

**Local Shelter Plan Formulation
PROCEDURES MANUAL**

PROCEDURES MANUAL

REVISION HISTORY

DATE OF ISSUE	DOC CHANGE NOTICE NO.	CHANGE DESCRIPTION	EFF. DATE	ORIGINATOR	DEPARTMENT
4 April 2016	0				



CONTROLLED COPY

Print Name Signature _____

UN-CONTROLLED
COPY

Print Name: Signature

Date _____

	NAME/POSITION	SIGNATURE	DATE
PREPARED	MARIE ANTONETTE MCSTAY Project Development Officer IV		APRIL 3, 2016
REVIEWED AND APPROVED	MYLENE A. RIVERA Director, Regional Operations Group		APRIL 4, 2016





INTRODUCTION

Under the Local Government Code of 1991 (Republic Act 7160) and the Urban Development and Housing Act of 1992 (Republic Act 7279), Local Government Units (LGUs) are empowered as the principal actor in addressing shelter needs. One of the major programs of the Housing and Urban Development Coordinating Council (HUDCC) is the conduct of capacity building for local government units (LGUs) on the preparation of the Local Shelter Plan which will enable the LGUs to effectively implement their mandate on shelter development.

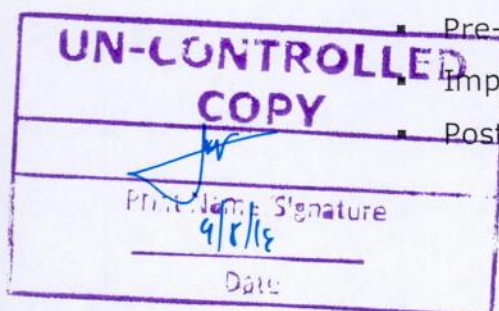
The Local Shelter Plan (LSP) is a document which is comprised of an analysis of the current local housing situation, the available resources for the LGU vis-à-vis the resource requirements and the corresponding shelter strategies and implementation plan to address the housing needs identified.


HUDCC prepared this **Procedures Manual on Local Shelter Plan Formulation** for the use of HUDCC trainers and training facilitators that conduct Local Shelter Plan Formulation (LSPF) Orientation, Training Workshop and Writeshop for Local Government Units, as well as other HUDCC personnel that provide administrative and logistical support for the LSPF activities. The manual outlines the requirements and processes from the identification of target LGUs for capacity building, the preparations needed prior to the conduct of the training, the prescribed process for the actual conduct of LSPF Orientation, Training Workshop and Writeshop, up to the data and documentary requirements from trainers and facilitators after the completion of each LSPF activities.

The discussion in the manual is divided into three (3) parts:

(1) LSPF Training Workshop

- Pre-implementation
- Implementation
- Post-implementation



	HOUSING AND URBAN DEVELOPMENT COORDINATING COUNCIL		Section No.	1.0
			Page No. :	2 of 3
	PROCEDURES MANUAL		Revision No.:	0
			Effectivity :	APR 04 2016

(2) LSPF Writeshop

- Pre-implementation
- Implementation
- Post-implementation

(3) Administrative and Logistical Processes

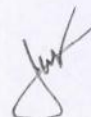
The manual aims to standardize the requirements and processes in the conduct of LSPF activities to ensure timely, efficient and quality service and output. With the preparation of this manual, current and future Administrative Staff (Secretariat), Operating Group Head/Regional Coordinators/Technical Staff (Trainers and Facilitators) will have a guide that can be used as reference for activities in the formulation of Local Shelter Plan.

MODE OF SERVICE REALIZATION

One of the limiting factors in the provision of technical assistance to LGUs in the formulation of Local Shelter Plans is the funding requirement for the LSPF activities. In order to accomplish the HUDCC target as stated in HUDCC Quality Plan on Core Process, the following strategies were identified:

1. Full Funding Support from HUDCC;
2. Cost Sharing between HUDCC and LGU or partner agency/ organization;
and
3. Full funding support from partner agency/organization.

UN-CONTROLLED COPY
 First Name Signature
Date 4/5/16





APPLICATION OF THE PROCEDURES MANUAL

1. In case LSP activity has full funding support from HUDCC and/or cost-sharing between HUDCC and LGUs, all steps/procedures in the Pre-Implementation, Implementation and Post-implementation stage will apply;
2. In case of full funding by partner agency/organization, only the procedures listed in the table below will apply.

STAGES	ACTIVITY/ PROCEDURES	PREPARATION, PROCESSING AND APPROVAL
LSPF TRAINING WORKSHOP		
Pre-Implementation Stage	Once HUDCC received invitation letter from partner agency, the following procedural steps shall be followed:	
	Procedure No. 4	Procedures Details No. 4.1, 4.2 and 4.3
	Procedure No. 5	
	Procedure No. 6	
	Procedure No. 7	Procedure Details No. 7.2
	Procedure No. 9	Procedure Details No. 9.2, 9.3 and 9.5
Implementation Stage	Procedure No. 10	Procedure Details No. 10.2
	Procedure No. 1-15	All Procedure Details shall be followed, Procedure Details No. 1-15
Post-Implementation Stage	Procedure No. 1-6	All Procedure Details shall be followed, except Procedure No. 1.1
LSPF WRITESHOP		
Pre-Implementation Stage	Procedure No. 4	Procedures No. 4.1 and 4.2 and 4.3
	Procedure No. 10	Procedure Detail No. 10.2
Implementation Stage	Procedure No. 1-20	All Procedure Details shall be followed, Procedure Details No. 1-20
Post-Implementation Stage	Procedure No. 1-7	All Procedure Details shall be followed, except Procedure Detail No. 1.1

**UN-CONTROLLED
COPY**

Print Name: Signature

4/1/14

Date:

LOCAL SHELTER PLAN FORMULATION TRAINING WORKSHOP

**UN-CONTROLLED
COPY**

Print Name: Signature

Date

8



HOUSING AND URBAN DEVELOPMENT
COORDINATING COUNCIL

PROCEDURES MANUAL

Section No. 2.0

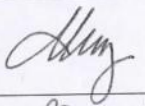
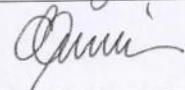
Page No. : 1 of 10

Revision No.: 0

Effectivity : APR 04 2016

REVISION HISTORY

DATE OF ISSUE	DOC CHANGE NOTICE NO.	CHANGE DESCRIPTION	EFF. DATE	ORIGINATOR	DEPARTMENT
4 April 2016	0				


	NAME/POSITION	SIGNATURE	DATE
PREPARED	MARIE ANTONETTE MCSTAY Project Development Officer IV		APRIL 3, 2016
	MYLENE A. RIVERA Director, Regional Operations Group		APRIL 4, 2016

UN-CONTROLLED
REVIEWED AND
APPROVED
COPY

Print Name: Signature

4/8/16

Date

	HOUSING AND URBAN DEVELOPMENT COORDINATING COUNCIL	Section No.	2.0
		Page No. :	2 of 10
		Revision No.:	0
	PROCEDURES MANUAL	Effectivity :	APR 04 2016

1. TITLE:	LOCAL SHELTER PLAN FORMULATION TRAINING WORKSHOP - PRE-IMPLEMENTATION STAGE
2. OBJECTIVE:	To ensure timely and efficient preparation for the conduct of LSPF Training Workshop.
3. SCOPE:	From identification of target LGUs to the preparation and approval of administrative and logistical requirements for the LSPF Training Workshop.

4. DEFINITION OF TERMS:

Group Head- the Director of the Operating Group undertaking the Local Shelter Planning Formulation activities.

Highly Urbanized Cities (HUCs) - Cities with a minimum population of two hundred thousand (200,000) inhabitants, as certified by the Philippine Statistics Authority, and with annual income of at least Fifty Million Pesos (P50,000,000.00) based on 1991 constant prices, as certified by the city treasurer.

Key Shelter Agencies (KSAs) - the national housing agencies under HUDCC's oversight, namely, the National Housing Authority (NHA), Housing and Land Use Regulatory Board (HLURB), Social Housing Finance Corporation (SHFC), Home Development Mutual Fund (HDMF), National Home Mortgage Finance Corporation (NHMFC) and the Home Guaranty Corporation (HGC).

Local Government Unit-Technical Working Group (LGU-TWG) - the LGU officials/representatives who will be trained in the formulation of the LSP, which are generally composed of the following officials: City/Municipal Planning and Development Officer (MPDO), City/Municipal Assessor, City/Municipal Engineer, City/Municipal Social Welfare Development Officer, City/Municipal Housing Officer, City/Municipal Disaster Risk Reduction and Management Officer, City/Municipal Council or who heads the Committee on Housing and Land Use, and the Mayor or his representative.

Local Shelter Plan-a document which comprises an analysis of the current local housing situation (i.e., the identification of housing problems, upgrading and future housing needs, household's affordability and local resources such as land, basic services and finance), the available resources vis-à-vis resource requirements and corresponding shelter strategies and implementation plan to address the housing needs identified.

Local Shelter Plan Formulation (LSPF) - the process of formulating and writing the Local Shelter Plan, which includes the following activities: 1) LSPF Orientation 2) Training Workshop 3) Writeshop.

Local Shelter Plan (LSP) Orientation - the preparatory activity conducted by HUDCC at least a month prior to the LSP Workshop with the aim of informing the target LGUs about the importance of preparing a Local Shelter

UN-CONTROLLED

COPY

Print Name Signature

Date

[Handwritten signature]



Plan, the list of data required for the workshop and the technical assistance provided by HUDCC in the formulation of the LSP. During the LSP Orientation, HUDCC also provides the LGU a brief orientation about the housing programs of HUDCC and its Key Shelter Agencies.

Local Shelter Plan (LSP) Training Workshop– activity where the LGUs are given hands-on training in the formulation of a Local Shelter Plan. At the end of the LSP Workshop, the LGUs are expected to complete the LSP Worksheets and Executive Summary which is considered as the 1st Draft of the LSP.

Regional Coordinator - the personnel officially designated by the HUDCC Secretary General or HUDCC Chairman to head the concerned HUDCC Regional Office.

River Basin –awatershed with land area greater than 1,000 square kilometers. The Philippines has 412 principal river basins in 119 proclaimed watersheds. Of the 412 principal basins in the Philippines, 20 are considered major river basins.

Partner Agency/Organization – refers to government agency or organization which may provide full funding or cost sharing for the implementation of the activity.


