



Republic of the Philippines  
Province of Guimaras  
**8<sup>TH</sup> SANGGUNIANG PANLALAWIGAN**

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE HONORABLE 8<sup>TH</sup> SANGGUNIANG PANLALAWIGAN, PROVINCE OF GUIMARAS HELD AT THE SP SESSION HALL, PROVINCIAL CAPITOL ON AUGUST 9, 2016.

PRESENT:

Atty. John Edward G. Gando -	Vice Governor/Presiding Officer
Hon. Cyril C. Beltran -	SP Member/Majority Floor Leader
Hon David G. Gano -	SP Member/Deputy Majority Floor Leader
Hon. Cresente P. Chavez, Jr. -	SP Member
Hon. Diosdado G. Gonzaga -	SP Member
Hon. Josefina G. de la Cruz -	SP Member
Hon. Rex G. Fernandez -	SP Member
Hon. Ramon N. Ortiz -	Ex-Officio Member (ABC Fed. President)

LATE:

Hon. Felicito M. Gareza -	Ex-Officio Member (PCL Fed. President)
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ABSENT:

Hon. Aurelio G. Tionado -	SP Member
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**RESOLUTION NO. 139**

**RESOLUTION AUTHORIZING GOV. SAMUEL T. GUMARIN, MD, MPH TO SIGN FOR AND IN BEHALF OF THE PROVINCIAL GOVERNMENT OF GUIMARAS THE MEMORANDUM OF AGREEMENT WITH THE COMMUNITY BASED MONITORING SYSTEM (CBMS) NETWORK TEAM, DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT REGIONAL OFFICE VI (DILG-RO) AND THE FIVE (5) MUNICIPALITIES OF THE PROVINCE OF GUIMARAS FOR THE IMPLEMENTATION OF THE COMMUNITY-BASED MONITORING SYSTEM (CBMS) IN THE PROVINCE OF GUIMARAS**

WHEREAS, for the consideration of this Honorable Body is the letter dated 20 July 2016 from Gov. Samuel T. Gumarin, MD, MPH requesting authority to sign for and in behalf of the Provincial Government of Guimaras the Memorandum of Agreement with the Community Based Monitoring System (CBMS) Network Team, Department of Interior and Local Government Regional Office VI (DILG-RO) and the five (5) municipalities of the Province of Guimaras for the implementation of the Community-Based Monitoring System (CBMS) in the Province of Guimaras;

WHEREAS, the matter was referred to the Committee on Social Services that rendered a committee report that was adopted by this Honorable Body, recommending for the passage of a resolution authorizing the Governor to sign the Memorandum of Agreement;

WHEREAS, this Honorable Body interposes no objection on the request as it is beneficial to the people of the province;

NOW THEREFORE, on motion of Hon. Josefina G. de la Cruz, Chairperson, Committee on Social Services, duly seconded by Hon. Dan Elby C. Habaña.

THE 8<sup>TH</sup> SANGGUNIANG PANLALAWIGAN IN SESSION DULY ASSEMBLED:

RESOLVED, to authorize Gov. Samuel T. Gumarin, MD, MPH to sign for and in behalf of the Provincial Government of Guimaras, the following:

#### MEMORANDUM OF AGREEMENT

This Memorandum of Agreement entered into and executed by:

The Community Based Monitoring System (CBMS) Network Team with principal office at the PEP Asia-CBMS Network office, DLSU Angelo King Institute for Economic and Business Studies 10<sup>th</sup> Floor Angelo King International Center, Estrada corner Arellano Sts. Malate, Manila, Philippines, hereinafter referred to as "CBMS Network Team", represented by Network Leader Dr. Celia M. Reyes;

The Department of the Interior and Local Government through the Bureau of Local Government Development (BLGD) with principal office at DILG-Napolcom Center, EDSA corner Quezon Avenue, Quezon City, Philippines, hereinafter referred to as "DILG-BLGD", represented by its OIC-Director Anna Liza F. Bonagua;

The Department of the Interior and Local Government, Regional Office VI, with principal office at 6 P. Aquino Street, Iloilo City, hereinafter referred to as the "DILG-RO" represented herein by Regional Director Atty. Anthony C. Nuyda;

The Provincial Government of Guimaras with principal office at the Guimaras Provincial Capitol, San Miguel, Jordan, Guimaras, Philippines represented herein by its Governor, Honorable Samuel T. Gumarin, MD, MPH by virtue of Sangguniang Panlalawigan Resolution No. \_\_\_\_ dated \_\_\_\_\_;

