

**Good Practices in Local Governance:
Facility for Adaptation & Replication**

GO-FAR

*Managing the Replication of
Good Practices*

A Field Guide

**Department of the Interior and Local Government
Local Government Support Program and the
United Nations Development Programme**

In collaboration with the

**Leagues of Provinces, Cities and Municipalities
Liga ng mga Barangays
Concerned Civil Society Organizations**

Contents

Foreword

Acknowledgements

The GO-FAR Field Guide

Acronyms

Overview on the GO-FAR Project

Part 1 - Replication of Good Practices - Concepts & Features

Part 2 - Replication of Good Practices - A Mechanism in
Improving Local Governance

Part 3 - The Replication Process

Annexes

The GO-FAR Field Guide

The *Field Guide in Managing the Replication of Good Practices* is one of the tools to be used in the implementation of the project “Good Practices in Local Governance : Facility for Adaptation and Replication” (GO-FAR).

The *Field Guide* emphasizes the importance of sharing and replicating good practices. It provides a reference for the DILG Regional and Provincial Officers and more especially the City and Municipal Local Government Operations Officers (CLGOOS/MLGOOs) of the DILG to

- strengthen their capacity to advocate the GO-FAR project and the importance of replication of good practices in other local government units; and
- enable them to better provide the necessary technical services in facilitating the conduct of inception workshop and in the actual replication of good practices.

It consists of three parts:

Part I introduces the concept of replication of good practices as a means of enhancing the capacities of local government units to enable them to effectively deliver the needed services to their constituencies. It is also supplemented with the modality of replicating good practices that is acceptable, doable and cost effective to both the model LGUs and the replicating LGUs. To help the CLGOOs and the MLGOOs in their task, basic concepts of the project, replication of good practices, the modality of the replication process that will be employed for 2004, are introduced.

Part II discusses the institutional arrangements in the replication of good practices. The LGSP “Kaakbay” approach is also presented as the replication methodology for the initial year of implementation of the GO-FAR project.

Part III is the meat of the Field Guide. It presents the different processes on the replication of good practices and the minimum requirements for the interested LGUs to qualify them to enroll in the GO-FAR replication of good practices. The processes emphasize the involvement of the community in determining what good practice the local government may replicate that would address their felt need or the LGU’s priority millennium development goals.

Overview on GO-FAR Project

Background

Good local governance is a vision of every local government unit. Since the local government units (LGUs) were bestowed with powers and functions by virtue of the Local Government Code of 1991, a number of LGUs have demonstrated exemplary local governance that are worth replicating or worthy of emulation. But there are also local units that are still in the process of fast track their efforts to be able cope with the demands of the times.

The Bureau of Local Government Development being the Office of Primary Responsibility (OPR) of the project has been tasked to come up with a tool that will guide the DILG Field Officers in providing the necessary technical assistance to interested LGUs.

Concept of GO-FAR

The GO-FAR is a project of the Department of the Interior and Local Government (DILG) in collaboration with the Local Government Support Program (LGSP), leagues of provinces, cities, municipalities and the Liga ng mga Barangays and concerned Civil Society Organizations (CSOs).

With fund assistance from the United Nations Development Programme (UNDP), GO-FAR is another intervention mechanism of the Department in trying to assist LGUs as they meet their challenges of governance within their respective jurisdictions. It deals more of the strategies of facilitating the actual exercise of the transfer of technology of specific good practice where interesting LGUs would want to replicate; and manage knowledge for a sustained technical assistance to LGUs. Basically, it is designed to assist local government units (LGUs) build their capacities by providing them opportunity to choose, adapt, replicate and/or expand relevant local governance models and practices in their respective areas; and facilitate the management of knowledge gained from the replication processes to serve as learning materials for training and for program and policy development.

Goals and Objectives of GO-FAR

The end goal of the project GO-FAR is to institutionalize sharing and replication of good practices in local governance to enable LGUs improve their delivery of basic services to their constituencies.

Generally, it is designed to assist the local government units institutionalize the replication of good practices as an avenue in achieving excellence in local governance. Specifically, it aims to

- advocate the importance of replicating good practices to enable LGUs better serve their constituencies;
- manage knowledge on good practices to be able to sustain the provision of technical assistance to the LGUs;
- establish a revolving fund facility for the LGUs to access purposely for the replication of good practices; and
- strengthen institutional partnerships between and among the model LGUs, recipient LGUs, leagues of Provinces, Cities, Municipalities, and the Liga ng mga Barangay, concerned agencies, and the Civil Society Organizations for sustained and effective replication of good practices.