5. PROCEDURES SUMMARY:

RESPONSIBILITY	ACTIVITY	INTERFACE
Operating Group Head (OGH) Regional Coordinator (RC)	1. Identify target LGUs	List of target LGUs
Staff Assigned OGH RC	2. Send invitation letters for LSPF Orientation	Invitation Letters for LSPF Orientation, Program
Staff Assigned RC	3. Follow up and coordinate schedule of LSP Orientation	Letter from the Provincial Government
Staff Assigned RC OGH Authorized Signatories	4. Prepare and approve administrative and logistical requirements for LSP Orientation 4.1 manpower 4.2 transportation 4.3 supplies and materials 4.4 food and venue	Travel Order (TO)/Itinerary of Travel (IT), Vehicle Reservation Slip (VRS), Purchase Request (PR), Purchase Order (PO), Request for Prior to Entertain (RPAE), Request for Cash Advance (CA), Special Disbursing Office (SDO)

**UN-CONTROLLED
COPY**

Print Name Signature

Date

	HOUSING AND URBAN DEVELOPMENT COORDINATING COUNCIL	Section No.	2.0
		Page No. :	4 of 10
		Revision No.:	0
	PROCEDURES MANUAL	Effectivity :	APR 04 2016

Staff Assigned RC	5. Conduct LSP Orientation	Presentation Materials, Data Requirements/ Initial Worksheets, Program, Attendance Sheet
Staff Assigned RC	6. Follow-up the Data Requirements for LSP Training Workshop	Status of LGU submission of data requirements
Staff Assigned Group Head Regional Coordinator	7. Send Invitation Letters to LGU and KSAs for the LSP Training Workshop	Invitation Letters Workshop Program Confirmation Slip
Staff Assigned Regional Coordinator	8. Coordinate and Confirm LSP Training Workshop Schedule and Participants	Confirmation Slip List of Confirmed Participants
Staff Assigned Regional Coordinator Group Head Authorized Signatories	9. Prepare and Approve Administrative and Logistical Requirements for LSP Training Workshop 9.1 training proposal 9.2 manpower 9.3 transportation 9.4 food, venue and accommodation 9.5 supplies and materials	Training Proposal, TO/IT, VRS, PR, PO, RPAE, Request for CA, SDO, Abstract of Canvass, 3 Quotations, Contract, Legal Certification
Staff Assigned Regional Coordinator	10. Prepare workshop materials and finalize arrangements on the venue	Workshop Kit

PROCEDURE DETAILS:

1. Identify Target LGUs. In identifying the target LGUs for capacity building on LSP Formulation, the OGH/RC takes into consideration and gives priority to the following: (1) Urban and Urbanizing LGUs or cities, 1st and 2nd class municipalities; (2) LGUs covered by the Major River Basins (MRBs) and Principal River Basins (PRBs); and (3) LGUs within the 30 provinces exposed to multi-hazards. The LGUs that do not fall into any of these three (3) criteria may still be included in the LSP Workshop schedule upon request of the LGU and/or partner agency/organization.

2. Send Invitation Letters to Provincial Government and Target LGUs for the LSP Orientation. As courtesy, coordination with the concerned Provincial Government shall be made prior to coordination with the cities/municipalities regarding the conduct of LSPF activities. The Provincial Planning and Development Office (PPDO), the League of Municipalities, and the League of Planners can be valuable partners in the conduct of the LSPF activities, particularly in ensuring the participation of key LGU officials. In the event that the concerned Provincial Government is not supportive of the proposed orientation and training, coordination/invitation may be made through the League of Cities/Municipalities or the League of Planners or directly with the concerned LGUs.

UN-CONTROLLED
COPY

[Handwritten signature]



The invitation letters (to be signed by the Group Head or the Regional Coordinator) shall follow the prescribed format and indicate the coverage of the technical assistance provided by HUDCC, proposed date and venue of the LSP Orientation, required LGU participants, workshop program and confirmation slip forms.

3. Follow-up Schedule of LSP Orientation. The staff assigned shall then follow up with the province and LGUs concerned on the schedule of the LSP Orientation through phone and/or email. The PPDO may provide assistance in sending out invitations and in confirming the attendance of the LGUs.

4. Prepare and Approve Administrative and Logistical Requirements for the LSP Orientation. Once the date of the LSP Orientation is confirmed, the staff assigned shall prepare the necessary documents for the approval of the travel, if applicable, and the resources required for the activity.

4.1 Manpower

The staff assigned shall prepare:

- Official Business Slip (If the travel/activity is within Metro Manila for Operating Groups in the Central Office and within the city address of the Regional Operating Groups);
- Travel Order (TO) and Itinerary of Travel (IT) (If the travel/activity is outside Metro Manila for Operating Groups in the Central Office and outside the city address of the Regional Operating Groups).

The same shall be submitted to the Office of the Secretary General at least five (5) working days prior to the activity. In case airfare or cash advance is needed for the travel, the TO and IT should be submitted to the Group Head at least fifteen (15) working days prior to the activity.

4.2 Transportation

The staff assigned shall prepare/coordinate the following:

- If travel is by air (plane), request booking/purchase of plane ticket. Attach signed TO and IT;
- If travel is by land (service vehicle), concerned Group in the Central Office staff shall provide copy of signed TO and IT to the General Services Division (GSD) and request vehicle, driver assignment and gasoline slip. Regional Operating Groups shall prepare Purchase Request (PR) and Purchase Order (PO) and use petty cash fund for gasoline purchase. The Central Office staff may request cash advance for toll fees.
- If travel is by sea (boat and service vehicle), concerned Group in the Central Office staff shall provide copy of signed TO and IT to GSD and request vehicle, driver assignment and gasoline slip. Central Office staff may request cash advance for toll fees, boat fare and vehicle freight by providing original signed TO and IT to AFKMG. Regional Operating Groups shall prepare Purchase Request (PR) and Purchase Order (PO) and use petty cash fund for gasoline purchase, boat fare and vehicle freight.

UN-CONTROLLED
COPY

First Name Signature

4/5/14



4.3 Supplies and Materials

The staff shall prepare the materials needed for the orientation such as: laptop, projector, presentation materials, list of data requirements and initial worksheets, program and attendance sheet.

4.4 Food and Venue

The staff will coordinate with the Provincial Government on the venue and equipment to be used during the orientation especially if the venue of the LSP orientation is at the Provincial Capitol. The staff shall prepare requests for Cash Advance, Office Order as Special Disbursing Officer, Prior Authority to Entertain, and Purchase Request if HUDCC will cover expenses for meals of participants. Attach proposed attendees, invitation letters and program.

5. Conduct LSP Orientation. In the conduct of the LSP Orientation, the Operating Group Head/Regional Coordinator and staff concerned shall follow this program:

1. Opening Program

- Invocation
- PambansangAwit
- Welcome Remarks

2. Overview of HUDCC and Policy Environment

3. Overview of the LSP Orientation

- Objectives
- Definition of Terms
- Overview of LSP Formulation Process (LSP Workshop/Writeshop)

4. Orientation on KSA Programs and Data Requirements

- Overview of the Data Required for LSP Formulation

5. Assessment of Available Data of Participating LGUs

6. Agreements on Submission of Data, Indicative Schedule of LSP Workshop, and Assignment of LGU Focal Person/LGU Technical Working Group

7. Closing Remarks

6. Follow-up Data Requirements for the LSP Training Workshop. Based on the agreement with the LGU Technical Working Groups (LGU-TWG) during the LSP Orientation, the staff assigned will follow up with the LGU focal persons (thru partner agency/organization in case of training partnerships) on the submission of data requirements for the LSP workshop through phone/email. Ideally, one to two (1-2) months can be allotted for the LGUs to prepare their data requirements. LGUs which have prepared sufficient data requirements can be scheduled for LSP Training Workshop. A minimum of six (6) to a maximum of twelve (12) LGUs per training shall be organized for the LSP workshop to ensure conducive learning environment.

UN-CONTROLLED COPY

7. Send Invitation Letters to the LGUs and KSAs for the LSP Training Workshop. The staff shall coordinate with the Provincial Government and target LGUs or partner agency/organization to finalize the schedule of the LSP Training Workshop.



7.1 The staff assigned shall prepare and send invitation letters to the concerned Provincial Government and LGUs or coordinate with partner agency/organization regarding the preparation and sending out of invitation letters. The invitation letters shall follow the prescribed format and include the Program of Activities and confirmation slip.

7.2 The staff assigned shall also prepare invitation letters and coordinate with the Key Shelter Agencies (KSAs) namely, the National Housing Authority (NHA), Social Housing Finance Corporation (SHFC), Home Development Mutual Fund (HDMF), and the Housing and Land Use Regulatory Board (HLURB), to request resource speakers to present their housing programs.

8. Coordinate and Confirm LSP Workshop Schedule and Participants.

The staff assigned shall follow up and confirm with the concerned LGU focal persons, identified during the LSP Orientation, the names of participants to the LSP Workshop. LGUs should be requested to return the signed confirmation slip.

9. Prepare and Approve Administrative and Logistical Requirements for the LSP Workshop. The staff assigned and the OGH/RC shall prepare the necessary documents for the approval of the activity by the management.

Preparation of Documents

9.1 Training Proposal

- Training Proposal, which indicates the LGUs that will participate, estimated number of participants, schedule and number of days of training, program, cost of food and accommodation per participant, venue, and resource persons requested, if any.
- Copy of invitation letter to participants and KSAs.

9.2 Manpower

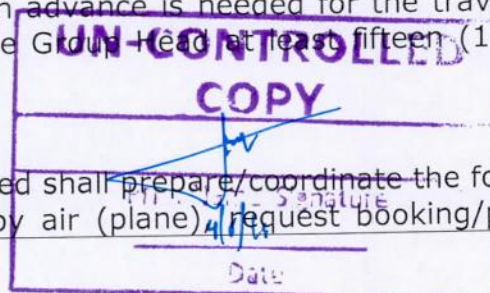
- Official Business Slip (If the travel/activity is within Metro Manila for Operating Groups in the Central Office and within the city address of the Regional Operating Groups);
- Travel Order and Itinerary of Travel (If the travel/activity is outside Metro Manila for Operating Groups in the Central Office and outside the city address of the Regional Operating Groups).