-and-

The five (5) municipalities of the Province of Guimaras, hereinafter referred to as the "LGUs", represented herein by its respective municipal mayors by virtue of Sangguniang Bayan Resolutions, to wit:

Municipality	Name of Mayor	SB Res. No.	Date
Buenavista	Hon. Eugenio G. Reyes	2016-172	May 18
Jordan	Hon. Ruben B. Corpuz	34	April 13
Nueva Valencia	Hon. Emmanuel C. Galila	091	May 10
Sibunag	Hon. Luben G. Vilches	2016-060	April 20
San Lorenzo	Hon. Nimfa G. Gajo	54	July 13

#### WITNESSETH

WHEREAS, the Local Planning and Development Office (LPDO) acts as the coordinating body and the center of operations of all committees, bodies, etc. that form the development council and the operations of the council itself directly or through its executive committee led by the Local Chief Executive;

WHEREAS, the CBMS Network Team led by Dr. Celia M. Reyes, is the research group that developed the CBMS methodology, instrument and training modules for data collection, processing, poverty mapping and use of data for local planning and budgeting in the Philippines since the early 1990s. The CBMS Network, currently being supported by the International Development Research Center (IDRC-Canada) and the UK Department for International Development (DFID), is a coordinating Body under the Partnership for Economic Policy (PEP) Research Network for the development and implementation of community-based and local poverty monitoring systems in developing countries;

WHEREAS, the CBMS Network Team, currently based at the DLSU Angelo King Institute for Economic and Business Studies (DLSU-AKI), provides technical assistance to national and local government units in the Philippines on the development and institutionalization of CBMS and its use for planning, program formulation and impact monitoring.

WHEREAS, the DILG-BLGD is the office primary responsible for the implementation of the Millenium Development Goals (MDG) localization, and for the capacity building of local government units on poverty diagnosis and planning using CBMS and its institutionalization at the local level;

WHEREAS, the DILG-BLGD and the CBMS Network Team in partnership with the National Anti-Poverty Commission (NAPC) have established partnership through various initiatives in line with the scaling up and institutionalization of CBMS as a tool for poverty diagnosis, local planning and program implementation and monitoring the MDGs in the Philippines since the early 2000;

WHEREAS, a national repository of CBMS data intended to be used as inputs for policy making and program implementation has been established and being nominated at the CBMS Network Office, DILG-BLGD and NAPC;

WHEREAS, the DILG-BLGD has adopted and used the CBMS data collection and data processing instruments and corresponding training modules, shared by the CBMS Network Team of DLSU-AKI, for DILG's conduct of capacity building activities for Local Government Units in line with preparation of local development plans and mainstreaming of thematic concerns;

WHEREAS, the CBMS with its disaggregated and geographically defined data has been proven as a useful tool for analyzing poverty related issues and is deemed particularly relevant as it supports the bottom up planning and budgeting (BUB) processes espoused by the DILG that serves as basis for national government allocation priorities under the BUB program;

WHEREAS, the Provincial Government of Guimaras through its Provincial Planning and Development Office (PPDO) in collaboration with the LGUs through their respective Municipal Planning and Development Offices (MPDOs) requests for technical assistance from the CBMS Network Team in cooperation with the DILG-BLGD on the institutionalization of the community-based monitoring system as a planning and monitoring tool at the provincial, municipal and barangay levels in Guimaras.

NOW THEREFORE, for and in consideration of the above premises, the PARTIES hereto agree to collaborate, subject to the following terms and conditions:



## SECTION I. Objectives

This collaboration among the CBMS Network Team, the DILG-BLGD, the DILG RO, the Provincial Government of Guimaras through the PPDO, and the LGUs through their respective MPDOs are in line with the goal of institutionalizing community-based monitoring system (CBMS) to generate baseline data or information for poverty diagnosis, MDG and sustainable development goals (SDG) target monitoring, ecological profiling as well as for effective and efficient planning, budgeting, programming and impact monitoring and for other purposes. Specifically, this collaboration aims to:

1. Establish a monitoring tool for poverty diagnosis and for monitoring selected MDG and SDG indicators, for a more data-based or evidence-based planning and programming, and in monitoring the effects of policies and programs on the socio-economic conditions in their respective jurisdictions.
2. Capacitate the Provincial Government of Guimaras and the LGU's in building-up CBMS database, institutionalizing and maintaining a community-based monitoring system, and
3. Equip the designated technical staff of the Provincial Government of Guimaras, the LGUs and the DILG CBMS Trainers (National, Regional, Provincial as well as MLGOOs) with the necessary information and skills for the implementation of CBMS.

