (mag)                           |        | 1 84.7 |     | 500.00              |   | 45,000,00              |              |
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| ITEM 4 STEEL WORKS                        |        |        |     | Z. E. IVIME         |   | ,                      | 1 571 809 90 |
| MAIGHALL                                  |        |        |     |                     |   |                        |              |
| 24 G/ Sen I - Copy T - 41 - 17 Fg         |        |        |     | 1.10.00             |   | Atr                    |              |
| Jode Car Tun - 20mm tunung                |        |        |     | 7.600               |   | 29, 40, 47             |              |
| 80 % and the wife of the marginary        |        |        |     | 7 19 M              |   | 1 / 27-49.             |              |
| MIDD NO STANIC ACTIVITY                   |        |        |     | 0.074.00            |   | 88 No.W                |              |
| WITH DOLL 2 has be Purked                 |        |        |     | 7.187 (9)<br>-0.198 |   | 28 78 195              |              |
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| place pay from Smiller 20 mm views        |        |        |     | 17579               |   | 764400                 |              |
| 9.70 Loop Swin Bookle 12 mon <b>a</b>     |        |        | :   | 171.60              |   | 15-690<br>15-696       |              |
| 10-0 Let Angle Set 7 - 27 def             |        |        | ,   | 231.00              |   |                        |              |
| re (r) trong - Anglo der (af a for a a    |        |        |     | -91. y              |   | 21 a 20 08             |              |
| 8000 on Pout Senepa                       |        |        |     | 3,40,51             |   | 10 204 ()<br>20 404 (4 |              |
| SOU TO Strang Die                         |        |        |     |                     |   | 29 68% (06             |              |
| 2001 the Colleg Date 4                    |        |        | ,   | 144.00              |   | 1:00()                 |              |
| XIIS Local Cooling Dec. 14                |        |        | •   |                     |   | 2000.00                |              |
| 2 of their freelying and                  |        |        |     | 976 Ge<br>2541 CC   |   | n operate.             |              |
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| 100 Confluction for mon                   | 1510   | daw    |     | 1.417               |   |                        |              |
| 2 (III) Mallett workum                    |        |        |     | 100 (c)             |   | 27-976-1-1             |              |
| 2.7) Cathories                            |        | cu.:   |     | 457 W               |   | 757600.0               |              |
| 7 77 .250mm                               | .55.50 | 904    | •   | 750,00              |   | *10 C W                |              |
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| and the state of                          | 3533   | der    |     | 120000              |   | (2,500,00)             |              |
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| ITHE POSSUE WARE                          |        |        | 5   | ne - 1014;          |   | •                      | 1 137 904 69 |
| ITALS BOOFING WORKS                       |        |        |     |                     |   |                        |              |
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| 1.1       | le en op Førd   |                    |   | 180,000  | 135.55       |            |
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| 45 (4.5   | PVD Pepov. Direkt   |                    |   | 50.00    | 2 - 25 0%    |            |
| •         | MyS Comen   |                    |   | 2477     | 405.00       |            |
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| '         | CC Cherry Charles (Charles                                  | 50 min may         |   | 11. 5    | . 9.35       |            |
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| :         | 10) un den  | Y consider.        |   | 25000    | W NC X       |            |
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| DEM 4 COM | CM FORM   |                    |   |          |              |            |
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| 73        | (Contract: Rational Contact                                 |                    |   | 9- **    | £. 356 m     |            |
| e.        | CONTRACT MICE SHOW  |                    |   | 7.597    | evitor dv    |            |
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| Ps        | the fact Report Controls                                    |                    |   | 191.7    | 79 Apr (4)   |            |
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| 95        | Note that is $G_{i}$ and $G_{i}$ by $G_{i}$ $G_{i}$ $G_{i}$ |                    | • | 97. 7    | 6460 B       |            |
| . 4       | 1990 jahran <b>Ung</b> énti <del>en</del> Mei (1704) b      |                    |   | 5,.1     | 14 × X 30    |            |