Components of GO-FAR

The project has five (5) major components, namely a) establishment of systems and procedures, b) Promotion of GO-FAR, c) Replication of Good practices, d) Knowledge Management, and e) Fund Management .

Establishment of Systems and Procedures

Vital to the implementation of project “GO-FAR” is the establishment of systems and procedures. These requirements are inevitable to be able the project to proceed. The systems include a) access of LGUs to the GO-FAR facility; b) documentation of good practices; c) replication process; d) knowledge management; and e) fund management. Supplementing to these systems are tools and mechanisms necessary in operationalizing the project , such as policy guidelines, operations manual, field guide for the DILG fieldmen, and other technical guides.

Promotion of GO-FAR

Promotion or advocacy of the project GO-FAR shall be undertaken through the following strategies:

- Distribution of brochures, primers and flyers
- Tri-media process - television, radio (national and local), and print
- Orientation with the newly-elected Local Chief Executives and Sanggunian Members; Functionaries; new sets of LGU league officials
- Project presentation in various fora
- Regional Resource Centers
- Access Information thru the GO-FAR Web page
- Continuing education communication at the local level

Replication of Good Practices

This component is the core of the project. It involves facilitating the process by which the interesting local government unit would be able to access the project facility, qualify for its enrollment to the Good Practice Inception Workshop, advocate for Local Sanggunian's support, and undertake the actual replication of desired good practice.

Knowledge Management

The project envisions to establish a continuing knowledge management to be able to assist the local government units. There are three major strategies that are envisioned under this component: a) establishment of GO-FAR database ; b) GO-FAR web page interconnected to the DILG web page, and c) Regional Resource Centers (RRCs).

Good Practice Database - contains documented good practices in local governance that are MDG-related and responsive to the LGPMS identified gaps. The good practices are presented in standard template that is simple, easy to understand with sequential processes and strategies for implementation, and classified according to LGU income class applicability - 1st to 3rd class municipality, 4th to 6th class municipality, and city .

GO-FAR Web page - this is interconnected to the DILG web page. It shall contain basic information of GO-FAR, database of good practices in a standard template including data sources and contact persons, instructions or guides for LGUs to avail of the GO-FAR facility, requirements for the enrollment in the Good Practice Inception Workshop and in the actual replication process.

Regional Resource Center (RRC) - a center to be established at the DILG Regional Office to serve as viewing/learning center for LGUs interested to enroll in GO-FAR. The RRC shall have a menu of good practices that are MDG-related and address the LGPMS identified gaps, and simple effective and proven effective solution to common problems. It is a center that will help interested LGUs to understand the value of replicating good practices in view of improving their services to their constituencies. It shall be managed by a designated Regional GO-FAR Coordinator who will also facilitate the coordination with the model LGUs relative to the conduct of Good Practice Inception Workshop.

Fund Administration

The facility shall be established to serve as source of financial assistance for replicating LGUs that are qualified to enroll in the Good Practice Inception Workshop and their actual conduct of the replication. For CY 2004, the UNDP financial assistance serves as the starting fund for the replication process of pilot LGUs in Mindanao regions. Thereon, the sustainability of the fund facility shall be derived from pledges of partner funding institutions, local and foreign. The fund facility shall be managed by the National Steering Committee chaired by the SILG.

Project Coverage

For CY 2004, the project will target all the cities and municipalities in all regions of Mindanao. It shall cover the cities and municipalities identified by the concerned City/Municipal Local Government Operations Officers trained on the project. Thereafter, it shall include other LGUs of other regions that would want to enroll in the project facility.

Modality in Implementing the Project

In the initial implementation of the project (CY 2004) , it shall adopt the “Kaakbay” approach utilizing the 6 Kaakbay model LGUs for replication . Specifically, the “*cluster approach*” shall be employed in the conduct of the good practice inception workshop composed of a minimum 3 to 5 interested LGUs. This is to facilitate cost effectiveness, comprehensive sharing of experience, and concretized and strategic replication work planning.

Part 1

Replication of Good Practice Concepts and Features

What are good practices?

Good practices are considered dynamic undertakings. They are different from projects in that they evolve over time to meet changing needs of the community or the changing agenda of the partners involved in the initiative. They involve partnership between different actors, include community participation and have the potential for replication elsewhere. Good practices are undertakings that build capacities, enhance awareness and/or educate other people.