## Expected Outputs

1. Implementation of a CBMS in the municipalities in the province.
2. Conduct of Training Workshops on CBMS data collection and data processing for key personnel at the regional, provincial, municipal and barangay levels.
3. Utilization of CBMS data at the provincial, municipal and barangay levels as a basis/tool for:
  - a. Local Planning and design of development policies and programs.
  - b. Preparation of provincial, municipal, and barangay socio-economic and physical profiles and development plans.
  - c. Identification of needs/problems and appropriate responses.
  - d. Project/Program-impact monitoring and evaluation.
4. Improved Data Banking System at the provincial, municipal and barangay levels through the installation of the CBMS database.
5. Report/Analysis on Consolidated and validated CBMS Results.
6. Presentation of CBMS information through poverty maps generated from the CBMS database.
7. Dissemination of CBMS results.
8. Integration of CBMS results in the Local Development Plans and the Investment Programs of the province and the five (5) municipalities, specifically in the following:
  - a. Provincial./Municipal MDG/SDG Report based on consolidated CBMS results.

- b. Updated provincial/municipal ecological, profile and development plans.
- 9. Documented on CBMS implementation, best practices and lessons learned.

## **SECTION 2. Responsibilities**

- a. The CBMS Network Coordinating Team shall:
  - 1. Provide free technical assistance to DILG-BLGD and RO, the Provincial Government of Guimaras and LGUs by sharing the CBMS methodology, data collection, computerized data encoding and processing systems, poverty mapping and database management instruments and corresponding training modules developed by the CBMS Network with designated CBMS focal persons/monitors/trainers at the national, regional, provincial, municipal and barangay levels for complimentary use of the Local Government Units.
  - 2. Conduct monitoring and training support to the national pool of CBMS trainers in the sue and implementation of CBMS instruments and training modules.
  - 3. Provide technical assistance to the DILG and NAPC for updating of CBMS national repository every six month(s) and whenever necessary.
  - 4. Ensure confidentiality of household/individual level information shared by LGUs and generated from the CBMS National Repository.
  - 5. Acknowledge the source of CBMS data used in all its project documents, research studies, publications and on-line database, and
  - 6. As the developer of the system, shall update the system/software and definition of terms, based on national standards and may accept future modification for improvement of the system.
- b. The DILG-BLGD shall:
  - 1. Spearhead advocacy on the uses of CBMS as a benchmarking tool in localizing MDGs, poverty diagnosis, database planning, program targeting, formulation of local development plans, investment programming and for other purposes.
  - 2. Assist DILG Regional and Provincial Trainers in the integration of CBMS methodology to the LGUs and monitor the conduct of CBMS implementation in the region.
  - 3. Facilitate the integration of the CBMS methodology in its training modules for DILG Regional Trainers and the LGUs.
  - 4. Facilitate the conduct of the CBMS training modules for designated CBMS focal person/personnel from the LGUs.
  - 5. Provide necessary post workshop mentoring support to LGUs on the implementation of CBMS.

6. Facilitate the gathering of the CBMS data from the LGUs thru DILG-RO on the implementation of CBMS and for updating of the CBMS National and Regional Repository.
7. Share with the CBMS Network and NAPC the CBMS census data gathered from the LGUs in line with the development of the CBMS national repository.
8. Ensure confidentiality of household/individual level information shared by LGUs and generated from the CBMS National Repository.
9. Acknowledge the CBMS methodology, instruments for data collection, data processing, poverty mapping, and database management, and corresponding training modules developed by the CBMS Network Team in all future documents, reports, training program and publications that will be prepared or developed based on one or any of the aforementioned tools.
10. Coordinate with the CBMS Network Team, all intended/future modifications to be done on the standard CBMS instruments, manuals, training modules and softwares developed/customized, and provided by the CBMS Network Team.
11. Document all future modifications to be done in the standard CBMS instruments, manuals, training modules and softwares. A copy of this documentation shall be provided to the CBMS Network Team.
12. Acknowledge CBMS as source of data for all reports, documents and modules where CBMS data will be used.
13. Update and maintain the DILG national repository of all CBMS data collected and to make the data available online as part of the DILG CBMS database.
14. Facilitate the dissemination of project findings to policymakers, legislators, executive agencies and other interest groups, and
15. Secure written consent from the CBMS Network Team regarding use of the standard CBMS data collection, data processing software, manuals and related CBMS training modules for other purposes, modification or distribution of the said instruments and materials to a third party.