|           | 7 Xr. Leville Marter Charlet                                |                    |   | 0.35%    | 12.00(35)    |            |
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|           | Carrier - Follows Chinavioles                               |                    |   | 12.64    | 15 V. V.     |            |
|           | Material Reservation (Process) is                           | professional Auto- |   | H207-00  | 1.73         |            |
|           | tion from Widon Weldow Library Co                           | ya.                |   | - 25,117 | 206.26       |            |
|           | 17) in the <b>Percel</b> Serve is better from               |                    |   | 1000.00  | . 204 64     |            |
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|           | An Constitution two year                                    | 14 Oct   Green     |   | W11.00   | · . 1/2 1 */ |            |
|           | NOO NINGO MARKAN  | 1400 0400          |   | 455.00   | 54 BCA G     |            |
|           | NOV Charges   | DMCD   daw         |   | 20,02    | 0.000        |            |
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| 5 00000   |   |                    |   |          |              |            |
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|           | ned with TUBBLY NOTICE                                      |                    |   | 0.000    | -            | 2000       |
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| :       | :5-             | nuya Şarkanbarin               |     |       |     | -E+C         |   | 11 076                 |   |            |
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|         | (nect           |                                |     |       |     |              |   |                        |   |            |
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|         |                 |                                |     |       |     |              |   | ):: 4,5, ( <b>\$</b> ) |   |            |
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| ÷       | e. 1952 i       | ı <b>;</b>                     |     |       |     |              |   |                        |   |            |
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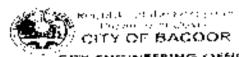
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| ****  | Clauba Philip.Pements   |                      |               |              |  |  |  |  |  |
|       | <ul> <li>SEMPORARY FACT, 055</li> </ul>                               |                      | 2019/03/10 09 | ALC:000      |  |  |  |  |  |
|       | <ul> <li>MOBIL Delication of Next Brown Inch.</li> </ul>              |                      | 5,00000       | 27/2/00/20   |  |  |  |  |  |
|       | <ul> <li>PEULES SELECTRICAL A MARCH CONFIDENCIAL</li> </ul>           |                      | 8,09,00       | 20.00        |  |  |  |  |  |
|       | F RND(801840) (44)  | * 124 Sa             | 7.01.01       | 44.411       |  |  |  |  |  |
|       | <ul> <li>CCCuPA* ( DAT (ARQ (* *)) ( n) A.1 * PR(*)* (*ARQ</li> </ul> |                      | 40.0 Miles    | W 656 00     |  |  |  |  |  |
| 7.90  | MIC TJEKPING / HALLING WORKS  |                      | 124 200 00    | 39,499,00    |  |  |  |  |  |
| 0.05  | SIGNLES OF WICKES   | 0.099600             | AVI More      | 1,321,008,00 |  |  |  |  |  |
| 4.00  | Millionders   | 775 904 (0)          | 764 000 PC    | 124 774 (0)  |  |  |  |  |  |
|       | 0.0000000000000   | 30103006             | 140,000,00    | 4.3 (3) (9)  |  |  |  |  |  |
| 1.0%  | contractor in program   |                      |               |              |  |  |  |  |  |
|       | A COMMENT FORM  | 25.4 (175.1)         | 121,450,00    | 144637       |  |  |  |  |  |
|       | Processor Section (Contract)  |                      | 17,160,51     | 2,70747      |  |  |  |  |  |
| 170   | U ARREST MODELN   | 731,080,00           | -64 200 00    | 1.5 (6) (7)  |  |  |  |  |  |
| 100   | ELECTIFICAL MACRAY  | 60.401.8             | 20,000,00     | male miga    |  |  |  |  |  |
| 9(1)  | CAPACING PROPER   | E: C2c .40           | 30,000,00     | 0.250        |  |  |  |  |  |
| -0.50 | SCHACE FORESCHAR  |                      |               |              |  |  |  |  |  |
|       | * COACS   | 58,900 cc            | 27.7017       | 47,000,00    |  |  |  |  |  |
|       | 5 Company   | 75,500,00            | 40 Mars.      | 120 (60) 50  |  |  |  |  |  |
|       |   |                      |               |              |  |  |  |  |  |
|       |   | 7 (2.174.494.47.10)  | AND AND OF B  | 4363921-99   |  |  |  |  |  |
|       |   | 0/4621/0051          | ,             | 4 885 164,50 |  |  |  |  |  |
|       |   | 8% (%) w             |               | 40% (1.8%)   |  |  |  |  |  |
|       |   | 4 <b>5</b> 0.05      |               | 15(17)2-1    |  |  |  |  |  |
|       |   | 15 1                 |               | 92, 1176     |  |  |  |  |  |
|       |   | TOTAL MICHOLOGICAL C | '05'          | 5 757,774 96 |  |  |  |  |  |
|       |   |                      | 1 ing         | 4,000,000,00 |  |  |  |  |  |

