



**Republic of the Philippines**  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**A. Francisco Gold Condominium II, EDSA cor. Mapagmahal St.**  
**Diliman, Quezon City**

\_\_\_\_\_, 2009

**Memorandum Circular No.** \_\_\_\_\_

**To : ALL PROVINCIAL GOVERNORS, CITY/MINICIPAL MAYORS, LOCAL DEVELOPMENT COUNCIL (LDC) AND LOCAL FINANCE COMMITTEE (LFC) MEMBER, DILG REGIONAL, PROVINCIAL AND CITY DIRECTORS AND ALL OTHERS CONCERNED**

**SUBJECT: GUIDE TO COMPREHENSIVE DEVELOPMENT PLAN (CDP) PREPARATION FOR LOCAL GOVERNMENT UNIT**

Section 106 of the Local Government Code of 1991 mandates each local government unit to prepare a comprehensive multi-sectoral development plan to be initiated by its local development council and approved by its sanggunian. Pursuant thereto, the Department of the Interior and Local Government Unit (DILG) has developed the Enhanced Guide to Comprehensive Development Plan (CDP) for the Local Government Units.

The CDP Guide puts into operation the concepts and processes enunciated in the rationalized local planning system and JMC No. 001, S. 2007 on harmonization of local planning, investment programming, budgeting and revenue administration. As a reference, the Guide offers procedures tools and techniques along each step of the comprehensive development planning cycle and is presented in four major parts with corresponding chapters detailing each part:

- Part I – Organizing and Mobilizing the Planning Structure
- Part II – Preparing the CDP
- Part III - Implementing the CDP
- Part IV – Plan monitoring and Evaluation

Moreover, the CDP Guide provides the mechanism for the synchronization and harmonization of the core LGU operations from the planning to plan monitoring and evaluation with thematic and cross-sectoral concerns that various national government agencies pursue and seek to address at the LGU levels.

Being the agency mandated to formulate the operational guides on local development planning, all DILG Field Officers, therefore, are directed to use the Guide in providing the technical assistance to the Local Development Council, the Sectoral Committee, the Local Finance Committee and the executive and legislative bodies in the performance of their planning functions. Likewise, local government units are enjoined to use this Guide in the preparation of their CDP and the Local Development Investment Program (LDIP).

The Enhanced CDP Guide can be downloaded in our website at [www.dilg.gov.ph](http://www.dilg.gov.ph)

For proper guidance.

**RONALDO V. PUNO**  
 Secretary

**Foreword**

The Department of the Interior and Local Government (DILG) is mandated to establish plans, policies and programs that will strengthen the technical, fiscal and administrative capabilities of local governments, as well as formulate the operational guidelines of the local development planning process.

In compliance with this mandate, the DILG commissioned the development of the Rationalized Local planning System (RPS) as the framework for local planning. To operationalize the RPS, we also formulated the Enhanced Guide to Comprehensive Development Planning (CDP) for LGUs. As a reference, the Guide offers procedures, tools and techniques that are designed to respond to varying capabilities of local government in local comprehensive planning.

The completion of this Guide has become even more significant because it will enable the Department to fulfill its commitment under the Joint Memorandum Circular No.1, S.2007 which was signed with the National Economic and Development Authority (NEDA), (DBM) and the Department of Finance (DOF) on March 8, 2008. This JMC is geared towards the synchronization and harmonization of planning, investment, programming, revenue administration, and budgeting and expenditure management at the local level.

The Guide also takes into consideration the other special and cross- sectoral concerns of various national government agencies that seek fulfillment at the local government level.

The Department hopes that this Guide will further simplify the comprehensive development planning process at the local level.

**AUSTERE A. PANADERO**

Undersecretary for Local Government

## Acknowledgement

The Bureau of Local Government Development-Department of the Interior and Local Government (BLGD-DILG) would like to acknowledge the assistance of the following in the preparation of the Guide for their active participation in the various consultations conducted nationwide:

- **DILG Regional Directors** during the consultations and orientation briefings on the Rationalized Local Planning System, Joint Memo Circular No. 001, S, 2007 and the Guide to CDP Preparation;
- **DILG Regional and Provincial Development Planning Specialists** for their diligent participation during the series of CDP validation workshops which started in 2007;
- **Local Government Units**, particularly the Provincial/City/Municipal Planning and Development Coordinators (P/C/MPDCs) and concerned Provincial/City Budget Officers, Treasurer and Accountants;
- **National Government Agencies** that participated in the consultation-workshops on mainstreaming sectoral/thematic plans into the CDP, particularly the National Police Commission (NAPOLCOM), National Youth Council (NYC), National Commission on Indigenous (NCIP), National Anti-Poverty Commission (NAPC), National Council for Disability Affairs (NCDA), National Nutrition Council (NNC), Council for the Welfare of Children (CWC), Presidential Assistant for Peace Process (OPAPP), Housing and Land Use Regulatory Board (HLURB), Department of Social Welfare and Development (DSWD), Commission on Population (POPCOM), Department of Trade and Industry (DTI), Department of Health (DOH), Office of Civil Defense (OCD), National Commission on the Role of the Filipino Women (NCRFW), Department of Environment and Natural Resources (DENR), Department of Agriculture (DA), National Economic Development of Finance (DOF), Department of Tourism (DOT), National Commission for Cultural and the Arts (NCCA).
- **Other stakeholders concerned** from the Academe, Private Sector, Civil Society Organization, Donor Agencies and Professional Organizations.

**BLGD** likewise expresses its thankfulness to Prof. Ernesto M. Serote for writing the Rationalized Local Planning System, upon which this Guide has been developed; and to our consultant, Ms. Liza Marie Pulumbarit-Elum for her technical inputs, comments and suggestions, for her persistence and for enduring with us through the long and tedious process of preparing this Guide. We are really deeply grateful for their perseverance and dedication in helping the DILG fulfill its commitment to put into practice the concept and principles enunciated in the Rationalized Local Planning System and to effect the applicable provisions of JMC No.001, S2007 through this Guide.

The Bureau also gives credit to the Philippines-Canada Local Government Support Program (LGSP) for providing the springboard for developing this Guide from a project it embarked upon in the review and simplification of the Manual on How to Formulate an Executive and Legislative Agenda for Local Governance and Development: Manual and Facilitator's Guide.

The Bureau also expresses its deep and profound gratitude to the Asia Development Bank-Technical Assistance No. 7019 (ADB-TA 7019), particularly to its Project Leader, Mr. Raymund Fabre and Mr. Tariq Niazi, ADB- Public Sector Management Specialist, for the technical advice and financial support during the preparation of this Guide and the subsequent training programs conducted for DILG field officers on how to use the Guide.

Finally, we also convey our sincere appreciation to those whose names and organizations which may not appear in the list but have nonetheless contributed unselfishly in the completion of this Guidebook.

**MANUEL Q. GOTIS CESOIII**

Director

## Acronyms

AIP	Annual Investment Program
BESF	Budget of Expenditure and Sources of Financing
BFAR	Bureau of Fisheries and Aquatic Resources
BOMB	Budget Operations Manual for Barangays
BOT	Build-Operate-Transfer
BSWM	Bureau of Soils and Water Management
CAPDEV	Capacity Development
CBMS	Community-Based Monitoring System
CDP	Comprehensive Development Plan
CENRO	Community Environment and Natural Resources Officer
CIDA	Canadian International Development Agency
CLPI	Core Local Poverty Indicator
CLUP	Comprehensive Land Use Plan
CO	Capital Outlay
CPDO	City Planning and Development Office
CSO	Civil Society Organizations
DBM	Department of Budget and Management
DENR	Department of Environment and Natural Resources
DILG	Department of the Interior and Local Government
DOF	Department of Finance
DRM	Disaster Risk Management
DTI	Department of Trade and Industry
ELA	Executive and Legislative Agenda
EP	Ecological Profile
GAM	Goal Achievement Matrix
GSIS	Government Service Insurance System
HLURB	Housing and Land Use Regulatory Board
HRD	Human Resource Development
HRDO	Human Resource Development Office
IRA	Internal Revenue Allotment
IRR	Implementing Rules and Regulations
JMC	Joint Memorandum Circular
LA	Legislative Agenda
LCE	Local Chief Executive
LDC	Local Development Council
LDI	Local Development Indicator
LDIP	Local Development Investment Program
LDIS	Local Development Indicator System
LEP	Local Expenditure Program
LFC	Local Finance Committee
LGC	Local Government Code
LG-ENRO	Local Government Environment and Natural Resources Officer
LGOO	Local Government Operations Officer
LGPMS	Local Governance Performance Management System
LGSP	Local Government Support Program
LGU	Local Government Unit
LMB	Land Management Bureau
LPDC	Local Planning and Development Coordinator
LPDO	Local Planning and Development Office
LQ	Location Quotient
M & E	Monitoring and Evaluation
MDG	Millennium Development Goals
MGB	Mines and Geosciences Bureau
MHO	Municipal Health Office
MOOE	Maintenance and Other Operating Expenses
MPDO	Municipal Planning and Development Office

MTPDP	Medium-Term Philippine Development Plan
NAMRIA	National Mapping and Resource Information Authority
NEDA	National Economic and Development Authority
NGA	National Government Agency
NGO	Non-Government Organizations
NIPAS	National Integrated Protected Areas System
NPFP	National Physical Framework Plan
NSO	National Statistics Office
ODA	Official Development Assistance
OFW	Overseas Filipino Worker
OPW	Orientation – Planning - Workshop
OTW	Orientation – Training – Workshop
PA 21	Philippine Agenda 21
PAWB	Protected Areas and Wildlife Bureau
PCUP	Philippine Commission on the Urban Poor
PDP	Provincial Development Plan
PDPFP	Provincial Development and Physical Framework Plan
PENRO	Provincial Environment and Natural Resources Officer
PESO	Public Employment Services Office
PHILVOCS	Philippine Institute of Volcanology and Seismology
PLUC	Provincial Land Use Committee
PMC	Project Monitoring Committee
PO	People's Organizations
POSO	Public Order and Safety Office
PPA	Program/Project/Activity
PPDC	Provincial Planning and Development Coordinator
PPDO	Provincial Planning and Development Office
PPFP	Provincial Physical Framework Plan
PS	Personal Services
PTA	Parent-Teacher Association
RA	Republic Act
RDP	Regional Development Plan
RHU	Rural Health Unit
RLA	Regional Line Agency
RFPF	Regional Physical Framework Plan
RPS	Rationalized Local Planning System
RPT	Real Property Tax
SB/P	Sangguniang Bayan/ Panlungsod
SCALOG	System on Competency Assessment for Local Governments
SEP	Socio-Economic Profile
SEPP	Socio-Economic and Physical Profile
SLGR	State of Local Governance Report
SSS	Social Security System
SWDO	Social Welfare and Development Office
TWG	Technical Working Group
UBOM	Updated Budget Operations Manual for Local Government Units
UNDP	United Nations Development program
ZO	Zoning Ordinance

## About the Guide

The Enhanced Guide to Comprehensive Development Plan (CDP) Preparation is a derivative of the *“Rationalized Local Planning System Sourcebook”* was launched by DILG in 2007. The Sourcebook was developed to assist readers in understanding the “why’s” and “how’s” of implementing the full implications of the Local Government Code of 1991 (Republic Act 7160) pertaining to local planning.

The *“How to Formulate an Executive and Legislative Agenda for Local Governance and Development: a Manual and Facilitator’s Guide”* and the draft revised version provided by the Local Governance Support Program funded by the Government of Canada through the Canadian International Development Agency (CIDA), was also used extensively as a reference and source document in the development of some sections of this Guide.

This Guide consists of four (4) parts:

### *Chapter I – Getting Started: Organizing and Mobilizing the Planning Structure*

This section sets the stage for the Plan Formulation Proper – from the organization to training of the Planning Team, and the subsequent orientation for the local chief executive and members of the Sanggunian. It also contains selection criteria for planning team members, definition of roles and functions of key actors in the plan formulation process, including those of national government agencies and civil society organizations in order to make the plan formulation process truly inclusive and participatory.