c. The DILG-RO shall:

1. Advocate for the adoption of the CBMS methodology and instruments by all LGUs in the regions.
2. Assign Regional and Provincial CBMS Focal persons who will coordinate the CBMS implementations in the LGUs as well as assign Regional and Provincial CBMS Trainers who will conduct the CBMS trainings for LGUs in coordination with the DILG-BLGD and/or CBMS Network Team and ensure completion of trainings and activities as scheduled.
3. Monitor the progress of the implementation of CBMS activities in the Province of Guimaras and consolidate the validated CBMS data at the regional level. As far as practicable maintain and update the CBMS database regularly using the CBMS processing system.



4. Spearhead logistical preparations for the conduct of training workshops for CBMS trainers for the Province of Guimaras.
  5. Ensure that separate computer hardware/laptops are provided for presentation and use of the regional CBMS trainers.
  6. Coordinate with the Provincial Government of Guimaras and the LGUs regarding compliance to ensure that LGUs hardware components are capable of hosting the system/software (CBMS Scan, CBMS Portal, QGIS and Statsim) and anti-virus system installed in their computer hardwares and ready for testing anytime.
  7. Document all future modifications to be done in the standard CBMS instruments, manuals, training modules, and soft wares. A copy of this documentation shall be provided by the DILG-BLGD and CBMS Network Team.
  8. Ensure that the application of the CBMS methodology and instruments shall be sustained by capacitating in-house technical officers in the regional and provincial offices.
  9. Update every six (6) months and maintain the regional DILG repository of all CBMS data collected in the region and to make the data available online as part of the regional CBMS database.
  10. Ensure confidentiality of household/individual level information contained in CBMS regional database.
  11. Facilitate the gathering of CBMS data from the LGUs within their jurisdiction to be submitted to CBMS Network Team thru the DILG-BLGD for updating of the national repository database before the updating of the regional database every six (6) months.
  12. Ensure the participation of DILG Provincial Focal Persons and MLGOOs in all modular trainings and
  13. Upon request of DILG-BLGD, allow the Regional CBMS accredited trainers to extend necessary technical assistance to LGUs outside the region in collaboration with other Regional Offices who might need assistance in the conduct of CBMS activities.
  14. Secure written consent from the CBMS Network Team, and furnish copy thereof to DILG-BLGD regarding use of the standard CBMSA data collection, data processing software, manuals and related CBMS training modules for other purposes, modifications or distribution of the said instruments and materials to a third party.
- d. The Provincial Government of Guimaras through its PPDO shall:
1. Spearhead the logistical arrangements for the conduct of corresponding CBMS-related meetings and training workshops in the province.
  2. Organize members of a Technical Working Group (preferably Department Head) that will oversee the progress of the implementation of the CBMS and shall strictly follow the timelines set forth to ensure the reliability and validity of the data.

3. Assign at least two (2) permanent or regular counterpart personnel from its CBMS Technical Working Group led by the PPDO who will be trained for the various components of CBMS work and in turn will be tapped as lead trainers/resource persons for succeeding CBMS workshops on data collection and processing in succeeding CBMS training workshops for enumeration and data processors at the province. The same group of trained personnel shall act as lead CBMS monitors who will directly oversee the progress of implementation of CBMS activities in the province, consolidate the validated CBMS data and maintain and update the CBMS data regularly at the provincial level.
4. Provide technical guidance to the LGUs in the province in their implementation of CBMS.
5. Allocate an amount of One Million One Hundred Seventy Four Thousand Two Hundred Ninety Pesos (P1,174,290.00) to be managed by the Provincial Government of Guimaras through its PPDO which shall form part of the CBMS-Guimaras fund (detailed breakdown attached as Appendix A).
6. Provide a counterpart budget from the CBMS fund specified in item (5) for the municipalities (details also shown in Appendix A).
7. Ensure that LGUs hardware components are capable of hosting the system/software (CBMS Scan, CBMS Portal, QGIS and Statsim) and anti-virus system installed in their computer hardwares and ready for testing anytime.
8. Share with the DILG, the CBMS Network and National Anti-Poverty Commission (NAPC) the CBMS data collected in the barangays as part of the CBMS Network's efforts to develop a repository of CBMS data at the national level and to make the data available online as part of the CBMS database. The provincial, municipal, city and barangay aggregates of these CBMS data will be made available online by the CBMS Team and NAPC.
9. Provide the CBMS Network Team thru the DILG-RO and the DILG-BLGD with full and complimentary access to its complete CBMS census data as part of the agreement on the LGUs adoption and use of the CBMS computerized data processing and poverty mapping system and modules shared to them by the CBMS Network Team at no cost/charges. This is deemed necessary for further development of the CBMS modules and its applications for poverty monitoring and analysis by the CBMS Network Team, and also as part of the development and maintenance of the CBMS national repository being undertaken by the CBMS Network Team.
10. Agree to the publication by the CBMS Network Team of the aggregated CBMS data of the LGUs.
11. Facilitate the processing and consolidation of CBMS data at the provincial level.
12. Facilitate the validation of the results of the survey in all LGUs in the province.



