



DEPARTMENT OF BUDGET AND MANAGEMENT  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

**Joint Memorandum Circular (JMC) No. 2021 - 2**

Date: August 12, 2021

TO : All Heads of Departments, Agencies, Bureaus, and Offices Concerned of the National Government, including Government-Owned or-Controlled Corporations (GOCCs), and All Others Concerned

SUBJECT : **GUIDELINES ON THE PREPARATION OF THE DEVOLUTION TRANSITION PLANS OF THE NATIONAL GOVERNMENT AGENCIES CONCERNED IN SUPPORT OF FULL DEVOLUTION UNDER EXECUTIVE ORDER (EO) NO. 138<sup>1</sup>, S. 2021**

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**1.0 Background/Rationale**

- 1.1 This JMC is being issued pursuant to Section 5 of EO No. 138 dated 01 June 2021, which requires that the national government agencies (NGAs) concerned and all local government units (LGUs) shall prepare their respective devolution transition plans (DTPs) which shall conform to the guidelines to be jointly issued by the Department of Budget and Management (DBM) and the Department of the Interior and Local Government (DILG).

Specifically, the NGA DTP shall identify and clarify the functions and services devolved to the LGUs based on Republic Act (RA) No. 7160 or the Local Government Code (LGC) of 1991 and other relevant laws, and the strategy for and phasing of devolution to the LGUs. The NGA DTP shall likewise include the definition of standards for the delivery of devolved services; strategy for the capacity development of the LGUs; framework for monitoring and performance assessment of the LGUs; and an organizational effectiveness proposal to strengthen the department/agency in assuming steering functions as part of the devolution efforts.

- 1.2 Consistent with the policies of decentralization and local autonomy espoused under the 1987 Philippine Constitution, Section 2 (a) of RA No. 7160 declares that the State shall provide for a more responsive and accountable local government structure instituted through a system of decentralization whereby the LGUs shall be given more powers, authority, responsibilities, and

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<sup>1</sup> Full Devolution of Certain Functions of the Executive Branch to Local Governments, Creation of a Committee on Devolution, and for Other Purposes

resources. The process of decentralization shall proceed from the national government to the LGUs.

- 1.3 The Supreme Court (SC) ruling on the Mandanas-Garcia<sup>2</sup> cases will significantly increase the tax base to be used for the computation of the total shares of the LGUs in the national taxes starting FY 2022. This means that there will be greater funds available for use by the LGUs to undertake the provision of basic services and facilities devolved under Section 17 of RA No. 7160<sup>3</sup> and other pertinent legislative measures.

As such, this will enable the LGUs to contribute more substantially in the growth of the economy, creation of jobs, and promotion of the welfare and development of their constituencies, which have become more important because of the pandemic.

- 1.4 Relatedly, under National Budget Memorandum (NBM) No. 138<sup>4</sup> dated 06 January 2021, in view of the implementation of the aforesaid SC decision, departments/agencies are advised to focus on the development of policy and service delivery standards, provision of technical assistance, monitoring and performance assessment of the LGUs.

Specifically, the NGAs concerned are directed to 1) refrain from including funding for devolved local projects for the LGUs belonging to the 1<sup>st</sup> to 4<sup>th</sup> income classifications in their budget proposals, 2) include funding requirement for capacity building of the LGUs to enable them to assume these devolved functions, and 3) limit subsidies for local projects to the LGUs belonging to the 5<sup>th</sup> and 6<sup>th</sup> income classes, the geographically isolated and depressed areas (GIDAs), and those with the highest poverty incidences, ranked in top third highest.

## **2.0 Strategic Review of Thrusts and Priorities Towards Full Devolution**

- 2.1 Section 4 of EO No. 138 directs the full devolution of the functions, services, and facilities as provided under Section 17 of RA No. 7160 and other existing laws which subsequently devolved functions from the national government (NG) to the LGUs by not later than the end of FY 2024.
- 2.2 The implementation of the SC ruling and EO No. 138 presents the NGAs concerned, used herein to refer to departments/agencies or GOCCs with functions devolved to the LGUs, a unique opportunity to finally hand over to the local governments the responsibility of providing devolved basic goods and services, and shift their focus to capacitating and assessing the performance of the LGUs. At the same time, the NGAs can start to address urgent and strategic challenges facing the country, such as strengthening the health care sector, reviving the economy due to the pandemic, and addressing the issues

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<sup>2</sup> "Congressman Hermilando I. Mandanas, et al. vs. Executive Secretary Paquito N. Ochoa, et al., and Honorable Enrique T. Garcia vs. Honorable Paquito N. Ochoa, et al." (G.R. Nos. 199802 and 208488)

<sup>3</sup> National agencies or offices concerned shall devolve to the LGUs the responsibility for the provision of basic services and facilities enumerated under Section 17 of RA No. 7160. Other pertinent sections of the LGC include Sections 447, 458, and 468.

<sup>4</sup> *National Budget Call for FY 2022*



of the 4.0 Industrial Revolution, climate change, and disaster management, among others.

- 2.3 Thus, to enhance economic recovery and strengthen fiscal sustainability, the LGUs should start to fully and permanently assume all functions which have already been devolved under RA No. 7160 and other pertinent laws, but are currently being performed/implemented and funded by the NGAs. This can be done gradually, depending on the resources and capacity of the different LGUs, for three (3) years or not later than FY 2024, pursuant to Section 4 of EO No. 138. The status of this devolution transition effort will be reported annually to the President as provided under Section 7 (h) of EO No. 138.
- 2.4 The overriding objective of the full devolution transition process is to enable a timely and seamless handover of the devolved functions to the LGUs starting FY 2022, and ensure the continual efficient and effective provision of basic goods and services to the public by assisting the LGUs to address capacity gaps and by setting common standards which the LGUs can follow in the delivery of these goods and services.
- 2.5 To guarantee the prioritization of the initiative, the NGAs concerned are required to recalibrate their thrusts, plans, and priorities to reflect the progressive operationalization of full devolution of basic services and facilities, at both the NGA and LGU levels.

### 3.0 **Identification of Functions, Services, Facilities and/or Programs/Projects/Activities (PPAs) for Phasing Out or Scaling Down by the NGAs Concerned and Unbundling of the Devolved Functions**

- 3.1 The functions/services/facilities and PPAs to be phased out or scaled down by the NGAs shall be consistent with those devolved under Section 17 of the LGC, as amended by pertinent laws. The phasing out or scaling down of the PPAs is necessary to sustain a manageable public sector deficit, increase the fiscal space left to the NG for major national programs and projects, and to empower and provide flexibility to the LGUs in the phasing and implementation of the devolution in FY 2022 onwards.

The proposed phasing out or scaling down may be done ***in phases*** within a three (3) year transition period, pursuant to Section 4 of EO No. 138, which provides that the full devolution of functions, services and facilities shall be undertaken not later than the end of FY 2024. Moreover, as suggested in Sections 2.6 and 2.7 of NBM No. 138, the NGAs may first phase out/scale down the implementation of local projects in the richest and most capable LGUs (i.e., 1<sup>st</sup> to 4<sup>th</sup> class LGUs) and provide technical assistance to these LGUs when requested. This will enable the NGAs to focus their financial and technical assistance to the least financially able LGUs (i.e., 5<sup>th</sup> and 6<sup>th</sup> class LGUs), particularly those with the highest poverty incidences and have multiple GIDAs.

- 3.2 Simultaneously, the NGA functions/services/facilities which have been devolved shall be unbundled/disaggregated with specific responsibilities identified to the level of LGU which is deemed best to undertake and/or finance the same, consistent with existing relevant laws and based on the experience and assessment of the NGA or GOCC.

The degree of subsidiarity or externality of benefits, economies of scale, and equity impact of the function shall determine the unbundling of the function and assignment of specific responsibilities to each level of LGU.

- 3.3 The NGA concerned is advised to transition from directly providing devolved functions/services/facilities to communicating and transferring the execution of the same to the LGUs starting FY 2022.

The LGUs will be expected to gradually start financing and delivering these devolved services following their thrusts and priorities under their local plans and investment programs. The autonomy afforded under RA No. 7160 to the LGUs must be recognized, and hence, the NGAs are encouraged to coordinate their transition strategies with the LGUs most important to the achievement of their sectoral goals and strategies under the Philippine Development Plan and the Regional Development Plans through their Leagues.

- 3.4 In cases where the NGAs deem it not feasible to fully devolve certain functions to the 1<sup>st</sup> to 4<sup>th</sup> class LGUs by FY 2022, the NGAs shall present strong justification for retaining the pertinent PPA in their proposed budgets and provide a time-bound plan that will address capacity building and other concerns to prepare the LGUs for the full devolution of functions at the soonest feasible time, i.e., within three (3) years or from FY 2022 to 2024.