### *Chapter II – Preparing the Plan*

This part consists not only of the “how’s” of every step of the sectoral planning process. It also provides answers to questions like “*what is it?*”, “*why is it important?*” and “*who is responsible?*” This emphasizes the need to re-focus attention from merely producing the plan document alone to making planning as an integral part of governance by making the LGUs understand why they ought to plan and who should be involved. The easy-to-use-and-follow tools and techniques are presented in a way that makes them more user-friendly and their “technical” or “technocratic” character are tamed without diminishing their value and effectiveness as instructional devices, especially for those who are not technically trained.

### *Chapter III – Implementing the Plan*

This provides the basic elements of the three principal instruments in implementing the CDP, namely, the Local Development Investment Program (LDIP), the Legislative Agenda (LA), and the Executive and Legislative Agenda (ELA). It also includes a section on formulating a Capacity Development Agenda. Just like in Part I, this section of the Guide not only offers the procedural steps for yielding these outputs, but also the concept inputs to allow the users to have a better appreciation of what, why and who are responsible for the exercise.

### *Chapter IV – Plan Monitoring and Evaluation*

This section highlights the importance of Plan Monitoring and Evaluation (M & E) as the link between two planning cycles and thereby reinforces the cyclical nature of the planning process. It suggests the periods when and who may conduct what type of M & E.

It must be emphasized that the tools, techniques, strategies and methodologies suggested in this Guide are not prescriptive. Rather, they can complement or supplement those that have already been developed or being offered by other agencies to facilitate the preparation of local comprehensive development plans.

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## INTRODUCTION

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### *General Planning and Development Model*

In an ideal scenario, a particular local government unit (LGU) manages its own growth and change through a body of plans with varying scope and time frame. The term “ideal”, however, does not imply a utopian, unrealistic or unattainable dream. It simply means a scenario that does not exist as yet. Nevertheless, it is **the** scenario that the Local Government Code (LGC) of 1991 (RA 7160) wants every LGU to achieve. With the aid of various plans, LGUs are expected to more effectively manage their own local development. Section 20 of the LGC mandates LGUs to prepare a comprehensive land use plan (CLUP) enacted through a zoning ordinance, while Sections 106 and 109 of the same Code mandate the LGUs to prepare comprehensive multi-sectoral development plans or comprehensive development plan (CDP) and public investment programs.

It is clear from the above-cited provisions of the Code that LGUs are required to prepare two plans: the CLUP and the CDP.

These plans influence public and private sector investments which have the cumulative effects of making available goods and services of high quality, and making these more accessible to the people, thereby raising the level of their well-being. Any change in the level of welfare of the population, on one hand is expected to create corresponding changes in the character and configuration of the land and other physical resources of the locality. On the other hand, any improvement in the level of social and economic well-being of the local population will almost always entail deterioration in the quality or quantity of the physical environment. How to achieve development objectives without necessarily sacrificing the environment poses a major challenge to local development planning and management.

As the LGU gains longer experience in managing its own growth and change, especially when the Sanggunian is ever alert for possibilities to formulate regulatory policies and to further support the implementation of plans, programs and projects with needed development regulations, the LGU's institutional capacity will be enhanced considerably. Such changes are easily seen by tracking outputs on the short-term and outcomes on the medium- to long-term. Lessons learned from these periodic monitoring and evaluation are then used to inform the next cycle of planning. (See Figure 1 - A Local Planning and Development Model)

### *The Relationship among the Comprehensive Development Plan (CDP), the Comprehensive Land Use Plan (CLUP) and Executive and Legislative Agenda (ELA)*

The Comprehensive Land Use Plan (CLUP) and the CDP are distinct and separate.

1. The term “comprehensive” in the CLUP is understood in its geographical, territorial sense, while the term “comprehensive” in the CDP has to be understood in the sense of “multi-sectoral” development. Yet, the two plans are intimately related.
2. The CLUP can well be regarded as the plan for the long-term management of the local territory. As the skeletal-circulatory framework of the territory's physical development, it identifies areas where development can and cannot be located and directs public and private investments accordingly. The CDP, on the other hand, is the action plan utilized by every local administration to develop and implement priority sectoral and cross-sectoral programs and projects in the proper locations to put flesh on the skeleton as it were, gradually and incrementally, until the desired shape or form of development is eventually attained over the long term. This is consistent with the definition of planning as “public control of the pattern of development”.
3. One thing that bolsters the interpretation that the CLUP and CDP are distinct and separate is the fact that the responsibility for each plan is given to separate bodies in the LGU. The CLUP is assigned to the Sanggunian as provided for in Sections 447, 458 and 468 (Powers, Duties, Functions and Compensation of the Sangguniang Bayan, Panlungsod and Panlalawigan, respectively) of the Local Government Code; whereas the CDP is the responsibility of the LDC as

provided for under Sections 106 (Local Development Councils) and 109 (Functions of Local Development Councils) of the Code. The Code has correctly assigned responsibility for the CLUP to the Sanggunian considering that most if not all of the instruments for implementing the CLUP involve regulating the use of lands that are mainly privately held and this requires the exercise of the political powers of the LGU through legislative action by the Sanggunian.

4. A common concern often raised by local planners is how to keep the long-term plan from being thrown away with every change in administration. The answer to this concern lies precisely in having a separate CLUP from a CDP. It is the “*people’s plan*”. The CLUP, once enacted into a zoning ordinance (Sec. 20, c), becomes a law. It remains in effect even after the incumbent officials have been replaced. Being a law, the CLUP-turned Zoning Ordinance cannot be simply “thrown away” without going through the proper legislative procedures for repealing or amending an ordinance. The truth of the matter is, the long-term CLUP, once in place, can no longer be claimed by, nor attributed to a particular administration. Rather, the CLUP belongs to the people.

Figure 1 - A LOCAL PLANNING AND DEVELOPMENT MODEL

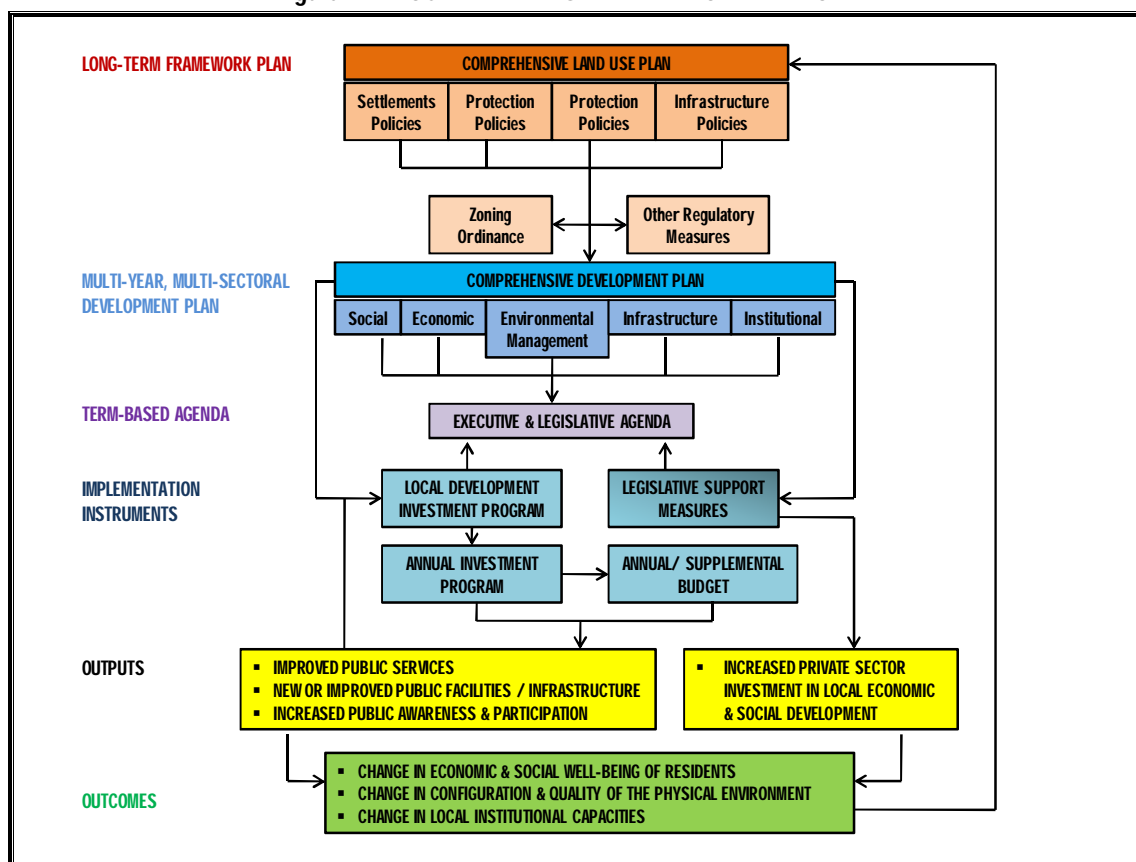


Chart designed by Prof. Ernesto M. Serote

5. With the CLUP separated from the CDP, the review process by the Provincial Land Use Committee (PLUC) is also immensely simplified. The Code requires a review by the provincial government of the CLUP, not the CDP, of component cities and municipalities [See Sec. 468 (a) (2) (vii)].

The Executive and Legislative Agenda (ELA) is a planning document, covering a 3-year period corresponding to the term of local elective officials that is mutually developed and agreed upon by both the executive and legislative departments of an LGU. The ELA is not meant to replace or duplicate existing planning systems in LGUs. Rather, it adds greater value to the CLUP and the CDP by moving them forward to getting implemented and monitored.

It is CDP-based Executive and Legislative Agenda (ELA) that is associated with a particular administration.

### Plan Formulation Process

It is highly desirable that the CLUP be completed ahead of the CDP. This is to ensure that the location policies in the CLUP will guide the identification, screening, and prioritization of programs and projects in the CDP (see Figure 2 - Simplified Planning Process). Considering that some public investments, especially of the “hard project” type, have a powerful impact on the long-term structuring of the built environment and on land use change in general, such projects should be properly screened to ensure that they are in consonance with, if not actually supportive of the preferred spatial strategy for the community.

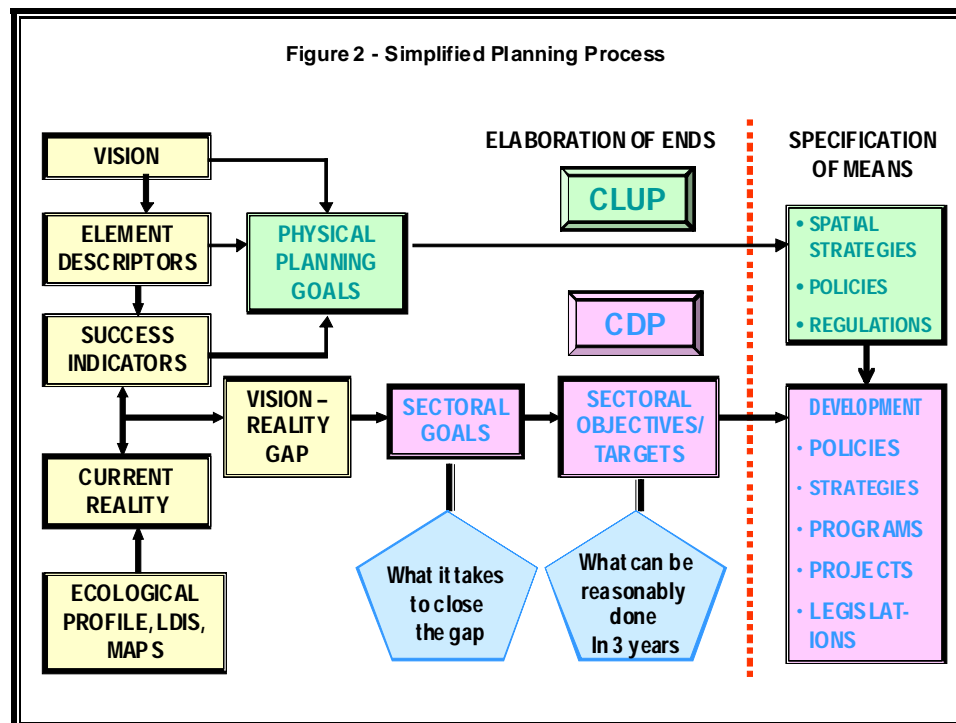


Chart designed by Prof. Ernesto M. Serote

The CLUP is in itself a rich source of programs, projects and ideas for legislation. The programs and projects identified in the CLUP however, invariably take a long time to carry out. On the other hand, the CDP has a relatively short timeframe. This, however, should not be used as a reason for ignoring the long-term programs of the CLUP and implementing instead other projects with shorter timeframes. Rather, the short time frame of the CDP should be used to carry out the long-term CLUP programs *in phases*.