13. Facilitate the integration of CBMS survey results in actual planning, targeting and programming, project proposal packaging, impact monitoring and other activities in the province.
14. Facilitate the documentation of CBMS findings and recommendations including lessons learned, best practices and recommendations and submit to BLGD.
15. Facilitate the dissemination of research findings and recommendations to policymakers, planners and other interest groups to serve as basis for plan formulation, program design and impact monitoring.
16. Acknowledge the CBMS methodology, instruments for data collection, data processing, poverty mapping, and database management, and corresponding training modules developed by the CBMS Network in all future documents, reports, training program and publications that will be prepared or developed based on one or any of the aforementioned tools.
17. Coordinate with the CBMS Network Team thru the DILG-RO and DILG-BLGD all intended/future modifications to be done on the standard CBMS instruments, manuals, training modules and software developed/customized, and provided by the CBMS Network Team.
18. Secure written consent from the CBMS Network Team thru the DILG-RO and the DILG-BLGD regarding modification of the CBMS data processing system or distribution of the data processing system to its partner or to a third party.
19. Secure written consent from the CBMS Network Team thru the DILG-RO and the DILG-BLGD regarding use of the CBMS data processing software for other purposes.
20. Document all future modifications to be done in the standard CBMS instruments, manuals, training modules, and softwares and provide a copy of this documentation by the LGUs to the CBMS Network Team.
21. Acknowledge CBMS as source of data for all reports, documents and modules where CBMS data will be used.
22. Ensure that CBMS data are updated every three (3) years and the results are used as inputs to local planning and
23. Ensure confidentiality of household/individual level information contained in CBMS database.

e. The LGUs through their respective MPDOs shall:

1. Spearhead the logistical arrangements for the conduct of corresponding CBMS-related meetings and training workshops in their respective municipalities.
2. Organize members of a Technical Working Group (preferably Department Heads) that will oversee the progress of the implementation of the CBMS and shall strictly follow the timelines set forth to ensure the reliability and validity of the data.

3. Assign at least two (2) permanent or regular counterpart personnel from its CBMS Technical Working Group led by the MPDO who will be trained for the various components of CBMS work and in turn will be tapped as lead trainers/resource persons for succeeding CBMS workshops on data collection and processing in succeeding CBMS training workshops for enumerations and data processors at the municipality. The same group of trained personnel shall act as lead CBMS monitors who will directly oversee the progress of implementation of CBMS activities in the municipality/city, consolidate the validated CBMS data and maintain and update the CBMS data regularly at the municipal level.
4. Allocate an amount to fund such the wages and other incidental expenses of the enumerators, and transportation allowance of field editors/supervisors during their participation in trainings, the conduct of field surveys and data validation, and in rendering assistance during barangay development planning utilizing CBMS data, and other necessary expenses, to be managed by the respective LGUs through their MPDOs which shall form part of the CBMS-LGU fund (detailed breakdown also shown in Appendix A).
5. Ensure the LGUs hardware components are capable of hosting the system/software (CBMS Scan, CBMS Portal, QGIS and StatSim) and anti-virus system installed in their computer hardwares and ready for testing anytime.
6. Share with the PPDO, DILG, the CBMS Network Team and the National Anti-Poverty Commission (NAPC) the CBMS data collected in the barangays as part of the CBMS Network's efforts to develop a repository of CBMS data at the national level and to make the data available online as part of the CBMS database, CBMS data shared to the PPDO, on the other hand, shall be used as basis for the preparation of development plans and profiles, program design and impact monitoring at the provincial level.
7. Provide the CBMS Network Team thru the DILG-RO and the DILG-BLGD with full and complimentary access to its complete CBMS census data as part of the agreement on the LGUs adoption and use of the CBMS computerized data processing and poverty mapping system and modules shared to them by the CBMS Network Team at no cost/charges. (This is deemed necessary for further development of the CBMS modules and its applications for poverty monitoring and analysis by the CBMS Network Team, and also as part of the development and maintenance of the CBMS national repository being undertaken by the CBMS Network Team).
8. Agree to the publication by the CBMS Network Team of the aggregated CBMS data of the LGUs.
9. Facilitate the processing and consolidation of CBMS data at the municipal level.
10. Facilitate the validation of the results of the survey in all LGUs in their respective municipalities.
11. Facilitate the integration of CBMS survey results in actual planning, targeting and programming, project proposal packaging, impact monitoring and other activities in their respective municipalities.

