

**IRAP III**  
**Nationwide Application of**  
**Integrated Rural Accessibility**  
**Planning**  
**in the Philippines**

*A partnership between*  
**International Labour Organization**  
*and*  
**Department of Interior and**  
**Local Government**

*Under the technical assistance grant of the*  
**Royal Government of Netherlands**

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DATE 2004/31  
COUNTY NUMBER 139  
RECORDS SECTION

**MEMORANDUM OF AGREEMENT**

**MEMORANDUM OF AGREEMENT**

**Nationwide Application of the Integrated Rural Accessibility  
Planning Procedure Project  
IRAP III**

**Know All Men By These Presents:**

The Department of Interior and Local Government (DILG), an agency of the Government of the Philippines with office address at Francisco Gold Condominium II, EDSA, Quezon City, Philippines represented herein by the HONORABLE ALFREDO LIM, Secretary, hereinafter referred to as DILG.

-and-

The International Labour Organization, a specialized agency of the United Nations with office address at 5F NEDA sa Makati Building, 106 Amoroso Street, Legaspi Village, Makati City, represented herein by RICHARD SZAL, Director, hereinafter referred to as ILO.

**Witnesseth**

**WHEREAS**, the Government of the Philippines is deeply committed to ensure the *delivery of basic goods, services and facilities* to rural population and particularly the poor;

**WHEREAS**, the Integrated Rural Accessibility Planning (IRAP) Procedure was primarily developed to address the issue of access of rural households to basic goods, services and to facilitate local level planning and decision-making on interventions relating to delivery of basic goods and services;

**WHEREAS**, the Government of the Philippines is deeply committed to alleviate the living condition of the rural population through poverty reduction projects and programs;

**WHEREAS**, the application of the IRAP Procedure results in accessibility information providing sound basis for projects and programs which will not only improve access to basic goods, services and facilities but will also provide employment and livelihood opportunities thereby contributing to poverty reduction;

**WHEREAS**, the IRAP Procedure is compatible with and complementary to the Minimum Basic Needs Approach and the National Labour-Based Equipment Supported Infrastructure Programme of the Government of the Philippines, the latter being mandated through Executive Order No. 94;


**WHEREAS**, the DILG, a key agency of the Government of the Philippines with the mandate of enhancing capabilities of local government units to ensure effective delivery of basic goods, services and facilities since 1993 has actively promoted the application of IRAP procedure in the LGU planning;

**WHEREAS**, the ILO, a specialized agency of the United Nations with the mandate of employment creation and poverty reduction has taken a major role in the development and promotion of the IRAP procedure in LGU planning through the implementation of IRAP Phases I and II from 1993-1999;

**WHEREAS**, under IRAP Phase I and II, the IRAP procedure has already been applied to 25 provinces and has been shown to be a simple, inexpensive, user-friendly but effective local level planning tool resulting into interventions funded and implemented by Local Government Units out of their Internal Revenue Allotment ;

  
HON. ALFREDO LIM  
DILG Secretary

  
DR. RICHARD SZAL  
ILO Director





WHEREAS, the Royal Government of the Netherlands having funded provided financial support to IRAP I and II, has continued its support to the institutionalization of the IRAP procedure in local level planning, in regional and national level planning and monitoring for poverty reduction in the Philippines.

NOW, THEREFORE, for and in consideration of the above-mentioned premises, the DILG and the ILO have agreed, as they hereby agree, to enter into a partnership to undertake the collaborative project: **Nationwide Application of the IRAP Procedure (IRAP III)** through the sponsorship of the Royal Government of the Netherlands, subject to the following terms and conditions:

## I. PRINCIPAL PURPOSES OF THE PARTNERSHIP

The partnership between the DILG and the ILO in IRAP III is expected to contribute to the socio-economic development and poverty reduction efforts of the country through sustained and institutionalized application of the IRAP procedure in local, regional and national planning and project development. The above-cited partnership is expected to cover the following:

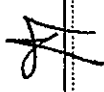
- A. **Training and Capability-Building on IRAP. Specifically:**
  1. Enhance the IRAP procedure in terms of its gender responsiveness, its usefulness in the monitoring of poverty reduction efforts and its local appropriateness.
  2. Produce Manuals and Toolkits of the enhanced IRAP procedure.
  3. Create Regional IRAP Experts/Trainers Pool.
  4. Conduct seminars and training to ensure application of IRAP in 53 new provinces of the Philippines as well as re-application of IRAP in the 25 provinces covered by IRAP I and II.
- B. **IRAP Databank. Specifically:**
  5. Ensure collection of accessibility data at barangay, municipal, provincial level nationwide including in the 25 provinces covered in IRAP I and II.
  6. Ensure encoding, storage and processing of information at provincial level.
  7. Develop, operate and maintain the IRAP databank at regional and national level.
  8. Develop, operate and maintain the IRAP website to ensure access to the accessibility databank by all of concerned users.
- C. **Policy Advocacy. Specifically:**
  9. Promote the application of IRAP in LGUs and the use of the accessibility information in local, regional and national project development and policy decision-making processes.
  10. Promote the use of accessibility information in the monitoring and evaluation of poverty reduction initiatives.
  11. Ensure sustained and institutionalized application of IRAP through issuance of appropriate mandates and establishment of necessary structures within national and regional DILG.

## II. SCOPE OF RESPONSIBILITIES

- A. The ILO through its IRAP Technical Assistance Team (IRAP-TAT) shall be responsible for the following:
  1. Overall project with gradual transfer of responsibilities to DILG-IRAP Unit.
  2. Financial management and transfer of funds to DILG-IRAP Unit per activity based on approved work and financial plan and ILO financial and accounting procedures.
  3. Conduct of intensive advocacy to ensure institutionalization of IRAP at appropriate levels of government.
  4. Provision of technical advisory services and close coordination with the DILG-IRAP Unit to ensure:
    - a) Preparation of Work & Financial Plan (WFP) ensuring effective implementation.

  
HON. ALFREDO LIM  
DILG Secretary

  
DR. RICHARD SZAL  
ILO Director





  
**HON. ALFREDO LIM**  
**DILG Secretary**

- b) Assistance and guidance in the financial accounting and reporting services, including progress reporting all to conform to prescribed formats of the ILO and the Royal Government of Netherlands.
- c) Transfer of IRAP technology to other project partners and targets.
- d) Accessibility data generation, management and analysis.
- e) Installation and use of the IRAP information System Computer Software in the DILG-IRAP Unit and in the LGUs (Provinces) and other partners
- f) Development, installation, operation of the IRAP Website.
- g) Project Monitoring and Evaluation.

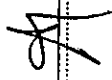
In addition, the TAT shall be responsible for the following:

- 5. Enhancement of the IRAP procedure including the development of appropriate manuals and tool kits.
- 6. Transfer of IRAP technology to DILG-IRAP Unit through designated personnel and other project partners and targets.
- 7. Transfer of IRAP Office Equipment and all other official documents and outputs at the end of the project (IRAP III) to DILG.

  
**DR. RICHARD SZAL**  
**ILO Director**


B. The DILG shall be responsible for the following:

- 1. Organization of the DILG IRAP Unit at the national and regional levels. The national DILG IRAP Unit shall serve as a Project Management Office to be composed of an adequate number of personnel (at least five full time personnel: three technical and two administrative; at least five designated-part time) and provided with an office space. The regional DILG IRAP unit shall similarly be composed of an adequate number of personnel (at least one designated-part time) and shall be the host of the Regional IRAP Experts/Trainers' Pool.
- 2. The DILG through the National DILG IRAP Unit shall work in collaboration and with the technical guidance of the ILO TAT in the following:
  - a) Preparation of WFP ensuring effective implementation.
  - b) Financial accounting and reporting services, including progress reporting all to conform to prescribed formats of the ILO and the Royal Government of Netherlands.
  - c) Transfer of IRAP technology to other project partners and targets.
  - d) Accessibility data generation, management and analysis
  - e) Installation and use of the IRAP information System Computer Software in the DILG-LGA and in the LGUs and other partners
  - f) Development, installation, operation of the IRAP Website.
  - g) Project Monitoring and Evaluation.



