



REPUBLIC OF THE PHILIPPINES
PROVINCE OF PAMPANGA
MUNICIPALITY OF BACOLOR
OFFICE OF THE SANGGUNIANG BAYAN
Fax & Tel. No.: (045) 901-0619

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF BACOLOR, HELD ON APRIL 21, 2021 AT SB SESSION HALL, POBLACION, BACOLOR, PAMPANGA

PRESENT:

Hon. Wilfredo H. Balingit
Hon. Ron Earvin E. Dungca
Hon. Emily Batac-Valerio
Hon. Lucky Ferdinand V. Labung
Hon. Joel D. Samia
Hon. Ariel C. Sta. Cruz
Hon. Ener C. Lampa
Hon. Nilo M. Caballa
Hon. Voltaire J. San Pedro
Hon. Jo Derek P. Hizon
Hon. Danlohp D. Danganan

Presiding Officer/Municipal Vice-Mayor
Sangguniang Bayan Member/Pro Tempore
Sangguniang Bayan Member
Sangguniang Bayan Member
Sangguniang Bayan Member
Sangguniang Bayan Member
Sangguniang Bayan Member
Sangguniang Bayan Member
Sangguniang Bayan Member
LnB President/Ex Officio Member
PPSK President/Ex Officio Member

ABSENT:

None

Resolution No. 54, S-2021

A RESOLUTION AUTHORIZING HON. EDUARDO G. DATU, MUNICIPAL MAYOR FOR AND IN BEHALF OF THE MUNICIPALITY OF BACOLOR TO ENTER INTO A MEMORANDUM OF AGREEMENT (MOA) WITH THE DEPARTMENT OF LABOR AND EMPLOYMENT REGIONAL OFFICE NO. 3, REPRESENTED BY ITS REGIONAL DIRECTOR, GERALDINE M. PANLILIO, REGARDING THE IMPLEMENTATION OF THE APPROVED LIVELIHOOD (KABUHAYAN) PROJECT ENTITLED "CAPACITY BUILDING PROGRAM FOR THE LIVELIHOOD ENHANCEMENT OF THE SELF-EMPLOYED INDIVIDUALS BUT WITH INSUFFICIENT INCOME IN BACOLOR, PAMPANGA THRU PROVISION OF NEO-KARTS UNDER THE DOLE INTEGRATED LIVELIHOOD AND EMERGENCY EMPLOYMENT PROGRAM (DILEEP).

WHEREAS, the approved livelihood program total cost amount is One Million Two Hundred Fifty Thousand Pesos (P1,250,000.00)

WHEREAS, DOLE Region 3 will provide fund assistance amounting to One Million Pesos (P1,000,000.00) to be used exclusively for the implementation of the project;

WHEREAS, the Local Government Unit counterpart is equivalent to at least 20% of the total project cost in the amount of Two Hundred Fifty Thousand Pesos (P250,000.00) which was certified by the Municipal Budget Officer dated April 13, 2021 for the supervision and monitoring of the project and for other needs related to the project;

WHEREAS, the following are the responsibilities of the parties:

The DOLE-RO shall:

- I. Provide the fund assistance to the PROPONENT for working capital of the approved project amounting to One Million Pesos only (P1,000,000.00) for the "Capacity Building Program for the Livelihood Enhancement of Self-employed Individuals but with insufficient income in Bacolor, Pampanga thru provision of Nego-karts under the DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)" to be used exclusively for the implementation of the project. Funding assistance may be released in full or in tranches depending on the nature and the need of project. For releases in tranches, schedule and amount of releases shall be in accordance with related provisions in COA Circulars 2007-001;
1. In case the fund assistance includes allocation for acquisition of equipment, purchase of the necessary equipment indicated in the approved project proposal should comply with RA 9184 (Government Procurement Reform Act) and government accounting and auditing rules and



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regulations. All equipment purchased shall be the property of DOLE, to be turned over to the proponent-beneficiary after one (1) year from date of purchase through a Deed of Donation, provided the project is still in operation. If a project ceases to operate within the 1-year period, the PO/FO shall recommend to the Regional Office that said equipment be pulled-out from the proponent-beneficiary.

2. The DOLE-RO, together with the PROPONENT, shall conduct regular inventory of the equipment to determine their physical condition;
3. Provide orientation/briefing to PROPONENT prior to issuance of fund assistance to ensure that both the technical and administrative concerns relative to the Project are adequately addressed;
4. Provide technical assistance to the PROPONENT *whenever necessary*;
5. Monitor and inspect the project implementation together with the proponent ACP on a periodic basis; verify the financial records and reports of the PROPONENT;
6. Adhere to the accounting and auditing requirements of fund transfers to the Proponent per COA Circular 2007-001 and 2012-001 such as, among others, maintenance of subsidiary ledger of cash transferred pertaining to the project, drawing Journal Vouchers to take up financial reports of PROPONENT as well as taking up liquidation and COA CSBs issued;
7. Demand the refund of unused funds or savings after project completion and the refund of any disallowed amount as a result of financial audit by the DOLE and/or the Commission on Audit, as well as issue an Official Receipt (OR) for unexpended balance and the refunded disallowance remitted by the PROPONENT ACP;
8. Issue Certificate of Completion of Procurement upon submission of complete liquidation reports
9. Institute appropriate actions against the concerned PROPONENT ACP which may include, among others, suspension or termination of the project in case of violation of the provisions of this MOA and/or legal action for misuse of approved and released funds, the legal costs of which shall be shouldered by the PROPONENT ACP.