The CDP can be regarded as an action plan and an implementing instrument of the CLUP. By having a CLUP which serves as a long-term guide for the physical development of the locality and with a CDP that is multi-year and implements the CLUP in phases, there is an assurance of continuity, rationality and stability of local development efforts.

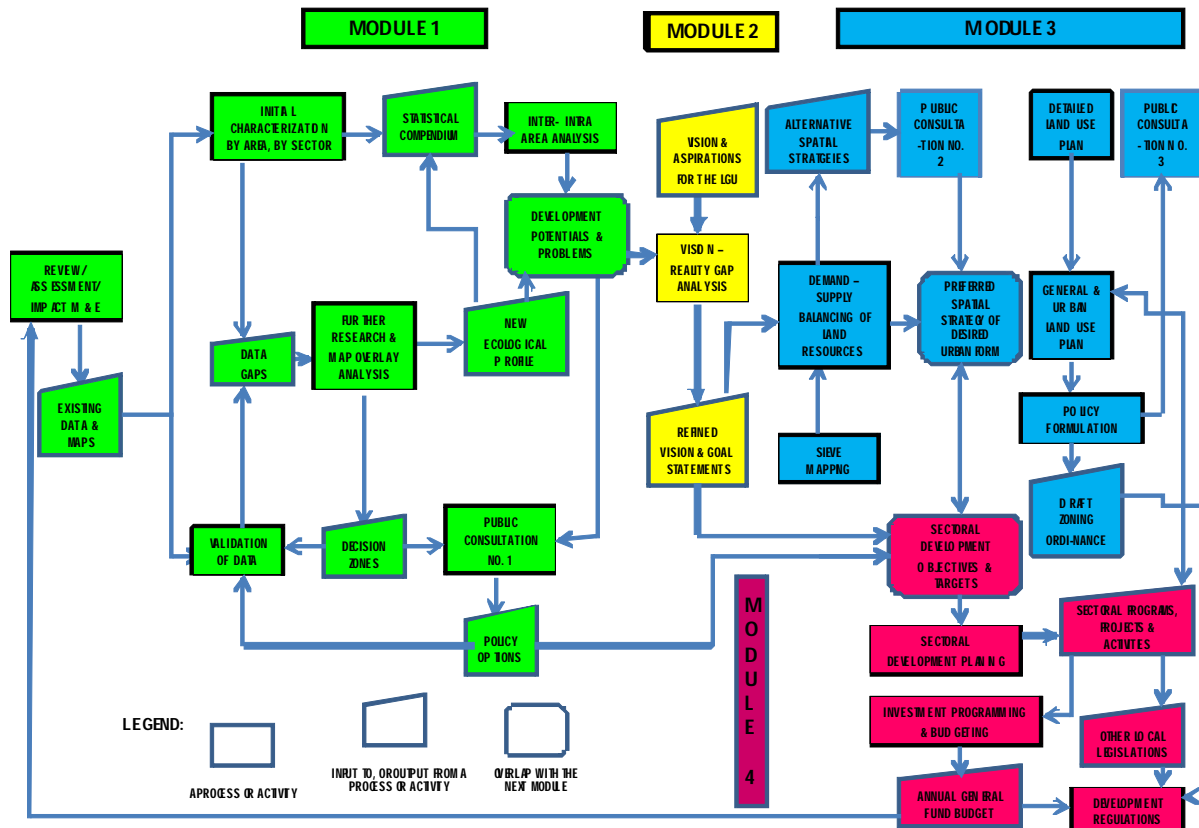
The CLUP and the CDP may be prepared in an iterative way. For simplicity, the preparation of the CLUP and CDP can be divided into four (4) modules consistent with the capability building approach (Figure 3 - CLUP-CDP Process Flow).

Each module is described briefly as follows:

1. **Module 1** – Generation of the planning database consisting of statistics and maps and analytical tools and techniques to derive various indicators of development or underdevelopment, of problems and constraints as well as opportunities and challenges for development. The outputs of this module are as follows:

Figure 3- CLUP – CDP Process Flow

(Chart designed by Prof. Ernesto M. Serote)



- a. Updated ecological profile of the planning area
  - b. Matrix of Local Development Indicators (Statistical Compendium)
  - c. Accomplished “Problem – Solution Matrix”
2. **Module 2** – Formulation of new goals or revalidating and/or revising the existing vision statement. The outputs of this module are as follows:
    - a. Revalidated/ revised vision statement
    - b. Vision elements and their respective descriptors and success indicators
    - c. Vision – reality gap which will eventually be transformed into sectoral goals

Modules 1 and 2 may be undertaken simultaneously or interchangeably.

3. **Module 3** – Formulation of the Provincial Comprehensive Land Use Plan (PCLUP) in the case of the province and the CLUP in the case of cities and municipalities. This involves undertaking the following activities:



- a. Generation of alternative spatial strategies taking into account the higher level spatial strategy and choosing the most desirable alternative for the province or city/municipality, as the case may be.
- b. Formulation of policies on production, infrastructure, settlements, and protection areas consistent with the preferred strategy.
- c. Formulation of implementation tools, e.g., zoning ordinance

The outputs of activities under this module are as follows:

- a. Draft Provincial Comprehensive Land Use Plan and / or City/Municipal CLUP
  - b. Policy maps printed at suitable scale
  - c. Draft Zoning Ordinance in the case of cities and municipalities
4. **Module 4** – Preparation of the Multi-Year Provincial/City/Municipal CDP. The main activities under this module are as follows:
- a. Formulation of sectoral goals, objectives and targets
  - b. Prioritization of sectoral programs, projects and activities
  - c. Preparation of the Local Development Investment Program (LDIP)
  - d. Identification of new legislations needed to carry out the sectoral plans
  - e. Preparation of the capacity development program

### *The Comprehensive Development Planning Cycle*

Planning is a cyclical and iterative process. The Comprehensive Development Planning Process is a component of that cycle. It begins with setting or re-visiting the vision and determining current reality. These two steps comprise Modules I and II mentioned earlier. The latter is sometimes referred to as characterizing the planning area or ecological profiling.

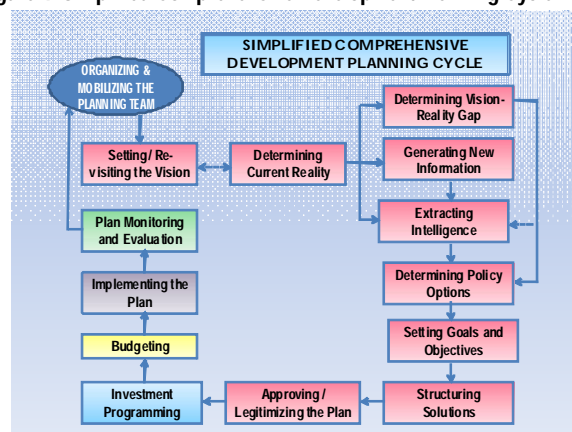
The CDP process ends with the legitimization of the plan document or approval of the Sanggunian. Then the local development investment programming process begins. The 3-year LDIP and its annual component – the annual investment program (AIP) shall serve as the link between the plan and the local budget. This simply means that the local budget should be based on programs and projects identified in the investment program.

Plan monitoring and evaluation is a crucial step in the cycle. It is the link between two planning cycles. Its importance lies in generating new information based on the following:

1. results of assessment of impacts of plans, programs and projects as implemented,
2. effects of regulatory measures as enforced,
3. outcomes of developments in the area that had not come under the control or influence of the local planning system

Figure 4 illustrates the other steps involved in the CDP Cycle.

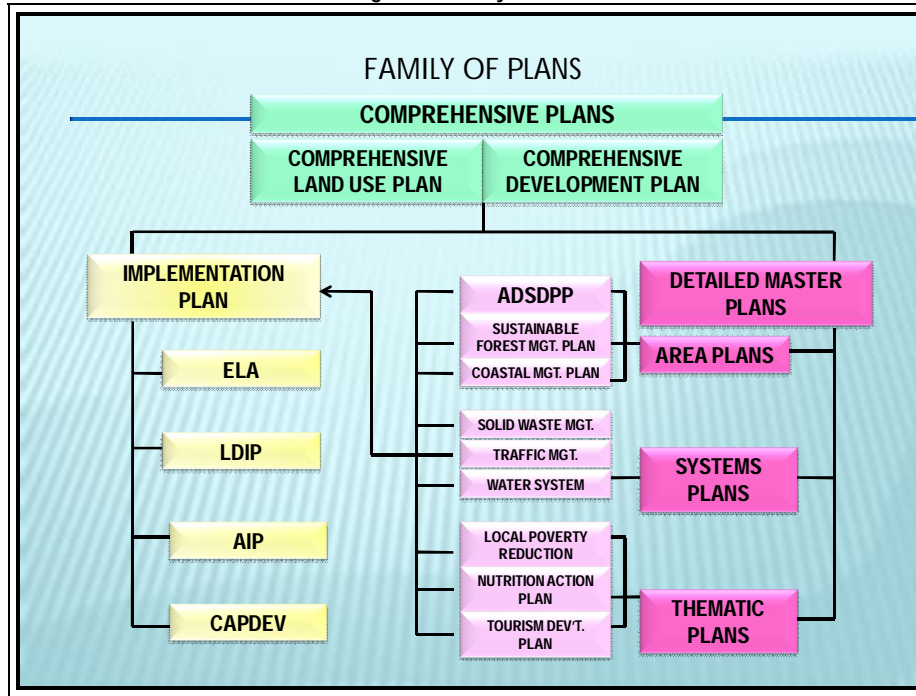
**Figure 4: Simplified Comprehensive Development Planning Cycle**



**Relationship of Other Plans with the CLUP and the CDP**

One dimension of rationalized planning is the reduction in the number of plans that LGUs prepare. If the local plans are truly comprehensive, meaning, the CLUP covers the entire LGU territorial jurisdiction, both land and water; and the CDP embraces all development sectors and sub-sectors, including the concerns of each, area, sectoral or thematic and systems plans can take off or be derived from either plan document. Data gathering and analysis can proceed from Modules I and II, but detailing such area, sectoral or systems plan may be given to technical experts in specific areas of concern if the necessary competencies are not available in the LGU.

Figure 5: Family of Plans



**Integrating NGA Requirements and Cross-Sectoral Concerns into the CDP**

NGA-mandated plans that LGUs are asked to prepare need not be undertaken by planning bodies created outside of the LDC and/or its sectoral or functional committees. These plans can already fall within the concerns of existing sectoral committees.

Examples of these plans are listed below:

PLAN	SECTORAL COMMITTEE
1. Action Plan for the Council for the Protection of Children	Social
2. Annual Culture and Arts Plan	Social
3. Agriculture and Fisheries Management Plan	Economic
4. Coconut Development Plan	Economic
5. Local Entrepreneurship Development Plan	Economic
6. Local Tourism Development PLAN	Economic
7. Small and Medium Enterprise Development Plan	Economic
8. Revenue Generation Plan	Institutional
9. Information and Communication Technology	Institutional
10. Local Shelter Plan	Social

Another dimension of the rationalized local planning system is the integration of cross-sectoral concerns in the planning process. This implies that national government agencies (NGAs) advocating or requiring LGUs to prepare certain sectoral, area, thematic or systems plan must integrate these requirements into either the CLUP or the CDP, as the case may be, and allow the local planning structure and processes to respond to these requirements.

There are over twenty (20) different plans required by NGAs of LGUs over and above the two (2) Code-mandated plans – the CLUP and CDP. To rationalize the practice to the extent of integrating NGA requirements substantively and procedurally into local planning, at least two (2) pre-conditions must be satisfied:

1. The local planning structure, that is, the Local Development Council (LDC) and its sectoral and functional committees, are in place.

NGAs need not go to the extent of creating a new planning body or structure to produce their desired plan outputs. If the particular NGA has an existing office operating in the LGU, its officers and staff should be invited to join the relevant sectoral or functional committee and assist their local counterparts in preparing the desired outputs.