For HUDCC staff providing technical assistance as trainer and facilitator to partner agency/organization, OB or TO/IT shall be submitted to the Office of the Secretary General at least five (5) working days prior to the activity. In case airfare or cash advance is needed for the travel, the TO and IT should be submitted to the Group Head at least fifteen (15) working days prior to the activity.

9.3 Transportation

The staff assigned shall prepare/coordinate the following:

- If travel is by air (plane), request booking/purchase of plane ticket.





Attach signed TO and IT;

- b. If travel is by land (service vehicle), concerned Group in the Central Office staff shall provide copy of signed TO and IT to GSD and request vehicle, driver assignment and gasoline slip. Regional Operating Groups shall prepare Purchase Request (PR) and Purchase Order (PO) and use petty cash fund for gasoline purchase. The Central Office staff may request cash advance for toll fees.
- c. If travel is by sea (boat and or/service vehicle), concerned Group in the Central Office staff shall provide copy of signed TO and IT to GSD and request vehicle, driver assignment and gasoline slip. The Central Office staff may request cash advance for toll fees, boat fare and vehicle freight by providing original signed TO and IT to Admin. Regional Operating Groups shall prepare Purchase Request (PR) and Purchase Order (PO) and use petty cash fund for gasoline purchase, boat fare and vehicle freight.

9.4 Food, Venue and Accommodation

- a. Request for Prior Authority to Entertain
- b. Purchase Request
- c. Canvass/Quotations from three (3) suppliers
- d. Abstract of Canvass
- e. Contract with Certification from Legal Services and External Affairs Group (LSEAG)
- f. Initial List of Confirmed Participants

9.5 Supplies and Materials

Regional Operating Groups shall prepare the following documents for bulk purchase of supplies and materials needed for the target activities for the year. Additional purchase may be undertaken as deemed necessary.

- a. Purchase Request
- b. Purchase Order
- c. Canvass/Quotations from three (3) Suppliers
- d. Abstract of Canvass

Operating Groups in the Central Office will also prepare above documents to purchase supplies and materials not available in the office.

Processing of documents

9.6 The training proposal; Purchase Request and Prior Authority to Entertain for food, venue and accommodation; Purchase Request and Purchase Order for supplies and materials; and Travel Order and/or Official Business Slip for all trainers/facilitators/secretariat/driver shall be submitted to the Regional Operations Group Head for processing and subsequently forwarded to the Secretary General for approval thirty within (30) working days prior to the proposed schedule of the training workshop.

9.7 Once the training proposal was approved within of (5) working days, the Operating Group Head/Regional Coordinator shall advise the Administrative Staff to secure at least three (3) quotations from suppliers

UN-CONTROLLED
COPY

[Handwritten signature]
Date: *[Handwritten date]*

[Handwritten signature]



of food, venue and accommodation as well as for the supplies and materials within seven (7) working days.

9.8 The abstract of canvass together with three quotations; Contract and initial list of confirmed shall be submitted to the ROG Head eighteen (18) working days prior to the proposed activity. The Contract and all documentary requirements shall be submitted by the concerned Central Office staff to the Legal Services Group for evaluation, and if warranted, issue LSEAG within five (5) working days. Then shall be forwarded, together with a Legal Certification, to the Secretary General for approval.

9.9 For Operating Groups in the Central Office, the Operating Group Head shall directly submit required documents to the AFKMG for processing and approval following the prescribe timeline.

Processing of Payments

The staff assigned in the ROG Central Office shall submit all required and approved documents to AFKMG for processing of payment eight (8) working days prior to the activity. The ROG Central Office and Regional Operating Groups/concerned Operating Group shall monitor the processing of check, approval, delivery of goods and ensure release of payment.

9.10 Food, Venue and Accommodation

- a. Contract
- b. Voucher
- c. Certificate of Tax Withheld
- d. Check

9.11 Supplies and Materials

- a. Sales Delivery Receipts or Sales Invoice
- b. Inspection and Acceptance Report
- c. Inventory Custodian Slip
- d. Signed Disbursement Voucher (supplier conforme)
- e. Check

10. Prepare training materials and finalize arrangements on the venue.


10.1 For trainings organized and funded by HUDCC, the staff assigned shall finalize arrangements with the hotel regarding food/menu, set up of venue and accommodation and prepare training materials at least five (5) days before the training. The staff assigned shall prepare the following:

- a. Data on the concerned LGUs from the Philippine Statistics Authority
- b. Workshop Kit (CD/USB containing power point presentations on LSP and KSAs programs, LSP Manual, LSP worksheets, copies of KSAs brochures/flyers, ballpen and pencil) - two (2) sets per LGU
- c. Overhead projector, laptops, printer, camera, DVR (digital voice recorder)
- d. Name tags and LGU name plates
- e. Welcome Banner and Backdrop

**UN-CONTROLLED
COPY**

Print Name Signature

Date

	HOUSING AND URBAN DEVELOPMENT COORDINATING COUNCIL		Section No.	2.0
			Page No. :	10 of 10
			Revision No.:	0
	PROCEDURES MANUAL		Effectivity :	APR 04 2016

- f. UDHA Compliance Form
- g. And other required documents and forms as prescribed in the Document Masterlist.

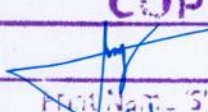

Note: LGUs should be required to bring scientific calculators, laptops and extension cords.

10.2 For trainings organized by partner agency/organization and HUDCC engage as trainer and facilitator, the staff assigned shall prepare the following:

- a. Data on the concerned LGUs from the Philippine Statistics Authority
- b. Workshop Kit (CD/USB containing power point presentations on LSP and KSAs programs, LSP Manual, LSP worksheets, copies of KSAs brochures/flyers, ballpen and pencil) - two (2) sets per LGU;
- c. UDHA Compliance Form; and
- d. Other required documents and forms as prescribed in the Document Masterlist.

References:

Republic Act 9184-Procurement Law
HUDCC Annual Procurement Plan
Project Procurement Management Plan (PPMP)

UN-CONTROLLED COPY	
	
Print Name: Signature	
	
Date	





HOUSING AND URBAN DEVELOPMENT
COORDINATING COUNCIL

PROCEDURES MANUAL

Section No.	3.0
Page No. :	1 of 8
Revision No.:	0
Effectivity :	APR 04 2016

REVISION HISTORY					
DATE OF ISSUE	DOC CHANGE NOTICE NO.	CHANGE DESCRIPTION	EFF. DATE	ORIGINATOR	DEPARTMENT
4 April 2016	0				

	NAME/POSITION	SIGNATURE	DATE
PREPARED	MARIE ANTONETTE MCSTAY Project Development Officer IV		APRIL 3, 2016
REVIEWED AND APPROVED	MYLENE A. RIVERA Director, Regional Operations Group		APRIL 4, 2016





HOUSING AND URBAN DEVELOPMENT
COORDINATING COUNCIL

PROCEDURES MANUAL

Section No. 3.0

Page No. : 2 of 8

Revision No.: 0

Effectivity : APR 04 2010

1. TITLE:	LOCAL SHELTER PLAN FORMULATION TRAINING WORKSHOP-IMPLEMENTATION
2. OBJECTIVE:	To ensure effective and efficient conduct of LSP Training Workshop.
3. SCOPE:	From Opening Activities up to the Closing of the LSP Training Workshop.
4. DEFINITION OF TERMS:	<p>Accumulated Housing Need - the number of dwelling units needed at the beginning of the planning period due to doubled-up households (HHs), dilapidated units and homeless HHs/individuals.</p> <p>Affordability- the potential amount of income that could be made available for housing investment after excluding basic necessities such as food, clothing, education, medical expenses, transportation, income tax and recurrent costs of housing (electricity, water, garbage disposal).</p> <p>Client Satisfaction and Training Evaluation Survey- forms accomplished by the LGU participants to measure their level of approval of the Trainers and activity conducted.</p> <p>Displaced units (relocation need)-housing units located a) in danger areas such as esteros, railroad tracks, garbage dumps, river banks and flood prone areas; b) in areas where government infrastructure projects are to be implemented; c) in areas where there is a court order for eviction and demolition;</p> <p>Doubled-up households- also known as double occupancy and exist when one dwelling unit is shared by two or more households.</p> <p>Future Need - the number of new dwelling units needed to supply the demand of new households formed due to population increase.</p> <p>Household- a social unit consisting of a person or a group of persons who sleep in the same dwelling unit and have common arrangement for the preparation and consumption of food.</p> <p>LSP Training Team-a group composed of HUDCC personnel tasked to conduct training on LSP formulation. It includes a Trainer (presenter of topics per Module), Facilitator (one who assists the LGU during the workshop sessions) and Secretariat (over-all coordinator and facilitator of admin and logistical concerns).</p> <p>Planning Period-the period covered by the implementation of the Local Shelter Plan of an LGU to address its identified housing needs.</p> <p>Resource Speakers- representatives from HUDCC and Key Shelter Agencies who present their respective agencies' housing programs and facilitate technical assistance on housing projects for the LGUs.</p>

UN-CONTROLLED COPY

Print Name Signature
4/8/14

Date



Urban Development and Housing Act (UDHA)– the law, Republic Act 7279, which provides for a comprehensive and continuing urban development and housing program.

UDHA Compliance Monitoring Form – a form accomplished by LGUs indicating relevant housing data and information about the LGUs, such as existence of Housing Board, number of informal settler families, etc.

Upgrading Need– the need for improving land tenure status, e.g., provision of minimum security of tenure as in a written contract to possessing a title to the land; access to basic services, e.g., macadam road to paved road; and house condition, e.g., from a semi-permanent structure to a permanent one.