#### 4.0 Principles Guiding the NGA Devolution Transition Plans

- 4.1 The conduct of the organizational review by the NGAs concerned and the unbundling/delineation of the devolved functions by level of LGUs shall be guided by the following principles, consistent with Section 2 of EO No. 138:

- a) The proper role of the NG is to set the national policy, development strategies, and minimum service delivery standards, and to assist, oversee, and supervise the LGUs, complementary to the stronger role in the implementation of direct service delivery that the LGUs shall assume by reason of full devolution.

Hence, the NGAs shall identify necessary improvements in their organizational set-up and staffing which will enable them to efficiently and effectively conduct their steering functions. Said improvements shall be based on the "**scrap and build**" policy, wherein existing vacant funded positions which are considered obsolete/unnecessary shall be abolished to support the creation of new position/s.



- b) Aside from the legal mandates, the determination of which NGA functions and tasks would be best (i) fully devolved to the LGUs, (ii) left to the NGA, and (iii) shared between the NGA and the LGU, shall be guided by the following principles:
- 1) Public services with little or no benefit spillover (i.e., public services whose benefits are local in scope) are best administered and financed by lower level governments, while public services with significant inter-jurisdictional externalities or benefit and cost spillovers are best assigned to higher levels of government;
  - 2) The provision of public goods and services that involve economies of scale is best assigned to higher levels of government; and
  - 3) Functions related to the redistributive role of government should be assigned to the NG.
- c) The NGA, in close consultation with the LGUs through their respective Leagues, shall formulate and pursue an institutional development program for the LGUs in order to strengthen their capacities and capabilities to fully assume the devolved functions based on RA No. 7160 and other relevant laws, at the shortest possible time.

Considering, however, that the LGUs shall have the authority to determine the functions and services that they shall pursue, the NGAs are advised to focus on the set of LGUs most critical to the fulfilment of their target outputs, outcomes, and sector objectives, for capacity building and performance assessment. The NGAs may likewise come up with mechanisms to incentivize these LGUs to take on the devolved functions and services, such as entering into memoranda of agreement with the LGUs for the provision of technical assistance.

The capacity development plan of the NGAs for the LGUs should consider the aspects of planning, management, implementation, and monitoring and reporting with regard to the delivery of the devolved functions and services.

- d) To promote harmonization, convergence, and prioritization in the provision of needed capacity development interventions to the LGUs, the NGAs shall be guided by the provisions of EO No. 138 and its implementing rules and regulations<sup>5</sup> (IRR), and other guidelines and standards to be promulgated by DILG through the Local Government Academy (LGA).

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<sup>5</sup> Dated July 2, 2021

## 5.0 Preparation of the NGA Devolution Transition Plans

- 5.1 All departments, agencies and instrumentalities concerned in the Executive Branch shall conduct a review of their respective thrusts, priorities, strategic plans, mandates, and functions to reflect the progressive operationalization of the full devolution of basic services and facilities to the LGUs within three (3) years.

The NGAs with devolved functions and services to the LGUs pursuant to RA No. 7160 and other pertinent laws, as indicated under Annex A of the IRR of EO No. 138 and as **Attachment 1** hereof, shall prepare their respective DTPs to ensure the smooth implementation of said EO.

- 5.2 Consistent with Section 5 of EO No. 138, department secretaries/agency heads concerned shall lead and oversee the preparation and implementation of their respective department's/agency's DTP to ensure the smooth implementation of this full devolution transition. The DTP shall cover **all functions/services/facilities** that have been devolved to the local governments in line with RA No. 7160 and other pertinent laws, specifically highlighting those which are yet to be handed over to the LGUs.
- 5.3 For a holistic and coordinated approach to the full devolution transition effort, the DTP shall be from the perspective of the whole department. Hence, there shall only be one (1) DTP for each department, which shall already cover the agencies and GOCCs attached to it or under its control or administrative supervision.

The central offices shall coordinate the formulation of the DTPs of the pertinent bureaus, regional offices, attached agencies, and GOCCs affected by the devolution. They shall ensure that these support the same principles, vision, thrusts, and directions in the DTP of the department.

Hence, it is understood that the department has studied and supports the DTPs prepared by its pertinent bureaus, attached agencies, and GOCCs, and their interphases and value contributions. The DTPs of the attached agencies/GOCCs shall be endorsed or signed off by the Department Secretary concerned or his/her authorized representative prior to their submission to the DBM.

- 5.4 The NGAs concerned, through their regional and field offices, are likewise encouraged to consult and coordinate with the LGUs and the LGU Leagues to enhance the likelihood of consistency between the NG and the local government transition plans, as well as understand the issues and gaps in the capacity and resources of the LGUs. This is in view of the different resources, geographical situations, and other circumstances facing the LGUs.

A focal unit/person in charge of the devolution of functions may be designated in the department/agency to ensure that coordination with the LGUs is maintained.



- 5.5 Further, pursuant to Section 38 of the IRR of EO No. 138, non-government organizations (NGOs)/civil society organizations (CSOs)/people's organizations (POs) are encouraged to participate in the preparation, implementation, and monitoring of the DTPs of the NGAs concerned through consultations and public dialogues. Relatedly, the NGAs are reminded to ensure that their DTPs have undergone consultation with the NGOs/CSOs/POs during its preparation and prior to its implementation.
- 5.6 To facilitate this process, the departments concerned shall organize and assign their respective Devolution Transition Committee (DTC), to be called the **Department DTC**, consisting of the attached agencies and GOCCs, and headed by a senior official second in rank to the head to coordinate and oversee the entire process. The agencies and GOCCs concerned are not precluded to establish their own DTCs, to be called the **Agency DTC**. The constitution of these committees and the names of their heads shall be submitted to the Secretariat of the Committee on Devolution created under EO No. 138 for communications and monitoring purposes.
- 5.7 Agencies and instrumentalities not under the control or supervision or attached to a department shall prepare and implement their own DTPs in consultation and coordination with the DBM and DILG.

## 6.0 Contents of the NGA Devolution Transition Plans

- 6.1 The NGA DTP shall comprise a narrative report, with the following seven (7) elements, and each element supported by annexes:
- a) **Strategic directions/shifts.** This will lay out the strategic vision of what the department/agency/GOCC should or intends to do considering the changes in its work as a result of the full devolution of certain functions it is currently performing to the LGUs.
- It will include the objectives, goals and expected outcome, as well as the strategies or approaches taken in the formulation of the DTP, including the coordination of efforts of the affected department, its bureaus, attached agencies, and GOCCs. It will also present the new thrusts and emerging challenges which the NGA intends to address as part of the strengthening of its steering functions. Further, it shall indicate which functions/PPAs of the NGA will be strengthened, scaled down, phased out, and/or abolished.
- b) **Assignment of functions, services and facilities to each level of government.** This will include the identification of the: (i) appropriate assignment of functions, services and facilities to each level of government, determining the specific level of LGU wherein said functions and services have been or can be devolved and transferred to, based on RA No. 7160 and other relevant laws (**Annex A**); and (ii) implementation strategy and phasing of the devolution transition activities, subject to the

capacity and resources of the LGUs to take on these devolved functions, based on the experience and assessment of the NGA (**Annex B**).

Please note that these two (2) annexes will be shared with the LGUs, and hence, must be definitive with regard to the legal bases and clear in terms of the delineation of functions and tasks by level of LGU.

The specific list of priority or pilot LGUs which shall be assuming the devolved PPAs that will be scaled down/phased out by the NGA per devolution phase may be included as an attachment to Annex B, if already identified.

- c) **Service delivery standards.** The identification and inventory of standards for the delivery of devolved services, which cover the minimum cost, scope, specifications, and quality of the services to be delivered by the LGUs according to the hierarchy of LGU (**Annex C-1**). Among the objectives of devolution is to ensure that the LGUs abide by common standards in the delivery of services pertinent to them. It is understood that these standards and underlying processes and programs may be changed and improved by the LGUs over time, depending on their capacities and innovativeness. Hence, it will be preferable to provide service standards which are outcome-based. Annex C-1 will be shared with the LGUs, and the Development Academy of the Philippines (DAP) and LGA for use in the capacity development of the LGUs.

Copies of existing pertinent NGA issuances, guidelines, and manuals shall be attached or provided in the DTP.

Moreover, these service standards may include the recommended associated minimum organizational structure and staffing complement in the LGUs which can undertake the devolved services based on the NGA's experience and/or assessment and in consultation with the LGUs (**Annex C-2**). Identifying and working with the existing, especially the mandatory organizations and positions in the LGUs, will facilitate the capacity building, pending the creation of new units and hiring of additional personnel by the LGUs. Annex C-2 is also intended to be shared with the LGUs.

The NGAs can approach the DAP to train pertinent personnel/unit in the development of the needed standards for LGU service delivery, as well as in the formulation and development of the DTP.

- d) **NGA capacity development strategy.** To enable the NGAs to effectively and efficiently perform their steering, as well as monitoring and evaluation functions, in view of this devolution effort, they can identify the capacity development strategies and interventions needed to strengthen the relevant units and personnel in their organization, and the timelines for the purpose (**Annex D**).