MICHAELA MALATE

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GITY ENGINEERING OFFICE

|   | <u>IN</u>                 | DIVIUL        | <u> </u> | PROGRAM OF             |                       |                             |               |  |
|---|---------------------------|---------------|----------|------------------------|-----------------------|-----------------------------|---------------|--|
| Name 6                                  | I Project:                |               |          |                        | Propriesmen           | n Dolais                    |               |  |
| Name of Project:                        |                           |               |          | Total Appropriati      | Total Appropriation : |                             |               |  |
| CONSTRUCTION OF MULTI PURPOSE HALL      |                           |               |          | Source of Funds        | Source of Funds No.   |                             |               |  |
| Location (1)                            |                           |               |          | Contract Durellor      | 50.00                 |                             |               |  |
| AT 4GC COMPOUND, CITY OF BACOON, CAVITE |                           |               |          | Mode of emplementation |                       |                             | hy destract   |  |
| Project                                 | Description:              |               |          | JH QS MULT PURPOSE     |                       |                             |               |  |
|   |                           |               | iocta    |                        | ECHNICAL PERSO        | HWAL RECUIRE                | D             |  |
|   | MINIMUM EQUIPMENT REQUIRE | MLHE          | _        | _ <del></del>          |                       | - I Jacob Control           |               |  |
| Ke.                                     | Descripcion               |               |          |                        | Dascription           | <del></del>                 | No            |  |
| 7                                       | Cire Suggerminer Shiftman |               | T        | Fore man               | 1                     |                             |               |  |
| - ¦                                     | SWC                       |               |          | Seifel: Wolke's        | Selet Workers         |                             | B             |  |
| I EM HO.                                | Wing Dunny Trop           | ΔIY           | UO M     | DIRECT COST            | yarf COST             | N of FOTAL<br>DIRECT COST : | * AU C318ULGA |  |
| 4                                       |                           |               | L_l      | <u></u>                |                       |                             | .,            |  |
| 190                                     | GEN REDUIREMENTS          |               | ГТ       | '=   !:                | :                     |                             | ρ             |  |
| A                                       | TEMPORARY FACTURES        | 1.00          | إلوان    | water.                 | 30,030,06             | 0.51%                       | 29996         |  |
| 3                                       | D 03(E)ZAT(ON             | 100           | , al     | V0,000 30              | nowo                  | 1 02%                       | A: 424        |  |
| c.                                      | nacives i                 | 1.00          | 8        | 20,000,00              | 20,000,00             | এবংছ                        | 24,659        |  |
| В                                       | PROJECT SIGNAGE           | 1.80          | e:       | j 3,434.50             | 6,434,50              | 3,3%                        | 7,914         |  |
| Ē                                       | OCCUPATIONAL SAFATY       | 1.50          | w.       | <b>6</b> 50,060 30 €   | 30 (00 00             | 2,67%                       | 36,854        |  |
| 2.00                                    | SITE CLEARING             | . 90          | χ        | 136,609,50             | 136,600.00            | 2.80%                       | 168,057       |  |
| 3.00                                    | CONCRETE WORKS            | 1.00          | los      | 15/10/409 00           | 1,571,009,00          | 32 16%                      | 1,930,954     |  |
| 4.00                                    | SPESL WORKS               | 1.00          | Ы.       | 1,119,964,00           | 1 129,964 (4)         | 13.21%                      | 1,400,362     |  |
| 5.00                                    | INDOFING WORKS            | 1.00          | ю        | 462 223 00             | *62,000.00            | 9.45%                       | >69 077       |  |
| 500                                     | COMPORT ROOM              |               | : :      | ļ į                    |                       | ; i                         |               |  |
| , A                                     | COMFORT SHIDM             | 100           | · Inl ·  | 540 615 00             | M0,615 60             | 11 07%                      | 564,143       |  |
| e                                       | SEPTIC VALLET             | 100           | ie:      | 12 100 00 1            | 12,100,00             | 0.25%                       | :4,864        |  |
| 7.95                                    | CARPENIERY WORKS          | 1,00          | 81       | 415.193.36             | 415 (80 00            | 8 50%                       | 519 045       |  |
| B 30                                    | SUBCTRICAL WORKS          | 1 72          |          | 139,473,04             | (39,473.60)           | 2 36%                       | 171,341       |  |
| 9 00                                    | PAINTING WIDEKS           | 100           |          | 116,436.00             | 115,435,00            | 2.30%                       | 143,840       |  |
| 12 30                                   | 9:GNA/155 / GANS CHA/4    | 1 100         | 20       | 212,030.06             | 212,000.00            | 4 34%                       | 260,440       |  |
|   | TOTAL DIRECT COST         | L. <u>.</u> . | Н        | P 4.883,984.50         |                       | 100.00%                     | 5,898,934.    |  |