5. PROCEDURES SUMMARY

RESPONSIBILITY	ACTIVITY	INTERFACE
Secretariat	1. Register Participants	Attendance sheets Workshop Training Kits
Facilitator	2. Facilitate Opening Program	Program
Resource Speakers	3. Present Module 1- Getting Started	Presentation Materials LSP Formulation Workshop Manual Brochures/flyers from KSAs
Trainer	4. Present Module 2a- Situational Analysis: Shelter Needs Assessment	Presentation Materials
Facilitator	5. Facilitate Workshop on Module 2a- Shelter Needs Assessment	LSP Worksheet No. 3
Trainer	6. Present Module 2b- Situational Analysis: Assessment of Affordability	Presentation Materials LSP Formulation Workshop Manual
Facilitator	7. Facilitate Workshop on Module 2b- Assessment of Affordability	LSP Worksheet Nos. 4 and 5
Trainer	8. Present Module 2c- Situational Analysis: Resource Analysis	Presentation Materials LSP Formulation Workshop Manual
Facilitator	9. Facilitate Workshop on Module 2c- Resource Analysis	LSP Worksheets 6.1 to 6.6 LSP Worksheets 8.1 to 8.2
Trainer	10. Present Module 3- Vision, Goals and Objectives Setting, Strategies Generation & Formulation of the Work and Financial Plan	Presentation Materials LSP Formulation Workshop Manual CLUP Vision

UN-CONTROLLED
COPY

Print Name: Signature

Date



HOUSING AND URBAN DEVELOPMENT
COORDINATING COUNCIL

PROCEDURES MANUAL

Section No. 3.0

Page No. : 4 of 8

Revision No.: 0

Effectivity : APR 04 2016

Facilitator	11. Facilitate Workshop on Module 3	LSP Worksheet No. 9
Secretariat	12. Facilitate Preparation of LSP Executive Summary	LSP Executive Summary Template
Secretariat	13. Conduct Client Satisfaction and Training Evaluation Survey and Facilitate Accomplishment of LGU UDHA Compliance Monitoring Form	Client Perception Measurement Forms LGU UDHA Compliance Monitoring Form
Trainer	14. Facilitate Presentation and Critiquing of Workshop Output of LGUs	Worksheets LGU Presentations
Secretariat	15. Facilitate Closing Activities a. Agreements on the Next Steps b. Distribution of Certificates c. Closing Remarks d. Group Picture	Action Plan Certificate of Appearance and Certificate of Participation
Secretariat	16. Check out and Settle Financial Obligations	

PROCEDURE DETAILS

Day 1-AM

1. **Facilitate Registration of Participants.** The LSP Workshop begins in the morning of Day 1. Since LGUs have to travel going to the venue, the program usually starts at 10:00 AM. However, in some cases, the LSP Workshop can be started in the afternoon of Day 1 to allot for travel time.

Upon registration, each LGU shall be provided with two sets of Workshop Kits which contain the following:

- a. hard copy and electronic copy (in CD or USB) of the LSP Workshop Manual and Worksheets, presentation of KSAs housing programs, brochures/flyers
 - b. Ballpen and Pencil
2. **Facilitate Opening Program.** The Opening Program and Preliminaries should be completed within one (1) hour:
 - a. Opening Program (Invocation, National Anthem, Welcome Remarks)-15 minutes
 - b. Introduction of participants & Training Team -10 minutes
 - c. Expectation Setting/Processing -20 minutes
 - d. House rules and other related matters (room assignments, schedule and venue for meals, venue restrictions and policies, direction to the nearest exit, rest rooms, etc.) -15 minutes

UN-CONTROLLED
COPY

Present Module 1- Getting Started. Module 1 covers the following topics:

- a. Overview of the LSP Workshop- informs the participants of the purpose and scope of the LSP training workshop, methodology, expected output, schedule of activities, contents of their training kit. The overview also

Print Name: Signature

Date



covers the rationale and legal basis for the preparation of the Local Shelter Plan.

- b. *Clarification of Key Concepts*-the Guiding Principles, Definition of Terms and Basic Assumptions to be used in the LSP Training Workshop.
- c. *Mainstreaming of Climate Change Vulnerability and Adaptation Assessment in LSP preparation.* Since LGUs have been mandated to conduct Vulnerability Adaptation Assessment (VAA) and prepare their Local Disaster Risk Reduction and Management Plan (LDRRMP) pursuant to RA 10121, the Trainer should emphasize that the result of VAA and relevant data from the LDRRMP shall be used in the LSP.

Discussion of the aforesaid topics should be completed within one (1) hour during the morning session of Day 1.

Day 1-PM

- d. *Policy Environment.* Trainers from the Key Shelter Agencies shall be given 15 minutes each to present their housing programs. After all the presentations, an Open Forum will be conducted to allow the participants to raise questions to the speakers. A total of three (3) hours shall be allotted for this module.

The HUDCC facilitator should emphasize that the housing programs as presented by the KSAs can be used as reference and input in the Analysis of Resources and Formulation of Shelter Strategies later in the workshop.

Day 2-AM

Day 2 session will start at 8:30 AM with the facilitator providing his/her observations on Day 1 activities and output and a brief overview of the activities and expected output for Day 2. The facilitator will also provide a short ice breaker activity to start the day and warm up interactions among participants.

4. **Present Module 2a-Shelter Needs Assessment.** Module 2- Situational Analysis comprises three parts: a) Shelter Needs Assessment, b) Assessment of Affordability and c) Resource Analysis.

The Trainer is given thirty (30) minutes to discuss how to compute for New Housing Units Needed which include Accumulated Housing Need and Future Need due to population growth and Upgrading Needs for tenure, infrastructure, and structural improvement.

5. **Facilitate Workshop on Shelter Needs Assessment.** The participants are then given one (1) hour to compute and accomplish LSP Worksheet No. 3. Facilitators shall attend to their assigned LGUs to assist the LGU-TWGs should they have questions and need assistance.

UN-CONTROLLED COPY

Facilitator's Signature

Date



At the end of the day, the facilitators shall collect LSP Worksheet Number 3 for checking. The worksheet will then be returned to the participants the following morning.

6. **Discuss Module 2b- Assessment of Affordability.** This module covers the determination of the affordability level of the target households to pay for their housing in terms of rent or amortization and the calculation of land needed to accommodate these households. Specifically, discussions will deal on the following:

- a. Income groupings of the target households
- b. Distribution of households per income group and its corresponding number of housing units
- c. Potential percentage of income for upgrading / new housing
- d. Potential capital cost for housing
- e. Loan Terms
- f. Total affordable housing loan
- g. Estimated Land Need

Based on the affordability level of the households belonging to the six income groups, affordable housing options shall be designed/proposed. This will entail computations using data on lot size, land cost, land development cost, house construction and the indirect costs. The Trainer is allotted thirty (30) minutes to discuss these topics.

7. **Facilitate Workshop on Assessment of Affordability.** Participants are allotted two (2) hours to discuss and accomplish LSP Worksheet No. 4. At the end of the day, the facilitators will collect the LSP Worksheet 4 for checking. The same shall be returned to the participants the following morning.

Day 2 -PM

8. **Discuss Module 2c-Resource Analysis.** In this module, the Trainer shall explain the assessment of resources requirement and resources available for housing which include:

i. Land. The total land area needed to address the housing need shall be determined and matched with available suitable land of the LGU. Total land area needed for the shelter planning period will be estimated based on present design standards and number of different housing options.

ii. Infrastructure and Basic Services. The identification of the Infrastructure and Basic Services Resources needed is based on the computed number of new units due to accumulated housing need and population growth, and infrastructure upgrading needs. On the other hand, the Infrastructure and Basic Services Available for Housing is estimated based on the capacity of the service providers such as the utilities company for power and water, and the LGU for garbage collection and disposal, sanitation, roads and drainage systems within the housing sites.

UN-CONTROLLED
COPY

Signature

Date



iii. Housing Finance Requirement is gauged by calculating the funds needed by the LGU for land acquisition, land development, including installation of basic services, and house construction. The total value of financing required to meet the housing needs of all income groups can be calculated using the data on affordable options. By identifying the sources of these funds, the value of assistance required under different government housing programs can be assessed. Potential sources of Housing Finances should also be identified.

The Trainer is allotted thirty (30) minutes to cover all these topics.

9. **Facilitate Workshop on Resource Analysis.** Participants are allotted three (3) hours to accomplish LSP Worksheets 6.1 to 6.7 and LSP Worksheets 8.1 to 8.2. At the end of the day, the facilitators shall collect LSP Worksheet Nos. 6.1 to 6.7 and LSP Worksheets 8.1 to 8.2 for checking. The worksheets will then be returned to the participants the following morning.

Day 3- AM

Day 3 session will start at 8:30 AM with the facilitator providing his/her observations on Day 2 activities and a brief overview of the activities and expected output for Day 3. The facilitator will also provide a short ice breaker activity to start the day and warm up interaction among participants.

10. **Present Module 3.** In this module, the Trainer shall explain how LGUs are to set their Vision, Goals and Objectives on shelter and formulate their strategies and work and financial plan to address the housing need identified within the planning period set. It should be emphasized that the vision, goals and objectives should be anchored on the Comprehensive Land Use Plan (CLUP).

The Trainer is given one (1) hour to discuss these topics.

11. **Facilitate Workshop for Module 3.** After presentation of Module 3, the LGU-TWGs are allotted five (5) hours to discuss among themselves and accomplish LSP Worksheet No. 9 for Module 3. At the end of the day, the facilitators shall collect LSP Worksheet Number 9 for checking. The worksheet will then be returned to the participants the following morning.

Day 3-PM

12. **Facilitate Preparation of LSP Executive Summary.** The LGUs will be asked to prepare an LSP Executive Summary following the prescribed format. The secretariat should ensure that the document is signed by the LGU-TWG members who prepared the draft LSP.


13. **Facilitate Conduct of Training Evaluation Survey.** At the end of Day 3, the secretariat shall ask each participant to accomplish the Client Perception Measurement Forms to gather feedback from the LGU

UN-CONTROLLED
COPY

Print Name: Signature

4/6/16

Date

	HOUSING AND URBAN DEVELOPMENT COORDINATING COUNCIL	Section No.	3.0
		Page No. :	8 of 8
		Revision No.:	0
		Effectivity :	APR 04 2016
	PROCEDURES MANUAL		

participants on the conduct of the training and the performance of the Trainers. For the Client Satisfaction Survey, only one representative per LGU will be asked to accomplish the form.

The Secretariat shall collect the accomplished LSP Worksheets, LSP Executive Summary, HUDCC Client Perception Measurement and Evaluation Forms, and LGU UDHA Compliance Forms as requirements for the issuance of the Certificate of Participation and Certificates of Appearance.

Day 4-AM

14. Facilitate Presentation and Critiquing of Workshop Output of LGUs.

The facilitator shall provide instructions to the LGU on the format for the 5-10 minute presentation of their Workshop Output. The group will have to agree on the order of presentation of the LGUs. It is recommended that all the LGU participants will be given the opportunity to present their workshop outputs. At the end of each presentation, the Trainer and facilitator shall provide comments and inputs to the LGU's workshop output.