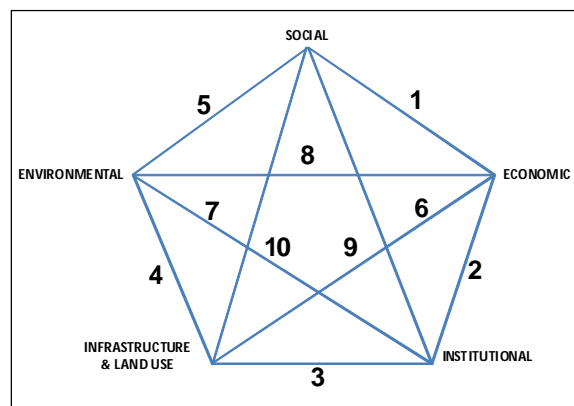
**If the LDC is already existing and properly functioning, there will always be a planning body that will respond to any conceivable requirement of the national government.**

In this connection, NGAs requiring LGUs to produce certain planning outputs ought to learn to **utilize the planning structures and processes** (underscoring supplied) that are already in place in the LGUs.

Thematic or systems plan that involves several sectors, functional committees could be formed drawing membership from the sectoral committees themselves. In case planning structures in the form of councils, boards, committees, are mandated by virtue of certain specific laws, e.g. Solid Waste Management Board per RA 9003, Local Disaster Coordinating Council, etc. these bodies can be considered standing committees of the LDC.

Some development issues can be confined within the conceptual boundaries of a particular sector. Issues of this nature are better handled by specific sectors. Other issues however, are common to two or more sectors and such issues can be addressed jointly by the sectors concerned through inter-sectoral consultations, round-robin fashion (see Figure 6- Inter-sectoral Consultations and Table 1- Sample Issues Common to Sectoral Plans). Complex development issues such as those of poverty, disaster risk management, gender and development, to name a few, need to be addressed either by a multi-sectoral functional committee or by the LDC acting as a committee of the whole.

**Figure 6 - Inter-sectoral Consultations**



Some of the plans that require inter-sectoral functional committees are the following:

1. Disaster Management Plan
2. Local Poverty Reduction Plan
3. Gender and Development Plan
4. Sustainable Development Plan
5. Food Security Plan
6. Integrated Area Community Peace and Order and Public Safety Plan

**Table 1 - Sample Issues Common to Sectoral Plans**

SECTOR PAIRS	SAMPLE ISSUES
Social - Economic	<ul style="list-style-type: none"> <li>• Household income and expenditure</li> <li>• Labor force participation rate</li> <li>• Employment, unemployment, underemployment</li> <li>• Job-related health risks</li> </ul>
Economic - Institutional	<ul style="list-style-type: none"> <li>• Private investment incentives and regulations (local ordinances)</li> <li>• Budget allocation for economic development (% of total budget)</li> <li>• Economic performance of public enterprises</li> </ul>
Land Use/Infrastructure- Institutional	<ul style="list-style-type: none"> <li>• Land use planning and regulation</li> <li>• Budget allocation for roads and bridges, drainage and sewerage, water and power supply</li> <li>• Space and buildings for the administration of justice, police and fire stations, jails and detention cells, etc.</li> </ul>
Environmental – Land Use/Infrastructure	<ul style="list-style-type: none"> <li>• Infrastructure vulnerable to environmental hazards</li> <li>• Infrastructure to mitigate or prevent environmental disasters</li> <li>• Sustainability in land use patterns</li> </ul>
Social – Environmental	<ul style="list-style-type: none"> <li>• Domestic waste generation disposal</li> <li>• Air pollution by source</li> <li>• Population to land ratio</li> </ul>
Social - Institutional	<ul style="list-style-type: none"> <li>• Social development budget as percent of total budget for socialized housing, livelihood services, health, welfare, education, protective services, etc.</li> <li>• Mechanisms for promoting people participation in local governance</li> <li>• Mechanisms to ensure accountability and transparency in public office</li> </ul>
Social – Land Use/Infrastructure	<ul style="list-style-type: none"> <li>• Infrastructure to ensure social access (public transport service area, access ramps for disabled, traffic-related accident rate)</li> <li>• Infrastructure to ensure public safety and convenience (pedestrian friendly street furniture); for public recreation (outdoors and indoors)</li> <li>• Impact of infrastructure on land use and population distribution</li> </ul>
Economic - Environmental	<ul style="list-style-type: none"> <li>• Sustainability in resource use</li> <li>• Economic activities vulnerable to environmental hazards</li> <li>• Effluent generation and disposal</li> </ul>
Environmental - Institutional	<ul style="list-style-type: none"> <li>• Local policy (regulation) on environmental regulation</li> <li>• Local budget allocation as percent of total budget on environmental and natural resources management</li> <li>• Local programs on environmental rehabilitation</li> </ul>
Economic – Land Use/ Infrastructure	<ul style="list-style-type: none"> <li>• Economic support infrastructure (appropriateness and adequacy)</li> <li>• Land use pattern that promotes economic efficiency</li> </ul>

It would certainly make a difference if the different sectoral and functional committees at the city or municipal level were involved in the preparation of these thematic or systems plans.

The outputs of each sectoral plan or inter-sectoral consultation may be grouped into two types: programs and projects and new policies, or new legislations. The first type of outputs will serve as the source of inputs to the local development investment program. The second type of outputs will be included in the legislative agenda of the Sanggunian.

### ***Synchronization and Harmonization of Planning, Investment Programming, Revenue Administration, Budgeting and Expenditure Management at the Local Level***

On March 8, 2007, four national agencies, namely the DILG, National Economic Development Authority (NEDA), Department of Budget and Management (DBM) and the Department of Finance (DOF), collectively known as the Oversight Agencies (OAs), approved and issued Joint Memorandum Circular (JMC) No. 001 series of 2007. The fundamental intent of this JMC is to harmonize the guidebooks and manuals prepared by the Oversight Agencies. The JMC defines the individual and joint roles and functions of the Oversight Agencies in relation to planning, investment programming, revenue administration, budgeting, and expenditure management.

This is to:

1. facilitate crafting by LGUs of a *plan-based budget*, using tools and techniques and adopting strategies and approaches that harness multi-stakeholder participation;
2. establish and strengthen vertical and horizontal linkages among the network of plans, investment programs and budgets at all levels of the administrative hierarchy; and
3. capitalize on the Local Government Code-mandated structure – the Local Development Council (LDC) as the principal vehicle for planning and investment programming activities.

In the ambit of this JMC, local planning at the city and municipal level focuses on the preparation of the comprehensive multi-sectoral development plan, which springs from a process that, at a certain point also yields a CLUP as a separate and distinct document.

Among the significant features of the JMC involves the following:

1. providing opportunities for interface between national government agencies (NGAs) and local government units (LGUs), and
2. strengthening the complementation between provinces and their component cities and municipalities.

The first is to emphasize the role of the local government units (LGUs) as partners of the national government in national development and as collaborators and cooperators in local development.

The second is to establish the significant role of the province in formulating development plans, policies and strategies that are built on the development concerns, thrusts and programs of its component cities and municipalities, while ensuring that local development goals and objectives are attuned with regional and national priorities.

### ***The Relationship between the Province and its Component LGUs in the Plan Formulation Process***

In the entire gamut of establishing a rationalized local planning system and the capability building activities that it entails, the province is viewed as the most critical point of entry of interventions. Sectoral planning experts found or trained at the provincial level can serve as mentors to their municipal counterparts. And since provincial assistance to component LGUs actually forms part of the regular functions of provincial government officers, their extension services could be availed of at any

time. Establishing a pool of technical experts among provincial government functionaries is a more cost-effective approach to technology transfer than engaging the services of planning consultants to prepare plans for individual LGUs.

Being at the apex of the 3-tier local government system, the province could be the most effective channel for effecting the integration of plans and planning processes at the local level.

In terms of vertical integration of plans, the Provincial Governor serves as the vital link of LGUs to the national government by virtue of his/her membership in the Regional Development Council. At the lower level, the power of automatic review of all policies and actions of component LGUs by the Sangguniang Panlalawigan can be utilized to effect reconciliation and integration between the plans of component LGUs and those of the provincial government. The provincial government can also utilize its review and oversight powers to resolve issues between adjoining municipalities.

### ***Interface between NGAs and LGUs in Local Planning***

NGAs are enjoined to utilize the existing local planning structure, the LDC, and avoid creating new ones in the process of preparing sectoral, thematic or system plans. They are also encouraged to learn to integrate their sectoral planning methodologies and analytical techniques into the regular local planning process. For this purpose, all NGA officers operating in the LGU are encouraged to join relevant sectoral and functional committees in the LDC.

Under the current devolution policy, LGUs are no longer to be treated as subordinates to, but as partners of the national government in the attainment of national goals (Sec. 2 ([a], RA 7160).

NGAs can serve as coach or mentor on technical matters of their expertise in the following planning tasks:

1. Building and maintaining the local planning database by generating sectoral data for the updating of the ecological profile, processing of data to generate development indicators for inclusion in the Local Development Indicators System, and assisting in the conduct of impact monitoring and evaluation.
2. Teaching and applying analytical and planning tools and techniques peculiar to the sector to their local counterparts for the latter to be able to produce their own sectoral plan. This sectoral plan may incorporate the particular thematic or system plan required by the NGA.
3. Participating in public consultations to provide information on applicable national goals, laws and policies and programs and to help reconcile local goals and policies with those of the national.
4. Engaging in budget advocacy to encourage the LGU to give priority to local sectoral programs and projects that will supplement or complement the effects of on-going or proposed national programs.

### ***The Synchronized Local Planning and Budgeting Calendar (SLPBC)***

An important adjunct to the JMC is a Synchronized Local Planning and Budgeting Calendar (SLPBC). A unique element in the SLPBC is its scope, which covers a 3 – year period. The calendar specifies activities that are undertaken only during an election year, when incumbent local government officials end their tenure of office and new or re-elected ones begin theirs. It also provides a guide for participation by the key actors in the planning, investment programming, revenue administration, budgeting, and expenditure management.

#### ***1. As an Instrument for Synchronization***

The SLPBC lists down the deadlines and milestone dates for budgeting activities as mandated by law. Then, planning, investment programming and revenue administration activities are “fitted” into or synchronized with the budget calendar to allow them to catch up with the budgeting process. This is particularly important so that programs, projects and activities identified to carry

the LGU towards the attainment of its vision, goals and objectives are prioritized in the 3-year local development investment program (LDIP), the annual investment program (AIP), and in the local annual or supplemental budget. The calendar also suggests the timelines during which the province and its component LGUs may conduct activities jointly or independently but simultaneously, and the period when outputs of such independently-conducted activities should be completed and consolidated at the provincial level.

2. *As an Instrument that Provides Opportunities for Complementation between the Province and its Component Cities and Municipalities*

The calendar suggests the periods when complementation between the province and its component cities and/ or municipalities can take place. It sets the stage for:

- a. Establishing proper coordination between the province and its component LGUs to ensure that their vision, strategic directions, goals and objectives as embodied in their respective development plans are consistent and supportive of one another;
- b. Soliciting and consolidating support for programs, projects and activities are facilitated to redound to the mutual and/or common benefit of all LGUs within the territorial jurisdiction of the province; and
- c. The higher LGU to take cognizance of the priorities and needs of the lower LGU, and vice versa.

3. *As an Instrument that Provides Opportunities for Interface between the National Government Agencies and Local Government Units*

The SLPBC provides avenues and suggests periods where and when NGAs and LGUs can engage each other, especially in the matter of technical assistance, funding support, inclusion of LGU priorities in NGA programs and projects and vice versa, as well as in the determination of legislative actions on the part of the LGU to support NGA programs that will impact on the LGU.

### ***Cross Referencing of Guidebooks and Manuals***

The sets of manuals and guidebooks that the Oversight Agencies have developed to serve as reference materials for local planning, investment programming, revenue administration, and budgeting and expenditure management are intended to build the capacity of LGUs in formulating their plans, investment programs, budgets and revenue administration measures. The tools and techniques being offered in one manual or guidebook may also be found in another.