Prepared by /

MICHAEL A. TIMENEZ Project Enginee

JULIUS DARREL DE GOMEZ

Apperoved by

DICKY OF DUTBA

## F. PROJECT COST REQUIREMENTS

| Project (                                   | De                 | 6            | [Olt | Intt            | Total            | Source of Funds (Php) |                        |  |
|---|--------------------|--------------|------|-----------------|------------------|-----------------------|------------------------|--|
| Project Cost Component                      | Description        | Cult Measure |      | lnit Cost (Php) | Total Cost (Php) | DA                    | FCA/LGU<br>Counterpart |  |
| a. Investment cost                          |                    |              |      |                 |                  |                       |                        |  |
| 1. Hauling<br>Vehicle                       | -                  | 1            | lot  | 2,000,000.00    | 2,000,000.00     | 1                     | <u> </u>               |  |
| 2.<br>Construction<br>of Market<br>Facility |                    | 1            | lot  | 5,000,000.00    | 5,999,934,42     | !<br>}                |                        |  |
| 3. Freezer                                  |                    | 1            | lot  | 1,000,000.00    | 500,000.00       |                       |                        |  |
| 4. Cabinet                                  |                    | 1            | lot  | 1,000,000.00    | 500,000.00       | 1                     |                        |  |
| Sub-total (a) 8, 999,934.42                 |                    |              |      |                 |                  |                       |                        |  |
|   | g Capital          |              |      |                 |                  |                       |                        |  |
| Purchase of                                 | Rice               | 50,000       | kg   | 25.00           | 1,250,000.00     | . V                   |                        |  |
| produce for sale                            | Sugar              | 5,000        | kg   | 85.00           | 425,000.00       | <b>1</b>              |                        |  |
| 2914  | Mango              | 50           | kg   | 150.00          | 7,500.00         | <b>√</b>              | <del></del>            |  |
|   | Eggplant           | 50           | kg   | 50              | 2,500.00         | <u> </u>              |                        |  |
|   | Tomate             | 50           | kg   | 50              | 2,500.00         | <u> </u>              | <u> </u>               |  |
|   | Sitao              | 50           | kg   | 50              | 2,500.00         | <u> </u>              |                        |  |
|   | <u>Kalabasa</u>    | 50           | kg   | 50              | 2,500.00         | _/_                   |                        |  |
|   | Okra               | 50           | kg   | 50              | 2,500.00         | /                     | <u>:</u>               |  |
|   | Broccoli           | 50           | kg   | 220             | 11,000.00        | ! <_                  | -                      |  |
|   | Cabbage            | 50           | kg   | 80              | 4,000.00         |                       | <u> </u>               |  |
|   | Carrots            | 50           | kg   | 150             | 7,500.00         | <u> </u>              | Ļ                      |  |
|   | Cauliflower        | 50           | kg   | 220             | 11,000.00        | 1                     | i                      |  |
|   | Potato             | 50           | kg   | 180             | 9,000.00         | 1                     |                        |  |
|   | Bell Pepper        | 50           | kg   | 220             | 11.000.00        | 1                     |                        |  |
|   | Sibuyas<br>Red     | 50           | kg   | 150             | 7,500.00         | 1                     |                        |  |
|   | Şibuyas<br>White   | 50           | kg   | 120             | 6,000.00         |                       |                        |  |
|   | Egg                | 9,000        | pc   | 7.00            | 63,000.00        | 1                     | <u> </u>               |  |
|   | Whole<br>Chicken   | 1,000        | рc   | 175.00          | 175,000.00       | ✓<br>                 | <u> </u>               |  |
|   | Sub-total (b) 2,00 |              |      |                 |                  | 00.00                 |                        |  |
|   | 10, 999,           | 934.42       |      |                 |                  |                       |                        |  |

### G. PROJECT BENEFIT ANALYSIS

| Direct Benefits of the Project          | This project will benefit the city farmers and fisherfolks in increasing their income by providing easily accessible market for their products. This will also benefit the buyers by selling fresh produce with 20% lower price compared to other markets within the city. |
|---|--|
| Number and type of direct beneficiaries | Farmers: 37 Fisherfolks: 5 FCAs: 2 Micro business: 1 Non-members: 6  |
| Grant amount /Beneficiaries Ratio       | N/A  |

#### H. SUSTAINABILITY AND RISK MANAGEMENT PLAN

| Resources to<br>Protect                     | Preparedness Measures   | Response            | Early Recovery   |
|---|---|---------------------|--|
| Agricultural<br>Commodities<br>and Products | Provision of freezer and cabinets.  |                     | Immediate inspection and sorting of commodities right after the calamity. Rejected or damaged commodities should be separated or disposed immediately.   |
| Bullding /<br>Facility                      | An inspection must be conducted before the calamity to check if the facility is in good condition.  |                     | An inspection must be conducted after the calamity to check if the facility is still in good condition. Cleaning and repair of damage facilities, if any.  |
| Supply Chain                                | Monitoring of farms. Provide immediate notice to farmers and fisherfolks in case there will be an upcoming or expected natural calamities or disaster. An inspection must be conducted, and a solution must be provided immediately as soon as pest and | Keep on monitoring. | Conduct an Inspection and monitoring of farms and prepare a report. In case of damage, immediately submit a notice of loss to PCIC. Have a list of standing crops after the calamity to estimate possible production and |

|   | diseases infestation has  | supply. | ļ |
|---|---------------------------|---------|---|
| l | been reported.            | İ       |   |
| İ | If the crops are possible |         | I |
|   | to be harvested earlier   |         |   |
|   | than its expected         |         |   |
|   | harvest time, early       |         |   |
|   | barvesting is             |         |   |
|   | recommended.              |         |   |
|   | Provide assistance in     | İ       |   |
|   | farmers crop insurance.   |         |   |