Day 4- PM

15. Facilitate Closing Activities. The Closing Activities should include agreements among the LGU participants on the next steps, to include validation of the LSP worksheet data, target date for submission to HUDCC of the validated worksheet and indicative schedule of the LSP Writeshop. The facilitator should emphasize the need for the LGUs to complete and validate data used including assumptions.

Distribution of Certificates will be done prior to Closing Remarks and Group Photo documentation.

16. Facilitate Check Out and Settle Financial Obligations. During check out, the Secretariat shall ensure all participants have checked out. Arrangements with the hotel for the issuance of bill, statement of account, official receipt and other requirements for the timely payment of obligations should be ensured.

References:

Executive Order 90 s. of 1986
 Republic Act 7279 -Urban Development and Housing Act
 Republic Act 7160- Local Government Code
 Republic Act 9279-Climate Change Act of 1999
 Republic Act 10121 -Philippine Disaster Risk Reduction and Management Act of 2010
 Comprehensive Land Use Plan Guidelines
 G.R. Nos. 171947-48-Supreme Court Mandamus on Manila Bay
 Batas Pambansa Bg. 220
 Presidential Decree 1067- Water Code of the Philippines
 Joint Memorandum Circular on Hazard Zone Classification

UN-CONTROLLED
COPY

Print Name: Signature

Date



HOUSING AND URBAN DEVELOPMENT
COORDINATING COUNCIL

PROCEDURES MANUAL

Section No. 4.0

Page No. : 0 of 3

Revision No.: 0

Effectivity : APR 04 2016

REVISION HISTORY

DATE OF ISSUE	DOC CHANGE NOTICE NO.	CHANGE DESCRIPTION	EFF. DATE	ORIGINATOR	DEPARTMENT
4 April 2016	0				


	NAME/POSITION	SIGNATURE	DATE
PREPARED	MARIE ANTONETTE MCSTAY Project Development Officer IV		APRIL 3, 2016
REVIEWED AND APPROVED	MYLENE A. RIVERA Director, Regional Operations Group		APRIL 4, 2016

**UN-CONTROLLED
COPY**

Print Name - Signature

4/6/16

Date

	HOUSING AND URBAN DEVELOPMENT COORDINATING COUNCIL	Section No.	4.0
		Page No. :	1 of 3
		Revision No.:	0
	PROCEDURES MANUAL	Effectivity :	APR 04 2016

1. TITLE:	LOCAL SHELTER PLAN FORMULATION TRAINING WORKSHOP - POST-IMPLEMENTATION
2. OBJECTIVE:	To ensure timely and efficient completion and validation of data produced during the conduct of LSP workshop and proper liquidation of expenses.
3. SCOPE:	From liquidation of the LSP Training Workshop expenses up to the assessment of LGUs ready for LSP Writeshop.

4. PROCEDURES SUMMARY:

RESPONSIBILITY	ACTIVITY	INTERFACE
Staff Assigned Operating Group Head (OGH) Regional Coordinator(RC)	1. Prepare and transmit liquidation/ reimbursement and documentation requirements	Supporting documents enumerated in Procedure Details No. 1.1, 1.2 and 1.3
ROG-Central Office Staff Assigned IT Staff	2. Update the LGU UDHA Compliance Monitoring Database	LGU UDHA Compliance Monitoring Form and Database
Staff Assigned	3. Prepare Directory of LSP Training Workshop Participants	Directory
Staff Assigned RC	4. Follow up submission by LGUs of validated LSP Worksheet data	Status of submission of LGUs
Staff Assigned RC	5. Review Validated LSP Worksheets and provide feedback to LGUs	LSP Worksheets Letter Transmittal to LGUs -2 nd Draft LSP
OGH ROG-Central Office	6. Prepare Quarterly Report and manage LSP data	Quarterly Report Form

PROCEDURE DETAILS:

1. **Prepare and Submit Liquidation/Reimbursement and other Documentary Requirements.** The Regional Coordinators (RCs)/Operating Group Head (OGH) shall submit documentation and liquidation requirements for the completed workshop to the Administrative, Finance and Knowledge Management Group (AFKMG) within fifteen (15) working days after the conduct of the LSP Training Workshop. These include the following documents:

- 1.1 Supporting documents for payment for food, venue and accommodations:

- a. Workshop proceedings (Highlights of the Meeting)

UN-CONTROLLED COPY

Print Name/Signature

Date



HOUSING AND URBAN DEVELOPMENT
COORDINATING COUNCIL

PROCEDURES MANUAL

Section No. 4.0

Page No. : 2 of 3

Revision No.: 0

Effectivity : APR 04 2016

- b. Official Receipt (Original)
- c. Attendance sheet (Original)
- d. Billing Statement
- e. Photo Documentation (at least three colored photos)
- f. Memo Request and Justification for additional payment, if any, with attached attendance, highlighting additional attendees

1.2 Documentary requirements for reimbursement/liquidation of travel expenses and per diem of staff:

- a. Liquidation/Reimbursement Report
- b. Travel Order
- c. Itinerary of Travel
- d. Certificate of Travel Completed
- e. Certificate of Appearance*
- f. External Contact Report

If travel is by land

- a. Trip Ticket (HUDCC Service Vehicle)
- b. Toll Fee receipt
- c. Purchase Request for Fuel
- d. Official Receipt for Fuel

If travel is by sea

- e. Trip Ticket (HUDCC Service Vehicle)
- f. Toll Fee receipt
- g. Boat Fare
- h. Vehicle Freight
- i. Purchase Request for Fuel
- j. Official Receipt for Fuel

If Travel is by air

- a. Airfare Ticket and Official Receipt*
- b. Boarding Pass*
- c. Terminal Fee receipt

**Must be submitted to the cashier immediately upon return to station*

The staff assigned/RCs shall prepare and submit the following documents to their Group Head.

1.3 Training report:

- a. Copy of Workshop proceedings (Highlights of the meeting)
- b. Copy of the Action Plan/Next Steps
- c. Copy of the LSP Executive Summary
- d. Copy of Accomplished Worksheets
- e. Copy of LGU Monitoring for UDHA Compliance Survey
- f. Copy and summary of HUDCC Client Satisfaction Survey
- g. Copy and summary of Training and Trainers Evaluation
- h. Copy of Attendance/Directory of Participants
- i. Photo Documentation (at least three colored photos)

UN-CONTROLLED
COPY

Print Name Signature

4/8/16

Date



HOUSING AND URBAN DEVELOPMENT
COORDINATING COUNCIL

PROCEDURES MANUAL

Section No.	4.0
Page No. :	3 of 3
Revision No.:	0
Effectivity :	APR 04 2016


2. **Update LGU UDHA Compliance Monitoring Form Database.** The accomplished *LGU UDHA Compliance Monitoring Forms* shall be forwarded by the Operating Group Head/Regional Cs to the Information Technology (IT) Group, through the ROG-Central Office assigned staff for encoding in the database.
3. **Prepare Directory of LSP Workshop Participants.** Within one (1) week after the workshop, the assigned staff shall prepare a Directory of LSP Training Workshop Participants which includes the names, positions, contact numbers and email addresses of the LGU-TWG members.
4. **Follow up submission of validated LSP Worksheet Data.** The assigned staff shall follow up the submission of validated LSP Worksheet data by the LGUs from LGU focal person or partner agency/organization within two (2) weeks after the workshop through phone and/or email.
5. **Review Validated LSP Worksheets and Provide Feedback to LGUs.** The assigned staff shall complete the review of validated LSP Worksheets and transmit comments to LGUs thru the partner agency/organization at least two (2) weeks prior to the LSP Writeshop schedule. While the schedule of the LSP Writeshop is agreed with the LGU-TWGs during the LSP Workshop, the GH/RCs and/or the partner agency should ensure that only those LGUs which have submitted complete and validated LSP Worksheet data will participate in the LSP Writeshop.
6. **Prepare Quarterly Report to the Secretary General.** The GH/RC shall maintain a copy of all outputs of the LSPF Activities. All LSP Training Teams shall provide the ROG-Central Office electronic copy of the 1st Draft of the LSP (Worksheet and Executive Summary) within fifteen (15) working days after the conduct of the LSP Workshop for the preparation of a quarterly report on LSP Accomplishments to the Secretary General.

UN-CONTROLLED
COPY

Print Name - Signature

Date

LOCAL SHELTER PLAN FORMULATION WRITESHOP

UN-CONTROLLED COPY	
	
Print Name: Signature	
4/8/14	
Date	





PROCEDURES MANUAL

[illegible]


UN-CONTROLLED
COPY

Print Name: Signature

2005

	NAME/POSITION	SIGNATURE	DATE
PREPARED	MARIE ANTONETTE MCSTAY Project Development Officer IV		APRIL 3, 2014
REVIEWED AND APPROVED	MYLENE A. RIVERA Director, Regional Operations Group		APRIL 4, 2014

[Signature]

	HOUSING AND URBAN DEVELOPMENT COORDINATING COUNCIL	Section No.	5.0	
		Page No. :	1	of 5
		Revision No.:	0	
	PROCEDURES MANUAL	Effectivity :	APR 04 2016	

1. TITLE:	LOCAL SHELTER PLAN FORMULATION WRITESHOP – PRE-IMPLEMENTATION
2. OBJECTIVE:	To ensure timely and efficient preparation for conduct of LSP Writeshop.
3. SCOPE:	From identification of target LGUs to the preparation and approval of administrative and logistical requirements for the LSP Writeshop.
4. DEFINITION OF TERMS:	
<p>LSP Writeshop- a workshop conducted to enable the LGU participants to write the narrative part of the Local Shelter Plan (LSP) based on the prescribed format.</p> <p>Validated Worksheets- the output of the LSP workshop that have been verified, reviewed and revised accordingly by the LGU-TWG prior to the LSP Writeshop.</p>	
5. PROCEDURES SUMMARY:	

