**Integrated Planning Process with Local Special Bodies and Advisory Councils**

1. **Stage One: Establishing and Populating the Planning Database**
2. Convene the Local Development Council (LDC) to design and collectively agree on the local planning database.
3. Prepare the database utilizing, but not limited to, the following data sources, manuals and guides:
   1. Rationalized Planning Indicator and Data Set (RaPIDS) – DILG
   2. Community-Based Monitoring System (CBMS) – DILG
   3. Local Governance Performance Management System (LGPMS) – DILG
   4. Electronic Statement of Receipts and Expenditures (eSRE) – BLGF-DOF
   5. Local Government Financial Performance Monitoring System (LGFPMS) – BLGF-DOF
   6. LGU Fiscal Sustainability Scorecard – BLGF-DOF
   7. Public Financial Management Assessment Tool (PFMAT) – DBM
   8. Public Financial Management Assessment Tool Improvement Plan (PFMAT IP) – DBM
   9. Provincial Development Physical Framework Plan (PDPFP) – Province and NEDA
   10. Comprehensive Land Use Plan/Existing Land Use Map
   11. Base, Hazard and Other Maps – Province, DILG, NAMRIA, etc.
4. Assign key members, divisions and offices in the LGU as members of the planning team to undertake the responsibility for populating and maintaining the database.
5. Disseminate the data to the Provincial Planning and Development Office (PPDO) and to Local Special Bodies, Local Advisory Councils and Sectoral or Functional Committees.
6. **Stage Two: Preparing the Draft Comprehensive Development Plan (CDP)**
7. Based on the Planning Database, prepare the Situational Analysis and Ecological Profile utilizing the format prescribed in DILG issuances and guidelines for the preparation of the CDP (CDP Guidebook, CDP Illustrative Guide, etc.)
8. Based on the Ecological Profile, identify the development targets, timeframes, and measurable outcomes.
9. Base development targets, timeframes, and measurable outcomes, identify the necessary project and programs required to achieve these objectives – Structured List of PPAs.
10. Prioritize the projects and programs utilizing the prioritization tools and Goal Achievement Matrix (GAM) as prescribed in DILG issuances and guidelines for the preparation of the CDP (CDP Guidebook, CDP Illustrative Guide, etc.).
11. Draft the CDP including the implementation instruments [Legislative Requirements, Capacity Development Program, Local Development Investment Program (LDIP) and Monitoring and Evaluation Strategy] utilizing the prescribed format in DILG issuances and guidelines for the preparation of the CDP (CDP Guidebook, CDP Illustrative Guide, etc.).
12. Disseminate copies of the CDP to Local Special Bodies, Local Advisory Councils and Sectoral or Functional Committees.
13. **Stage Three: Preparation of the Plans of Local Advisory Councils and Sectoral or Functional Committees for the Implementation of National Government Programs at the LGU level**
14. The Local Advisory Councils and Sectoral or Functional Committees, especially for the implementation of national government programs at the LGU level, develops a long list of projects based on the CDP of the LGU as well as other relevant policies and consultations with their members.
15. The members of the Local Advisory Councils and Sectoral or Functional Committees agree on the prioritization criteria and votes on projects to be included in their annual plan.
16. The Local Advisory Councils and Sectoral or Functional Committees prepare a draft plan and disseminate this to the LDC and the Provincial Development Council (PDC).
17. **Stage Four: Integration and Harmonization of Local Plans**
18. The LDC convenes the expanded LDC which would include representation from the Local Advisory Councils and Sectoral or Functional Committees especially for the implementation of national government programs at the LGU level, and the PDC.
19. Through consultation, the long list of projects from these plans including the coming year priority projects for the years are integrated into the final harmonized version of the LDIP. The process should allow for the identification of areas of project duplication as well as were economies of scale and/or synergy can be achieved by combining projects. In the latter case, the project can be implemented by the next higher level of LGU (e.g. province) consequently freeing up the resource for other projects.
20. The Annual Investment Program (AIP), as a slice of the LDIP, will now also contain all projects including those funded through national government programs.
21. The LDC prepares the Annual Budget based on the AIP.
22. The results will feedback to the long-list and short-list of projects of the Local Advisory Councils and Sectoral or Functional Committees for the purpose of possible revision.
23. **Stage Five: Plan Implementation Monitoring and Evaluation**
24. The Local Development Indicator System (LDIS) will be utilized to develop measures to monitor the implementation and outcomes of projects. Since plans and projects were based on these data, tracking of their benefits will be more objective and measureable. This should find its way in the Monitoring and Evaluation Strategy of the CDP.
25. The LDC will meet regularly to review the reports of the different monitoring groups.