Prepared by:

ALLAN G. CHUA OIC, City Agricultural Officer

Recommending Approval:

Atty. PAUL MICHAEL SANGGALANG
Office of the City Mayor

Atty. AIMEE TORREFRANCA - NERI City Administrator

Approved by:

Hon, STRIKE B. REVILLA City Mayor City Government of Bacoon





MEMORANDUM CIRCULAR
No. 22
Series of 2023

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SUBJECT: REVISED IMPLEMENTING GUIDELINES OF THE KADIWA FINANCIAL GRANT ASSISTANCE PROGRAM

The Department of Agriculture (DA), during the Covid-19 Pandemic, has been tasked to ensure the availability of food by adopting measures to facilitate and/or minimize disruption to the food supply chain, especially for basic commodities and services. Part of the Department's strategy is the provision of financial grant assistance to Farmers' Cooperatives and Associations (FCAs) and community-based organizations (CBOs). This is to capacitate and involve them in the food distribution system.

In the Philippines' post-pandemic or new normal transition, food availability and accessibility is crucial to the country's recovery. Thus, the DA has continued to intensity the operations of KADIWA not only in Metro Manila hot also in the regions. The program's continued operation facilitated food accessibility, quality, and affordability to consumers through partnerships with national government agencies [NGAs], local government units (LGUs), farmers and fisherfolk, private sectors, and community-based organizations. This has proven effective in directly bringing fresh and affordable products to consumers in urban and other demand centers.

However, challenges continued to arise during the operations of KADIWA. Farmers and fisherfolk experienced limitations in their ability to supply the requirements of institutional buyers, efficiency to transport their agri-products, capacity to market their produce, and efficiency of their pre-harvest, post-harvest, and value-adding activities, among others". Thus, the "KADIWA Financial Grant Assistance Program" has been established by the DA to capacitate this sector and nelp resolve the limitations mentioned.

To ensure the holistic implementation of the Program, this revised implementing Guidelines is hereby issued and shall be provided to the DA concerned offices.

## Section 1. Program Objectives

Generally, the KADIWA Financial Grant Assistance intends to help farmers and fisherfolk and effectively improve the food distribution system nationwide. Specifically, it aims to:

- Capacitate farmers and fisherfolk to become reliable and efficient food commodity suppliers:
- Increase the number of Farmers and Fisherfolk Cooperatives and Associations (FCAs) who will engage and participate in KADIWA Selling activities;
- Encourage partnerships between the proponent and private sectors/institutional buyers to ensure the sustainability of the agri-enterprise.

## Section 2. Scope and Coverage

The grant shall provide up to Php 5 million assistance to the proponents to cover postharvest, processing, value-adding activities (i.e., procurement of produce, aggregation, packaging, transport, and distribution of agricultural and fishery commodities), and establishment of KADIWA Stores.

It shall not cover non-food agra-commodities (e.g., rubber, fiber, and copra) and production support (e.g., seedlings, planting materials, fertilizers, farm machinery, and equipment), and re-lending, among others.

The grant assistance encompasses all eligible FCAs proponents nationwide, ineligible proponents include individual farmers, sole proprietorship enterprises, and non-registered groups.

#### Section 3. Definition of Terms

- 1. "Community-Based Organization (CBO)" refers to a type of Civil Society Organization (i.e., non-government organization, cooperative, association, domestic corporation, People's organization, homeowners' association, indigenous people's organization, Agrarian Reforms Beneficiaries Organizations (ARBOs), imagetors Association, and other groups supported by other NGAs) with representation from the community, expressing the interest and values of their members, duly registered with the appropriate government agency such as Securities and Exchange Commission (SEC), Cooperative Development Authority (CDA), Department of Labor and Employment (DOLE) Bureau of Rural Workers (BRW), or Housing and Land Use Regulatory Board.
- 2. "Enterprise" is defined as a legal entity possessing the right to conduct business independently, for example, to enter into contracts, own property, incur habilities and establish bank accounts.
- 3. "Farmers and Fisherfolk Cooperative and Association (FCA)" refers to farmers and fisherfolk cooperatives, associations, or corporations duly registered with the appropriate government agency (i.e., SEC, CDA, DOI, E-BRW) and are composed primarily of small agricultural producers, farmers, farm workers, agrarian reform beneficiaries, and fisherfolk who voluntarily join together to form business enterprises or non-business organizations, which they themselves own, control, and patronize.
- 4 . "Local Government Units (LGUs)" refers to the political subdivision of the Republic of the Philippines at the provincial, city, municipal, or barangay level.
- 5. "State Universities and Colleges (SUCs)" refers to public Higher Education Institutions (HEIs) established by the national government and are governed by their respective independent boards of trustees or regents.
- 6. "Food Commodities" refer to commonly consumed foods that are ingested for their nutrient properties, such as raw agricultural commodities (e.g., highland and lowland vegetables, fruits, poultry and tivestock, aquaculture products) or processed



