**CDP Review Process**

1. **Purpose of the Review:**

* Assess the compliance of LGU’s Comprehensive Development Plan (CDP) to the policy based budgeting principles embodied in the CDP Guidelines.
* Determine the alignment with the Provincial Development and Physical Framework Plan (PDPFP) and Provincial Development Investment Program (PDIP) with regards to:
  + Development goals, objectives and strategies
  + Physical framework
  + Investment program
* Assess adherence of the preparation process, and content of the CDP submission vis-à-vis the requirements of policy based budgeting as embodied in DILG’s guidelines.
* Provide a basis for improvements in in the CDP.
* Establish a measure for the future qualification and provision of performance grants and other support and assistance from the National Government.

1. **Who Conducts the Review:**

* For component LGUs, the Provincial Development Council (PDC) with the Provincial Planning and Development Office (PPDO) acting as technical secretariat.

1. **Components of the Review Process:**

* **Form Review:** To ensure that the submitted CDP documents are complete (i.e. there are no missing pages and all the tables, maps and graphs are clear and in place) and determine whether the draft CDP conforms to the structure and sequence described in the CDP Guidelines, and with other minimum form requirements.
* **Process Review:** To determine whether the CDP submission reflects the organizational/institutional processes (including information sharing and consensus building) and content generation linkages envisioned by the enhanced guidelines.
* **Content Review:** To assess the substance and logic of the CDP submission with emphasis on the clarity, comprehensiveness, and quality of various components of the planning and investment programming processes.
* The individual results of the process and content reviews are the bases for feedback and for revising or augmenting the CDP submission, if necessary.

1. **CDP Form Review:**

* **Completeness:** The availability and timeliness of the key documents and forms comprising the CDP.
* **Structure and sequence**: The extent to which the draft CDP follows the structure and sequence prescribed in the enhanced CDP Guidelines.
* **Minimum maps and tables**: The presence (or absence) of selected maps and tables.
* **Source acknowledgement**: Proper acknowledgement of sourced material through footnotes, endnotes, bibliographical entries, etc.

1. **CDP Process Review:**

* **Leadership involvement:** The extent to which the draft CDP reflects the vision, policies and participation of the LGU leadership, especially the Local Chief Executive (LCE), as indicated by:
  + The participation of the LCE in the visioning activity; and
  + The provision of updates to the Local Development Council (LDC).
* **Consultation and participation:** The extent to which the draft CDP reflects the views and aspirations of LGU stakeholders and other constituents. This covers the amount or frequency of consultation as well as the entities involved – whether they constitute the appropriate representatives of the sectors or interests concerned. Consultation and participation is also distinguished according to horizontal and vertical linkages; horizontal linkages refer to consultation and participation within the municipal/city level while vertical linkages refer to those with the barangay, and provincial levels.
  + Number of hearings/consultations conducted;
  + Number and type of municipal/city-level sectoral agencies, offices or organizations (public or private/NGO/PO) represented in various stages of CDP preparation; and
  + Number and type of barangay and provincial-level sectoral agencies, offices or organizations (public or private/NGO/PO) represented in various stages of CDP preparation.