Simply, good practices are initiatives that

- Effectively integrates the efforts, expertise and experience of all stakeholders in providing solutions to some of the most critical social, economic, environmental, etc. problems faced by the LGU concerned; and
- Offers the means for mutual exchange and learning and constitutes a model for other LGUs.

It is therefore necessary that best practices as models have to be transferred to assist other local government units improve their living environment. And for an effective transfer, the interested LGUs must be aware of the concept of such good practice, the methods used to operationalize the initiative, the key actors or catalysts for action and change, the opportunities that were seized upon to effect action and change, and the ingredients for sustainability and success.

Identifying and Sharing of Good Practices

Replication of good practice has been considered as one of the best intervention in improving local governance. There are a lot of good practices that have been given due recognition and worthy of emulation. Local governments that would want to adapt and/or replicate good or model local governance practices need to properly identify these good practices based on commonalities such as : characteristics of the locality, income classification, ecosystem, and other variables. Sharing of practices is a socio-political trait and has become a trend. This comes in the form of “on-the-job” or hands-on training.

The present trend in local governance is replicating good practices that will enhance the effectiveness of the local units in delivering the basic services to their constituencies. Effective replication of good practice requires thorough understanding of the mechanisms or the processes

Features of Replicable Good Practices

Local government units that wish to replicate good practices must be critical in the selection of good practices. In selecting good practices for replication, LGUs must be guided with the following features:

- the good practice addresses the felt need of the LGU’s constituencies or Millennium Development Goals (MDGs)
 - Eradicate extreme poverty and hunger
 - Achieve universal primary education
 - Promote gender quality
 - Reduce child mortality
 - Improve maternal health
 - Combat HIV/ AIDS, malaria and other diseases
 - Ensure environmental sustainability
 - Develop a global partnership for development
- LGU initiated – initiative that demonstrate LGU ownership and social acceptance by the communities
- affordable and doable within a short timeframe
- brings tangible impact on improving people’s living condition
- requires partnerships between two or more key actors
- assurance of sustainability
- strong and harmonious executive –legislative relationship

- with potential multiplier effect
- innovativeness
- transferability
- carries gender concerns

Part 2

Replication of Good Practice – A Mechanism of Improving Local Governance

Implementation Arrangements

The GO-FAR project through the DILG will provide:

- Financial assistance to model LGUs in the conduct of training activities to include travel expenses and accommodation of staff should they be required to travel as well as the cost of hosting representatives from other LGUs.
- Payment for meals, board and lodging of participants during the Inception workshop
- Arrange for the venue of the Inception Workshop
- Process Documentation of the Inception Workshop
- Develop the Monitoring and Evaluation System
- Coaching/tutorials services to the replicating LGU
- Technical assistance in documentation of LGU experience on replication to be shared with other LGUs wanting to enroll in the same good practice.

A. Preparation of RCC Workplan

Immediately after the tripartite has been conducted, the RCC shall prepare its Work and Financial Plan (WFP) for the replication process. The plan shall include the following activities with the corresponding budget:

- Inception Workshop, e.g. payment for the Resource persons and facility
- Accommodation (Board and Lodging, supplies)
- Supplies requirements in the conduct of Inception Workshop
- Reproduction of training materials.

B. Approval of RCC Worklplan

The National Steering Committee (NSC) shall deliberate on the approval of the RCC's WFP, and if approved instruct the Department's Financial and Management Service (FMS) to sub-garo funding assistance out of the GO-FAR thrust fund to concerned RCC.

C. Management of the Fund by the RCC

1. The RCC that received the sub-garo shall establish a thrust fund for the GO-FAR Project
2. The Thrust Fund shall only be used for activities listed in the workplan. As such, the Regional Coordinator shall recommend for the release of fund properly noted by the Division Chief concerned and approved by the RCC.
3. The payment for the Inception Workshop shall eb paid in check to the model LGU, hence, the RC shall enter into Contract of service with the Model LGU
4. The RCC shall prepare liquidation report for the submission to the GO-FAR NSC

4.0 Implementation Arrangements of GO-FAR

The project "GO-FAR" shall operationalized within a project management structure which shall emanate from the national level down to the local level. The Project Steering Committee is responsible in providing policy direction and guidance in the implementation of the project. The Advisory Committee is responsible in providing technical advice to the Project Steering Committee and the Project Team for the effective implementation of the project. The Project Team is responsible for the day to day operations of the project. At the sub-regional structure, the Regional Coordinating Committee facilitates the management of the Regional Resource Center (RRC). The RRC is a learning center where it provides opportunities to interesting LGUs to view specific good practices they would want to adapt and replicate. At the local level, the DILG GO-FAR Replication Team is responsible in the conduct of advocacy and provision of coaching services to replicating LGUs.