In addition, through the IRAP Units in the regional and national level, the DILG is responsible for the following:

- 3. Conduct of nationwide advocacy for LGUs to adopt and apply the IRAP procedure as well to promote the use of accessibility information as regional and national monitoring tool for poverty reduction not only by LGUs but also by all concerned agencies and organizations.
- 4. Oversee and monitor the application of the IRAP procedure in the LGUs.
- 5. Maintain the databank and website through the consolidation and aggregation of accessibility data generated by the LGUs and ensure availability of the said information to other national agencies and non-governmental organizations even after the project.





C. The ILO and the DILG further binds themselves to the **Scope of work, Inputs** as outlined in **Attachment A** and to the **Project Management Structure** as outlined in **Attachment B** of this Memorandum of Agreement.

**III. FINANCIAL SUPPORT TO THE PROJECT**

- A. The ILO *witnesseth* that a total of **US DOLLARS** Nine Hundred Ninety-four and Seven Hundred Sixty-two (US\$994,762.00) is provided by the Royal Government of the Netherlands to support the implementation of the three year project. The management of which is a responsibility of the ILO. Funds flow is outlined in **Attachment C** of this Memorandum of Agreement.
- B. The ILO further *witnesseth* that this contribution of the Royal Government of the Netherlands constitutes the final stage of development assistance to the institutionalization of IRAP as a planning methodology that contributes to Philippine development and poverty reduction efforts. The DILG *witnesseth* that government counterpart amounting to PHILIPPINE PESO Forty-Five Million (PhP45 M) in cash and in kind will be provided for the three year duration of the project. Moreover, that a Special Account will be opened for the personnel and training and seminar funds which will be transferred by the ILO per activity and per request basis.
- C. The DILG further *witnesseth* that budget provisions will be made in the General Appropriations Act (GAA) for DILG in 2002 and thereafter, specifically to cover the three technical personnel of the DILG IRAP Unit and all the other designated personnel, as well operating expenditures, to ensure the sustained and institutionalized application of IRAP in the Philippines beyond the three year project.

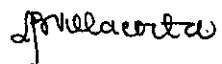
**IN WITNESS WHEREOF**, the DILG and the ILO, through their duly designated representatives have hereunto set their hands this 10<sup>th</sup> day of April 2000.

  
**HONORABLE ALFREDO LIM**  
Secretary  
Dept. of Interior and Local Government

  
**RICHARD SZAL**  
Director  
International Labour Organization  
ILO Manila Office

Signed in the Presence of:

  
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\_\_\_\_\_

**ACKNOWLEDGMENT**

**REPUBLIC OF THE PHILIPPINES**  
**CITY OF ~~QUEZON~~ MANILA ]S.S.**

Before me a notary, for and in the ~~CITY OF MANILA~~ this 25<sup>th</sup> day of April 2000, personally appeared the **HONORABLE ALFREDO S. LIM** and **MR. RICHARD SZAL**, with Community Tax Certificate and Passport indicated below their respective names, known to be the same persons who executed the foregoing instrument, consisting of **five (5) pages including this page**, and acknowledged to me and the same is their free and voluntary act and deed;

