



EXCERPT FROM THE MINUTES OF THE 11<sup>TH</sup> **REGULAR SESSION** OF THE HONORABLE SANGGUNIANG BAYAN, TIGBAUAN, ILOILO HELD AT THE S.B. SESSION HAL, TIGBAUAN MUNICIPAL BUILDING, TIGBAUAN, ILOILO ON MARCH 24, 2014 AT 1:35 IN THE AFTERNOON

**PRESENT:**

- |                                  |                                  |
|----------------------------------|----------------------------------|
| HON. ROEL T. JARINA,             | - Vice Mayor & Presiding Officer |
| HON. RENEE LIBRODO-VALENCIA,     | - S.B. Member                    |
| HON. VIRGILIO T. TERUEL,         | - S.B. Member                    |
| HON. MARLON R. TERUÑEZ,          | - S.B. Member                    |
| HON. SUZETTE MARIE HILADO-BANNO, | - S.B. Member                    |
| HON. RICKY T. NULADA,            | - S.B. Member                    |
| HON. ARIEL I. BERNARDO,          | - S.B. Member                    |
| HON. RONNIE T. PAGUNTALAN,       | - Liga President                 |

**LATE:**

- |   |                           |
|---|---------------------------|
| HON. JOSE DONEL T. TRASPORTO,           | - S.B. Member (1:50 p.m.) |
| HON. MA. GERRYLIN SANTUYO-CAMPOSAGRADO, | - S.B. Member(2:15 p.m.)  |

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**Resolution No. 2014-035**

RESOLUTION AUTHORIZING MAYOR SUZETTE T. ALQUISADA, FOR AND IN BEHALF OF THE MUNICIPALITY OF TIGBAUAN TO ENTER INTO A MEMORANDUM OF AGREEMENT (MOA) WITH THE DEPARTMENT OF AGRICULTURE RFU-VI, RELATIVE TO THE CONSTRUCTION OF FOOD TERMINAL MARKET IN BARANGAY 9 (POBLACION), TIGBAUAN, ILOILO UNDER THE BOTTOM-UP BUDGETING (BUB) PROGRAM IN THE AMOUNT OF 1,000,000.00.

WHEREAS, Bottom-Up-Budgeting (BUB) is an approach to formulating budget proposals of national government agencies, taking into consideration the development needs of poor cities/municipalities as identified in their respective local poverty reduction action plans, with strong participation of basic sectors and civil society organizations;

WHEREAS, this initiative will also make planning and budgeting processes of both local and national governments more participatory and empowering through the genuine involvement of grassroots organizations and communities and the strengthening of the convergence mechanism of the delivery of national services in the community;

WHEREAS, Republic Act 8435 otherwise known as the “*Agriculture and Fisheries Modernization Act (AFMA)*” was enacted to modernize the agriculture and fisheries sectors of the country in order to enhance their profitability and prepare said sectors for the challenges of globalization through an adequate, focused and rational delivery of necessary support services;

WHEREAS, the Department of Agriculture under RA 8435 embraces food security, poverty alleviation and social equity among its guiding principles;

WHEREAS, THE Department of Agriculture is mandated to facilitate the implementation of agricultural programs/projects in the region through the provision of logistical, administrative and technical support;

WHEREAS, the DA-RFU VI has received funds in the amount of One Million Pesos (Php 1,000,000.00) wherein such amount is intended for the construction of the Food Terminal Market in Brgy. 9 (Poblacion), Tigbauan, Iloilo under the Bottom-Up Budgeting (BUB) Program;

WHEREAS, the DA-RFU VI and the LGU are collaborating in bringing agricultural development programs of the government closer to the people;

WHEREAS, the LGU has the technical capability to implement the above-mentioned program, thus there is a need to transfer funds from the DA-RFU VI to LGU;

WHEREAS, for and in consideration of the foregoing premises, the parties hereby agree to undertake the project under the following terms and conditions:

**A. The DA-RFU VI shall:**

1. Coordinate with the LGU for the implementation of the program;
2. Release the allocated amount of One Million Pesos (**Php 1,000,000.00**), purposely for the implementation of the Food Terminal Market in Brgy. 9 (Poblacion), Tigbauan, Iloilo, following herein the schedule of releases of funds:

<u>Tranches</u>	<u>Amount</u>	<u>Required Documents</u>
<b>First Tranche</b>	50% of the project cost	<ol style="list-style-type: none"> <li>1. SB Resolution Authorizing The Municipal Mayor To Enter Into A Memorandum Of Agreement With The Department Of Agriculture Regional Field Unit No. 6 For The Implementation Of The Above Mentioned Project</li> <li>2. Approved Project proposal</li> <li>3. Memorandum of Agreement signed by both parties</li> <li>4. Work and financial plan</li> <li>5. Audited (100%) liquidation report of previous fund transfer availed from DA, if any</li> <li>6. Request for the release of first tranche signed by the Municipal Mayor upon approval of Memorandum of Agreement</li> </ol>
<b>Second Tranche</b>	40% of the project cost (70% of the first tranche has been disbursed and properly liquidated)	<ol style="list-style-type: none"> <li>1. Request for inspection and release of second tranche addressed to the Regional Executive Director signed by the Municipal Mayor</li> <li>2. Report of Inspection/Accomplishment report of LGU certified by the Municipal Mayor (at least 90% physical accomplishment)</li> <li>3. Inspection Report and Acceptance of DA-RFU VI</li> <li>4. Certificate of Acceptance of the Local Chief Executive or his authorized representative</li> <li>5. Pictures duly signed by the Municipal Agriculturist/Engineer</li> <li>6. Audited (100%) liquidation report of previous release</li> <li>7. Authenticated photocopies of pertinent documents relative to the implementation of the project such as:               <p><b>Bidding:</b></p> <ol style="list-style-type: none"> <li>a. Purchase Request</li> <li>b. Invitation to bid</li> <li>c. Minutes of the pre-bid conference</li> <li>d. Bid tenders of all participants</li> <li>e. Abstract of bids</li> <li>f. Minutes of the proceedings</li> <li>g. Notice of award</li> <li>h. Notice to proceed</li> <li>i. Performance bond</li> <li>j. Purchase Orders/Contract</li> <li>k. Delivery/charge invoices/bill/official receipts</li> </ol> <p><b>Small Value Procurement/Shopping</b></p> <ol style="list-style-type: none"> <li>a. Purchase Request</li> <li>b. Canvass papers from at least 3 supplies</li> <li>c. Abstract of bids</li> <li>d. Notice of award</li> <li>e. Notice to proceed</li> <li>f. Performance bond</li> <li>g. Purchase Orders/Contract</li> <li>h. Delivery/charge invoices/bill/official receipts</li> </ol> </li> </ol>
<b>Last Tranche</b>	10% (80% has been fully disbursed, submission of evidentiary support such as Certificate of Completion (CC) for infrastructure and livelihood projects and Certificate of Acceptance (CA) for procurement of equipment and goods.	<ol style="list-style-type: none"> <li>1. Request for final inspection and release of last tranche addressed to the Regional Executive Director signed by the Municipal Mayor</li> <li>2. Report of Inspection/Accomplishment Report of LGU certified by the Municipal Mayor (100% physical accomplishment)</li> <li>3. Inspection Report and Acceptance of DA-RFU VI</li> <li>4. Pictures (completed) duly signed by the Municipal Agriculturist/Engineer</li> <li>5. Certificate of Completion</li> <li>6. Certificate of Acceptance of recipient</li> <li>7. Audited (80%) liquidation report of previous release</li> </ol>

However, projects that require one-time procurement, release of funds to recipient LGU will be in full.

3. Disburse funds completely and in accordance with existing financial and accounting principles and procedures;
4. Conduct regular monitoring and evaluation to ascertain the progress/accomplishments of the project and to insure proper utilization of funds;

5. Have the right to intervene and institute corrective measures for the purpose of preserving the funds in case of, but not limited to misappropriation of the funds, non-compliance with any provisions stated in the agreement and if warranted by the project monitoring and evaluation, institute corrective measures.