- e) **LGU capacity development strategy.** This shall include the strategy for capacity development of the LGUs to enable them to fully absorb and manage the devolved functions and services by FY 2024, which shall include the checklist of criteria and conditions necessary to determine the readiness of the LGUs to take on the delivery of the devolved functions/services consistent with their local growth priorities and resources. The strategies and activities indicated under Annex B shall be further detailed and supported by the modes of technical assistance to be provided by the NGA to the LGUs under **Annex E**. Other capacity development requirements shall be anchored on the LGA's LGU capacity development framework. Annex E shall likewise be shared with the LGUs.
- f) **Performance monitoring and assessment framework.** The systems and mechanisms, whether existing or new, for monitoring and performance assessment of the LGUs in undertaking the devolved functions, including the imposition of incentives and sanctions provided by pertinent laws, shall be contained in **Annex F**, which shall be shared with the LGUs.

It will be important for the NGAs to come up with their own performance monitoring and assessment framework, if not yet established, to ensure that they are able to effectively and efficiently monitor and assess the performance of the LGUs in the delivery of the devolved functions and services.

- g) **Organizational effectiveness proposal (OEP).** This will present the organizational changes proposed to be effected in order to ensure that the department/agency/GOCC will be able to perform its "steering functions" efficiently and effectively as a result of the full devolution effort.

The OEP shall contain the following components:

- 1) Modifications in the organizational structure of the departments/agencies/GOCCs concerned, as applicable, stating the specific changes in the offices/units in said department/agency/GOCC (**Annex G-1**).

This may include offices/units which could be:

- i) Abolished<sup>6</sup> or deactivated<sup>7</sup>;  
ii) Merged<sup>8</sup> or consolidated<sup>9</sup>;

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<sup>6</sup> **Abolition** refers to the elimination of an obsolete/unnecessary organizational unit.

<sup>7</sup> **Deactivation** is the act of making dormant or non-operational an organizational unit by phasing out its functions or transferring them to other units. An organizational unit is rendered dormant or non-operational if its operation is terminated but its formal existence continues. A deactivated organizational unit is devoid of any activity, personnel, financial and physical resources.

<sup>8</sup> **Merger** is the combination of two (2) or more organizational units, whereby the identity of one is retained and the other is abolished or deactivated ( $A + B = A$  or  $B$ ).

<sup>9</sup> **Consolidation** is the dissolution of two (2) or more organizational units to form a new unit ( $A + B = C$ ).

- iii) Transferred to other offices/units within the department/agency/GOCC where they are appropriately subsumed or where their functions are more aligned; and/or
- iv) Created, if no other existing offices/units in the department/agency/GOCC are performing their intended functions given the strengthening of the “steering” role of the NGAs.

The functional description of offices/units as a result of the downscaling and/or strengthening of their functions in view of the changes in the organizational structure of the department/agency/GOCC shall likewise be presented.

- 2) Modifications on the staffing complement of the departments/agencies/GOCCs concerned, specifying the number of personnel who are affected by the devolution efforts **(Annex G-2)**. This may include positions which may be: abolished<sup>10</sup>, transferred<sup>11</sup>, reclassified<sup>12</sup>, converted<sup>13</sup>, retitled<sup>14</sup>, and/or created<sup>15</sup>, in line with the organizational changes to be adopted in the department/agency/GOCC.

As regards the number of personnel who are affected by the devolution effort and would want to avail of the separation incentives, the NGA DTP shall identify which among the options<sup>16</sup> under Section 12 of EO No. 138 will be availed of by the affected personnel, for processing by the DBM **(Annex G-3)**.

Departments/Agencies may include, as an attachment to this annex, the list of non-permanent personnel (contractual, casual, or contract of service/job order) who are involved in the implementation of devolved services and are affected by the full devolution effort, for ready reference; and

- 3) Modifications in resource allocation, highlighting the effects of the revised set-up on the budgetary allocations of the departments/agencies/GOCCs concerned **(Annex G-4)**.

<sup>10</sup> **Abolition** is the elimination of an obsolete and/or unnecessary position.

<sup>11</sup> **Transfer** is the movement of an employee from one organizational unit to another in the same department/agency, or from one department or agency to another, which is of equivalent rank, level or salary.

<sup>12</sup> **Reclassification** is a form of staffing modification or position classification action which may be applied only when there is a warranted substantial change in the regular duties and responsibilities and/or qualifications of the incumbent of the position, as determined by the DBM.

<sup>13</sup> **Conversion** is a form of reclassification which only applies to vacant positions wherein a position shall be abolished and the appropriate position shall be created in their stead.

<sup>14</sup> **Retitling** is a form of reclassification which involves a change in the position title without any change in salary grade allocation.

<sup>15</sup> **Creation** of positions must observe the “scrap and build” policy wherein new positions may be proposed as long as there are corresponding obsolete/unnecessary but funded position/s which may be abolished to support the creation of the new position/s.

<sup>16</sup> Personnel hired on a permanent basis who may be affected by the devolution effort shall have the option to: **1)** transfer to other offices/units within the department/agency/GOCC concerned without reduction in pay; **2)** transfer to other departments/agencies/GOCCs in the Executive Branch without reduction in pay; or **3)** avail of the retirement/separation benefits and incentives and, subject to the discretion of the LGUs, apply to vacant positions therein.



- 6.2 The attached annexes shall be used to facilitate the preparation by the NGAs concerned of their respective DTPs. The departments/agencies/GOCCs could provide other supporting documents and information that they deem are relevant or necessary to include in their DTPs. Said additional supporting documents and information may be included as attachments in their respective DTPs.

The annexes for the DTPs shall be accomplished and form an integral part of the DTPs. The specific instructions/guide on filling out the attached DTP templates are indicated in each annex.

As mentioned, since Annexes A, B, C-1, C-2, E and F shall be shared with the LGUs for their reference in formulating their DTPs, the same should be clear, useful and doable.

Hence, the NGA is encouraged to consult the LGUs so that the NGA and LGU DTPs shall complement and support each other.

- 6.3 The departments and agencies concerned shall ensure that their DTCs, or their regional offices (ROs) or field units shall be ready to respond to the LGUs' requests and queries, and ensure the alignment of national and regional objectives, as well as the implementation of the NGA and LGU DTPs.

For this purpose, each department and agency shall make available in their respective websites the contact details of the focal person/s and office/s concerned in their DTCs or ROs/field units whom the LGUs may contact for any queries and requests.

- 6.4 The NGAs concerned may consult and collaborate with the DILG, National Economic and Development Authority (NEDA), Department of Finance (DOF), Civil Service Commission (CSC), and the DAP and other resource institutions for technical assistance in the preparation of their respective DTPs.

## 7.0 **Submission of NGA Devolution Transition Plans**

- 7.1 The DTPs prepared by the departments/agencies/GOCCs concerned shall be submitted, in soft and hard copies, by the department concerned to the DBM for evaluation and approval **on or before 30 September 2021**, which is one hundred and twenty (120) calendar days from the effectivity date of EO No. 138.<sup>17</sup>

Said DTP shall be signed by the head of the department/agency/GOCC and endorsed by its Department/Agency DTC.

- 7.2 Agencies and instrumentalities not under the control or supervision or attached to a department shall submit their DTPs directly to the DBM for evaluation and approval.

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<sup>17</sup> Said EO was published in the Official Gazette on June 2, 2021.

- 7.3 Departments/Agencies/GOCCs are strongly encouraged to submit their respective DTPs as early as possible, before the aforesaid deadline, in order to provide timely reference and guidance to the LGUs in the preparation of their respective DTPs.

## **8.0 Evaluation and Approval of the NGA Devolution Transition Plans**

- 8.1 The DBM shall evaluate and approve the NGA DTPs within one hundred twenty (120) calendar days upon receipt of the completed DTP, with the required narrative and complete and properly filled out annexes, and the submission of all other required information and supporting documents for the purpose, consistent with Section 14 of the IRR of EO No. 138.

- 8.2 Whenever necessary, the DBM shall consult the DILG, NEDA, and DOF on concerns regarding the evaluation of the NGA DTPs, and shall refer to the Governance Commission for GOCCs (GCG) needed actions for those GOCCs under its jurisdiction (e.g., organizational and staffing changes).

The proposed changes in the organizational structure and staffing complement by the NGAs shall be evaluated by the DBM pursuant to existing laws, rules and regulations.

- 8.3 The NGA DTPs to be submitted in line with EO No. 138, shall be consistent with the initial DTPs previously submitted to the DBM pursuant to NBM No. 138 for consideration in their respective FY 2022 budget proposals.

Departments/Agencies/GOCCs which have previously submitted their complete accomplished DTP annexes shall inform the DBM in writing should they intend to revise the same given the requirements of EO No. 138 and its IRR.