To some LGUs, going through all these manuals volume by volume, or chapter by chapter with or without coaching assistance from the agency concerned may be an easy task. But to the many others, such endeavor may prove to be tedious and daunting. To address this concern, a cross-referencing guide has been developed. Part I of the guide lists down various tools, techniques and methodologies that may be adopted in the various steps of the planning, investment programming, budgeting and revenue administration process, and indicating in what specific guidebook and manual these can be found; and Part II describes or annotates each of these tools, techniques and methodologies.

This Guide is one of the suggested reference documents.

### ***Approaches to CDP Preparation: Inclusive, Participatory, and Consultative***

The LDC is one of the two more important components of the planning structure; the Sanggunian being the other one. They are the bodies that lay down policy guidelines and take decisions regarding the direction, character and objectives of local development. Together with the Congressman's representative, they comprise the political component of the local planning structure.

The most ample avenue for multi-stakeholder participation in local planning and development is the LDC where non-governmental organizations are allocated one-fourth of the total membership. The Code explicitly directs LGUs to promote the establishment and operation of people's and non-governmental organizations (POs and NGOs) as active partners in the pursuit of local autonomy (Section 34, RA 7160).

The technical component of the local planning structure is composed of non-elective officials of the LGU, particularly the LPDO, LGU department heads, local special bodies, sectoral and/or functional committees of the LDC, chiefs of national government agencies stationed in the LGU and private sector representatives. It is in the sectoral or functional committees and/or other local special bodies where other stakeholders who did not gain accreditation as members of the LDC can get to participate in the planning process.

The steps in the planning process where multi-stakeholder participation can be harnessed are listed below.

*Stage 1: Generating the Planning Data Base*

Technical inputs in the areas of data generation, analysis and presentation are mainly the responsibility of the technical component of the planning structure. The interpretation of the data and the explanations and implications of information derived from the data, however, should be undertaken through broad consultative and participatory processes involving both political and technical components of the planning structure and the general public.

*Stage 2: Setting/ Re-visiting the Vision and Goal Setting*

This should be done with the political component and the general public. The technical component only facilitates the proceedings.

*Stage 3: Preparation of the Multi-Year Comprehensive Development Plan*

This is the responsibility of the Local Development Council with inputs from its sectoral and functional committees.

The approach to preparing the CDP and even the format in presenting the output may be sectoral. The different components may be printed and bound separately so that they are easier to handle and more convenient to use. The usual practice of presenting the CDP in one thick volume appears to be intimidating and unattractive to untrained readers.

*Stage 4: Preparation of the Local Development Investment Program*

The Code also encourages LGUs to provide assistance, financial or otherwise, to POs and NGOs that seek to undertake projects that are economic, socially-oriented, environmental or cultural in character (Section 36, RA 7160).

*Stage 5: Plan Implementation*

Where POs and NGOs are able to marshal adequate resources of their own, LGUs are enjoined to enter into joint ventures and similar cooperative arrangements with them. Such joint undertakings may be for the delivery of basic services, capability building and livelihood projects. These joint ventures may also include the development of local enterprises designed to improve the productivity and incomes, diversify agriculture, spur rural industrialization, promote ecological balance, and promote the economic and social well-being of the people (Section 35, RA 7160).



## ***Scope of the Comprehensive Development Plan***

### ***a. Sectoral***

To be truly comprehensive, the CDP includes all the five (5) development sectors and sub – sectors, namely:

- a. Social
  - i. Education
  - ii. Health and Nutrition
  - iii. Social Welfare and Development
  - iv. Shelter
  - v. Public Order and Safety
  - vi. Sports, Recreation, Arts and Culture
  
- b. Economic
  - i. Primary
    - a) Agricultural Crops
    - b) Livestock
    - c) Fisheries (Inland, marine, brackish)
    - d) Forestry
  - ii. Secondary
    - a) Mining and quarrying
    - b) Manufacturing
    - c) Construction
    - d) Electricity, water, gas, utilities
  - iii. Tertiary
    - a) Wholesale and retail trade
    - b) Transportation and communication
    - c) Finance, insurance and related services
  
- c. Infrastructure
  - i. Economic Support
    - a) Irrigation systems
    - b) Power generation (mini-hydro)
    - c) Roads, bridges, ports
    - d) Flood control and drainage
    - e) Waterworks and sewerage systems
    - f) Telecommunications
  - ii. Social Support
    - a) Hospitals
    - b) Schools
    - c) Public socialized housing
    - d) Facilities for the aged, infirm, disadvantaged sectors
  - iii. Public Administrative Support
    - a) Government buildings
    - b) Jails
    - c) Freedom parks and Public assembly areas
  
- d. Environment and Natural Resources
  - i. Lands
    - a) Lands of the Public domain
    - b) Private and alienable and disposable lands
    - c) Ancestral domain
  - ii. Forest Lands
  - iii. Protection forests
  - iv. Production forests

- v. Mineral Lands
  - a) Metallic mineral lands
  - b) Non-metallic mineral lands
- vi. Parks, wildlife and other reservations
- vii. Water resources
  - a) Freshwater (ground, surface)
  - b) Marine waters
- viii. Air Quality
- ix. Waste Management
  - a) Solid waste
  - b) Liquid waste
  - c) Toxic and hazardous
- e. Institutional
  - i. Organization and Management
  - ii. Fiscal Management
  - iii. Legislative Output
  - iv. LGU-Civil Society Organizations – Private Sector Linkages

## 2. *Planning Period*

The timeframe of the CDP may be multi-year – from a minimum of three years for the short-term to six years for the medium-term. It could even cover a longer period, but preferably in multiples of three (3) years. The short-term slice equivalent to three (3) years may be taken out to coincide with the term of the elective local officials so that it can serve as the basis for their Executive and Legislative Agenda (ELA). Its timeframe is co-terminus with the term of the elected officials so that after their term ends there is no need for the incoming officials to “throw away” a plan that had expired. All that the new administration needs to do is formulate its own 3-year ELA making sure that the successor plan is consistent with the CLUP policies and will contribute to the realization of the multi-year development plan of the area as embodied in the CDP.

### ***Suggested Contents of the CDP***

The formal and substantive elements of the Comprehensive Development Plan include, but are not limited to the following:

1. Preliminary Pages
  - a. Resolution adopting the CDP
  - b. Foreword
  - c. Acknowledgement
  - d. Table of Contents
  - e. List of Tables
  - f. List of Figures
  - g. List of Boxes
2. Quick Facts about the LGU (Brief and preferably in bullet form only)
  - a. Brief Historical Background
  - b. Geo-physical Characteristics
    - Location and Total Land Area
    - Topography
    - Climate
  - c. Population and Demographic Profile
    - Total population – male and female; urban – rural; school-age population by level, by sex; dependent population, male and female; labor force, male and female
    - Population density
    - Ethnicity

- Religion
  - Languages/dialects
  - Poverty incidence
  - d. Social Services
    - Number of schools, hospitals, daycare centers
  - e. Economy
    - Major economic activities
    - Number of business establishments by industry sectors
  - f. Infrastructure
    - Transport and Utilities (major circulation network, sources of water and power supply and communication facilities)
    - Administrative infrastructures (number of national government offices situated and operating in the LGU)
  - g. Environment
    - Solid waste management
    - General air quality
    - General water quality
  - h. Institutional Machinery
    - Political subdivisions (Number of Districts, Barangays)
    - Organizational Structure
3. Matrix of Local Development Indicators
4. Comprehensive Development Plan
1. Vision
  2. Vision – Reality Gap Analysis
  3. Cross-Sectoral / Special Issues and Concerns
  4. Sectoral Development Plans
    - a. *Social Development Plan* – This is a compendium of proposed activities designed to deal with the identified issues and concerns relative to improving the state of well-being of the local population and upgrading the quality of social services such as health, education, welfare, housing and the like. Questions of equity and social justice and gender sensitivity are also addressed by this sectoral plan. Many programs and projects in this sector are of the “soft” non-capital type but they are as important as the capital investment or “hard” projects.
    - b. *Economic Development Plan* – This embodies what the local government intends to do to create a favorable climate for private investments through a combination of policies and public investments to enable business and industry to flourish and, ultimately, assure the residents of a steady supply of goods and services and of jobs and household income. A very significant component of this sectoral plan is the LGU’s support to agriculture and other food production activities and the promotion of tourism programs.
    - c. *Infrastructure and Physical Development Plan* – This deals with the infrastructure building program and the land acquisition required as right-of-way or easements of public facilities. The physical development plan may include proposals for the redevelopment of old and declining sections of the locality, opening up new settlement areas or development of new growth centers in conformity with the chosen spatial strategy.
    - d. *Environmental Management Plan* – This consolidates the environmental implications of all development proposals within the municipality and provides mitigating and preventive measures for their anticipated impacts. It embodies programs for maintaining cleanliness of air, water and land resources and rehabilitating or preserving the quality of natural resources to enable them to support the requirements of economic development and

ecological balance across generations. A major component of this sectoral plan will also include measures to minimize the vulnerability of the local residents to natural hazards and disasters.

- e. *Institutional Development Plan* – This focuses on strengthening the capability of the local government bureaucracy as well as elected officials to plan and manage the development of the municipality. Manpower development, fiscal management and program/project management are the vital components of this sectoral plan. This sectoral plan likewise promotes the involvement of voluntary groups or civil society organizations in the preparation, implementation, monitoring and evaluation of the different sectoral programs, projects and activities.

The outputs of each sectoral plan will serve as an input to the local development investment program and to the legislative agenda of the Sanggunian.

Each sectoral development plan contains the following:

- a. Introduction
- b. Goals
- c. Objectives and Targets
- d. Strategies
- e. Programs and Projects
- f. Proposed Legislations
- g. Project Ideas of Project Briefs/Profiles

#### 5. Local Development Investment Program

- a. List of programs and projects with their corresponding costs to be funded from local sources ranked by level or urgency
- b. List of programs and projects with their corresponding costs to be funded from other sources, i.e., province, national government, private sector, foreign donors, grants, loans, etc.

## **PART I – GETTING STARTED: Organizing and Mobilizing the Planning Structure**

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### ***The Local Development Council: The Local Government Code – mandated Planning Structure***

The Local Development Council (LDC) is the body mandated by the Local Government Code of 1991 (LGC) to prepare the multi – sectoral development plan of a local government unit (LGU). It is therefore critical to ensure that the LDC as well as its functional and sectoral committees, as providers of technical support and assistance are constituted and activated.

**The LDC is considered the  
“mother of all planning bodies.”**

**Sectoral committee members** are drawn from various sectors of the community – the academe, religious, business, government, non-government organizations, people’s organizations and other civil society organizations. The suggested composition of the Sectoral Committees is shown in Box 1.

**Functional committees** should likewise be multi-sectoral. However, the life of functional committees depends on the need for its continued existence.

#### **Step 1: Organize and Mobilize the Planning Team**

In preparing the Comprehensive Development Plan (CDP), a planning team may be drawn from the sectoral committees and organized as a functional committee for the duration of the CDP formulation. Said functional committee should be de-mobilized or de-commissioned once the CDP has been completed, endorsed by the LDC and approved by the Sanggunian Bayan or Sangguniang Panlungsod (henceforth to be referred to as Sanggunian). It may, however, be re – activated as a support machinery of the LDC for plan monitoring and evaluation every year or after a 3 – year period.

#### ***What is the minimum composition of the planning team?***

The Local Chief Executive (LCE) as Chair of the LDC is in the best position to determine the size and composition of the planning team. The minimum composition of the core technical working group is suggested below:

- a. Local Chief Executive or Mayor as the Chairperson and the Vice – Mayor as Co - Chairperson
- b. Local Planning Development Coordinator (LPDC) or a permanent representative from the Local Planning Development Office (LPDO)
- c. Department Heads and/or their permanent alternates
- d. Sanggunian Committee Chairpersons of major sectors and/or their permanent alternates
- e. Representatives of the majority and minority blocs of the Sanggunian
- f. Representatives of the private sector and civil society organizations (CSOs) who may not necessarily be accredited members of the LDC

The LDC may also choose to open a broader avenue for participation by inviting other members as suggested in Table 2.

#### ***What are the factors to consider in selecting planning team members?***

The following set of criteria can be looked upon as basic considerations for planning team selection. LGUs can, of course, add or substitute other criteria as they deem fit given their respective situations and priorities.