RESPONSIBILITY	ACTIVITY	INTERFACE
Operating Group Head (OGH) Regional Coordinator (RC)	1. Identify target LGUs	List of Target LGUs
Staff Assigned OGH/RC	2. Prepare/approve/send out invitation letters to the Province and City/ Municipal LGUs	Invitation Letters, Program, Confirmation Slip
Staff Assigned	3. Coordinate and confirm schedule of LSP Writeshop and names of participants	Confirmation Slip, List of Confirmed Participants
Staff Assigned RC OGH Authorized Signatories	4. Prepare admin and logistical requirements for LSP Writeshop. 4.1 Training Proposal 4.2 Manpower 4.3 Transportation 4.4 Food , Venue and Accommodation 4.5 Supplies and Materials	Training Proposal, TO/IT, VRS, PR, PO, RPAE, Request for CA, SDO, Abstract of Canvass, 3 Quotations, Contract , Legal Certification
Staff Assigned RC	5. Prepare workshop materials and finalize arrangements on the venue	LSP Writeshop Presentation Materials

UN-CONTROLLED COPY


Staff Assigned
RC

Print Name - Signature

4/5/16

Date



	HOUSING AND URBAN DEVELOPMENT COORDINATING COUNCIL	Section No.	5.0
		Page No. :	2 of 5
	PROCEDURES MANUAL	Revision No.:	0
		Effectivity :	APR 04 2016

PROCEDURE DETAILS:

1. **Identify target LGUs.** In the conduct of the Local Shelter Plan Writeshop, the OGH/RC or partner agency takes into consideration the LGUs that have submitted validated worksheet data to ensure quality of the draft LSP output.
2. **Prepare/approve/send out Invitation Letters to LGUs.** The schedule of the LSP Writeshop should be agreed with the concerned LGUs at the end of the LSP Workshop. Nevertheless, the staff assigned/RC/OGH or partner agency/organization should prepare and send out official invitation letters for the LSP Writeshop to the concerned LGUs one month prior to the proposed schedule. The invitation letter, together with the confirmation slips, should follow the prescribed format and must be duly signed by the OGH/RC or partner agency/organization.

The staff assigned should also provide the LGUs the Outline of the LSP to allow them to prepare necessary information needed for the LSP Writeshop. Chapter 2 or the LGU Overview should be made an assignment for the LGU-TWG to prepare prior to the LSP Writeshop since the data needed for this chapter can already be culled from the Comprehensive Land Use Plan (CLUP).

3. **Coordinate and confirm the names of LGU participants.** At least three (3) weeks prior to the schedule of the LSP Writeshop, the staff assigned shall coordinate with the target LGUs and confirm the names of the LGU representatives who will attend the LSP Writeshop. The staff shall then prepare the list of confirmed participants.

The participants to the LSP Writeshop should come from those who attended the LSP Workshop. The maximum number of LGUs for each LSP Writeshop session is sixteen (16), with a maximum of four (4) participants per LGU. To ensure close supervision of the participants' output, there shall be one (1) facilitator per four (4) LGUs.

4. **Prepare administrative and logistical requirements for the LSP Writeshop.** The staff assigned and the RC shall prepare the necessary documents for the approval of the activity by the management:


Preparation of Required Documents

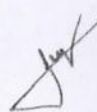
4.1 Training Proposal

- a. Writeshop Proposal. The project proposal will indicate the LGUs and the indicative number of participants, number of days of training, and cost of food and accommodation per participant, venue, resource persons requested, if any.
- b. Copy of invitation letter to the participants

4.2 Manpower

- a. Official Business Slip (If the travel/activity is within Metro Manila for Operating Groups in the Central Office and within the city address of

UN-CONTROLLED COPY	
 Date	Signature Date





the Regional Operating Groups);

- b. Travel Order and Itinerary of Travel (If the travel/activity is outside Metro Manila for Operating Groups in the Central Office and outside the city address of the Regional Operating Groups).

For HUDCC staff providing technical assistance as trainer and facilitator to partner agency/organization, OB or TO/IT shall be submitted to the Office of the Secretary General at least five (5) working days prior to the activity. In case airfare or cash advance is needed for the travel, the TO and IT should be submitted to the Group Head at least fifteen (15) working days prior to the activity.

4.3 Transportation

The staff assigned shall prepare/coordinate the following:

- a. If travel is by air (plane), request for booking/purchase of plane ticket. Attach signed TO and IT;
- b. If travel is by sea (boat and service vehicle), Central Office staff shall provide copy of signed TO and IT to GSD and request vehicle, driver assignment and gasoline slip. Regional Operating Groups shall prepare Purchase Request (PR) and Purchase Order (PO) and use petty cash fund for gasoline purchase. The Central Office staff may request cash advance for toll fees.
- c. If travel is by boat, Central Office staff shall provide copy of signed TO and IT to GSD and request vehicle, driver assignment and gasoline slip. The Central Office staff may request cash advance for toll fees, boat fare and vehicle freight by providing original signed TO and IT to AFKMG. Regional Operating Groups shall prepare Purchase Request (PR) and Purchase Order (PO) and use petty cash fund for gasoline purchase, boat fare and vehicle freight.

4.4 Food, Venue and Accommodation

- a. Request for Prior Authority to Entertain
- b. Purchase Request
- c. Canvass/Quotations from three (3) suppliers
- d. Abstract of Canvass
- e. Contract with Certification from Legal Services and External Affairs Group (LSEAG)
- f. Initial List of Confirmed participants

4.5 Supplies and Materials

Regional Operating Groups shall prepare the following documents for bulk purchase of supplies and materials needed for the target activities for the year. Additional purchase may be undertaken as deemed necessary.

- a. Purchase Request
- b. Purchase Order
- c. Canvass/Quotations from three (3) suppliers
- d. Abstract of Canvass

**UN-CONTROLLED
COPY**

Prepared by: Signature

Date



Operating Groups in the Central Office will also prepare above documents to purchase supplies and materials not available in the office.

Processing and Approval

9.6 The training proposal; Purchase Request and Prior Authority to Entertain for food, venue and accommodation; Purchase Request and Purchase Order for supplies and materials; and Travel Order and/or Official Business Slip for all trainers/facilitators/secretariat/driver shall be submitted to the Regional Operations Group Head for processing and subsequently forwarded to the Secretary General for approval thirty (30) working days prior to the proposed schedule of the training workshop.

9.7 Once the training proposal was approved within of (5) working days, the OGH/RC shall advise the Administrative Staff to secure at least three (3) quotations from suppliers of food, venue and accommodation as well as for the supplies and materials within seven (7) working days.

9.8 The abstract of canvass together with three quotations; Contract and initial list of confirmed shall be submitted to the ROG Head eighteen (18) working days prior to the proposed activity. The Contract and all documentary requirements shall be submitted by the concerned Central Office staff to the LSEAG for evaluation, and if warranted, issue Legal Certification within five (5) working days. Then shall be forwarded, together with a Legal Certification, to the Secretary General for approval.

9.9 For Operating Groups in the Central Office, the Operating Group Head shall directly submit required documents to the AFKMG for processing and approval following the prescribe timeline.

Processing and Release of Payments

The staff assigned in the ROG Central Office shall submit all required and approved documents to AFKMG for processing of payment eight (8) working days prior to the activity. The ROG Central Office and Regional Operating Groups shall monitor the processing of check, approval, delivery of goods and ensure release of payment.

4.6 Food, Venue and Accommodation

- a. Contract
- b. Voucher
- c. Certificate of Tax Withheld
- d. Check

4.7 Supplies and Materials


- a. Sales Delivery Receipts or Sales Invoice
- b. Inspection and Acceptance Report
- c. Inventory Custodian Slip
- d. Signed DV (supplier conforme)
- e. Check

UN-CONTROLLED

COPY

Print Name Signature

Date

	HOUSING AND URBAN DEVELOPMENT COORDINATING COUNCIL	Section No.	5.0
		Page No. :	5 of 5
		Revision No.:	0
	PROCEDURES MANUAL	Effectivity :	APR 04 2016

10. Prepare writeshop materials and finalize arrangements on the venue.

10.1 For writeshop organized and funded by HUDCC, the staff assigned shall finalize arrangements with the hotel regarding food/menu, set up of venue and accommodation and prepare training materials at least five (5) days before the training. The staff assigned shall prepare the following:

- a. Writeshop Manual - two (2) sets per LGU;
- b. Presentation Materials; and
- c. Other required documents and forms as prescribed in the Document Masterlist.

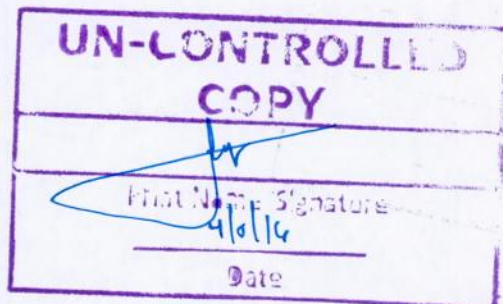
10.2 For writeshop organized by partner agency/organization and HUDCC engage as trainer and facilitator, the staff assigned shall prepare the following:

- a. Writeshop Manual - two (2) sets per LGU;
- b. Presentation Materials; and
- c. Other required documents and forms as prescribed in the Document Masterlist.

Note: LGUs should be required to bring laptops and extension cords.

References:

Republic Act 9184-Procurement Law
HUDCC Annual Procurement Plan
Project Procurement Management Plan (PPMP)




A handwritten signature in blue ink, located in the bottom right corner of the page.