The changes in the PPAs of the NGAs concerned and other pertinent proposals (e.g., capacity development interventions of the NGA concerned to the LGUs) based on the submitted DTPs under EO No. 138, which are on top of the changes/proposals based on the submitted DTPs under NBM No. 138 and cannot be accommodated under the existing/approved budgets of the NGAs concerned for FYs 2021 and 2022, shall be evaluated for possible consideration in their FY 2023 budget.

- 8.4 The NGAs concerned shall update their respective DTPs upon the approval of the FY 2022 General Appropriations Act, as may be necessary, to consider the applicable provisions and possible adjustments in the budgetary allocations of the NGAs.
- 8.5 For transparency and to provide stakeholders with access to information regarding the NGA DTPs, an online portal through the DBM and DILG websites shall be set up wherein the approved NGA DTPs will be posted.



## 9.0 Separability

If, for any reason, any part or provision of this JMC is declared invalid or unconstitutional, the other provisions not affected thereby shall remain in full force and effect.

## 10.0 Effectivity

This JMC shall take effect immediately following its complete publication in the Official Gazette or in a newspaper of general circulation.

  
**WENDEL E. AVISADO**  
Secretary, DBM



  
**EDUARDO M. AÑO**  
Secretary, DILG



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**ANNEX A**

**Matrix on the Unbundling of Programs, Projects, and Activities (PPAs) of the National Government Agencies (NGAs)  
to Different Levels of Government**

**[Department/Agency/GOCC]**

Function /Service/Facility/ Program/Project/Activity [1]			Assignment per Level of Government (NG – National Government; P – Province; C – City; M – Municipality; B – Barangay) Please tick off/mark appropriate column(s). One per row only. [2]					Appropriation in FY 2021 GAA (in PhP M) [3]	Legal Basis [4]	Decentralization Principle and Other Remarks to Delineate the PPAs to be Assigned to Each Level of LGU [5]
			NG	P	C	M	B			
1.	0.	PPA # 1 (May come from the GAA)						xxxx	RA/EO, s. ____	Xxxx (Principles/rationale/justifications and other remarks)
1.	1.	Component # 1 (C.1) of PPA # 1	x					xxxx	RA/EO, s. ____	Xxxx (Discussion on disaggregated PPA to be performed by the NG, to be further disaggregated into the central office and the regional/field offices)
				x				xxxx	RA/EO, s. ____	Xxxx (Discussion on disaggregated functions/services/ PPAs devolved to the provinces)
					x			xxxx	RA/EO, s. ____	Xxxx (Discussion on disaggregated functions/services/ PPAs devolved to the cities)
						x		xxxx	RA/EO, s. ____	Xxxx (Discussion on disaggregated functions/services/ PPAs devolved to the municipalities)
							x	xxxx	RA/EO, s. ____	Xxxx (Discussion on disaggregated functions/services/ PPAs devolved to the barangays)
1.	2.	Component # 2 (C.2) of PPA # 1								
2.	0.	PPA # 2								
2.	1.	Component # 1 (C.1) of PPA # 2								
2.	2.	Component # 2 (C.2) of PPA # 2								

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Function /Service/Facility/ Program/Project/Activity [1]	Assignment per Level of Government (NG – National Government; P – Province; C – City; M – Municipality; B – Barangay) Please tick off/mark appropriate column(s). One per row only. [2]					Appropriation in FY 2021 GAA (in PhP M) [3]	Legal Basis [4]	Decentralization Principle and Other Remarks to Delineate the PPAs to be Assigned to Each Level of LGU [5]
	NG	P	C	M	B			
<b>3. 0. PPA # 3</b>								
<b>3. 1. Component # 1 (C.1) of PPA # 3</b>								
<b>3. 2. Component # 2 (C.2) of PPA # 3</b>								
<b>3. 3. Component # 3 (C.3) of PPA # 3</b>								

Prepared by:

Reviewed by:

Approved by:

\_\_\_\_\_  
Name and Position/Designation

\_\_\_\_\_  
Name and Position/Designation

\_\_\_\_\_  
Department/Agency Head

**Legend:**

- [1] Specifies the department/agency devolved function, service, facility, program, project, and/or activity (PPA) to be disaggregated or unbundled per level of government, including **all** devolved services which are already being performed by the LGUs (Note: The PPA may not necessarily correspond to a line item in the agency budget.)
- [2] Identifies which level of government the function/service/facility/PPA shall be appropriately assigned to
- [3] Indicates the corresponding budget tagged on each function/service/facility/PPA and the budget assigned per level of government, if feasible
- [4] Identifies the pertinent legal bases directing or mandating the assignment and devolution of the function/service/PPA to local governments, indicating the year the function/service/facility/PPA was devolved, e.g., Republic Act No. 7160 [Local Government Code (LGC) of 1991] and pertinent laws/executive issuances
- [5] Discusses briefly the principle/s governing the devolution/decentralization of the function/service/PPA, rationale/justifications and other important considerations, specifically identifying and disaggregating the PPAs assigned to the central office (CO), regional offices (ROs), down to each level of LGU

**Notes and Guide Questions:**

1. The purpose of this template is to help the national government agencies (NGAs) think through and provide greater clarity in the assignment of functions across the different levels of government. When government functions are broadly articulated, many of them would appear to be the shared responsibility of both the national and local governments. This may result in the duplication of efforts on the part of both the national and local governments and/or in an overall failure to meet the demand for much needed services. At the same, it tends to blur the lines of accountability and responsibility of the national government vis-à-vis the local government units (LGUs). Hence, the detailed specifications of the duties and responsibilities that will be retained by the departments and agencies versus those that can be devolved to the LGUs are important. Thus, the NGAs are strongly advised to consult their respective operations units, including regional offices, to seek the lessons they have learned, and consult with the LGUs to seek their inputs, as emphasized during the consultation meetings.



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2. In more specific terms, this template is designed to assist the NGAs to unbundle or deconstruct their PPAs in such a way that each component part of an NGA's PPA may exclusively be assigned to different levels of government, and in a manner that is aligned with the list of functions assigned to the different levels of LGUs under the 1991 LGC, as well as other relevant laws (Refer to column [4]).

PPAs are a detailed disaggregation of activities and projects under a function. They should not be construed to be the same as a program, activity and project (PAP) or line item under the agency budget. PPAs may, but not necessarily, be the same as an agency budget line item.

3. Relatedly, identifying and disaggregating the PPAs from those to be assigned to the CO, ROs, down to each level of LGU, will avoid redundancies and/or unnecessary overlaps. The agency should provide sufficient/strong justification/explanation for the proposed retention of a PPA under the NG. These shall be discussed in column [5].
4. The decomposition of broadly articulated government functions by level of government may be done in a number of ways.

One, broadly defined sectors/functions may be decomposed in terms of their national-local dimension on the basis of whether the benefits of the services provided are national or local in scope, e.g., national highways versus provincial/city/municipal roads.

Two, broadly defined sectors/functions may also be unbundled along management functions, i.e., (i) policy formulation and standards setting, (ii) regulation and/or enforcement of standards, (iii) planning, (iv) financing, (v) implementation or actual service delivery, and (vi) monitoring and reporting. Typically, policy formulation and standards setting are assigned to the national government, while implementation (or at least some aspects of it) may be assigned to the local governments. At the same time, different aspects of enforcement of standards may be assigned exclusively to different levels of governments.

Three, broadly defined sectors/functions may also be decomposed in terms of their sub-competencies, e.g., education may be broken down into elementary, secondary, technical and vocational education and training, and tertiary sub-sectors.

5. Here are some questions that may help the NGAs in this unbundling exercise:

- For each one of the NGA's PPA,
  - a) Does the LGC or other pertinent pieces of legislation give the LGUs the sole responsibility for the administration, provision, and/ or delivery of goods and services that are associated with the specified PPA in its entirety?
  - b) Is it possible to decompose the specified PPA into its component parts, such that any one of these component parts are assigned exclusively to the LGUs either on the basis of the LGC or other pertinent laws?
- For each one of the component parts of any given PPA,
  - a) Are the benefits resulting from the implementation/performance of the specified component part of the PPA enjoyed exclusively by the constituents of a specific level of LGU?
  - b) Does the specified component part of the PPA have benefits that spill over outside the territorial jurisdiction of a specific level of LGU?
  - c) Are there economies of scale involved in the delivery of the specified component part of the PPA? Is the average size province large enough to implement the specified component part of the PPA? How about the average size city or municipality?
  - d) How big a role does the specified component part of the PPA have in the attainment of the government's overall redistributive goal?

Additional details on the differentiation of the PPAs that can be assigned to the agency CO, ROs, provinces, cities, municipalities and barangays can further be explained in column [5]. The more exclusive the PPAs (and the more specific their description) to be assigned to the CO, ROs and the different LGU levels, the better for assignment and accountability purposes.

6. The accomplished template is intended to be shared with the different levels of LGUs for their reference and guidance. Hence, this should also cover all services and facilities which have already been devolved to the LGUs in the previous years. Such devolved functions and services may be indicated at the end of the matrix and briefly discussed in column [5].