- a. *Equitable representation from various stakeholder groups external to the LGU, and other civil society organizations.*

**Table 2: Suggested Composition of the Planning Team**

<b>Sectoral Committee</b>	<b>Core Technical Working Group ("Must be There")</b>	<b>Expanded Technical Working Group("Nice to Have Around")</b>	<b>Full-Blown Sectoral Committee ("The More the Merrier")</b>
<b>1. SOCIAL DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>• MPDO/CPDO Staff</li> <li>• SWDO</li> <li>• MHO</li> <li>• POSO</li> <li>• LDC Representative (Brgy.)</li> <li>• LDC Representative (CSO)</li> <li>• District Supervisor</li> <li>• PTA Federation</li> <li>• Sanggunian Representative</li> </ul>	<ul style="list-style-type: none"> <li>• Police Chief</li> <li>• Fire Marshall</li> <li>• Local Civil Registrar</li> <li>• Population Officer</li> <li>• PCUP or its local counterpart</li> <li>• Nutrition Officer</li> <li>• Housing Board Rep</li> <li>• NSO</li> <li>• Manager GSIS/SSS</li> </ul>	<ul style="list-style-type: none"> <li>• Sports Organizations</li> <li>• Religious Leaders</li> <li>• Labor Groups</li> <li>• Senior Citizens</li> <li>• Media Representatives</li> <li>• YMCA/YWCA</li> <li>• Inner Wheel Club</li> <li>• School Principals</li> <li>• Charitable Organizations</li> </ul>
<b>2. ECONOMIC DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>• PESO</li> <li>• Agriculturist</li> <li>• Tourism Officer</li> <li>• Coop Devt Officer</li> <li>• MPDO Staff</li> <li>• LDC Representative (Brgy.)</li> <li>• LDC Representative (CSO)</li> <li>• Sanggunian Representative</li> </ul>	<ul style="list-style-type: none"> <li>• DTI Representative</li> <li>• Chambers of Commerce &amp; Industry</li> <li>• Trade Unions</li> <li>• Bank Managers</li> <li>• Market Vendors</li> <li>• Sidewalk Vendors</li> <li>• Cooperatives</li> <li>• Transport Organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Lions Club</li> <li>• Jaycees</li> <li>• Rotary Club</li> <li>• Academe</li> <li>• Other interested groups and individuals</li> </ul>
<b>3. PHYSICAL / LAND USE DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>• Municipal Engineer</li> <li>• Zoning Officer</li> <li>• MPDO Staff</li> <li>• LDC Representative (Brgy.)</li> <li>• LDC Representative (CSO)</li> <li>• Sanggunian Representative</li> <li>• Municipal Architect</li> </ul>	<ul style="list-style-type: none"> <li>• Electric Coop Representative</li> <li>• Water District Representative</li> <li>• Real Estate Developers</li> <li>• Professional organizations</li> <li>• Telecommunications companies</li> <li>• Academe</li> </ul>	<ul style="list-style-type: none"> <li>• Other interested groups and individuals</li> </ul>
<b>4. ENVIRONMENTAL MANAGEMENT</b>	<ul style="list-style-type: none"> <li>MPDO Staff</li> <li>LDC Representative (Brgy.)</li> <li>LDC Representative (CSO)</li> <li>General Services Head</li> <li>LG-ENRO</li> <li>Sanggunian Representative</li> </ul>	<ul style="list-style-type: none"> <li>Sanitary Inspector</li> <li>CENRO</li> <li>PENRO</li> <li>FARMC Representatives</li> <li>BFAR Representative</li> <li>Heads of private hospitals</li> <li>Academe</li> </ul>	<ul style="list-style-type: none"> <li>Environmental Advocates</li> <li>Other interested groups and individuals</li> </ul>

Sectoral Committee	Core Technical Working Group ("Must be There")	Expanded Technical Working Group("Nice to Have Around")	Full-Blown Sectoral Committee ("The More the Merrier")
<b>5. INSTUTIONAL DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>• MPDO Staff</li> <li>• LDC Representative (Brgy.)</li> <li>• LDC Representative (CSO)</li> <li>• LGOO</li> <li>• Local Administrator</li> <li>• Sanggunian Representative</li> </ul>	<ul style="list-style-type: none"> <li>• HRDO</li> <li>• Treasurer</li> <li>• Budget Officer</li> <li>• Assessor</li> <li>• Academe</li> </ul>	<ul style="list-style-type: none"> <li>• Religious groups</li> <li>• Good Governance advocates</li> <li>• Other interested groups and individuals</li> </ul>

- b. *Gender sensitivity* – This will not only promote and ensure the understanding of issues affecting women, men and other subgroups in the locality but also manifest the LGU's adherence to and support for Gender and Development (GAD) mainstreaming efforts in the bureaucracy.
- c. *Commitment and sustainability of participation* – Plan preparation can be tedious and pressure laden. Consideration for the existing assignments of the prospective member should be made to avoid conflict in workload and schedules particularly in the light of the ELA timeframe.

An additional tool for the selection of planning team members is a Sphere of Influence and Potential Contribution Analysis (Table 3). Putting scores and weights for eventual ranking will certainly help but is not necessary. What is essential is that the results can be inputted to checking the preparedness of the LGU to undertake the plan formulation activity.

**Table 3- SPHERE OF INFLUENCE AND POTENTIAL CONTRIBUTION**

Prospective Planning Team Members	Sphere of Influence	Potential Contributions

**Sphere of Influence** - indicates the individuals, groups or sectors which a prospective planning team member can influence or catalyze towards a productive or, even, an affirmative response to an issue or an undertaking.

**Potential Contributions** – the expertise or resources which prospective members can share towards the completion, approval and adoption of the Plan.

### ***What are the suggested qualities and qualifications of planning team members?***

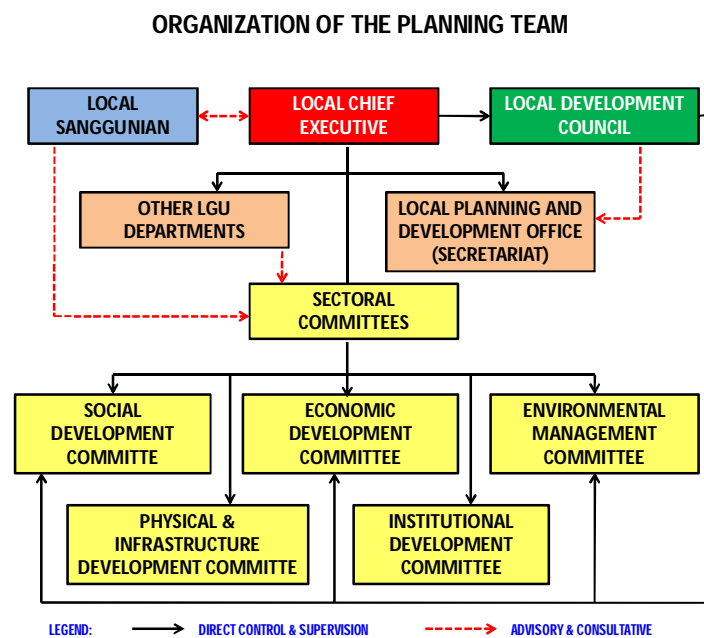
To be able to effectively respond to the challenges and demands of the CDP formulation process, the members of the team should, as far as practicable, possess:

- a. knowledge of the following:
  - i. planning process; and
  - ii. development and governance concepts and principles
- b. skills in:
  - i. planning,
  - ii. problem analysis,
  - iii. technical writing, and
  - iv. communications, and networking
- c. knowledge, understanding of and sensitivity to critical development themes which LGUs are mandated to incorporate in their local plans such as:
  - i. poverty,
  - ii. environment,
  - iii. gender, and
  - iv. peace
- d. talent and proficiency in consultation processes; and
- e. willingness to work with others

### ***How will the planning team be organized?***

The planning team may be organized according to the structure as shown in Figure 7:

Figure 7





***Who will set directions for the planning team?***

The LDC shall set the course for the planning team. The LCE as chair of the LDC necessarily takes the lead and guide the plan formulation effort. He/she may however, designate a focal person, like the LPDC, to act like an operations or executive officer who can take charge of the team's day-to-day operations until the plan is completed and approved by the Sanggunian. The Sanggunian, for its part may also designate a counterpart from among its own members or from its sectoral committees.

***What is the role and functions of the Chair/ Co-Chair?***

- a. Set and clarify directions for planning, setting development thrusts, strategy formulation, and programs and projects prioritization;
- b. Approve the Work Plan and Budget;
- c. Designate the members of the planning team and define their functions and assignments/tasks;
- d. Monitor and oversee the conduct of team activities;
- e. Resolve issues elevated by team;
- f. Present the Draft CDP to the SB/P and to other stakeholders;
- g. Ensure adherence to the work plan; and
- h. Motivate the team.

***What are the role and functions of the Secretariat?***

- a. Prepare the materials in connection with the presentation of the Work Plan and Budget to the LCE and the SB/P;
- b. Monitor the implementation of the approved work plan and budget;
- c. Provide the LCE/LDC Chairperson and Co-Chairperson recommendations necessary for the effective management of the Planning Team and its activities;
- d. Elevate to the Chair/Vice Chair the unresolved problems and issues encountered by the Planning Team; and
- e. Ensure the proper documentation and management of the Planning Team's activities, working papers and outputs.

***What are the roles and functions of the other planning team members?***

- a. Prepare the Work Plan and Budget of their respective sectoral committees;
- b. Gather and review available plans and other secondary data sources required in the development of the Medium-Term CDP;

- c. Plan, coordinate and facilitate the conduct of various multi-stakeholder consultation/validation workshops;
- d. Assist the LCE in public hearings and other consultation sessions with the various LGU stakeholders and affected sectors like the LGU offices, LDC, Sanggunian and other sectoral organizations;
- e. Assist the LCE and the LDC in drafting and finalizing the Medium-Term CDP to include the 3-Year LDIP, the current year AIP and the ELA;
- f. Draft, package and finalize the CDP;
- g. Prepare presentation materials for various audiences of the CDP;
- h. Assist the LCE in his presentation of the Plan to various stakeholders;
- i. Assist in organizing other planning sub-committees that may be required to carry out other planning activities such as communicating/popularizing the Plan, mobilizing resources, monitoring and evaluation; and
- j. Perform such other functions as may be required by the LCE towards the completion, adoption, popularizing, implementing and monitoring the CDP.

***What is the Role of the Sanggunian in the plan formulation process?***

The CDP embodies the policies of the LGU. As the highest policy - making body in the LGU, the Sanggunian needs to be involved more substantially in the planning process. The Sanggunian is also expected to:

- a. Issue a resolution supporting the planning process;
- b. Review and approve the CDP;
- c. Identify and enact legislative measures to support and facilitate the implementation of the plan.
- d. Review, prioritize and approve budget allocation for plan-based PPAs.

Their involvement in the CDP will also result in the following benefits:

- a. Firmer grasp of local development thrusts and priorities;
- b. Better understanding of their role in steering the LGU into realizing its vision through appropriate legislative actions;
- b. Harmonization of executive and legislative actions towards a unified set of goals and objectives for the LGU; and
- c. Attainment of a shared responsibility and accountability for the CDP.

***What is the role of civil society organizations (CSOs)?***

CSOs have very strong potentials for supplementing or augmenting LGU efforts in plan preparation process. They can:

- a. bridge information gaps during plan preparation;
- b. serve as monitors for CDP implementation and provide LGU decision – makers unfiltered information;
- c. assist the LGU efforts in communicating and disseminating information on the CDP;
- d. rally support for CDP implementation especially on programs which are heavily dependent on citizen participation and cooperation;
- e. augment the various resources and expertise required in CDP preparation/ revision and implementation; and
- f. link the CDP implementation with various resource organizations.