**WITNESS MY HAND AND NOTARIAL SEAL** on the place and date first above written.


  
**HONORABLE ALFREDO S. LIM**

**MR. RICHARD SZAL**

Res. Cert.# 10362138  
Issued at: Q. C.  
Issued on: JAN. 26, 2000

Passport # \_\_\_\_\_  
Issued at: \_\_\_\_\_  
Issued on: \_\_\_\_\_

Doc. No. : 462  
Page No : 94  
Book No.: VI  
Series of 20000

  
**MANUEL Y. HONG**  
**NOTARY PUBLIC**  
UNTIL DEC. 31, 2001  
PTR NO. 1071499  
ISSUED ON 1-3-2000  
AT Q. C.

# ATTACHMENT A:

## MEMORANDUM OF AGREEMENT

### Nationwide Application of the Integrated Rural Accessibility Planning Procedure Project (IRAP III)

#### Scope of work and Inputs

Project Component Scope of work	Inputs	
	DILG	ILO
<b>I. Training</b> ILO 1. Enhancement of the IRAP Procedure 2. Production of the Manuals and Toolkits 3. Creation of the Regional Experts/ Trainers Pool & Conduct of the Trainers Training 4. Monitoring of the conduct of the IRAP Training at regional/provincial levels		Personnel & Consultants Funds for Training & Travel Expenditures
National DILG IRAP Unit 1. Coordination at regional level for the creation of the Regional Experts/ Trainers Pool 2. Coordination and conduct of the Trainers' Training 3. Monitoring of the conduct of the IRAP Training at provincial levels	Personnel (Designated) Communication Office Space & Expenditures	Personnel (3 Full time) MOOE (Training, Meeting & Travel)
Regional DILG IRAP Unit 1. Coordination and conduct of the IRAP training at provincial levels by Regional Experts/Trainers Pool. 2. Monitoring of the provincial level training.	Personnel (Designated) Communication & Office Expenditures	MOOE (Training, Meetings & Travel)
<b>II. IRAP Database</b> ILO 1. Monitor collection and aggregation of data in LGUs 2. Ensure development, operation and maintenance of Databank and Website.		Personnel and MOOE (Monitoring Costs)
National DILG IRAP Unit 1. Monitor collection and aggregation of data in regional and national levels. 2. House, operate and maintain the national databank and website.	Personnel Communication & other Office Expenditures	Personnel Consultants (Info System Programmer & Website Master) MOOE (Hardware, Software, Maintenance Expenditures) Monitoring Expenditures
Regional DILG IRAP Unit 1. Monitor collection of data at barangay and municipal level as well as encoding, processing at provincial level. 2. House, operate and maintain the regional databank.	Personnel Communication & other Office Expenditures	MOOE (Survey and monitoring Expenditures + Hardware, software and Maintenance Expenditures)

**ATTACHMENT A : SCOPE OF WORK AND INPUTS**

continued...

Project Component Scope of work	Inputs	
	DILG	ILO
<b>III. POLICY ADVOCACY</b>		
<p>ILO</p> <ol style="list-style-type: none"> <li>Promote the application of IRAP in LGUs and the use of the accessibility information in local, regional and national project development and policy decision-making processes.</li> <li>Promote the use of accessibility information in the monitoring and evaluation of local, regional and national poverty reduction initiatives.</li> <li>Ensure sustained and institutionalized application of IRAP.</li> </ol>		<p>Personnel MOOE (Materials, Meetings and Travel Expenditures)</p>
<p>National DILG IRAP Unit</p> <ol style="list-style-type: none"> <li>Work for the issuance of department and national directives, policies to ensure sustained and institutionalized application of IRAP.</li> <li>Conduct and monitor advocacy work at regional level.</li> <li>Work with the TAT in promoting the use of accessibility information in the monitoring and evaluation of local, regional and national poverty reduction initiatives.</li> </ol>	<p>Personnel Communication &amp; other Office Expenditures</p>	<p>Personnel MOOE (Materials, Meetings and Travel Expenditures)</p>
<p>Regional DILG IRAP Unit</p> <ol style="list-style-type: none"> <li>Work for issuance of regional policies (RDC Resolutions) and local policies (E.Os.) to ensure sustained and institutionalized application of IRAP.</li> <li>Support the national efforts in promoting the use of accessibility information in the monitoring and evaluation of local and regional reduction initiatives.</li> </ol>	<p>Personnel Communication &amp; other Office Expenditures</p>	<p>MOOE (Materials, Meetings Expenditures)</p>