The project also envisions to establish partnership with the leagues and concerned civil society organizations for the convergence of efforts for an integrated, coordinated, effective, and efficient implementation of the project.

Criteria in the Selection of Replicating LGUs

Criteria for the Selection of Replicating LGUs

A. Willingness of Local Officials

Willingness of indicators shall include:

1. Letter of Intent
2. Executive order Creating the Management Team
3. Sanggunian Resolution adopting the GO-FAR project and providing funds thereof
4. Memorandum of Agreement forged between the model LGU, replicating LGU and the DILG
5. Certification as to the availability of funds

a. Good working Relations Between the LCE and the Sanggunian

A harmonious relationship between the LCE and members of the Sanggunian facilitates the processing of the necessary requirements needed for the availment of GO-FAR Facility

b. Peace and Order

It is safe and peaceful community where project can be sustained.

The replicating LGU shall have:

- The will and commitment to implement the replication project
- Staff time and community resources, e.g. project committee created with roles and responsibilities, office space with office hardware put in place, information and education campaign to the committee residents, budget allocation for

the transportation expenses of participants attending the Inception Workshop

- Developed monitoring and reporting system
- Developed policies for project sustainability e.g. Executive Order, Sanggunian Resolution, etc.

The model LGU shall have:

- The will and interest to take part in the institutional sharing process
- The presence of a resource person with the ability to contribute/articulate their experience
- Readiness to start so that the initiative is completed on time
- Existing documentation of the exemplary service

Part 3

The Replication Processes

The project GO-FAR involves seven steps in facilitating replication of good practices, namely : a) advocacy, b) LGU viewing of good practices, c) LGU enrollment to the inception workshop, d) LGU Participation in the Inception Workshop, e) Replication Workplan endorsement by the Local Sanggunian, f) actual replication of good practice, and g) monitoring and evaluation of replication of good practice.

A. Advocacy on Good Practice Replication

The concerned CLGOOs/MLGOOs shall disseminate to their respective LGUs the assistance/services extended by DILG through the Go-FAR project. Orientation-briefing on the GO-FAR, its objectives, rationale, system of availment, and the process of replication shall be conducted. Likewise, general information on specific good practices shall be included.

Local Chief Executives, local officials, functionaries and development oriented organizations/institutions shall be invited to attend the orientation-briefing. The Orientation-briefing shall also observe as venue for validating viable replicating LGUs and determining willingness and acceptability to replicate a good practice.

The following information materials shall be made available during the briefing:

1. GO-FAR Brochure for LGUs
2. Copies of Brief Profile of Good Practices in Local Governance
3. LGU Application Form

B. Gaining More Insights thru Good Practice Viewing

For interested LGUs to have a full view of the good practices they shall be invited to the RRC. The RRC shall help interested LGUs to understand the various aspect of good practices and the strategies/process of implementation. The knowledge and information derived from the RRC shall pave the way for the LGU to decide on what good practice is worth replicating.

C. LGU Enrollment in the Good Practice Inception Workshop

LGU Enrollment in the Project GO-FAR

3.1. LGU Filling of Application Form

LGU interested to replicate a good practice shall apply in the Project Fund facility by filling up in the form for this purpose. The LGU is required to specify in which good practice the LGU intends want to replicate. The application form shall be supported by a Sanggunian resolution with the following terms and conditions.

- Interest to replicate the good practice
- Authorization to LCE to enter into a Memorandum of Agreement with model LGU and DILG
- Creation of an LGU Project Management Committee with roles and responsibilities
- Allocation of counterpart fund
- Ensure sustainable of good practice implementation

All foregoing documents shall be submitted by the LCE to the concerned CLGOO/MLGOO.

3.2. Review of the LGU Application Form

The concerned CLGOO/MLGOO shall review all documents submitted by the LGU as to the completeness and shall forward the same to the RCC. The concerned

CLGOO/MLGOO shall inform the LGU applicant and the status of its application.