***What is the role of the Local Government Operations Officer (LGOO)?***

The LGOO of the Department of Interior and Local Government (DILG) plays a critical role. He shall:

- a. Initiate the reconstitution of the LDC after every election.
- b. Conduct a seminar on the functions of the LDC, particularly the political component of the local planning structure. This means that the newly elected members of the Sanggunian should be invited to this seminar. This is when Sanggunian members choose the sectoral committees they wish to join.
- c. Coordinate with other relevant national agencies in conducting a joint seminar - workshop for the technical component of the local planning structure on the functions and responsibilities of the sectoral committees.
- d. Ensure that the sectoral committees and other bodies created by virtue of existing national laws and administrative issuances shall be made standing committees of the LDC.
- e. Make certain that functional committees and other ad hoc bodies which may be formed from time to time shall, to the extent possible, be drawn from the membership of the sectoral committees.
- d. Emphasize the important role of the executive departments in planning by requiring each department head or any key officer thereof to join at least one sectoral or functional committee.
- e. Lead or organize a core team of workshop facilitators from the staff of the Human Resource Development Office (HRDO), LPDO or from selected key departments of the LGU to be trained on techniques and approaches to participatory planning facilitation. This team shall take charge of conducting all future planning workshops.
- f. Facilitate, when necessary, the formulation of the new Executive and Legislative Agenda (ELA) in order to provide a venue for imbibing the concept of joint responsibility for planning.

### What is the role of national government agencies?

- a. Relevant national government agencies shall teach their counterpart sectoral committees on the sectoral planning process, including but not limited to:
  - i. general and analysis of sectoral data sets,
  - ii. sectoral plans required by law through the mediation of the NGA concerned,
  - iii. formulation of sectoral goals, objectives and targets,
  - iv. identification of appropriate sectoral strategies, programs and projects, and
  - v. monitoring and evaluation of plan, program and project implementation.

This hands-on capability building exercise should lead to the preparation of sectoral/ sub-sectoral/ thematic/ systems plans which will eventually be integrated into the CDP and the LDIP.

### Step: Assess the Current Plan Documents

When the LDC and its sectoral and functional committees shall have been mobilized for the purpose of preparing or revising the LGU's medium- or short-term Comprehensive Development Plan (CDP), the next step is to determine the status of current plan documents.

Two sets of scenarios, one on the Comprehensive Land Use Plan (CLUP) preparation and another on the Comprehensive Development Plan (CDP) formulation, indicate the current state of planning in individual LGUs and suggest the range of possible interventions needed to improve the situation.

Where no CLUP exists in the LGU concerned and for that matter the CDP also, the proper action is to prepare these plans in their entirety.

If the plan exists, however, the intervention could be determined by whether the existing plan is compliant in form and content. The appropriate interventions are indicated in Figures 8 to 10.

Figure 8 – Status of Existing CLUP and Zoning Ordinance

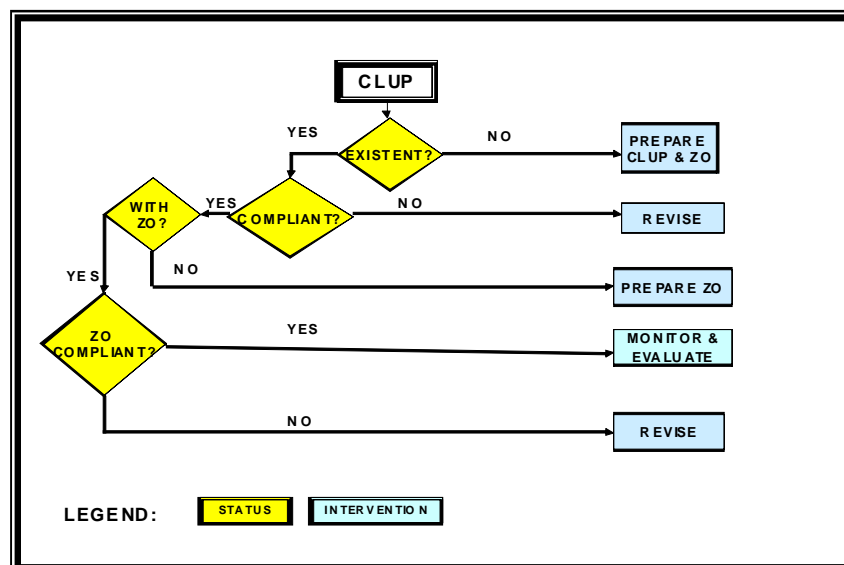


Figure 9- Status of Existing CDP (1)

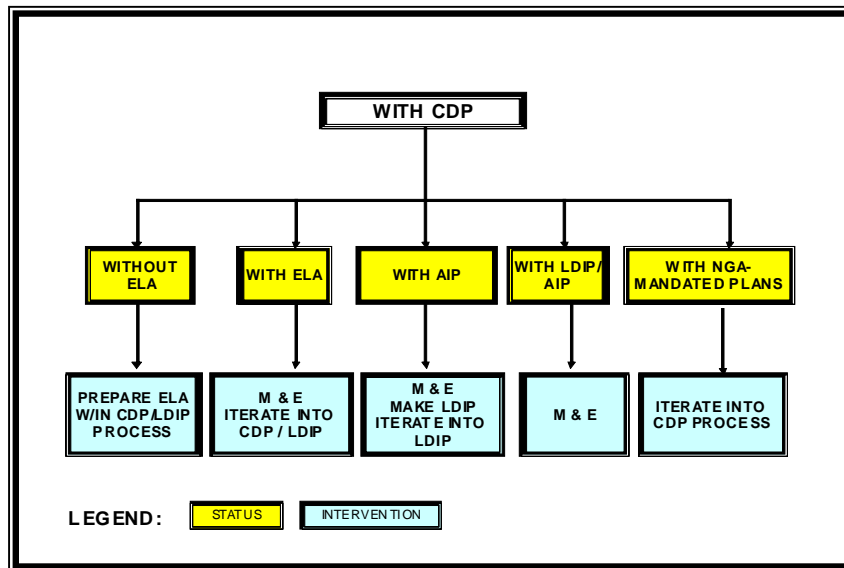
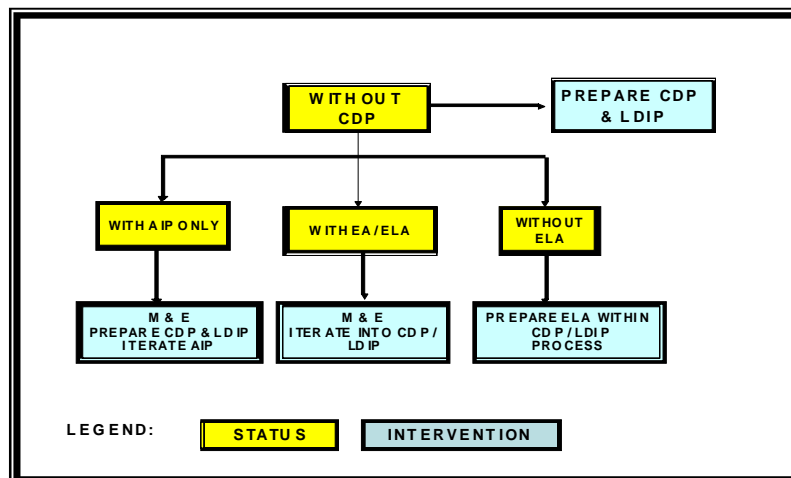


Figure 10 - Status of Existing CDP (2)



**When is a CLUP and zoning ordinance deemed compliant?**

A CLUP and ZO are deemed compliant when it covers the **entire territorial jurisdiction of the LGU**, (emphasis supplied) including its waters. The Local Government Code of 1991 (RA 7160) explicitly states that, “*the local government units shall, in conformity with existing laws, continue to prepare their respective land use plans enacted through zoning ordinances (underscoring supplied) which shall be the primary and dominant bases for the future use of land resources...*” (Sec. 20 (c), RA 7160). The zoning ordinance, therefore, shall cover not only the urban or urbanizable area of an LGU but the CLUP in its entirety, shall likewise comprise a part and parcel of the said zoning ordinance.

***When is a CDP deemed compliant?***

A CDP is deemed compliant if it includes all the development sectors – social, economic, environment, physical and land use, and institutional.

***What is the role of the LGOO under any of the planning scenarios?***

- a. As a facilitator of comprehensive planning, the LGOO in collaboration with the LPDC shall assess the level of readiness of the planning structure and quality of existing plans in the LGU.
- b. In the assessment of the CLUP, the LGOO may coordinate with the Housing and land Use Regulatory Board (HLURB) in the case of highly urbanized cities and LGUs within metro Manila; and with the provincial land use committee (PLUC) in the case of component cities and municipalities.

In the assessment of the CDP and LDIP, the assistance of the League of Local Planning and Development Coordinators and its regional and provincial chapters will be indispensable.

**Step 3: Orient the Local Chief Executive and the Sanggunian**

Developing the CDP is a challenging task and this cannot be done without the support of elective officials. The following steps are necessary to help ensure a more collaborative effort between the executive and legislative departments in the LGU as well as provide impetus for the active participation of different stakeholders in the LGU.

***Who will conduct the Orientation?***

The orientation activity may be conducted jointly by the Local Government Operations Officer (LGOO) and the Local Planning and Development Coordinator (LPDC).

***What will the Orientation cover?***

The orientation will cover the following:

- a. Overview of the Rationalized Local Planning System, focusing on the Local Planning Structure, the Local Planning Process, and the types of plans that LGUs are mandated to prepare; and the Joint Memorandum Circular No. 001 series 2007 (Synchronization of Planning, Investment Programming, Revenue Administration, Budgeting and Expenditure Management at the Local Level)
- b. Preparedness Check to assist the LCE and the SB/P assess the LGU's capacity and capability in preparing the CDP in terms of the availability of the following:
  - i. manpower with appropriate skills;
  - ii. financial resources;
  - iii. time to be devoted to the exercise; and
  - iv. data and other reference documents.

### **How long will the Orientation take?**

A maximum of four (4) hours should be enough to cover the salient points that the LCE and the SB/P should know about the CDP formulation process.

### **When should the Orientation take place?**

The CDP preparation or revision should be anchored on the local budget cycle so that the programs, projects and activities (PPAs) that are listed in the plan can be included in the Local Development Investment Plan (LDIP), the Annual Investment Program (AIP), the Local Expenditure Program (LEP) and the Budget of Expenditures and Sources of Financing (BESF) and eventually, into the Local Budget or Appropriations Ordinance (AO). This is also consistent with the updated Local Budget Operations Manual recently issued by the DBM that emphasizes the link between the plan and the budget. (See Table 3 - Synchronized Local Planning and Budgeting Calendar)

**The Synchronized Local Planning and Budgeting Calendar (SLPBC), which is a significant feature of the JMC No. 001, suggests planning activities to be undertaken within the first semester of an election year.**



The short – term or 3 – year CDP or ELA rides on the term of the LCE and other elective local government officials. Therefore, the **orientation on the preparation or revision of the 3-Year CDP or ELA should take place immediately after the LCE is sworn into office**, preferably not later than the third quarter of the year of his/her election. This is because planning should be harmonized with the Local Budget Cycle, so that the budgetary requirements for the implementation of the plan can be incorporated into the AIP and the Appropriations Ordinance (AO).

### **Step 4: Train the Planning Team**

Whether the planning team members have had previous experience or not, training should be undertaken prior to the start of plan preparation.