12. Facilitate the documentation of CBMS findings and recommendations, including lessons learned, best practices and recommendations and submit to DILG-BLGD and the Provincial Government of Guimaras.
13. Facilitate the dissemination of research findings and recommendations to policymakers, planners and other interest groups to serve as basis for plan formulation, program design and impact monitoring.
14. Acknowledge the CBMS methodology, instruments for data collection, data processing, poverty mapping, and database management, and corresponding training modules developed by the CBMS Network Team in all future documents, reports, training program and publications that will be prepared or developed based on one or any of the aforementioned tools.
15. Coordinate with the CBMS Network Team thru the DILG-RO and the DILG-BLGD all intended/future modifications to be done on the standard CBMS instruments, manuals, training modules and software developed/customized, and provided by the CBMS Network Team.
16. Secure written consent from the CBMS Network Team, thru the DILG-RO and the DILG-BLGD, regarding modification of the CBMS data processing system or distribution of the data processing system to its partner or to a third party.
17. Secure written consent from the CBMS Network Team thru the DILG-RO and the DILG-BLGD regarding use of the CBMS data processing software for other purposes.
18. Document all future modifications to be done in the standard CBMS instruments, manuals, training modules and softwares and provide a copy of this documentation to the CBMS Network Team and the Provincial Government of Guimaras.
19. Acknowledge CBMS as source of data for all reports, documents and modules where CBMS data will be used.
20. Ensure that CBMS data are updated every three (3) years and the results are used as inputs to local planning.
21. Ensure confidentiality of household/individual level information contained in CBMS database, and
22. Secure written consent from the CBMS Network Team regarding use of the standard CBMS data collection, data processing software, manuals and related CBMS training modules for other purposes, modifications or distribution of the said instruments and materials to a third party.

### **Section 3. Timelines**

CBMS trainings adoption and implementation must be completed within eight (8) months to ensure reliability, accuracy, validity and consistency of data. Below are the activities:

1. Orientation meetings between and among CBMS Network Team, BLGD-DILG, DILG-RO, Provincial Government of Guimaras and Technical Working Group of the implementing LGUs.



2. Consultation meetings at the provincial, municipal and barangay levels.
3. Adoption of CBMS by the Sangguniang Panlalawigan/Bayan through SB/SP Resolution and formulation of the Work Action Plan by the LGUs concerned.
4. Forging of Memorandum of Agreements (MOAs).
5. CBMS Accelerated Poverty Profiling (APP) Module 1: Data Collection (using tablets) = 5 days  
1<sup>st</sup> day allotted only to TWG for discussion of CBMS Portal, BPQ and preparatory tasks for CBMS Scan 2<sup>nd</sup> to 5<sup>th</sup> day are training on concepts and definitions on HPQ and on CBMS scan using Android gadgets.

♦Participants: At most 50 participants in the Training of Trainers (5 days) composed of:

- MPDC and staff
- Coordinators: Members of the TWG who are regular staff and/or under contract with the LGU for the duration of the project
- Field editors at the municipal or barangay levels identified to do editing of collected information to be submitted to the supervisor
- Data Enumerators at the municipal or barangay levels identified to do data collection

♦Requirements for the training: MOA has been signed by all parties concerned.