3.3. Assessment of LGU Application Form and Selection/Approval of Replicating LGU

The RCC shall assess the LGU Application Form and supporting documents and if found to be worthy and all required documents are in order, the application shall be approved, the RCC shall have already seek the approval of the model LGU to host a site visit of the replicating LGU and subsequently conduct an inception Workshop of the good practice.

3.4. Arrangement for the Site Visit to the Model LGU

The GO-FAR regional Coordinator, upon instruction of the RCC shall coordinate with the concerned CLGOO/MLGOO where the model LGU is located, and together shall arrange with the model LGU to host the site visit. The following shall be discussed:

- a). Rational and purpose of the site visit and conduct of Inception Workshop
- b). Terms and conditions as a host LGU
- c). approval of the model LGU to host the site visit/Inception Workshop

3.5 Notification of approval of Application of Replicating LGU

Upon approval of the model LGU to host the replicating LGU, the RCC shall immediately notify the replicating LGU of the approval of its application.

3.6. Tripartite Signing of Memorandum of Agreement

The RCC shall invite the model LGU and replicating LGUs for a meeting to define respective roles and responsibilities in the GO-FAR project, specifically on the replication process. A Tripartite signing of as Memorandum of Agreement (MOA) between and among the model and replicating LGUs with DILGRCC h\shall be made.

Basically, the MOA shall state the following roles and responsibilities of the three(3) parties.

D, LGU Participation in the Inception Workshop

A. Conduct of Inception Workshop

1. As a strategy to capacitate an LGU to replicate a good practice, the replicating LGU shall undergo the site visit to the model LGU.
2. During the site visit, an Inception Workshop shall be conducted by the model LGU for the replicating LGU on its good practice. The workshop shall be attended by the replicating LGUs Mayor, Vice-Mayor, Chairman of the Sanggunian on Appropriation, Department Head with the office functions related to the replicated good practice and the Municipal Local Government Operation Officer of the Replicating LGU.

The workshop shall have three (3) distinct parts as follows:

- a. Part I - introduction and Overview of the Good Practice
- b. Part II - Appreciation of the exemplary Practice: Seeing and Analyzing; and
- C. Part III - Implementation of the good practice in the replicating LGU.

The major output of the workshop is as workplan for implementing the replication of Good Practice in the replicating LGU. A standard project workplan template shall be provided for this purpose

B. Actual Replication of Good Practice

E. Local Sanggunian Endorsement of the Replication Workplan

A. Coaching/Tutorial services to Replicating LGU

The CLGOO/MLGOO that have attended the Inception Workshop shall assist the replicating LGU in implementing the good practice based on the LGU Workplan. The following activities shall be conducted to sustained effective implementation of the good practice will its project workplan. As such the following activities shall be done to s\ensure sustained implementation of the good practice.

1. Briefing by the local officials and functionary who have attended the Inception Workshop in their respective Sangguniang Bayan/Panglungsod on the Project Workplan for implementatinf the replication of good practice in the LGU, seeking approval of the Project Workplan through a Resolution.
2. Organizational meeting. The LCE to convene their Local Development Council and other partner institutions and to them on the mechanisms of implementing the good practice the LGU. It is during this meeting that appropriate committees shall be organized, i.e. the Policy making Committee, Project Management Committee, etc..
3. Finalization of the Project Workplan
4. Development of an LGU project monitoring and Evaluation System
5. Actual implementation of the Good Practice

X. Monitoring and Evaluation

The goal attainment model of monitoring and evaluation shall be adopted. Monitoring and evaluation shall determine whether the main objective of the GO-FAR project has been attained. Folving related activities shall be undertaken.

1. the CLGOO/MLGOO concerned shall conduct monthly monitoring activities on the implementation of the LGU Workplan

until such as the replicating LGU has institutionalized the good practice.

2. From thereon, the LGU Project Management Committee shall submit a Monthly Progress report to the LGU project Policy Making Body, copy furnished the CLGOO/MLGOO concerned. The CLGOO/MLGOO concerned will transmit the report to the Provincial Office, copy furnished the Provincial office, shall likewise transmit the report to the GO-FAR, RSC and finally to the GO-FAR NSC.
3. The monthly progress report intends to update the NMC of the following:
 - a. Status implementation of Regional Management Committee (RMC) LGU Project Management Committee activities.
 - b. Percent of accomplishment based on target output
 - c. Problems/and issues encountered in the implementation and program of action to resolve them.
 - d. Schedule of fund allocation and release
 - e. The BLGD with the Regional Office will conduct and assessment on the implementation of the GO-FAR project.