1. **CDP Content Review:**

* **Quality of output and analysis internal to each main CDP component:** This concerns the quality of analytical inputs and corresponding outputs in each component, relative to internal objectives and logic, as described in the enhanced CDP Guidelines.
  + **Vision/goals and objectives:** Characteristics of the development vision/goals and objectives: long term, strategic, and realistic.
  + **Ecological Profile:**
    - Description of location, land area and political subdivisions;
    - Description of population and settlements relative to regional and provincial context;
    - Description of existing settlements and overall growth trends;
    - Description of land and water resources, land use potentials and constraints, identification of protection areas, delineation of hazard zones;
    - Description of local economic structure, assessment of industries with respect to potentials for contributing to local economic growth and declining potentials;
    - Identification of local factors that may enhance efficiency and competitiveness;
    - Description of external linkages and internal circulation;
    - Identification of priority external and internal linkages relative to population and settlement trends, physical resources and protection areas and priority industries;
    - Description of employment and unemployment conditions and family income levels;
    - Description of levels and extent of services (e.g. health, education, housing, utility and infrastructure, others).
    - Description of levels and extent of poverty; and
    - Description of existing land uses, land use trends, and potential expansion areas.
  + **Strategies and PPAs:**
    - Sector-specific and/or location-specific characteristics of PPAs;
    - Presence of poverty reduction strategies/PPAs;
    - Presence of DRRM strategies/PPAs; and
    - Description of initial funding estimate and legislative requirements, if any.
* **Quality of linkages between components:** This concerns the way the components relate to each other in the overall planning process, which culminates in the identification of PPAs. The CDP process is designed so that the output of each component feeds into others and are eventually integrated in the development planning framework and serves as basis for deriving issues, goals, objectives, targets, strategies and PPAs.
  + Development framework
    - Consideration of spatial growth trends;
    - Consideration for economic production potentials;
    - Consideration of infrastructure requirements; and
    - Consideration of environmental issues including DRRM.
  + Development issues, goals, objectives, targets
    - Issues based on planning analysis of ecological profile;
    - Goals, objectives and targets as responses to identified issues; and
    - Consistency with vision.
  + Strategies and PPAs
    - Strategies link to specific goals/objectives; and
    - PPAs link to specific strategies.

1. **LDIP Form Review:**

* **Structure and sequence:** The extent to which the draft Local Development Investment Program (LDIP) follows the structure and sequence prescribed in the LDIP Guidelines.
* **Minimum maps and tables:** The presence (or absence) of selected maps and tables.
* **Source acknowledgement:** Proper acknowledgement of sourced material through footnotes, endnotes, bibliographical entries, etc.

1. **LDIP Process Review:**

The quality of the underlying organizational/institutional structures and processes behind the preparation of the draft LDIP. This covers the following indicators:

* Existence and quality of a LDIP committee

* + Existence of a formal and duly constituted LDIP committee;
  + LDIP committee membership consistent with the guidelines; and
  + Technical secretariat role of the Municipal/City Planning and Development Office (M/CPDO) in the LDIP committee.
* Existence and adherence to a LDIP preparation calendar.
* Promotion of public interest, consultation and participation.
  + Existence of effective information dissemination;
  + Frequency of information dissemination; and
  + Conduct of public consultation during key stages of LDIP preparation.
* Content generation by appropriate bodies
  + LDIP policy preparation by the LDIP committee;
  + LDIP prioritization criteria preparation by the LDIP committee; and
  + Revenue and expenditure projections preparation by finance group of LDIP committee.

1. **LDIP Content Review:**

Seeks to ensure that the PPAs are properly prioritized, ranked, and integrated into an effective and realistic financing plan and investment schedule.

* **Coverage of LDIP policies:**
  + PPAs limited to those identified in the CDP;
  + Tie up of prioritization criteria to CDP objectives;
  + Coverage of revenue policies, use of debt, special assessments and other financing tools; and
  + Use of cost recovery policies.
* **Quality of the LDIP financing plan and investment schedule**
  + Historical analyses of revenue and expenditure projections;
  + Use of expected trends and developments for revenue and expenditure projections;
  + Investment financing needs covered by projected fund sources;
  + Statutory investment requirements especially 20% Development Fund covered by projected fund sources;
  + Total annual debt service within 20% of total annual revenues;
  + Cost recovery provisions; and
  + Timing and staging considerations of investment phases.

1. **Rating Compliance (Optional):**

* **Rating System:**
  + **Full Compliance:** The CDP fully or close to fully complies with the planning and investment programming principles embodied in the RPS.
  + **Substantial Compliance:** The CDP complies with the basic requirements. While the CDP submission is capable of serving its overall objectives, it is recommended that the parts that are found lacking be remedied or revised during the finalization or in the next review, if not earlier.
  + **Deficient:** The CDP does not comply with the basic requirements and its objectives are significantly compromised. In this case, it is recommended that the deficient parts be revised or remedied as soon as possible.
* **Rating Form, Process and Content:**
  + **Full Compliance:** All rating criteria result in full compliance.
  + **Substantial Compliance:** No deficiency is noted in each of the rating criteria.
  + **Deficient:** At least one of the rating criteria is deficient.
* **Overall Rating:**
  + **Full Compliance (overall):** Process and content reviews result in full compliance.
  + **Substantial Compliance (overall):** At least one of the process and content reviews result in substantial compliance but none are deficient.
  + **Deficient (overall):** At least one of the process and content reviews is deficient.