commodities provided they are the forms that are sold or distributed for human consumption.

 "Transport Logistics" refers to different modes of transportation for hauling and transporting agric fishery produce appropriate for the needs of the beneficiaries.

## Section 4. Grant Purpose, Grant Amount, and Eligible Proponents

## 4.1. Grant Purpose

The eligible proponent shall utilize the financial grant for any or combination of the following:

- Trading Capital (procurement of farmer's produce) or Working capital (procurement of raw materials for processing) - maximum of Php 1 million;
- Purchase of machinery or equipment for pre-processing (cleaning, sorting, packing, drying) and processing and/or value-adding activities;
- Procurement of transport and delivery vehicles:
- Establishment and rehabilitation of storage facilities, warehouses, postharvest facilities, and processing centers;
- Procurement of retail selling equipment like freezers, chillers, display racks/shelves, manual and/or digital weighing scales, chales;
- Establishment/renovation/improvement of KADIWA Stores; and
- Upscaling of the agri-fishery enterprise

### 4.2. Grant Amount

Eligible proponents, such as FCAs, LGUs, SUCs, and CBOs, may receive up to Php 5 million based on the submitted proposal of the eligible proponent and subject to evaluation and approval. All eligible proponents shall provide equity equivalent to at least 20% of the total project cost, which may be in cash or in-kind.

If the LGU would apply as a conduct, the LGU or its identified FCA beneficiaries shall provide the said counterpart.

The proponent group must sustain the operationalization of the project for at least five (5) years after the receipt of the grant assistance.

## 4.3. Eligible Proponents

## 4.3.1. FCAs and CBOs

- a. Must be an accredited Civil Society Organization (CSO);
- b. Must be registered with the Farmers and Fisherfolk Enterprise Development Information System (FFEDIS);
- c. Must have no unliquidated funds from the concerned office (DA Central Office or DA RFOs):
- d. Must not have any Director, Trustee, Officer, or key personnel related within the fourth civil degree of consanguinity or affinity to any official of the government agency or office handling, approving, and implementing the project. Relationships of this nature shall automatically disqualify the FCA/CBO of the grant assistance.

#### 4.3.2. LGUs

- Must have no unliquidated funds from the concerned office (DA Central Office or
- Must have identified farmer and fisherfolk beneficiaries, and
- Must have identified LGU-accredited FCAs, if as a conduit.

#### 4.3.3. SUCs

- a. Must have no unliquidated funds from the concerned office (DA Central Office or DA REOS):
- b. Must have identified farmer and fisherfolk beneficiaries.

## Section 5. Proposal Evaluation and Approval

The Proposal Evaluation and Approval phase is composed of the Application, Evaluation. Review, and Approval processes. The final output of this phase is the approved and signed evaluation report.

5.1 Application. Eligible proponents (FCA, LGD, CBO, and SUC) must submit their application through a letter of intent and project proposal with complete documentary requirements provided in Annex 1.

The administrative assistant or officer under the Office of the Director of Agribusiness and Marketing Assistance Service in Control Office and Office of the Regional Executive Director in Regional Field Offices will be responsible for the acceptance of the requests. project proposals, and other documents being submitted by the applicants or requesting parties.

The proponent group or beneficiary is responsible for preparing the project proposal. which includes the project description, marketing aspects, business operations, financial analysis and projections, project cost requirements, project benefit analysis, work plan. and sustainability and risk management plan.

5.2 Evaluation. The AMAS Director and RFO Regional Executive Directors shall designate technical staff in their respective offices, who shall conduct the processing and evaluation of the proposals. Only complete applications shall be evaluated.

The evaluation of the proposal shall be based on the following:

- Assessment of management capability and credibility of the organization
  - For FCAs and CBOs This shall be based on the track record of similar projects implemented and audited financial statements. In cases where the applying organization has not implemented similar projects yet, their LGU as conduit, may apply as the project proponent subject to compliance with the requirements. Depending on the agreement between the LGU and FCAs/CBOs, the LGU may turn over to the identified organization the project operation availed thru the grant. Also, AMAS and AMADs shall provide capacity development plans for

those applicants who need assistance in fulfilling the requirements and satisfying the evaluation criteria.