Annexes

- A. Format of RCC Workprogram
- B. LGU Application Form
- C. Sanggunian Resolution
- D. MOA
- E. Schematic Diagram of Replication Process

Department of the Interior and Local Government (DILG)
With support from
United Nations Development Programme (UNDP) and
The Philippines-Canada Local Government Support Program (LGSP)

**GOOD PRACTICES IN LOCAL GOVERNANCE: FACILITY FOR
ADAPTATION AND REPLICATION (GO-FAR) PROJECT**

APPLICATION FORM
For Recipient LGUs

Instructions

The GO-FAR Project is implemented by the DILG, in cooperation with UNDP and LGSP. Initially the Project adopts the 6 good practices of the LGSP-Kaakbay Project which are ready for replication and are mostly located in Mindanao.

Your LGU may determine, if replicating one of these good practices can help address one of its key challenges and issues.

Should your LGU decide to take part in this institutional cooperation with other LGUs (Model LGU and other replicating LGUs) the following shall be considered: readiness to implement a specific exemplary practice and the ability to provide the required resources for the replication processes. Your LGU may apply at the *DILG Regional Resource Center* by submitting a **letter of intent**.

Should your application be considered for replication, a **Sanggunian Resolution** supporting your LGU's will and commitment to replicate the project for the specific good practice will be required.

Your application may be submitted in English or Filipino.

For further information or assistance, please contact the GO-FAR Regional Resource Center at the DILG-Regional Office

Application Form No._____

Name of LGU:_____

Income Class_____

Province: _____

Region _____

1. From among the following good practices, please check which specific practice your LGU is applying for?

___ BALAK: Basura Atras Linamon Abante sa Kalambuan
(Garbage Out, Linamon Moving Forward to Progress)
(Linamon, Lanao del Norte)

___ Streamlining Business Permits Process
(One Stop Shop)
Cabuyao, Laguna

___ BKK: Bantay sa Kahusay Ug Kalinaw program
(Peace and Order Watch Program)
Oroquieta City, Misamis Occidental

___ PAK: Paglilingkod Abot Kamay
(Bringing Government Services Closer to the People)
Magsaysay, davao del Sur

___ CAP: Countryside Action Program
(Delivery of Primary Health Care through Purok)
Balilihan, Bohol

___ Kabalikat PALMA Infrastructure Project
PALMA, Alliance (Pigcawayan, Alamada, Libugan, Midsayap and Aleosan)
Libugan, North Cotabato

2. What particular needs do you wish to address in your LGU by replicating the good practice you have chosen? Why?

3. How does this good practice relate to your LGU strategic orientations, priorities, or Executive Agenda?

4. To successfully implement the replication process, what resources required by the implementation of the good practice are readily available for deployment and utilization by your LGU (financial, material, manpower, machines)?

5. What other resources can be committed to this Project?

6. Other comments in support of your LGU's application to replicate the good practice?

Your LGU may submit additional documents in support of your LGU's application to this project.

MEMORANDUM OF AGREEMENT
ON THE REPLICATION OF (NAME OF PROJECT OR GOOD
PRACTICE)

The (name of Model LGU) represented by the Municipal Mayor with Office at _____, hereafter referred to as Model LGU;

The Municipality of (replicating LGU) represented by the Municipal Mayor with Office at _____, hereinafter referred to as replicating LGU.

and

The Department of the Interior and Local Government represented by the Regional Director with Office at _____ hereinafter referred to as implementing/coordinating agency.

Recognizing the need of accelerating the economic and social development of replicating LGU so as to achieve higher standard of living , more equitable distribution of income, and higher quality of life for its people;

Aware that the achievement of the desired goals of replication is not met because of limited financial resources and technical assistance and, therefore, is desirous of model LGU assistance to improve its capability;

Believing that the attainment of said goals and objectives could better be achieved by partnership between the model LGU and replicating LGU, the former having evolved a project entitled (name of project or good practice) in favor of the latter;

Acknowledging as they have , the concomitant requirements and operational criteria in pursuance of the (title of the good practice):

Have agreed as follows:

Section 1: General Agreement.- The Model LGU and replicating LGU hereby agree:

- a. That the (title of the good practice) designed to enhance the administrative capabilities of local government units for development revolves around priority areas in local administration, more particularly organization and management, personnel administration improvement, fiscal management and direct development efforts in local development planning, project feasibility studies and program evaluation, and other areas that maybe considered to directly increase development capabilities of local government units;
- b. To adhere to all established criteria and requirements pertinent to the (title of the good practice), particularly those embodied in the provisions of LG Code of 1991;
- c. to work in partnership and cooperative efforts for the enhancement of the administrative capacities of the replicating LGU for the implementation of

a. (Title of Project or Good Practice)

Section 2. On the part of replicating LGU, the replicating LGU obligates itself:

- a. to specifically identify the priority problem area in local administration relative to Section 1 a) hereinabove and adhere to the project submitted in accordance with the provisions of the LG Code of 1991;
- b. to put up financial counterpart contribution equivalent to the amount which the Model LGU has allotted to the project and to the transportation expenses to be incurred in the "Inception Workshop and other related activities;
- c. to provide the services of the local planning and development staff/local project team as maybe required or needed by the project ;
- d. to provide appropriate office space for the project, if necessary; and
- e. to adopt and implement the recommendation resulting from the study.

Section 3. On the part of Model LGU- the Model LGU obligates itself:
a. To provide technical assistance to the replicating LGUs on its exemplary practice on (Title of Good Practice) within the period of

Section 4. On the part of the DILG- the DILG obligates itself:

- b. to provide functional supervision on the program through monitoring services and in-house consultancy;
- c. to ensure that the model and replicating LGU completes the project implementation in accordance with the terms and conditions of these MOA;

Section 5: Duration of the Agreement- this agreement shall remain in force within the fiscal year, to commence immediately upon the signing of this Memorandum of Agreement unless sooner terminated by parties concerned mutually, through default, or due to final completion of the project.

Section 6. Supplements to this Agreement. – the annexes accompanying this Agreement and which are made integral parts hereof are the following:

- a. Resolution approved by Sangguniang Bayan authorizing Governor/Mayor to sign for and in behalf of Replicating LGU as Annex “A”
- b. Resolution approved by Sangguniang Bayan Authorizing the replicating LGU counterpart ,as ANNEX “B” logistics and equipment.

Done in _____ this _____ day of
_____, 2004.

Department of the Interior and Local Government

Regional Director

Model LGU

Municipal Mayor

Replicating LGU

Municipal Mayor

Signed in the presence of :

MUNICIPALITY OF (name of LGU)
(location of the LGU)

Republic of the Philippines
Province of _____
Municipality of _____

ORDINANCE NO.
Series of _____

AN ORDINANCE APPROPRIATING THE AMOUNT OF _____
FROM ANY VALUABLE FUND OF THE MUNICIPAL TREASURY TO BE
MADE AVAILABLE AS LOCAL COUNTERPART FUND IN CONNECTION
WITH THE IMPLEMENTATION OF (NAME OF PROJECT OF THE MODEL
LGU) TO THIS (NAME OF REPLICATING LGU)

Be it ordained, by the Sangguniang Bayan of this Municipality that :

Section 1: The sum of _____ is hereby
appropriated from any available fund of the Municipal treasury as Local
Counter part fund in connection with the (title of Good Practice) to this
municipality;

Section 2. That this ordinance shall take effect upon approval.

Approved _____, 2004

I hereby certify to the correctness of the above stated resolution.

Sangguniang Bayan Secretary

Attested:

Municipal Mayor

Republic of the Philippines
Province of _____
Municipality of _____

ORDINANCE NO.
Series of _____

AN ORDINANCE ALLOWING THE MUNICIPAL MAYOR OF _____
TO ENTER INTO MOA ON THE REPLICATION OF (NAME OF PROJECT
OR GOOD PRACTICE) .

Be it ordained, by the Sangguniang Bayan of this municipality :

- a) to specifically identify the priority problem area in local administration relative to Section 1 a) hereinabove and adhere to the project submitted in accordance with the provisions of the LG Code of 1991;
- b) to put up financial counterpart contribution equivalent to the amount which the Model LGU has allotted to the project and to the transportation expenses to be incurred in the “lakbay aral activities”;
- c) to provide the services of the local development staff/local counterpart/local counterpart personnel as maybe required or needed in the project;
- d) to provide appropriate office space for the project, if necessary; and
- e) to adopt and implement the recommendation resulting from the study.

This ordinance shall take effect upon approval .

Approve _____, 2004

I hereby certify to the correctness of the above stated resolution.

Sangguniang Bayan Secretary

Attested:

Municipal Mayor