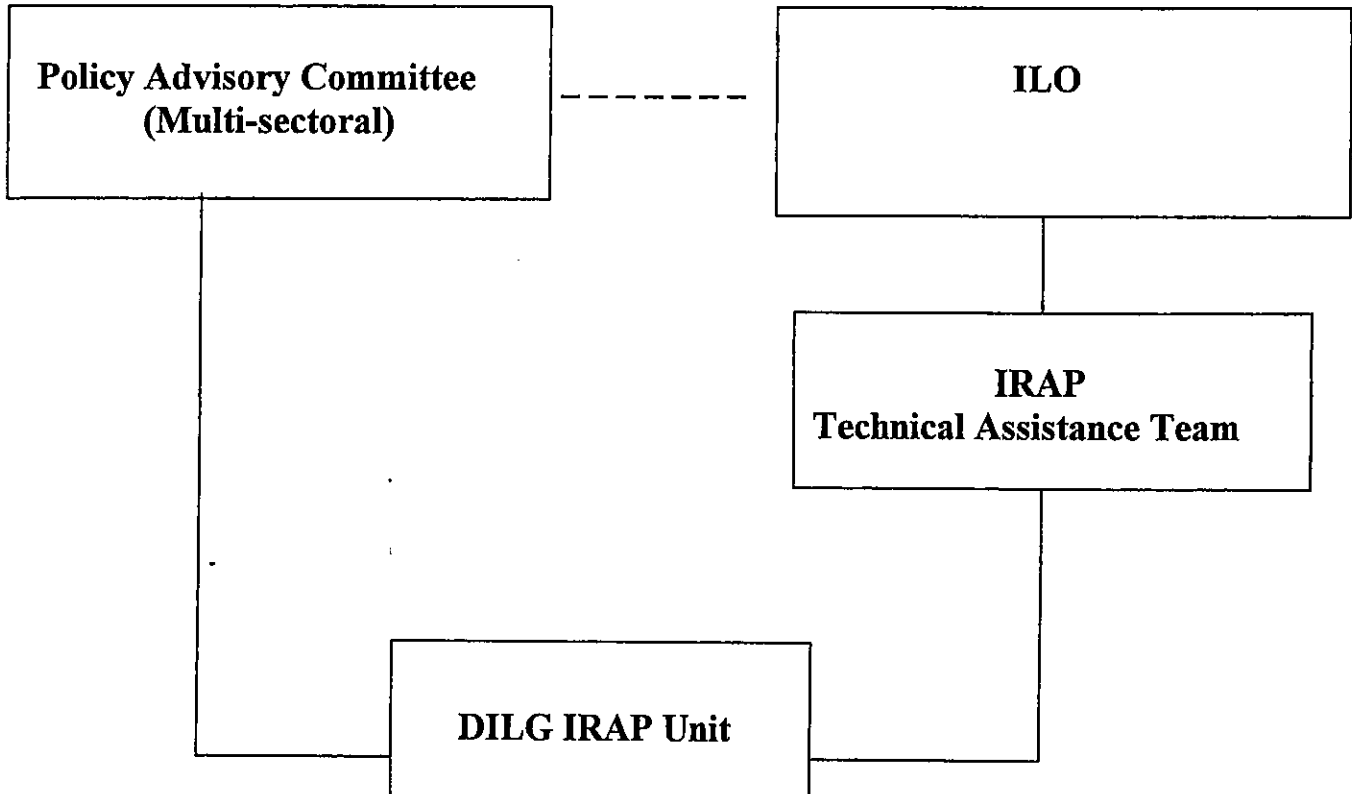
## ATTACHMENT B:

### MEMORANDUM OF AGREEMENT

#### Nationwide Application of the Integrated Rural Accessibility Planning Procedure Project (IRAP III)

##### Project Management Structure

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#### POLICY ADVISORY COMMITTEE

##### **Responsibilities**

- ➔ Provide advise on general direction and thrust of the project
- ➔ Provide a broad and multi-sectoral perspective regarding the environment upon which the project operates
- ➔ Shall convene every six months

##### **Members**

- ➔ Secretary of the Department of Interior and Local Government
- ➔ Secretary of the National Economic and Development Authority
- ➔ National President of the League of Provinces of the Philippines

# ATTACHMENT C:

## MEMORANDUM OF AGREEMENT

### Nationwide Application of the Integrated Rural Accessibility Planning Procedure Project (IRAP III)

#### Funds Flow

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**Royal Government Of Netherlands**

**International Labour Organization (Manila)**

**ILO –IRAP Technical Assistance Team**

Prepares Budget Requests to ILO Geneva  
Procures all equipment and tools necessary for training and application of IRAP  
Transfers personnel funds to National DILG IRAP Special Account  
upon receipt of request of payment  
Transfers national training and seminar funds to National DILG IRAP Special Account  
upon receipt of request of payment  
Transfers regional training and seminar funds to Regional DILG IRAP Special Account  
upon receipt of request of payment