**Table 4 - SYNCHRONIZED LOCAL PLANNING AND BUDGETING CALENDAR**

<b>PERIOD COVERED</b>	<b>ACTIVITY</b>	<b>OUTPUT/S</b>	<b>ACTOR/S</b>
1 <sup>ST</sup> Week of January	PPDC sets guidelines for data gathering	Guidelines for Data Gathering	Provincial Planning and Development Coordinators (PPDCs)
January to March	Updating of planning and budgeting database (socioeconomic, physical resources, time series revenue and expenditure data, project profiles/status, among others)	Updated Planning, Budgeting and Financial Database	Local Planning and Development Coordinators (LPDCs), Budget Officers, Treasurers, Department Heads, National Government Agencies (NGAs), Regional Line Agencies (RLAs)

PERIOD COVERED	ACTIVITY	OUTPUT/S	ACTOR/S
April to May	Analysis of the planning environment for plan preparation/ review/ updating	Draft situational analysis and assessment of plan implementation	LPDCs, NGAs, RLAs
	Updating of appropriate Annual Investment Plan (AIP) in the Local Development Investment Program (LDIP) as input to budgeting	Indicative AIP (the 1 <sup>st</sup> year of the LDIP in the case of election year)	Local Development Councils (LDCs), LPDCs
June 1 - 15	Preparation of the AIP using the AIP Summary Form (Annex A) for the Budget year	AIP Summary Form	LPDCs, Local Budget Officers
Not later than the 1 <sup>st</sup> Week of August	Approval of the AIP	AIP for the Budget Year	Local Sanggunians
1 <sup>st</sup> Week of July during Election Year	Reconstitution of the LDCs	Timetable and tasking for plan preparation / updating	Local Chief Executives (LCEs)
Whole month of July	Formulation of development vision, goals, strategies, objectives/targets and identification of Programs, Projects and Activities (PPAs)	Vision, Goals, Strategies, Objectives/Targets and PPAs	LDCs, LPDCs, Department heads, NGAs, RLAs
	Harmonization and complementation of development vision, goals and strategic direction between and among province and component cities/ municipalities	Harmonized vision, goals and strategic direction	Jointly by the Province and its component local government units (LGUs)
	Approval of the Provincial Development and Physical Framework Plan (PDPFP) / Comprehensive Development Plan (CDP)	PDPFP / CDP	Sanggunians
June 1 – July 31 during Election Year	LDIP PREPARATION		
June 1 – July 31 during Election Year	Identification of areas for complementation of PPAs between and among provinces and their component cities/ municipalities	Joint programs / projects	Provinces and their component cities and municipalities



<b>PERIOD COVERED</b>	<b>ACTIVITY</b>	<b>OUTPUT/S</b>	<b>ACTOR/S</b>
June 1 – July 31 during Election Year	Prioritization of PPAs	Prioritized PPAs	LDCs, Local Finance Committees (LFCs), NGAs/ RLAs
	Matching of PPAs with available financing resources and determination of additional revenue sources to finance the PPAs	LDIP, revenue generation measures	LDCs, LFCs, NGAs/ RLAs
	Approval of the LDIP	Approved LDIP	Sanggunian
June 16 – 30 or 1 <sup>st</sup> Week of July during election year	<b>BUDGET PREPARATION</b>		
	Issuance of Budget Call	Budget Call	LCEs of Provinces, Cities and Municipalities
July 1 - 15	Submission to LCE of detailed 3 – year Statement of Income and Expenditures	Certified Statement of Income and Expenditures	Local Treasurers (Provinces, Cities and Municipalities)
July 16 – August 31	Conduct of budget technical budget hearings on budget proposals submitted by Department Heads	Reviewed Budget Proposals	Local Department Heads
On or before September 15	Submission to the Punong Barangay of the Estimated Income and Expenditure for the ensuing fiscal year	Certified Statement of Income and Expenditure	Barangay Treasurer
On or before September 15	Preparation and submission of budget proposals	Budget proposals	Local Department heads
September 16 - 30	Consolidation of Budget proposal into the Local Expenditure Program (LEP) and Preparation of the Budget of Expenditures and Sources of Financing (BESF)	LEP and BESF	LFCs
Not later than October 16	Preparation of the Budget Message and submission of Executive Budget to the Sanggunian	Budget Message and Executive Budget	LCEs (Provinces, Cities and Municipalities)
October 17 - Onwards	Enactment of the Annual Budget of the ensuing fiscal year by the Sanggunian concerned	Enacted Annual Budget	Sanggunian (Provinces, Cities, Municipalities and Barangays)

PERIOD COVERED	ACTIVITY	OUTPUT/S	ACTOR/S
Within three (3) days from the approval of the LCE of the Annual or Supplemental budget	Submission of the Annual or Supplemental Budgets of provinces, Cities and Municipalities to appropriate reviewing authority	Annual or Supplemental Budget submitted for Review	Secretary to the Sanggunian
Within ten (10) days from the approval by the Punng barangay of the Annual or Supplemental Budgets of Barangays	Submission of the Annual or Supplemental Budgets submitted for review	Annual or Supplemental Budget submitted for Review	Sanggunian
Within sixty (60) days from the receipt of the submitted Annual or Supplemental Budgets of barangays for review	Review of the Annual or Supplemental Budgets of Barangays	Reviewed Annual or Supplemental Budgets of Barangays	Sangguniang Panglungsod, Sangguniang Bayan, City or Municipal budget Officers
Within ninety (90) days from the receipt of submitted Annual or Supplemental Budgets for review of provinces, cities and municipalities	Review of the Annual or Supplemental Budgets of provinces, Cities and Municipalities	Reviewed Annual or Supplemental Budgets of provinces, Cities and Municipalities	Department of Budget and Management Regional Offices, Sangguniang Panlalawigan
January 1 to December 31	Implementation / Execution of the Annual or Supplemental Budgets	Supplemental Budgets	LCEs of Provinces, Cities, Municipalities and Barangays

*NOTE: Detailed activities will be provided through subsequent guidelines, including cross-referencing to the technical guides/ manuals such as the Rationalized Planning System (RPS) – Comprehensive Development Plan (CDP) / Executive and Legislative Agenda (ELA), Provincial/Local Planning and Expenditure Management (PLPEM), Updated Budget Operations Manual (UBOM) and Revenue Administration.*

### **Why is there a need for training?**

**For an LGU which will be doing a CDP for the first time,** the training will enable the members to:

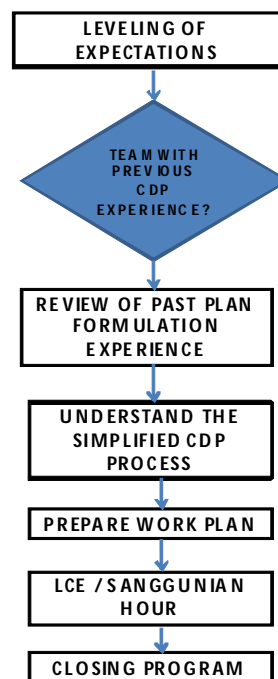
- a. have an appreciation and clearer understanding of the simplified sectoral planning process, as well as the requirements for and implications of the plan preparation exercise; and
- b. learn from some of the experiences in the past plan formulation exercises, so that they can adopt the good practices and avoid the pitfalls that others experienced.

**For an LGU which had previously undertaken the CDP**, the training is an opportunity for both old and new members to be introduced to the simplified sectoral planning process.

There are two possible approaches in training the Planning Team, the choice of which will depend on whether the team has undergone a previous CDP formulation exercise or not. The session flow for a training program that incorporates said approaches are contained in Figure 9.

For first time users, the indicative content of the Orientation Training Workshop (OTW) for the Planning Team is shown in Box 1.2. For subsequent exercises, the contents of the modules will vary slightly, especially in the conduct of visioning and the determination of current reality. This will be cussed in subsequent chapters.

**Figure 11 - Suggested Training Session Flow**



## Sample Work Plan

The entire CDP preparation is estimated to take at least four (4) months and two (2) weeks, assuming that the planning process is targeted to also yield a CLUP. The timing of each task is shown in Table 5 – *Indicative Schedule of Activities*. Should the LGU decide to focus on the CDP formulation alone, this may be adjusted according to the pace of work of the planning team and the sectoral committees.

### A. Pre – Plan Formulation Phase

#### 1. Mobilization

The Planning Team will start mobilizing the members and prepare them to begin work within two weeks upon approval of the LCE to proceed with the plan formulation process. During this period, the Consultant will start with kick-off meetings with the various sectoral committees. During the kick-off meetings, the Planning Team Leader will review the work plan, address other issues that might surface at this stage, and introduce changes if necessary. The composition of the Sectoral Committees will be firmed up and the necessary office orders issued by the LCE.

The mobilization period will likewise be devoted to the setting up of the various project support and coordinating systems, like venue for workshops and public consultations, project finance accounting and procedures, counterpart financing from the various departments, if available or previously agreed upon, additional staff support, etc.

#### 2. Preliminary Assessments

During this period, the Planning Team shall conduct a preliminary assessment of the current database of the LGU. Data available in the LGU that are kept in national, regional, and provincial level agencies including additional thematic maps will also be collected.

### B. Plan Formulation Proper (Assumes that this also involves the preparation of both the CLUP and the CDP)

#### 1. Orientation, Organization, and Tasking

This will be a one day affair. This activity shall be held to give the participants an orientation on the planning process, concepts, and approaches, and the LGU's planning responsibilities as mandated by the LGC of 1991. This activity shall be a venue in which the participants can seek clarifications on basic issues affecting their LGU. This activity shall also orient the participants on updating their respective databases. Assignment of tasks for project participants will be made in this orientation.

#### 2. Preparation of Local Development Indicators (LDIs) Table and Thematic Maps

The database available in the municipality will be reviewed and updated if necessary in order to come up with the LDI Table. Thematic maps available shall be also evaluated and additional maps shall be secured from relevant agencies as needed.

#### 3. Module 1 – Seminar-Workshop

This 3-day activity involves the use of the LDIs to make meaningful observations about the condition of the LGU. The participants will be introduced to the techniques of sectoral and inter- and intra-area analysis, and to work out the Problem-Solution Matrix. This will enable the participants to know their area more intensely and thoroughly.

**Box 1****INDICATIVE CONTENT OF THE ORIENTATION-TRAINING- WORKSHOP**

The participants will be oriented on the CDP and the ELA formulation process and trained on how to use various tools and instruments, as well as the methodology for each step of the process. The training program will contain five modules, listed as follows:

**Module 1: Introduction**

- Session 1: Surfacing and Leveling of Expectations
- Session 2: The Rationalized Local Planning System
- Session 3: Understanding the Planning Team's Structure and Functions
- Session 4: Revisiting Past Planning Experiences

**Module 2: The Comprehensive Development Plan**

- Session 5: Overview of the CDP Process
- Session 6: Setting the Vision
- Session 7: Determining the Current Reality and the Vision – Current Reality Gap;
- Session 8: Transforming Gaps into Goals and Objectives/ Targets
- Session 9: From Goals to Actions: Identifying Solutions and Developing Strategies, Programs, Projects and Activities
- Session 10: Sifting of Projects (Projects versus “Non – Projects”; By Ownership) and Determining Levels of Urgency

**Module 3: Tools for Implementing the Plan**

- Session 11: The Local Development Investment Programming (LDIP)
- Session 12: The Legislative Agenda
- Session 13: The Executive and Legislative Agenda (ELA)

**Module 4: Plan Monitoring and Evaluation**

The culminating activity of the training program is the conduct of an LCE – Sanggunian Hour where major potential problems that may be encountered during the planning exercise not identified earlier can be discussed and addressed.

**4. Module 2 – Seminar-Workshop**

This 3-day seminar workshop shall require the attendance of the widest range of representation among the stakeholders in the city/municipality. The most important output of this workshop will be a new or revised vision-statement of the city/municipality. Associated outputs will include the sectoral goals and objectives derived from the vision-reality gap analysis.

**5. Module 3 – Seminar-Workshop** (To be conducted if the plan formulation process includes the preparation of the CLUP)

This activity shall be conducted to select the preferred spatial strategy; to detail and refine the preferred spatial strategy; and to formulate policies and implementation tools including the draft zoning ordinance. This will be a 3-day intensive activity. Attendance of all members of the SB is a must.

**6. Finalization of Draft CLUP and Draft Zoning Ordinance** (To be conducted if the plan formulation process includes the preparation of the CLUP)

The Consultant shall take full responsibility for the finalization of these documents including writing, text editing, and organization and enrichment of the contents. The final outputs will be prepared in hard copy and digital format (CD).

**7. Module 4 – Comprehensive Development Planning and Local Development Investment Programming**

This module aims to enhance the capability of the Local Development Council and its sectoral committees in preparing sectoral programs, projects, and activities that the LGU will implement during the 6 – or 3 – year scope of the CDP. The participants will be assisted in identifying project ideas from the CLUP and the CDP. The project ideas will be presented in a standard project brief format. The project briefs are collected, screened, prioritized, and cost. They will be use as inputs to the Local Development Investment Program (LDIP).

The members of the Local Finance Committee (LFC) will also be required to conduct and demonstrate the analysis of time-series financial statements. This will be the basis for projecting funds available for development projects over the planned period.

A one-day workshop on prioritization of programs and projects and the matching of investment funds available with fund requirements shall be conducted among the full membership of the MDC and the LFC.

The LDIP will now be put in final form.