6. Data collection/Field Survey Operation.
7. CBMS Accelerated Poverty Profiling (APP) Module II: Data Processing, Poverty Mapping and Building of CBMS Database=5 days

♦Participants: At most 25 participants from the municipal and barangay composed of the following:

- MPDC and staff
- Coordinators: Members of the TWG who are regular staff and/or under contract with the LGU for the duration of the project who are assigned to oversee data processing
- Data processors assigned who possess permanent status of appointment and have undergone Module I

♦Requirements for the training:

- Data collection using CBMS Scan and Portal had already started and data had been generated for at least 1 barangay
- Provision of available GIS files including road network, municipal/city and barangay boundaries, location of available infrastructure, purok boundaries (if applicable), etc. to the CBMS Network Team for preparation of spatialite files
- Request for software must be coordinated with the DILG-BLGD thru DILG-RO at least 2 weeks before the scheduled training for installer preparation.

8. Processing and consolidation of CBMS results.
9. Generation of poverty maps.
10. Building of computerized CBMS Database.
11. Conduct of data validation workshop to present and discuss consolidated CBMS results

- Validation should be scheduled for each barangay after its data had been fully encoded, digitized and processed.
12. Documentation of findings, recommendations and agreements in the validation workshops.
  13. Updating of the CBMS database to incorporate validated data.
  14. Use of CBMS data as inputs to preparation of development and investment plans, project proposals, implementation and monitoring.
  15. CBMS Accelerated Poverty Profiling (APP) Module III: Plan Formulation=CBMS-Based Barangay Planning and Budgeting Module=4 days.
    - ♦ Participants: At most 50 participants from the municipal composed of the following:
      - MPDC and staff
      - Members of the TWG who are i) regular staff and/or under contract with the LGU for the duration of the project; ii) in-charge of consolidating barangay development plans and in preparing their municipal development plan and, iii) capable and willing to train members of the Sangguniang Barangay or Barangay Development Council in preparing their socio-economic profiles and development plans
      - For TOT: include at least 3 participants per barangay which shall be composed of the following i) barangay chairman, ii) one member of the Sangguniang Barangay chosen by the majority of its members and, iii) one member of the PO/NGO sector in the barangay
    - ♦ Requirements for the training:
      - Data for all barangays have been fully encoded, processed and validated by the community
      - CBMS indicator tables and poverty maps and other important data had been prepared.
  16. Training Workshops 4: Integrating CBMS into the CDP=4 days
    - ♦ Participants: At least 3 participants from the municipality composed of the following:
      - MPDC and staff
      - Members of the TWG who are i) regular staff and/or under contract with the LGU for the duration of the project, ii) in charge of consolidating barangay development plans and in preparing their municipal development plan
    - ♦ Requirements for the training:
      - Data for all barangays have been fully encoded, processed and validated by the community.
      - CBMS indicator tables and poverty maps and other important data had been prepared.
  17. Dissemination of CBMS findings and recommendations to local policymakers and program implementers.
  18. Submission of CBMS database to the CBMS Network Team, NAPC and DILG-BLGD for the building of the CBMS National Repository.
  19. Documentation/evaluation of implementation of CBMS.
  20. Planning for next phase of implementation.

Details of the schedule are reflected in the attached Appendix A.


**Section 4. Effectivity**

This agreement shall take effect upon signing by the representatives of the Parties hereto and shall be in force until all requirements of the program has been completed unless revoked by mutual consent of the Parties prior to that date.

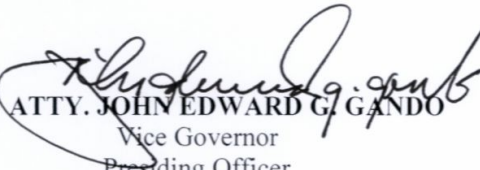
RESOLVED FURTHER, to send a copy of this resolution to the Department of Interior and Local Government (DILG), five municipalities of the Province of Guimaras, CBMS Network Team and all others concerned for information.

ADOPTED. August 9, 2016.

I hereby certify that the foregoing is a true and accurate copy of the resolution which was duly adopted by the 8<sup>th</sup> Sangguniang Panlalawigan of the Province of Guimaras during its regular session held on August 9, 2016.

  
**LORENA MINIERVA-ITUCAS**  
Secretary to the Sangguniang Panlalawigan

Attested:

  
**ATTY. JOHN EDWARD G. GANDO**  
Vice Governor  
Presiding Officer

Approved:

  
**SAMUEL T. GUMARIN, MD, MPH**  
Governor