**DILG IRAP Unit**

Opens Special Account at National and Regional Level  
Prepares and submits request of payment per training and seminar activity  
to ILO through IRAP Technical Assistance Team  
Prepares and submit liquidation of expenses per training and seminar activity  
to ILO through IRAP Technical Assistance Team

**DILG'S COUNTERPART RESOURCE REQUIREMENTS FOR  
27 MONTHS**

**IRAP III – NATIONWIDE APPLICATION  
OF THE INTEGRATED RURAL ACCESSIBILITY PLANNING IN THE PHILIPPINES**

<b>Budget Item</b>	<b>Description</b>	<b>IRAP Unit (Personnel/ Services)</b>	<b>ROs (Personnel/ Services)</b>	<b>Monthly Unit Cost</b>	<b>Duration</b>	<b>Total Cost</b>
<u>Personal Services</u>	Salaries	5	14	P20,000*	27 months	P10,260,000
<u>Other Compensation</u>	Productivity Incentive Bonus	5	14	2,000	27 months	1,026,000
	Yearend Bonus & Cash Gift	5	14	23,000	27 months	11,799,000
	PERA	5	14	500	27 months	256,500
	ADCOM	5	14	500	27 months	256,500
	Clothing Allowance	5	14	4,000	27 months	2,052,000
<b>TOTAL -</b>						<b>25,650,000</b>
<u>MISC</u>	Communication Services					
	Telephone & Fax (2 units each)	1/office	14/office	10,000	27 months	4,050,000
	Supplies & Materials	5	14	5,000	27 months	2,565,000
	Rents (50 sq. m.)	1	14	500	27 months	10,125,000
	Water, Illumination & Power Services	1	14	7,000	27 months	2,835,000
<b>TOTAL -</b>						<b>19,575,000</b>
<b>GRAND TOTAL -</b>						<b>45,225,000</b>

\*Salary range of an LGOO V (Salary Grade 20)



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
A. Francisco Gold Condominium II Bldg., EDSA  
Corner Mapagmahal St., Diliman, Quezon City

DEPARTMENT ORDER

January 4, 2001

No. 2001 - 08

SUBJECT: AMENDMENT TO DEPARTMENT ORDER NO. 2000-416 ON  
THE CREATION OF THE INTEGRATED RURAL  
ACCESSIBILITY PLANNING PROCEDURE (IRAP) UNITS AT  
THE DILG CENTRAL AND REGIONAL OFFICE.


In the exigency of public service so requiring, Department Order No. 2000-416 dated June 5, 2000 on the creation of the Integrated Rural Accessibility Planning Procedure (IRAP) Units at the DILG Central and Regional Office is hereby amended to read as follows:

- DILG IRAP National Project Coordination Office (NPCO) created under DO No. 2000-416 dated June 5, 2000 lodged at the Office of Project Development Service (OPDS) shall be transferred to the Bureau of Local Government Development (BLGD). The NPCO shall be composed of support staff and three technical personnel to be hired by ILO with the BLGD Director as the ex-officio National Project Coordinator. The NPCO shall be responsible in the implementation of the three components- training and capability-building, policy advocacy, and data banking, in coordination with EDPS and OPDS.
- The DILG National Steering Committee shall still be in force. The Regional Directors as members of the NSC shall automatically be responsible for their DILG-IRAP Regional Coordination Units to supervise the implementation of the regional and local IRAP project activities.
- To effect sustained implementation of the IRAP-Project, a National Policy Advisory Committee comprised of the various implementing agencies shall be organized and shall meet twice a year for policy recommendations/directions.
- As a matter of policy, the NPCO shall copy furnish the OPDS with IRAP Projects semestral accomplishment reports to ensure rationalized project implementation with other special/foreign-funded projects.


All IRAP equipment such as computers, printers, etc. and other pertinent documents relative to the project issued to the former PMO at OPDS shall be turned-over to BLGD.

This Department Order hereby amends existing order and revokes related policies which are contrary to the aforementioned provisions.

For strict compliance.

  
ALFREDO S. LIM  
Secretary

Attested by:

  
EULOGIO "AMANG" R. MAGSAYSAY, Ph.D.