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7. This template is also intended to assist the fiscal oversight agencies to have baseline information for the budgetary resources that are allocated for each one of the component parts of an NGA's PPAs. In order to do this, the total budget of an NGA's PAP as provided under the FY 2021 GAA shall be indicated. Based on the unbundling of functions/services, the NGA should be able to specifically identify which components of the PPAs are for assignment to the LGUs. The corresponding budget tagged on said components of the PPA shall also be disaggregated per level of government. The total amount indicated in all levels of government per component should correspond to the total budget of the pertinent PAP under the FY 2021 GAA (Refer to column [3]).



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**SAMPLE ACCOMPLISHED MATRIX (For reference purposes only)**

**Department of Tourism**

Function/Service/Facility/ Program/Project/Activity [1]			Assignment per Level of Government (NG – National Government; P – Province; C – City; M – Municipality; B – Barangay) Please tick off/mark appropriate column(s). One per row only. [2]				Appropriation in FY 2021 GAA (in Php M) [3]	Legal Basis [4]	Decentralization Principle and Other Remarks [5]
			NG	P	C	M	B		
<b>1.</b>	<b>0.</b>	<b>Tourism policy formulation and planning</b>						<b>267.4</b>	
<b>1.</b>	<b>1.</b>	Tourism planning – national level	x					Funded in FY 2021 GAA? (Y/ N); If Y, how much?	RA 9593, s. 2009
<b>1.</b>	<b>2.a.</b>	Tourism planning – regional level including integration of local tourism plans	x					Funded in FY 2021 GAA? (Y/ N); If Y, how much?	RA 9593, s. 2009
<b>1.</b>	<b>2.b.</b>	Formulation of local tourism plan		x				Funded in FY 2021 GAA? (Y/ N); If Y, how much?	RA 9593 Section 38, s. 2009
					x			Funded in FY 2021 GAA? (Y/ N); If Y, how much?	RA 7160 (or LGC), s. 1991: For provinces - Section 17 (b) (3) (xii); For cities - Section 17 (c)
<b>2.</b>	<b>0.</b>	<b>Tourism industry training program</b>	x						Function not devolved to LGUs under RA 7160 nor RA 9593
<b>3.</b>	<b>0.</b>	<b>Development of tourism standards and accreditation and enforcement program</b>							
<b>3</b>	<b>1.</b>	Development of standards	x					How much of the budget is intended for the development of standards?	RA 9593, s. 2009
<b>3.</b>	<b>2.</b>	Accreditation program for primary tourism enterprise by NG	x					How much of the budget is intended for the implementation of the accreditation program?	RA 9593 - Section 39 provides the DOT and LGUs to ensure the compliance of tourism enterprises to standards set by the DOT. It also provides that the DOT may delegate
<b>3.</b>	<b>3.</b>	Enforcement of tourism standards, including enforcement of accreditation program by LGUs		X				How much of the budget for the enforcement of tourism standards is	What are the roles of the ROs vs. the CO in this program? How do they interact or interphase with the LGUs?

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Function/Service/Facility/ Program/Project/Activity [1]			Assignment per Level of Government (NG – National Government; P – Province; C – City; M – Municipality; B – Barangay) Please tick off/mark appropriate column(s). One per row only. [2]					Appropriation in FY 2021 GAA (in PhP M) [3]	Legal Basis [4]	Decentralization Principle and Other Remarks [5]
			NG	P	C	M	B			
								<i>intended to be allocated to activities that may be devolved to the LGUs?</i>	enforcement of the DOT accreditation program for primary tourism enterprises that have adopted and implemented their local tourism plans. However, there is a need to clarify where NG enforcement of standards ends and where LGU enforcement begins under RA 9593.	
					X					
						X			RA 7160 – Section 447 (a) (4) (iv) and Section 458 (a) (4) (iv) gave municipal and city Sanggunians the power to regulate the establishment of restaurants, cafes, hotels, motels, inns, and similar establishments, including tourist guides and transport.	
<b>4.</b>	<b>0</b>	<b>Market and product development program</b>								
<b>4.</b>	<b>1.</b>	Market and product development, including development and implementation of an integrated international promotions and marketing program and branding campaign	X					<i>How much of the budget is intended for international promotions and marketing programs? Clearly, the budget for the branding campaign program (PhP 803.6)</i>		<i>Are there programs and responsibilities assigned to the regional offices?</i>
<b>4.</b>	<b>2.</b>	Market and product development program activities that may be devolved to provinces,		X				<i>How much of the budget for this PPA is intended for market and product</i>		A significant amount of benefits from the tourism sector in the form of number of jobs created in tourism enterprises and ancillary services, local



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Function/Service/Facility/ Program/Project/Activity [1]		Assignment per Level of Government (NG – National Government; P – Province; C – City; M – Municipality; B – Barangay) Please tick off/mark appropriate column(s). <u>One per row only.</u> [2]					Appropriation in FY 2021 GAA (in PhP M) [3]	Legal Basis [4]	Decentralization Principle and Other Remarks [5]
		NG	P	C	M	B			
	cities, and municipalities, including tourist assistance programs and promotion of local tourism sites						<i>development activities that may be devolved to the LGUs?</i>		tax and non-tax revenues from said enterprises accrues to LGUs where tourism is a significant industry. Are there differences as to size, for instance, of the tourism sites that each of the LGU levels are asked to manage?
				X					
					X				

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**ANNEX B**

**Implementation Strategy and Phasing of Devolution Transition Activities**

**[Department/Agency/GOCC]**

Function/Service/Facility/ Program/Project/Activity [1]	Strategies and Activities [2]	Timeline/Schedule [3]	Level of Local Government Unit (LGU) [4]	Expected Output/Outcome [5]	Responsible Organization/Unit [6]	Success Indicator for Target LGUs [7]
<b>PHASE I (FY 2021 - 2022)</b>						
<b>PPA # 1</b>						
<b>Component # 1 (C.1) of PPA # 1</b>	<b>Strategy # 1</b>  <b>Consultations with the LGUs</b>  To level-off with the LGUs and inform them of the PPAs to be scaled down/phased out, and resolve concerns/issues  <b>Activities</b>  1. <b>Conduct of consultation meetings/fora/FGDs with the LGUs</b>  2. <b>Xxxx</b>	Q3, 2021           <i>(Specific date/month, if feasible)</i>  Q3-Q4, 2021	P/C/M/B	<u>Outcome</u>  Strengthened relationship and trust are built between the NGA and the LGUs           <u>Outputs</u>  1. Identified areas of concern or issues raised by the LGUs and the corresponding action plan of the agency and the LGU concerned to address the same	Bureau/Service/Office concerned	No. of target provinces/cities/municipalities/barangays which participated in the consultation meetings/fora/FGDs  Client satisfaction rating obtained  Number or percent of target LGUs capacitated  No. of LGUs with MOAs with NGA for the provision of technical assistance for specific skills and systems development



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Function/Service/Facility/ Program/Project/Activity [1]	Strategies and Activities [2]	Timeline/Schedule [3]	Level of Local Government Unit (LGU) [4]	Expected Output/Outcome [5]	Responsible Organization/Unit [6]	Success Indicator for Target LGUs [7]
	<b>Strategy # 2</b>  <b>Provision of capacity building/ technical assistance to the LGUs</b>  To build the capacity of the LGUs to undertake the devolved functions  <b>Activities</b>  1. Conduct of trainings/seminars/workshops with the LGUs  2. Xxxx	Xxxx		<u>Outcome</u>  1. Strengthened relationship and trust between the NGA and the LGUs  2. Increased capacity of LGUs to take on the devolved functions  <u>Outputs</u>  1. Xxxx		No. of LGUs adopting NGA recommended systems and structures
<b>Component # 2 (C.2) of PPA # 1</b>						
<b>PHASE II (FY 2023)</b>						
<b>PHASE III (FY 2024)</b>						

Prepared by:

Reviewed by:

Approved by:

\_\_\_\_\_  
Name and Position/Designation

\_\_\_\_\_  
Name and Position/Designation

\_\_\_\_\_  
Department/Agency Head

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**Legend:**

- [1] Specifies the department/agency devolved function, service, facility, or PPA
- [2] Describes the strategies and activities to be undertaken by the NGA starting 2021, 2022 and in the medium term, e.g., consultations with offices involved, the Regional Development Councils and target LGUs to plan the strategy; rolling out of delivery standards to capacitate the LGUs; development of and entering into memoranda of agreement (MOAs) with the LGUs for capacity building; implementation of the devolution and monitoring of devolved functions; participation in training programs to be set up and coordinated by the DILG-Local Government Academy; conduct of demonstration projects with the LGUs, etc., to successfully help the LGUs to implement and manage the devolved services relevant to the PPAs to be scaled down/phased out, so as not to create a vacuum in the delivery of the pertinent basic services, including the rationale for the proposed strategies
- [3] Provides the approximate timeline/schedule of the activities to be done per strategy and activity, specifying the date/month/quarter, as feasible
- [4] Identifies which level of LGU will be involved in the activities, i.e., P/C/M/B, including the specific unit/personnel in the LGU that needs to be capacitated, if applicable
- [5] Indicates the expected results per strategy (outcomes), and per activity (outputs)
- [6] Identifies the organization/unit responsible in the department/agency for each devolution transition activity
- [7] Provides a set of quantitative/measurable values to evaluate the success or achievement of a particular devolution transition strategy or activity