HOUSING AND URBAN DEVELOPMENT
COORDINATING COUNCIL

PROCEDURES MANUAL

Section No.	6.0
Page No. :	0 of 7
Revision No.:	0
Effectivity :	APR 04 2016


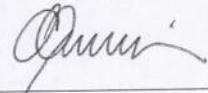
REVISION HISTORY

DATE OF ISSUE	DOC CHANGE NOTICE NO.	CHANGE DESCRIPTION	EFF. DATE	ORIGINATOR	DEPARTMENT
4 April 2016	0				

**UN-CONTROLLED
COPY**

Print Name - Signature

Date

	NAME/POSITION	SIGNATURE	DATE
PREPARED	MARIE ANTONETTE MCSTAY Project Development Officer IV		APRIL 3, 2016
REVIEWED AND APPROVED	MYLENE A. RIVERA Director, Regional Operations Group		APRIL 4, 2016





1. TITLE:	LSP WRITESHOP-IMPLEMENTATION
2. OBJECTIVE:	To ensure effective and efficient conduct of LSP Writeshop.
3. SCOPE:	From Opening Activities up to the Closing of the Writeshop.
4. DEFINITION OF TERMS	<p>1st Draft LSP – the draft of the Local Shelter Plan (LSP) completed during the LSP workshop which comprised the completed Worksheets and an Executive Summary.</p> <p>2nd Draft LSP – the draft of the Local Shelter Plan (LSP) prepared during the LSP Writeshop which includes the narrative or detailed discussion of the plan in accordance with the prescribed format. The term also applies to the revised versions of this draft before the final draft.</p> <p>Final Draft LSP – the final version of the draft Local Shelter Plan (LSP) that is ready for presentation to the Local Housing Board or the City/Municipal Council for approval/adoption.</p>


5. PROCEDURES SUMMARY:

RESPONSIBILITY	ACTIVITY	INTERFACE
Secretariat	1. Register Participants	Attendance Sheets Writeshop Kit
Facilitator Group Head Regional Coordinator Trainer	2. Facilitate Opening Program	Program
Trainer	3. Present Overview of the Local Shelter Plan (LSP) Writeshop	Presentation Materials LSP Writeshop Guide
Trainer	4. Lecture on Tips in Technical Writing	Presentation Materials LSP Writeshop Guide
Trainer	5. Discuss Chapter 1- Introduction	Presentation Materials LSP Writeshop Guide
Trainer	6. Discuss Chapter 3- Assessment of Shelter Needs	Presentation Materials LSP Writeshop Guide LSP Worksheet Nos. 1, 2.1., 2.2, 2.3 and 3
Facilitators	7. Facilitate Writeshop Session 1 (For Chapters 1 and 3)	

UN-CONTROLLED
COPY

Facilitator's Signature

Date

	HOUSING AND URBAN DEVELOPMENT COORDINATING COUNCIL	Section No.	6.0
		Page No. :	2 of 7
		Revision No.:	0
	PROCEDURES MANUAL	Effectivity :	APR 04 2016

Trainer	8. Discuss Chapter 2- LGU Overview	Presentation Materials LSP Writeshop Guide
Facilitators	9. Facilitate Writeshop Session 2 (For Chapter 2)	CLUP
Trainer	10. Discuss Chapter 4- Assessment of Affordability	Presentation Materials LSP Writeshop Guide LSP Worksheets 4 & 5
Trainer	11. Discuss Chapter 5- Assessment of Resources for Shelter	Presentation Materials LSP Writeshop Guide LSP Worksheet Nos. 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 8.1 and 8.2
Facilitators	12. Facilitate Writeshop Session 3 (Chapters 4 and 5)	
Trainer	13. Discuss Chapter 6- Shelter Strategies and Work & Financial Plan	Presentation Materials LSP Writeshop Guide CLUP Vision LSP Worksheet No. 9
Facilitators	14. Facilitate Writeshop Session 4 (Chapter 6)	
Trainer	15. Discuss Chapter 7- Monitoring Scheme	Presentation Materials LSP Writeshop Guide
Trainer	16. Discuss Front and Back Matters	Presentation Materials LSP Writeshop Guide
Facilitators	17. Facilitate Writeshop Session 5	
Secretariat	18. Conduct Training Evaluation and Client Satisfaction Surveys	Client Perception Measurement Forms
Secretariat	19. Collect signed Writeshop Output and documentary requirements	
Secretariat	20. Facilitate Closing Activities <ul style="list-style-type: none"> • Agreements on the Next Steps • Distribution of Certificates • Closing Remarks • Group Picture 	Certificate of Appearance Certificate of Participation

UN-CONTROLLED COPY

Secretariat

Print Name Signature

Date

[Handwritten signature]



HOUSING AND URBAN DEVELOPMENT
COORDINATING COUNCIL

PROCEDURES MANUAL

Section No. 6.0

Page No. : 3 of 7

Revision No.: 0

Effectivity : APR 04 2016

Secretariat

21. Check out and settle financial obligations

PROCEDURE DETAILS:

Day 1- AM

1. **Register Participants.** Since most LGUs have to travel going to the venue, the program on Day 1 of the Local Shelter Plan (LSP) Writeshop will start at 10:00 AM. However, in some cases, the LSP Writeshop can be started in the afternoon of Day 1 to allot for more travel time.

Upon registration, each LGU shall be provided with two sets of the LSP Writeshop Manual.

2. **Facilitate Opening Program.** The following preliminaries should be completed within one (1) hour:
 - Opening Program (Invocation, National Anthem, Welcome Remarks)-15 minutes
 - Introduction of participants & Training Team -10 minutes
 - Expectation Setting -20 minutes
 - House Rules- 15 minutes
3. **Present Overview of the LSP Writeshop.** The Trainer will present an Overview of the LSP Writeshop to provide guidance to the participants on how the writeshop will be conducted and the expected output at the end of each session. Discussion on these topics should be completed within fifteen (15) minutes:
 - Rationale
 - Objectives & Expected Methodology
 - Program of Activities
 - Introduction of Contents of Writeshop Kit
4. **Lecture on Technical Writing Tips.** A 30-minute lecture on Tips on Technical Writing will be given by the Trainer as a review or refresher and to provide guidance to the LGU Technical Working Groups on the format recommended for the LSP narrative.

Day 1- PM

5. **Discuss Chapter 1 - Introduction.** The Trainer shall proceed to discuss the contents of Chapter 1 or the Introductory Chapter of the LSP. He/she is allotted thirty (30) minutes to explain the following topics under this Chapter:
 - a. Rationale
 - b. Vision
 - c. Goals
 - d. Objectives
 - e. Target Population
 - f. The Shelter Planning Process





6. **Discuss Chapter 3 - Shelter Needs Assessment.** In the interest of time management, Chapter 3 will be discussed ahead of Chapter 2. This chapter covers the following topics:

- a. *Basic Data and Assumptions*
- b. *Current Housing Situation*
- c. *Backlog*
- d. *Future Need*
- e. *Upgrading Needs*
- f. *Tenure Upgrading*
- g. *Infrastructure/Basic Services Upgrading*
- h. *Structural Upgrading*

The Trainer is given thirty (30) minutes to explain how the data from LSP Worksheets Nos. 1, 2.1, 2.2, 2.3 and 3 should be discussed in the plan. It is understood that the Worksheet data have already been reviewed and validated by the LGUs prior to the LSP Writeshop as advised during the LSP Workshop.

7. **Facilitate Writeshop Session 1.** The LGU participants are allotted three (3) hours to work on the narrative for this Chapter using data from their LSP Worksheets Nos. 1, 2.1, 2.2, 2.3 and 3. It is expected that the data assumptions during the LSP Workshop have been reviewed and validated prior to the LSP Writeshop.

8. **Discuss Chapter 2- LGU Overview.** The last topic for Day 1 is Chapter 2. This chapter aims to provide information about the geographic and socio-economic profile of the city/municipality to contextualize the Shelter Plan. The Trainer is allotted thirty (30) minutes to discuss and emphasize relevant information that are to be included in this chapter, namely:

- a. *Geographic Location and Features- Location, Land area, Climate, Topography and Soils and Vulnerability to Multiple Hazards*
- b. *Urban Development Trends*
- c. *Population Size and Structure*
- d. *Income and Poverty Incidence*
- e. *Existing and Proposed Land Uses*
- f. *Existing and Proposed Infrastructure*
- g. *Organizations, Institutions and Governance*
- h. *Local Economic Outlook- Income Class of LGU,- Annual Income (local revenue & IRA)*

Major Economic Activities

Date

Since the information needed in Chapter 2 can be culled from the LGU's Comprehensive Land Use Plan (CLUP), this chapter should already be given as an assignment to the LGUs for them to prepare prior to the LSP Writeshop.

9. **Facilitate Writeshop Session 2.** For LGUs who have not been able to prepare the LGU Overview prior to the LSP Writeshop, the rest of the day will be allotted for writing this chapter.



Day 2-AM

Day 2 session will start at 8:30 AM with the facilitator providing his/her observations on Day 1 activities and a brief overview of the activities and expected output for Day 2 of the LSP Writeshop. The facilitator will also provide a short ice breaker activity to start the day and warm up interactions among participants.

- 10. Discuss Chapter 4- Assessment of Affordability.** The Trainer will immediately proceed on the discussion on the Assessment of Affordability which covers:

- a. *Affordability of Households for Housing*
- b. *Affordable Housing Options*

Thirty (30) minutes would be allotted to the Trainer to present how the data from LSP Worksheets 4 and 5, including assumptions used, will be discussed in the plan.

- 11. Discuss Chapter 5- Assessment of Resources for Shelter.** The discussion on the available resources for shelter covers the following:

- a. *Available Land vs. Land Requirements*
- b. *Infrastructure & Basic Services for new units and upgrading of infra facilities*
- c. *Housing Finance for new housing requirements*

The Trainer is given thirty (30) minutes to provide guidance on how the data from LSP Worksheets Nos. 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 8.1 and 8.2 should be presented in the narratives.

- 12. Facilitate Writeshop Session 3.** The participants are given three (3) hours to write the narratives for Chapters 4 and 5.

Day 2- PM

- 13. Discuss Chapter 6- Shelter Strategies and Work and Financial Plan.** In this chapter, the Trainer shall briefly discuss how to formulate and present the Implementation Strategies and Work and Financial Plan in relation to the vision, goals, objectives for shelter set by the LGUs. The Trainer is allotted thirty (30) minutes to explain the important items that need to be included in this chapter.

- 14. Facilitate Writeshop Session 4.** The participants are given the entire afternoon to discuss among themselves and write the strategies to address the housing need using LSP Worksheet No. 9 as reference. Since this is the most important chapter of the LSP, the facilitators should closely provide guidance to the LGUs in formulating realistic shelter strategies.

Day 3-AM





Day 3 session will start at 8:30 AM with the facilitator providing his/her observations on Day 1 activities and output and a brief overview of the activities and expected output for Day 2 of the LSP Writeshop. The facilitator may also provide a short ice breaker activity to start the day and warm up interactions among participants.

15. Discuss Chapter 7- Monitoring Scheme. Based on the objectives set in Chapter 6, LGUs should come up with monitoring tools using the prescribed matrix format and monitoring program indicating who, when, frequency of conduct of monitoring and use of monitoring results. The Trainer is allotted thirty (30) minutes to discuss Chapter 7.

16. Discuss Front and Back Matters. After discussion of the substantive part of the LSP, it is also important to guide LGUs on the format of the front and back matters. The Trainers is given thirty (30) minutes for the discussion of recommended pages for the front and back matters.