**B. The LGU shall:**

1. Submit project proposal and supporting documents to DA-RFU VI;
2. Submit liquidation reports of previous projects;
3. Issue an official receipt in favor of the DA-RFU VI corresponding to the amount released upon receipt thereof;
4. Deposit the fund in a separate trust account with an authorized depository bank;
5. Implement the project in accordance with the approved specifications;
6. Enter into a contract, agreement and/or conduct public bidding, issue purchase order, accept delivery and issue payment to the supplier/contractor upon approval of the MOA or upon the release of the first tranche;
7. Coordinate with the DA-RFU VI in the implementation of the program;
8. Provide counterpart amounting to One Hundred Fifty Thousand Pesos (P150,000.00) or 15% of the allocated amount for the project which maybe in cash or in the form of labor, facilities, equipments and the like to be used in the project;
9. Complete the projects within 180 calendar days (inclusive of 45 days procurement activity) after the release of the first tranche;
10. Notify the DA-RFU VI of all scheduled deliveries of inputs procured;
11. Submit to the DA-RFU VI the Technical Inspection Report of COA-TAS after the 10% last tranche has been released (from the DA-RFU VI to the LGU);
12. Make available project records and related documents to DA-RFU VI for inspection and monitoring;
13. Refund/Return to the DA-RFU VI the full amount released in case of:
  - a) misappropriation of funds
  - b) non-utilization of funds; and
  - c) non-compliance with any provisions stated in this Agreement;
14. Book the amount released in a separate book of account and disburse funds in accordance with existing government accounting and auditing procedures;
15. Install Community Billboards to provide information regarding the name of the project, period of implementation, fund allocation, implementing agency and other relevant information;
16. Prepare and submit regularly monthly monitoring reports to DA-RFU VI;
17. Prepare and submit financial report to DA-RFU VI duly verified by the Resident Auditor;
18. Return to the DA-RFU VI any unexpended balance of funds released and refund any disallowance made by the Resident Auditor in the course of post-audit of the transaction;

NOW, THEREFORE on motion of HON. RENEE LIBRODO–VALENCIA, Chairperson, Committee on Appropriations and duly seconded by Hon. Ma. Gerrylin Santuyo-Camposagrado, Hon. Ricky Nulada and Hon. Ariel Bernardo,

RESOLVED, to Authorize Mayor Suzette T. Alquisada, For And In Behalf Of The Municipality Of Tigbauan To Enter Into A Memorandum Of Agreement (MOA) With The Department Of Agriculture RFU-VI, Relative To The Construction of the Food Terminal Market Under The Bottom-Up Budgeting (BUB) Program,

RESOLVED FURTHER, to furnish copies of this Resolution to Hon. Suzette Tenefrancia-Alquisada, Municipal Mayor, Tigbauan, Iloilo, to Regional Executive Director, Larry P. Nacionales, Department of Agriculture, RFU-VI, Parola, Iloilo City and all concerned for their information and/or appropriate action.

APPROVED.

**CERTIFIED CORRECT:**

**MA. GEMMA MOLO**  
Acting Secretary

**ATTESTED:**

**ROEL T. JARINA**  
Vice Mayor & Presiding Officer

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HON. ROEL T. JARINA, M.D.  
Municipal Vice Mayor

**Sangguniang Bayan Members:**

Hon. Jose Donel T. Trasperto, Lawyer  
Hon. Renee Librodo-Valencia, CPA,MBMM  
Hon. Virgilio T. Teruel, Lawyer  
Hon. Marlon R. Teruñez, Ph.D.

Hon. Ma. Gerrylin Santuyo- Camposagrado  
Hon. Suzette Marie Hilado-Banno, M.D.  
Hon. Ricky T. Nulada  
Hon. Ariel I. Bernardo

Hon. Ronnie Paguntalan (LnB-Pres.)

*"Public office is a public trust. Public Officials must at all times be accountable to the people."*