**Notes:**

- This matrix shall present the details of the phasing of the devolution transition activities to the LGUs, taking into consideration their capacity and resources, and as well as the impact of the devolution on their delivery of services/programs and growth.
- In phasing the devolution transition, the agency may first delimit the scope of work by considering the set of LGUs most important in meeting their sector outputs and outcomes. Secondly, the agency should consider their resources and capacity by initially devolving activities to the richer and more capable 1<sup>st</sup> to 4<sup>th</sup> class LGUs, and providing technical assistance to help them take over the function and implement them well. In this manner, focus can be given to the LGUs or areas which exhibit the most deficiencies/shortfalls in meeting sector outputs and outcomes but which have the least resources and capacities. Another suggestion is to try to phase the assistance (e.g., cost-sharing, implementation and management assistance) in a manner that will enable the different sets of LGUs to finally take over the funding and management of the function after a specific number of year/s before going to the next ones, which may be a win-win situation for both the NGA and the LGUs.
- The specific list of priority or pilot LGUs which shall be assuming the devolved PPAs that will be scaled down/phased out by the NGA per devolution phase may be included as an attachment to this Annex, if already identified.
- The checklist of criteria and conditions necessary to determine the readiness of the LGUs to take on and manage the delivery of the devolved services shall also be included as an attachment to this Annex.
- The strategies and activities indicated under column [2] shall be further detailed and supported by the modes of technical assistance to be provided by the NGA to the LGUs under Annex E.
- Roadmaps, Gantt Charts, among other tools, may be presented to show the implementation schedule and phasing of the NGA devolution transition activities.



**Registry of Service Standards for the Delivery of Devolved Functions, Services and Facilities**

**[Department/Agency/GOCC]**

Function/ Program/ Project/ Activity and Corresponding Service* [1]	Local Government Unit (LGU) Level and Office/Unit to Use the Standard [2]	Beneficiary/ User [3]	Service Delivery Standards [4]									Title of References [5]	Updating Status [6]
			OUTPUT		PROCESS	INPUT				Fee to Avail Service (if any) [4.8]	Other Standards [4.9]		
			Specifications of Service [4.1]	Quality of Service [4.2]	Procedural Standards [4.3]	Resource Inputs [4.4]	Standard Cost to Deliver the Service [4.5]	Technical Specifications of Input [4.6]	Qualification/ Competency of Service Provider [4.7]				
Function/PPA # 1  Provision of support to education services													
[Service #1 of Function/PPA #1]  Construction of school building	City/Municipal Engineering Office	Students	<ul style="list-style-type: none"><li>Construct school building with x number of classrooms to accommodate x number of students</li></ul>	<ul style="list-style-type: none"><li>No. of students accommodated in the school</li><li>No. of classrooms constructed based on DPWH design plan</li><li>No. of facilities (e.g., library,</li></ul>	Steps on land acquisition/site suitability, procurement, construction, operations and maintenance	<ul style="list-style-type: none"><li>Construction materials and equipment</li><li>Land</li><li>Standard Design Plan</li></ul>	Total amount to construct school building	<ul style="list-style-type: none"><li>Standard quality of construction materials and equipment based on the Building Code</li><li>Standard site suitability for land (e.g., far from danger zones)</li></ul>	Licensed Engineer with x years of experience	N/A			mm/dd/yyyy

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Function/ Program/ Project/ Activity and Corresponding Service* [1]	Local Government Unit (LGU) Level and Office/Unit to Use the Standard [2]	Beneficiary/ User [3]	Service Delivery Standards [4]									Title of References [5]	Updating Status [6]
			OUTPUT		PROCESS	INPUT				Fee to Avail Service (if any) [4.8]	Other Standards [4.9]		
			Specifications of Service [4.1]	Quality of Service [4.2]	Procedural Standards [4.3]	Resource Inputs [4.4]	Standard Cost to Deliver the Service [4.5]	Technical Specifications of Input [4.6]	Qualification/ Competency of Service Provider [4.7]				
				restroom, clinic) • With facilities to accommodat e needs of all children and teachers (i.e., PWD)									
[Service #2 of Function/PPA #1]													
Function/PPA # 2													
[Service #1 of Function/PPA #2]													
[Service #2 of Function/PPA #2]													

\* **Service** pertains to the tangible or non-tangible byproduct of the performance of government functions delivered to the people, which involves transaction between the user/beneficiary and the service provider.

Prepared by:

Reviewed by:

Approved by:

\_\_\_\_\_  
Name and Position/Designation

\_\_\_\_\_  
Name and Position/Designation

\_\_\_\_\_  
Department/Agency Head



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**Legend:**

- [1] Identifies the devolved functions/PPAs as presented in Annex A and the corresponding services to be delivered by the LGUs under each function/PPA, including **all** devolved services which are already being performed by the LGUs [Examples: (1) DOT's accreditation of tourism enterprises relative to its function on the enforcement of tourism standards for tourism enterprises; and (2) NHA's provision of low-cost housing relative to its function to develop and implement a comprehensive and integrated housing program]
- [2] Identifies which level of LGU (i.e., P/C/M/B) and the office/unit in the LGU which will deliver the service and use the service standards
- [3] Indicates the recipients of the devolved services, or people/entities which should be regulated/monitored in case of devolved services involving enforcement of laws
- [4] Lists down **all** pertinent standards the department/agency/GOCC has developed and needing to be developed for the delivery of devolved functions/services/facilities, which covers minimum cost, scope, and quality of the services to be delivered by the LGUs, among others
  - [4.1] Describes the specific outputs/products the beneficiary can expect to receive from the service
  - [4.2] Identifies and defines the attributes that can measure the degree to which the expected specifications of the service were met, which may be defined in terms of performance criteria such as timeliness, quantity, quality, effectiveness, among others.
  - [4.3] Specifies the necessary steps to execute/carry out/deliver the service
  - [4.4] Enumerates the resources needed to deliver the services, i.e. materials, facilities, and equipment
  - [4.5] States the recommended standard cost to deliver the devolved services, and construct, operate and maintain devolved facilities, among others
  - [4.6] Describes the qualities of resource inputs (e.g., material, facility, and equipment) essential to the delivery of the service to achieve the intended result/s
  - [4.7] Identifies the minimum required qualifications and skills of the personnel who will directly deliver the service to the public
  - [4.8] Indicates the recommended standard amount of fee the beneficiary/user should pay to avail of the service, if any
  - [4.9] Determines other pertinent service delivery standards not covered in items 4.1 to 4.8, if any (e.g., international standards)
- [5] Identifies the titles and reference numbers of pertinent department/agency issuances and manuals governing the service delivery standards, as well as the objective/purpose of the delivery standards
- [6] Indicates the date when the standards were last updated

**Notes:**

- This matrix shall contain the registry/inventory of existing and new (to be developed) standards for the delivery of devolved services to be disseminated to the LGUs, covering the minimum cost, scope, and quality of the services to be delivered by each level of LGU. This Annex is intended to be shared to the different levels of LGUs for their reference and guidance, and will be used by the Local Government Academy as inputs to the LGU Capacity Development Program.
- Hard and digital copies of existing pertinent NGA issuances, guidelines, and manuals shall be attached or provided.

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**ANNEX C-2**

**Summary of Recommended Organizational Structure and Staffing Complement for the LGUs**

**[Department/Agency/GOCC]**

**Province/City/Municipality/Barangay/<sup>a</sup>**

<b>Organizational Unit [1]</b>	<b>Position Title [2]</b>	<b>Salary Grade [3]</b>	<b>Minimum Qualifications and Competencies [4]</b>	<b>No. of Positions [5]</b>	<b>Description [6]</b>
<b><i>Provinces</i></b>					
Provincial SDWO	Xxxx	Xx	Xxxx	1	
<b>Total</b>					
<b><i>Cities</i></b>					
City SDWO	Xxxx	Xx	Xxxx	2	
<b>Total</b>					

<sup>a</sup> Each level of LGU shall have its own organizational structure, unless deemed unnecessary, and may be further disaggregated per LGU class

Prepared by:

Reviewed by:

Approved by:

\_\_\_\_\_  
Name and Position/Designation

\_\_\_\_\_  
Name and Position/Designation

\_\_\_\_\_  
Department/Agency Head

**Legend:**

- [1] Refers to an appropriate office, committee or work group in the LGU, whether existing or proposed, with defined authority and accountability that will assume or perform the devolved function/service, which may include mandated organizational structures or offices, as well as local special bodies and other support groups in which the LGU stakeholders participate (e.g., disaster management teams)
- [2] and [3] Indicates the position and corresponding salary grade, consistent with the latest *Index of Occupational Services, Occupational Groups, Classes and Salary Grades* issued or to be issued by the DBM
- [4] States the eligibilities (e.g., years of work experience, educational attainment, certification/licensure) required to qualify for the position, as well as the relevant knowledge and skills or technical/functional competencies of the incumbent in order to perform the assigned functions
- [5] Indicates the number of positions needed to perform the job
- [6] Indicates the functions and/or importance of the organizational unit, and whether there is already an existing unit or position in the LGU, as well as the functions and/or importance of the position and the corresponding period wherein the services of said position is considered necessary, i.e., short term (FYs 2021-2022) and medium term (FYs 2023-2025)

**Annexes for the Devolution Transition Plans of National Government Agencies**  
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**Notes:**

- This shall contain information on the organizational structures and critical/minimum staffing complement which the NGA concerned deems appropriate for the LGUs to enable them to undertake the devolved functions effectively and efficiently in a phased manner, e.g., in the short term (FYs 2021-2022) and the medium term (FYs 2023-2024).
- The NGA may start by identifying the most important set of LGUs to their sector and begin with the activities which need to be implemented and assumed by the LGUs with a skeletal workforce and with minimum capacities before going into the more complex activities. Inputs from operations units and regional offices which have been assisting the LGUs in these devolved activities will be very useful for this exercise.
- Activities which are deemed important to be done by the LGU and can be done by the existing mandatory positions in the LGU should be brought up to said LGUs.
- Organizational structure and best practices of model LGUs may be presented to replicate their effectiveness to other LGUs.



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**ANNEX D**

**Matrix on the Capacity Development Strategy for the National Government Agencies (NGAs)**

**[Department/Agency/GOCC]**

<b>Office/Unit [1]</b>	<b>Capacities Required [2]</b>	<b>Current Practices, Systems, or Structures [3]</b>	<b>Capacity Gaps [4]</b>	<b>Capacity Development Actions/Activities [5]</b>	<b>Target Period of Implementation for Capacity Development Actions/Activities [6]</b>	<b>Progress Indicators and Measurement Tools [7]</b>	<b>Responsible Organization [8]</b>
Policy Office	Policy research and evaluation, development of service delivery standards, systems thinking, strategic communication, stakeholder management	Trainings, competency profiling	Policy evaluation, cascading of service delivery standards,	Trainings (i.e., M&E, strategic communication) Coaching and mentoring	Q3-Q4, 2021	% of personnel concerned capacitated (measurement tool: improvement rate – pre-test vs. post-test)  No. of M&E system on policy implementation developed/enhanced	HR, DAP, other agencies and service providers
Regional Office	Training management, monitoring and evaluation, risk management, stakeholder management	Trainings, competency profiling, M&E systems	Database management, designing of trainings	Trainings (i.e., database management, data analytics, capacity development designing) Coaching and mentoring	Q3-Q4, 2021	% of personnel concerned capacitated (measurement tool: improvement rate – pre-test vs. post-test)	HR, DAP, other agencies and service providers

Prepared by:

Reviewed by:

Approved by:

\_\_\_\_\_  
Name and Position/Designation

\_\_\_\_\_  
Name and Position/Designation

\_\_\_\_\_  
Department/Agency Head

**Annexes for the Devolution Transition Plans of National Government Agencies**  
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**Legend:**

- [1] Identifies the corresponding office/unit in the NGA that should be strengthened to undertake the policy and standards development, provision of technical assistance to the LGUs, monitoring and evaluation, and performance assessment of the LGUs in view of the devolution, per the Personnel Services Itemization and Plantilla of Personnel
- [2] Specifies the essential or standard capacities that the department/agency/GOCC requires to implement its steering functions/renewed roles, e.g., policy research and evaluation, development of service delivery standards, development of a monitoring and evaluation system, provision of capacity building to the LGUs, assessment of LGU performance, change management, etc., for the effective decentralization/devolution of functions
- [3] Indicates the existing practices, systems and/or structures, as well as current level of performance, in the office/unit in relation to the capacities required
- [4] Identifies areas which need to be addressed or strengthened
- [5] Lays out the specific actions to be undertaken in order to address the gaps or areas for improvement, e.g., attendance to trainings, implementation of coaching programs, development of manuals and systems
- [6] Indicates the target period of implementation of column [5], specifying the date/month, if feasible
- [7] Identifies outputs and indicators to measure the progress of activities, and the tools which will be used to measure the achievement of milestones
- [8] Identifies the organization, unit or person that will provide the capacity development interventions

**Notes:**

- This shall contain the description of strategies to strengthen the units and personnel of the NGA concerned to assume the organization's renewed role on *i)* policy formulation and standards setting, *ii)* monitoring and evaluation, and performance assessment, and *iii)* capacity building of the LGUs for the effective decentralization/devolution of functions.
- It shall also include the proposed timelines for the purpose.
- The units involved here will mainly be the existing and/or new units identified in the Organizational Effectiveness Proposal of the NGA.

**ANNEX E**

**Matrix on the Capacity Development Strategy for the Local Government Units (LGUs)**

**[Department/Agency/GOCC]**

**Technical Assistance Plan for the Devolution of Functions/Services**

<b>Function/Service/ Facility/ Program/Project/Activity [1]</b>	<b>Level and Office of Target Local Government Unit (LGU) [2]</b>	<b>Mode of Technical Assistance [3]</b>	<b>Schedule/Timeline [4]</b>	<b>Responsible Agency/Office/Unit [5]</b>	<b>Success Indicator for Target LGUs [6]</b>
<b>PPA # 1</b>					
<b>Component # 1 (C.1) of PPA # 1</b>  Example: DOH  Prevention of Blindness Program/ Community Eye Health Program	P/C/M/B Local Health Office	1. Orientation of LGUs and local health centers on the establishment of eye health teams  2. Conduct of training of trainers on primary eye care  3. Publication/dissemination of policies, guidelines, and infographics/advocacy materials on primary eye care	April 2021  May 2021  Q2-Q3, 2021	Disease Prevention and Control Bureau; Centers for Health Development	<ul style="list-style-type: none"> <li>- Percentage increase in the number of LGUs with community eye health teams</li> <li>- Percentage increase in the number of LGUs with pool of trainers on primary eye care</li> <li>- Percentage increase in the number of LGUs implementing Prevention of Blindness Program / Community Eye Health Program</li> </ul>



**Annexes for the Devolution Transition Plans of National Government Agencies**

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<b>Function/Service/ Facility/ Program/Project/Activity [1]</b>	<b>Level and Office of Target Local Government Unit (LGU) [2]</b>	<b>Mode of Technical Assistance [3]</b>	<b>Schedule/Timeline [4]</b>	<b>Responsible Agency/Office/Unit [5]</b>	<b>Success Indicator for Target LGUs [6]</b>
<b>Component # 2 (C.2) of PPA # 1</b>					

Prepared by:

Reviewed by:

Approved by:

\_\_\_\_\_  
Name and Position/Designation

\_\_\_\_\_  
Name and Position/Designation

\_\_\_\_\_  
Department/Agency Head

**Legend:**

- [1] Specifies the department/agency devolved function, service, facility/PPA as presented in Annex A
- [2] Indicates the different target levels of LGUs to whom each kind of technical assistance/capacity building intervention shall be given to, including the specific unit/personnel in the LGU that needs to be capacitated, if applicable
- [3] Lists the different specific capacity development interventions or modes of technical assistance the NGA intends to provide to the LGUs to build their capacities and handhold them to manage and implement the devolved function/service/facility
- [4] Indicates the schedule/timeline or the implementation period for the identified modes of technical assistance/capacity building interventions
- [5] Identifies the office or unit in the NGA responsible for the provision of the specified mode of technical assistance/capacity building intervention
- [6] Provides a set of quantitative/measurable values to evaluate the success or achievement of a particular capacity building intervention/mode of technical assistance

**Notes:**

- This shall detail the strategies proposed to be implemented by the NGAs concerned to capacitate and enable the LGUs to absorb and manage the functions and services to be devolved starting FY 2022 as part of their devolution strategy and activities identified in Annex B. This Annex will likewise be used by the Local Government Academy to input in the LGU Capacity Development Program.
- The technical assistance plan can be based on the different target sets of LGUs grouped according to capacity, resources, and need to determine the kind of intervention to be given.
- Modes of technical assistance may include participation in training programs to be set up and coordinated by the Local Government Academy, conduct of demonstration projects with the LGUs, and entering into memoranda of agreement with the LGUs which need specific types of capacity building interventions.