- a. Title Page (cover)
- b. Flyleaf
- c. Message of the Local Chief Executive
- d. Acknowledgement (if not part of Preface)
- e. Abstract
- f. Table of Contents
- g. List of Figures (illustrations)
- h. List of Tables
- i. List of Acronyms
- j. Foreword
- k. Preface

Annexes

- a. Complete set of filled-up worksheets
- b. Annuity factor
- c. Maps (not included in the main document)
- d. Details of Housing Options / House designs (drawings and detailed description/specifications)
- e. Other related documents/materials (list of target beneficiaries, if there is, etc.)
- f. Glossary
- g. Bibliography

17. Facilitate Writeshop Session 5. LGU participants are then given three (3) hours to write Chapter 7 and the chapter on front and back matters.

18. Conduct of Training Evaluation and Client Satisfaction Survey. The secretariat shall ask each participant to accomplish the Training Evaluation Form to gather feedback from the LGU participants on the conduct of the writeshop and the performance of the Trainers. For the Client Satisfaction Survey, one representative per LGU will be asked to accomplish the form.

UN-CONTROLLED

COPY

Day 3- PM

Signature

Date

19. Collect signed Writeshop Output and Documentary Requirements.



HOUSING AND URBAN DEVELOPMENT
COORDINATING COUNCIL

PROCEDURES MANUAL

Section No.	6.0
Page No. :	7 of 7
Revision No.:	0
Effectivity :	APR 04 2016

At the end of the LSP Writeshop, the Secretariat shall collect the Writeshop output and Client Perception Measurement Forms. Only electronic copies of the LSP Writeshop output shall be collected except for the page which includes the signature of the LSP-TWG members who prepared the 2nd draft of the LPS.

The facilitators should review the completeness of the 2nd draft LSP submitted. The submission of the 2nd draft LSP Writeshop output is a requirement for the issuance of the Certificate of Participation.


20. **Facilitate Closing Activities.** The Closing Activities should include agreements among the LGU participants on the Next Steps after the LSP Writeshop, to include target dates for the submission to HUDCC of final draft of the LSP and presentation of draft LSP to the Local Housing Board or City/Municipal Council.

Distribution of Certificates will be done prior to Closing Remarks and Group Photo documentation.

21. **Check out and Settle Financial Obligations.** During check out, the Secretariat shall ensure that all participants have checked out. Arrangements with the hotel for the issuance of billing statement, statement of account, official receipt and other requirements for the timely payment of obligations should be ensured.

For LGUs from island municipalities where transportation is limited, additional overnight accommodation may be provided upon request.



UN-CONTROLLED COPY
 Print Name: Signature
 Date


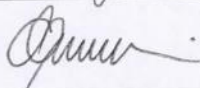


HOUSING AND URBAN DEVELOPMENT
COORDINATING COUNCIL

PROCEDURES MANUAL

Section No.	7.0
Page No. :	0 of 4
Revision No.:	0
Effectivity :	APR 04 2016

REVISION HISTORY					
DATE OF ISSUE	DOC CHANGE NOTICE NO.	CHANGE DESCRIPTION	EFF. DATE	ORIGINATOR	DEPARTMENT
4 April 2016	0				

	NAME/POSITION	SIGNATURE	DATE
PREPARED	MARIE ANTONETTE MCSTAY Project Development Officer IV		April 3, 2016
REVIEWED AND APPROVED	MYLENE A. RIVERA Director, Regional Operations Group		April 4, 2016



1. TITLE:	LSP WRITESHOP - POST-IMPLEMENTATION
2. OBJECTIVE:	To ensure timely and efficient completion of Final Draft of the Local Shelter Plan (LSP) for presentation to City/Municipal Council and proper liquidation of Writeshop expenses.
3. SCOPE:	From preparation and submission of the liquidation/reimbursement and other documentation requirements to the monitoring of Final Draft LSP presentation to the Local Housing Board or the City/Municipal Council.

DEFINITION OF TERMS

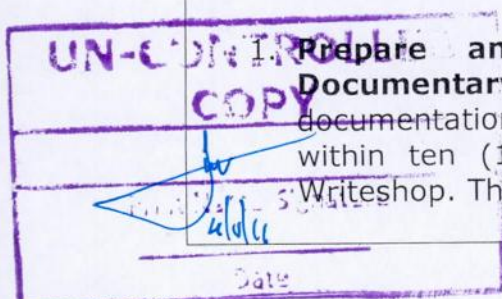
2nd Draft LSP– the draft of the Local Shelter Plan (LSP) prepared during the LSP Writeshop which includes the narrative or detailed discussion of the plan in accordance with the prescribed format. The term also applies to the revised versions of this draft before the final draft.

4. PROCEDURES SUMMARY:

RESPONSIBILITY	ACTIVITY	INTERFACE
Group Head Regional Coordinator Staff Assigned	1. Prepare and submit liquidation/ reimbursement and other documentation requirements	
Staff Assigned	2. Update the Directory of LSP Writeshop Participants	
Group Head Regional Coordinator	3. Send letter to Local Chief Executive and Provincial Governor	
Staff Assigned Regional Coordinator	4. Follow up submission of revised LSP draft (2 nd draft)	
Staff Assigned Regional Coordinator	5. Input LSP Data to LSP Database	LSP Database
Staff Assigned	6. Review 2 nd Draft of the LSP	
Group Head Regional Coordinator Staff Assigned	7. Monitor LSP Presentation/Approval and Implementation	

PROCEDURE DETAILS:

Prepare and Submit Liquidation/Reimbursement and other Documentary Requirements. The assigned staff shall submit documentation and liquidation requirements for the completed writeshop within ten (10) working days after the conduct of the LSP Training Writeshop. This includes the following documents:






**HOUSING AND URBAN DEVELOPMENT
COORDINATING COUNCIL**

PROCEDURES MANUAL

Section No.	7.0
Page No. :	2 of 4
Revision No.:	0
Effectivity :	APR 04 2016

- 1.1 Supporting documents for payment of food, venue and accommodation:
- LSP Writeshop Proceedings (Highlights of the Meeting)
 - Original copy of the Official Receipt
 - Original Copy of the Attendance sheet
 - Billing Statement
 - Photo Documentation (at least three colored photos)
 - Memo Request for additional payment, if any
 - Justification if the cost exceeded proposed budget, which includes names of additional attendees

- 1.2 Documentary requirements for reimbursement/liquidation of travel related expenses of staff:
- Liquidation/Reimbursement Report
 - Copy of Travel Order
 - Itinerary of Travel
 - Certificate of Travel Completed
 - Certificate of Appearance*
 - External Contact Report

If travel is by land

- Trip Ticket (HUDCC Service Vehicle)
- Toll Fee receipt
- Purchase Request for Fuel
- Official Receipt for Fuel

If travel is by sea

- Trip Ticket (HUDCC Service Vehicle)
- Toll Fee receipt
- Boat Fare
- Vehicle Freight
- Purchase Request for Fuel
- Official Receipt for Fuel

If Travel is by air

- Airfare Ticket and Official Receipt*
- Boarding Pass*
- Terminal Fee receipt

**Must be submitted to the cashier immediately upon return to station*

The staff assigned/RCS shall prepare and submit the following documents to their Group Head.

1.3 Training report:

- Copy of Writeshop proceedings
- Copy of 2nd Draft LSP (narrative)
- Action Plan/Next Steps
- Copy and summary of HUDCC Client Satisfaction Survey
- Copy and summary of Training and Trainers Evaluation
- Copy of Attendance Sheet/List of Participants
- Photo Documentation (at least three colored photos)

**UN-CONTROLLED
COPY**

Principal Signature

Date



2. **Update Directory of Writeshop Participants.** Within one (1) week after the writeshop, the assigned staff shall update the Directory of Participants to the LSP Writeshop, which includes the names, positions, contact numbers and email addresses of the participants.
3. **Send letter to Local Chief Executive and Provincial Governor.** Within one (1) week after the conduct of the LSP Writeshop, the GH/RC shall write the Local Chief Executives (LCEs) of the participating LGUs to report about the concluded LSP Writeshop as well as to inform the LCE about the activities that need to be undertaken by the LGU-TWG to finalize the LSP.
4. **Follow up submission of revised LSP Draft.** The assigned staff shall follow up the submission of revised LSP draft (2nd draft) by the LGUs two (2) weeks after the LSP Writeshop through phone and/or email. The RC shall submit a report on the submission of the revised LSP draft (2nd draft) by LGUs to the GH.
5. **Input LSP Data to the Consolidated Database Form.** The assigned staff shall encode the LSP Data using the prescribed LSP Database Form and submit to ROG Central for consolidation in the LSP Database within one month after the LSP Writeshop.
6. **Review 2nd Draft LSP.** The assigned staff shall complete the review of revised LSP draft (2nd draft) and transmit comments to LGUs for revision and finalization of draft by LGU-TWG within three (3) months upon receipt of LSP 2nd draft.
7. **Monitor LSP Presentation/Approval/Implementation.**
 - a. **LSP Presentation/Approval/Adoption.** The staff shall request the LGU for a copy of the final draft of LSP. As may be needed or upon request of the LGU, the staff assigned/RC/GH may provide assistance to the LGU-TWG in the presentation of the Final Draft of the LSP to the LCE, Local Housing Board or City/Municipal Council.
 - b. **LSP Data Management.** The RC/GH shall maintain a copy of all the 2nd Drafts of LSP/Final Draft/Approved Drafts. Likewise, the ROG Central office shall maintain a Central Filing System and Electronic Database of all LSP data and documents from all operating groups.

The assigned staff at the ROG Central shall coordinate with other operating groups to get updates on LSP completed activities. The ROG Head shall prepare monthly LSP Accomplishment Report to the Secretary General.

UN-CONTROLLED

COPY

Signature

Date

c. **Monitoring and Technical Assistance in LSP Implementation.** The RC/GH shall submit a quarterly report on the status of LSP implementation by concerned LGUs assisted in the preparation of the LSP to the Secretary General. As deemed necessary or upon request by



**HOUSING AND URBAN DEVELOPMENT
COORDINATING COUNCIL**


PROCEDURES MANUAL

Section No.	7.0
Page No. :	4 of 4
Revision No.:	0
Effectivity :	APR 04 2018

the LGUs, the staff assigned/RC/GH shall provide technical assistance to concerned LGUs in the implementation of the LSP or specific housing projects especially those applying for programs of the KSAs.

**UN-CONTROLLED
COPY**


Signature


Date