**Consolidated Comprehensive Development Plan (CDP) and Local Development Investment Program (LDIP) Evaluation Form**

**LGU Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Check One:**

* **Municipality**
* **City**

1. **Form – Presence of Required Forms and Supporting Planning Documents (Check all items that have been submitted. See Annex B.):**

|  |  |  |
| --- | --- | --- |
| **Forms and Documents** | **Form No.** | **Yes - ✓; No - X** |
| 1. Forms |  |  |
| Local Development Indicator System/RaPIDS | Form 1d |  |
| Structured List of PPAs per Sector (Long List) | Form 2a |  |
| Ranked List of PPAs for Investment Programming | Form 3a |  |
| Project Briefs for Each PPA | Form 3b |  |
| Projection of New Development Investment Financing Potential | Form 3c |  |
| AIP Summary Form | Form 4 |  |
| CapDev Program Summary Form | Form 5a |  |
| Priority Legislative Requirements Form | Form 5b |  |
| Annual Accomplishment Report | Form 6a |  |
| Monitoring and Evaluation Strategy Template | Form 6b |  |
|  |  |  |
| 1. Other Documents |  |  |
| Provincial Development and Physical Framework Plan (PDPFP) |  |  |
| Comprehensive Land Use Plan (CLUP)/Existing Land Use Map |  |  |
| Barangay Development Plans |  |  |
| Barangay Programs, Projects and Activities (PPAs) |  |  |
|  |  |  |
| Earthquake Map |  |  |
| Scale: 1:50,000 |  |  |
| Scale: 1:10,000 |  |  |
| Others (Please specify) |  |  |
|  |  |  |
| Flood Map |  |  |
| Scale: 1:50,000 |  |  |
| Scale: 1:10,000 |  |  |
| Others (Please specify) |  |  |
|  |  |  |
| Storm Surge Map |  |  |
| Scale: 1:50,000 |  |  |
| Scale: 1:10,000 |  |  |
| Others (Please specify) |  |  |
|  |  |  |
| Rain-Induced Landslide Map |  |  |
| Scale: 1:50,000 |  |  |
| Scale: 1:10,000 |  |  |
| Others (Please specify) |  |  |
|  |  |  |
| Other Maps (Please specify): |  |  |
| Scale: 1:50,000 |  |  |
| Scale: 1:10,000 |  |  |
| Others (Please specify) |  |  |

**No. of Forms and Documents Present: \_\_\_\_\_\_\_\_\_\_\_\_**

**No. of Forms and Document Unavailable: \_\_\_\_\_\_\_\_\_\_**

1. **Process – Proof that adequate and appropriate consultations have been conducted as evidenced by the Minutes of the Meeting:**

|  |  |  |
| --- | --- | --- |
|  | **Consultation/Agenda** | **Yes - ✓;**  **No - X** |
| **A** | Meeting of the Local Development Council (LDC) on the CDP and CDP/LDIP Preparation |  |
| **1** | Municipal Planning and Development Office (MPDO) Reporting on the Ecological Profiling |  |
| **2** | Project Call – Long List of Projects |  |
| **3** | Prioritization of Projects |  |
| **4** | Approval of the CDP |  |
|  |  |  |
| **B** | Meeting with the Provincial Planning and Development Office (PPDO) |  |
| **1** | Provincial and LGU Goals and Strategies |  |
| **2** | Investment Programs and PPAs |  |
|  |  |  |
| **C** | Meeting/Consultations with Sector Groups on CDP |  |
| **1** | Economic Sector – profiling, project call, project prioritization and approval |  |
| **2** | Social Sector – profiling, project call, project prioritization and approval |  |
| **3** | Environment Sector – profiling, project call, project prioritization and approval |  |
| **4** | Institutional Sector – profiling, project call, project prioritization and approval |  |
| **5** | Physical/Infrastructure – profiling, project call, project prioritization and approval |  |
|  |  |  |
| **D** | Meetings/Consultations with Local Special Bodies and Advisory Councils |  |
| **1** | Local Finance Committee – profiling, project call, project prioritization and approval |  |
| **2** | Peace and Order Council – profiling, project call, project prioritization and approval |  |
| **3** | Local School Board – profiling, project call, project prioritization and approval |  |
| **4** | Local Health Board – profiling, project call, project prioritization and approval |  |
| **5** | Fisheries and Aquatic Resources Management Council – profiling, project call, project prioritization and approval (if applicable) |  |
| **6** | Municipal Disaster Risk Reduction and Management Council – profiling, project call, project prioritization and approval |  |
| **7** | Municipal Solid Waste Management Council – profiling, project call, project prioritization and approval |  |
| **8** | Other Advisory Councils and Sectoral or Functional Committees (Specify) – profiling, project call, project prioritization and approval |  |
|  |  |  |
|  |  |  |