- For LGUs and SBCs- Certification of no unliquidated funds from DA
- Assessment of the enterprise's viability based on projected financial statements and analysis
- c. The amount of the grant shall be based on the following:
  - Procurement of produce list of prospective farmers or number and location of farmers where the produce will be procured
  - Construction of Infrastructure detailed engineering design and program of works
  - Acquisition of equipment, machinery, or delivery vehicle pre-canvass
    of quoted prices, description, and specifications of the equipment,
    machinery, or vehicle.

The desk evaluation process will take seven (7) working days per application with complete documents, and site validation will also be conducted after the technical evaluation. The evaluators may also request comments and recommendations from concerned DA operating units, such as the Bureau of Agricultural and Fisheries Engineering (BAFE)/RAED of the RFOs where the application is located for infrastructure, in relation to the proposals for funding under the KADIWA financial grant. By the end of the evaluation, an evaluation report shall be submitted to the reviewing team assigned by the AMAS Director and the RFO REDs.

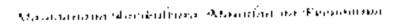
5.3 Review. The Review Team at the Central Office shall be led by the AMAS Director, with the Chief of the three (3) Divisions as members.

The Regional Review Team shall be led by the Regional Technical Director with the AMAD Chief and additional members from other divisions in the region assigned by the Regional Executive Director.

The team shall review the evaluation report prepared by the designated technical staff and recommend to the approving authority the approval of the proposals. The review process will take three (3) working days upon receipt of the submitted evaluation report together with the complete documentary sequirements.

**5.4 Approval.** The approval process will take three (3) working days upon receipt of the endorsed project proposal and validated evaluation reports. The Assistant Secretary, who has direct supervision over AMAS, shall be the approving official for applications submitted to the AMAS Central Office. On the other hand, the Regional Executive Director [RED) shall approve applications submitted to the AMAD in the regions.

The timeframe for the conduct technical evaluation and approval process entails a highly technical expertise and shall be guided by Section 5 under RA No. 11032, otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and its IRR, Rule VII "Accessing Government Services," Section 3 (a), (b), and (c).



## Section 6. Pre-implementation

The Pre-Implementation phase consists of the MOA Review and Signing and the Fund Transfer process.

- 6.1 MOA Review and Signing. Upon approval, the DA shall execute a Memorandum of Agreement (MOA) between the DA (represented by the Assistant Secretary or the Regional Executive Director) and the proponent (represented by the Local Chief Executive, President, or Chairperson).
- 6.2 Fund Transfer. The approved grant shall be released in accordance with the approved work and financial plan of the Project. It shall be sourced from the DA-AMAS and DA-RFOs funds under General Appropriations Act (GAA) Fund. Moreover, the signing authorities of the Disbursement Vouchers and Obligated Request and Status (ORS) for the release of funds shall follow the DA Memorandum Order No. 03. s, 2016 as amended by DA General Memorandum Order No. 01 s. 2018.

Section 7. Implementation

The Implementation phase is composed of the Project Execution and Monitoring processes.

The proponent group must implement the approved project proposal apon the release of the grant. Failure to enforce the project within thirty (30) days, the DA shall cancel the project, and the proponent group shall restitute the total grant amount released. Likewise, any deviation in implementing the approved project proposal is subject to the same condition.

- 7.1 Project Execution. The grantee must implement their proposed project and maintain financial and accounting records of the grant funds received and utilized.
- 7.2 Monitoring. The AMAS, AMADs, and LGUs shall conduct the monitoring of the proponent's fund utilization reports, the progress of the project implementation, the procurement of goods and support facilities, and the construction of infrastructure.

The beneficiaries shall be required to submit a quarterly progress report, including the Cash Flow, Project Income Statement, Number of beneficiaries, Enterprise Activities, and other information related to the Program's impact on the proponent/s.

## Section 8, Post-Implementation

The Post-Implementation phase requires the Project Completion and Liquidation processes.

8.1. Project Completion. Upon completing the project, a Certificate of Project Completion signed by the AMAS Director or the Regional Executive Director will be issued.