The Proponent ACP shall:

1. Implement the approved livelihood project proposal which form as an integral part of this Agreement, in accordance with the approved project objectives, standards, systems and procedures for project implementation, time schedule and the project cost estimates
2. Procure the necessary raw materials, equipment, and tools and jigs indicated in the approved project proposal in accordance with government accounting and auditing rules and regulations and RA 9184, as applicable, within 3 months from receipt of project funds
3. Provide equity or counterpart which is equivalent to at least twenty percent (20%) of the total project cost in the amount of Two Hundred Fifty Thousand Pesos only (P250,000.00) for "Capacity Building Program for the Livelihood Enhancement of Self-employed Individuals but with insufficient income in Bacolor, Pampanga thru provision of Negokarts under the DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)" for the supervision and monitoring of the project or for other needs related to the project;
4. Adhere to DO No. 173-17, the Revised DILEEP guidelines and other relevant government regulations;
5. Deposit the check received for the purpose to the authorized depository bank of the Proponent ACP. It shall issue corresponding Official Receipt (OR) to acknowledge funds received from DOLE;
6. Utilize the amount received from DOLE solely for the above-mentioned approved project and/or for the purpose and line items as specified in the approved project proposals, In no case shall the funds be used for payment of additional compensation or in the creation of new positions or augmentation of salaries of regular personnel of proponent ACP officers and members/employees, or for other benefits in the form of allowances, incentive pay, bonuses, honorarium or other forms of additional compensation, and for purchase of motor vehicles, for money market placement, time deposit and other forms of investments not related to the project;



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7. Return to DOLE any unused funds or savings upon completion of procurement of all necessary project requirements as stated/itemized in the approved project proposal and any disallowed amount as a result of financial audit by the DOLE and/or the Commission on Audit;
8. Allow access to or make available all records and facilities pertaining to the project for the visitorial audit and examination of the DOLE and/or COA authorized representative/s;
9. Create a Project Management Team and identify their respective roles and responsibilities;
10. Implement a profit sharing scheme;
11. Ensure that streamers/banners and signages bear the DOLE and DILP Logo and are prominently displayed in the project site and training venue.
12. Ensure that product packaging/labeling shall bear the DOLE and DILP Logo indicating that it is a DOLE - assisted project.
13. Be responsible for the storage and maintenance of the equipment. It shall secure written approval from DOLE for transfer of any equipment from the project site to another location. In case the project ceases to operate within 1-year period, the proponent shall notify the DOLE regional office.
14. Keep and maintain separate Account and financial records/subsidiary records for funds received from DOLE in accordance with generally accepted accounting principles. Funds shall not be mingled with other funds owned and controlled by the PROPONENT - ACP.
15. Submit to DOLE the Liquidation report within sixty (60) days upon completion of procurement of all necessary project requirements as stated/itemized in the approved project proposal, with supporting documents and evidences like invoices, pictures, and acceptance/ acknowledgement receipt by the beneficiaries of the raw materials, and/ or equipment, tools and jigs, as applicable.
16. Secure prior approval of the Regional Director in case of deviation from the approved project proposal
17. Monitor the projects and submit regular quarterly and annual progress report to DOLE PO/FO.

NOW THEREFORE, the Sangguniang Bayan of Bacolor in an online session assembled, upon motion of Hon. Joel D. Samia, duly seconded by Hon. Ron Earvin E. Dungca.

RESOLVED AS IT IS HEREBY RESOLVED, to authorize Hon. Eduardo G. Datu, Municipal Mayor for and in behalf of the Municipality of Bacolor to enter into a Memorandum of Agreement (MOA) with the Department of Labor and Employment Regional Office No. 3, represented by its OIC – Regional Director, Geraldine M. Panlilio, regarding the implementation of the approved Livelihood (Kabuhayan) Project entitled “Capacity Building Program for the Livelihood Enhancement of the Self-Employed Individuals but with insufficient income in Bacolor, Pampanga thru provision of Neo-Karts under the DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)

APPROVED.

I HEREBY CERTIFY, to the correctness of the foregoing resolution.


VICENTA PAGCU-PINEDA
Secretary to the Sanggunian

ATTESTED:


HON. WILFREDO H. BALINGIT
Presiding Officer/Municipal Vice-Mayor