**Compliance with Minimum Requirement of Process: € Yes € No**

**(Check only one based on the result of the above checklist.)**

1. **Content – Quality of and consistency in the logic of the linkages in the Planning Outputs:**

|  | **Criteria** | **Yes - ✓;**  **No - X** | **If No, Explain.** |
| --- | --- | --- | --- |
| **A** | **Consistency of the CDP** |  |  |
| **1** | There is a logical and consistent linkage between Columns 1, 2 and 3 of Form 1d (Local Development Indicator System/RaPIDS) and Columns 1, 2, 3 and 4 of Form 2a [Structured List of PPAs per Sector (Long List)]. |  |  |
| **B** | **Consistency of the CDP** |  |  |
| **2** | The CDP Goals = Goal Achievement Matrix (GAM) Results. |  |  |
| **3** | The LDIP PPAs are a subset of the CDP PPAs. |  |  |
| **C** | **Consistency of the LDIP** |  |  |
| **4** | All Projects are rated higher the more sectors or goals they apply to, benefit or cut across. |  |  |
| **5** | All prioritized projects are those with the highest scores. |  |  |
| **6** | The Number of Project Briefs on hand are equal to the Number of Ranked List of PPAs listed. |  |  |
| **7** | The New Development Investment Financing Potential for the Medium-Term (3-years) is estimated and provided including the following supporting documents:   1. Initial Local Resource Mobilization Program (3-years); 2. Medium-Term Forecasts of Current Operating Expenses (3-years); and 3. Medium-Term Estimate of Debt and Non-Debt Contractual Obligations. |  |  |
| **8** | The Estimation of Fiscal Surplus or Deficit is prepared and provided based on the New Development Financing Potential for the Medium-Term (3-years) and the first 3 years of the initial Local Development Investment Program (LDIP). |  |  |
| **9** | The Financing Plan (3-years) is prepared and provided and is consistent with the Finalized LDIP and Finalized Local Resource Mobilization Program (LRMP) for the same 3-year cycle. |  |  |
| **10** | The Annual Investment Program (AIP) for Year t is equal to the LDIP for Year t (The AIP is the annual slice of the LDIP). |  |  |
| **D.** | **Alignment**[[1]](#footnote-1) **with CLUP, Provincial Goals, Projects and Programs** |  |  |
| **11** | The vision, mission and goals of the LGU are aligned with the vision, mission and goals of the Province as provided in the PDPFP. |  |  |
| **12** | The CDP is overall supportive of the Provincial Development Investment Plan (PDIP). |  |  |
| **13** | The LDIP of the LGU is complementary to the PDIP. |  |  |
| **14** | The projects in the LDIP of the LGU do not overlap or duplicate the projects in the PDIP. |  |  |
| **15** | The CDP is consistent with the PDPFP. |  |  |
| **16** | The plans and programs of the LGU are harmonized or consistent with the CLUP. |  |  |

**Remarks:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Prepared and recommended for approval by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Provincial Planning and Development Coordinator/Technical Review Committee Head**

**Province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date (dd/mm/yyyy): \_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_**

**Approved by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vice-Governor**

**Province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_**

1. “Aligned” is defined as does not conflict or neutral with at the minimum and compatible, supportive and complementary at the desired level. [↑](#footnote-ref-1)