On the other hand, the proponent must issue a Certificate of Acceptance signed by the grantee. The grantees must ensure that all infrastructure, logistics, and equipment



financed under the KADIWA Financial Grant Assistance Program shall bear the DA and KADIWA Logo. In addition, The KADIWA Stores shall offer lower prices compared to the prevailing retail price of the nearest public markets

8.2. Liquidation. The proponent must submit a liquidation report to the DA. The liquidation report should contain the following (per COA Circular No. 2012-001 dated lune 14, 2032):

a. Final Fund Utilization Report certified by the accountant, approved by the Local Chief Executive, President, or Chairperson, and verified by the internal auditor or

equivalent official of the DA:

Pictures of insplemented projects:

c. Inspection report and Certificate of Project Completion;

d. List of beneficiaries with their signatures signifying their acceptance /acknowledgment of the project funds/services received:

e. Proof of verification by the GO officials of the validity of decements submitted by the NGO/PO:

f. Official Receipt issued by the DA acknowledging the return of unutilized/excess amount, if any:

g. List of equipment produced out of the project fund;

n. Geolagged photos of the areas, facilities, machineries, and other equipment procured under the program procured:

Warranty for procurement of equipment and project (optional);

Terminal Report of the Project; and

k. Liquidation Report

All the processes stated are simplified into the Program Implementation Process Flow, as seen in Annex 2.

## Section 9. Fund Source

The funding requirement shall be sourced from the DA's funds under General Appropriation Act (GAA).

## Section 10. Transition Clause

Grant applications approved under the FY 2022 fund will no longer be subjected to these guidelines.

## Section 11. Repealing Clause

All DA issuances, orders, rules, and regulations, including the issued Memorandum Circular No. 13, series of 2021, or parts thereof that are inconsistent with the provisions of this Order, are hereby repeated or modified accordingly

## Section 12. Separability Clause

If any provisions under these guidelines are declared unlawful or unconstitutional, the other provisions not stated as such shall continue to be in full force and effect.

Section 13, Force Majeure

Neither party will be held responsible for any delays or failures in carrying out these guidelines as long as they are caused by events or circumstances that are beyond their control, such as natural disasters, war, civil unrest, government actions, strikes, labor disputes, or difficulties in obtaining materials or transportation.

Section 14. Effectivity. These Guidelines shall take effect immediately upon signing.

Done this \_\_\_\_\_day of \_\_\_\_\_2023

DOMINGO F PANGANIBAN Senior Undersecretary

DR-CO-AMAS-MC207 NOBOG-00002

Annex 1. Documentary Requirements for Application Documentary Requirements For FCAs/CBOs a) Letter of intent b) Complete project proposal approved/signed by officers c) Certificate of Registration from Securities and Exchange Commission (SEC),

Department of Labor and Employment (DOLE), Housing and Land Use Regulatory Board (HLURB), and Cooperative Development Authority (CDA) with corresponding Certificate of Good Standing (SEC/DOUE/HLURB) or Certificate of Compliance (CDA):

d) Authenticated copy of latest Articles of Incorporation (SEC) or Articles of (CDA) and copy of By-laws, showing the Cooperation incorporators/organizers and the Secretary's certificate for incumbent officers. together with the Certificate of Filling (SEC) or Certificate of Approval (CDA);

e) Notarized Board Resolution requesting for KADIWA Financial Grant Assistance;

f) Work and Financial Plan (WFP), and Sources and Details of Proposents Equity:

g) Financial reports audited by independent Certified Public Accountant/s for the past three (3) years preceding the date of proposal application. For FCA/CBO that has been in operation for less than three (3) years, financial reports for the years in operation and proof of previous implementation of similar projects:

h) Disclosure Statement by the FCA/CBO of other related business if any, and extent of ownership therein:

i) List of Beneficiaries:

Endorsement Letter from the LGU;

k). Copy of passbook or bank account details where the fund will be transferred; and

(i) Sworn Affidavit of the Secretary of FCA/CBO that none of its incorporators. organizers, directors or officers is an agent of or related by consanguinity or affinity up to the fourth civil degree to the officials of the agency authorized to process and/or approve the proposal, proposed MOA, and the release of funds.

#### LGUs

a. Retser of intent

Complete project proposal approved/signed by officers

c. Work and Financial Plan;

 Sanggumang Bayan/Panlungsod Resolution authorizing the Local Chief Executive. to enter into a Memorandium of Agreement (MOA) approving the proposed project and altocation of counterpart;

e. Copy of passbook or bank account details where the fund will be transferred;

f. List of Beneficiaries:

g. Documentary proof of a designated project implementation team, if as proponent;

h. MOA or MOU with partner FCAs or certificate of accreditation as stated in Section 4.3.2. if as a conduct-

#### 3. SUCs

a. Letter of intent

- h. Complete project proposal approved/signed by officers
- c. Work and Financial Plan;
- d. Board of Regents Resolution authorizing the President to enter into a Memorandum of Agreement (MOA) and approving the proposed project and allocation of counterpart:
- e. Copy of passbook or bank account details where the fund will be transferred;
- f. List of Beneficiaries:
- g. Documentary proof of a designated project implementation team.

#### Annex 2. Program Implementation Process Flow