**Matrix on Monitoring and Performance Assessment of the LGUs in Undertaking the Devolved Functions**

**[Department/Agency/GOCC]**

<b>Function/Service/Facility/ Program/Project/Activity [1]</b>	<b>Performance Indicator [2]</b>	<b>Baseline [3]</b>	<b>Frequency of Monitoring [4]</b>	<b>Local Government Unit (LGU) Level and Office/Unit Concerned [5]</b>	<b>Existing Performance Evaluation System/Mechanism and Updating Status [6]</b>	<b>Responsible Organization/ Unit in the NGA [7]</b>	<b>NGA Monitoring and Performance Evaluation Strategy [8]</b>
<b>PPA # 1</b> <i>(May come from the GAA)</i>  Example: DSWD Sustainable Livelihood Program	Percentage increase in the number of families with SWD coverage vis-à-vis identified families/target beneficiaries	No. of families with SWD coverage in the preceding reference period	Monthly	P/C/M/B SWDO	Performance Governance System (PGS) 2016	DSWD B/S/O concerned	Enhance existing M&E system to cover performance indicators for devolved services
	Percentage increase in the number of fully functional Local Social Welfare and Development Offices (LSWDOs)	No. of fully functional LSWDOs in the preceding reference period	Semi-annual				Integrate M&E system/performance indicators in established incentive schemes (e.g., SGLG)
	Percentage increase in income of 4Ps and near poor families in the LGU						Complete the staffing complement or fill the vacant positions in DSWD field offices to strengthen direct coordination with and monitoring of LGUs

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<b>Function/Service/Facility/ Program/Project/Activity [1]</b>	<b>Performance Indicator [2]</b>	<b>Baseline [3]</b>	<b>Frequency of Monitoring [4]</b>	<b>Local Government Unit (LGU) Level and Office/Unit Concerned [5]</b>	<b>Existing Performance Evaluation System/Mechanism and Updating Status [6]</b>	<b>Responsible Organization/ Unit in the NGA [7]</b>	<b>NGA Monitoring and Performance Evaluation Strategy [8]</b>
	Rate of reduction of poverty incidence in the LGU						
<b>Component # 1 (C.1) of PPA # 1</b>							
<b>Component # 2 (C.2) of PPA # 1</b>							

Prepared by:

Reviewed by:

Approved by:

\_\_\_\_\_  
Name and Position/Designation

\_\_\_\_\_  
Name and Position/Designation

\_\_\_\_\_  
Department/Agency Head

**Legend:**

- [1] Specifies the department/agency devolved function/service/facility/PPA as presented in Annex A, including **all** devolved services which are already being performed by the LGUs
- [2] Identifies the quantified and/or qualified parameters or measures which will be used to assess the presence, extent, and quality, among others, of the devolved function/service
- [3] Identifies the baseline information on the indicator before the implementation of the DTP in order for the NGA to objectively assess the devolution process, results, or effectiveness
- [4] Indicates the frequency of monitoring the LGUs, be it annual, quarterly, etc., to assess the devolution results or effectiveness
- [5] Specifies the level of LGU, and the existing office/unit in the LGU which will need to be monitored by the NGA with regard to the performance indicator, which may also be the source of data with regard to the performance indicators
- [6] Indicates the existing performance evaluation system/mechanism of the NGA and the date/year when the system/mechanism was last updated, as applicable
- [7] Identifies the organization, unit or person in the NGA responsible for the implementation of the performance evaluation system and mechanism
- [8] Identifies the strategy/ies which the NGA needs to undertake to either improve or set up its LGU monitoring and performance evaluation system in the central and regional offices, in terms of organizational unit, staffing and competencies

**Notes:**

- This matrix shall indicate the plan and systems which will need to be set up or improved in the NGA for monitoring and assessing the performance of the LGUs in undertaking the devolved programs and functions. Specifically, it shall not only identify which systems are existing and are still to be developed, but will also lay down the agency plan to set up its monitoring system to be able to assess the effectivity of its devolution transition plan strategies.
- The monitoring system may include the imposition of sanctions provided by pertinent laws [use column (8)].



Annexes for the Devolution Transition Plans of National Government Agencies  
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**ANNEX G-1**

**Organizational Effectiveness Proposal**  
**[Department/Agency/GOCC]**

**Summary of Offices/Units to be Abolished, Merged/Consolidated, Transferred, and/or Created**

**A. For Abolition**

Name of Office/Unit/ <sup>a</sup>	Organizational Code/ <sup>b</sup>	Remarks
1.		
2.		

<sup>a</sup> Nomenclature of existing organizational unit per the Personnel Services Itemization and Plantilla of Personnel (PSIPOP)

<sup>b</sup> Organizational code per the PSIPOP

**B. For Merger and/or Consolidation**

FROM				TO	Remarks
Name of Office/Unit/ <sup>a</sup>	Organizational Code/ <sup>b</sup>		Name of Office/Unit/ <sup>a</sup>	Organizational Code/ <sup>b</sup>	
I. MERGER					
1.			1.		
2.			2.		
II. CONSOLIDATION					
1.			1.		
2.			2.		

<sup>a</sup> Nomenclature of existing organizational unit per the PSIPOP

<sup>b</sup> Organizational code per the PSIPOP

<sup>c</sup> Name of the proposed office/organizational unit and where the new office/unit will be located/placed (e.g., under the Office of the Secretary)

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**C. For Transfer**

Name of Organizational Unit/ <sup>a</sup>	FROM		TO		Remarks
	Name of Office/Unit/ <sup>b</sup>	Organizational Code/ <sup>c</sup>	Name of Office/Unit/ <sup>d</sup>	Organizational Code/ <sup>c</sup>	
1.					
2.					

/a Specific organizational unit proposed for transfer per the PSIPOP

/b Office/organizational unit where subject office/unit is currently located or subsumed per the PSIPOP (e.g., under the Office of the Secretary)

/c Organizational code of per the PSIPOP

/d Office/organizational unit where subject office/unit is being proposed to be located/placed

**D. For Creation**

Name of Office/Unit/ <sup>a</sup>	Organizational Location/ <sup>b</sup>	Proposed Functions and Justifications for Creation
1.		
2.		

/a Nomenclature of the proposed office/organizational unit

/b Organizational unit where the new office/unit will be located/placed (e.g., under the Office of the Secretary)

Prepared by:

Reviewed by:

Approved by:

\_\_\_\_\_  
Name and Position/Designation

\_\_\_\_\_  
Name and Position/Designation

\_\_\_\_\_  
Department/Agency Head

**Notes:**

- This shall identify the offices/units for: **1)** abolition or deactivation, if the functions of the office/unit are already redundant or no longer relevant or necessary, or could be better undertaken by another entity given the devolution of functions to the LGUs; **2)** merger or consolidation, if functions are unnecessarily overlapping or duplicating, or could be undertaken by a single entity; **3)** transfer to other offices/units within the department/agency/GOCC or to other government agencies where they are appropriately attached or where their functions are more aligned; and **4)** creation, if no other existing offices/units are performing their intended functions given the strengthening of the "steering" role of the NGAs, and the corresponding justifications.
- Two (2) objectives for organizational change can be presented in these annexes. First, the changes resulting from the devolution of functions to the LGUs. Second, the changes resulting from the new thrusts, direction, and programs which the NGA is adopting to address the emerging challenges and issues which the country is facing, if any.
- Please indicate the rationale for the proposed organizational action under the Remarks portion, as well as the functional description of offices/units as a result of the downscaling and/or strengthening of their functions in view of the changes in the organizational structure of the department/agency/GOCC.

**Organizational Effectiveness Proposal**

**[Department/Agency/GOCC]**

**Summary of Positions to be Transferred, Reclassified, Converted, Retitled, Abolished, and/or Created**

**A. Personnel and Their Positions for Transfer to Other Units Within the Department/Agency/GOCC**

Name of Personnel	Unique Item No. <sup>/a</sup>	Position Title and Salary Grade <sup>/b</sup>	FROM	TO	Remarks/Justifications
			Organizational Unit (Organizational Code) <sup>/c</sup>	Organizational Unit (Organizational Code) <sup>/d</sup>	
1.					
2.					
<b>Total No. of Personnel:</b>					

<sup>/a</sup> Unique item number of the position per the Personnel Services Itemization and Plantilla of Personnel (PSIPOP)

<sup>/b</sup> Position title and corresponding salary grade of the incumbent

<sup>/c</sup> Organizational unit where the position is currently deployed and the corresponding organizational code per the PSIPOP

<sup>/d</sup> Organizational unit in the department/agency/GOCC where the position is proposed to be deployed and the corresponding organizational code per the PSIPOP

**B. Positions for Reclassification**

FROM			TO		Remarks/Justifications <sup>/f</sup>
Unique Item No. <sup>/a</sup>	Position Title and Salary Grade <sup>/b</sup>	Annual Personnel Services Cost <sup>/c</sup> (PhP)	Position Title and Salary Grade <sup>/d</sup>	Annual Personnel Services Cost <sup>/c</sup> (PhP)	
<b>Organizational Unit<sup>/e</sup></b>					
1.					
2.					
<b>Total No. of Positions:</b>		<b>Total PS Cost:</b>	<b>Total No. of Positions:</b>	<b>Total PS Cost:</b>	

<sup>/a</sup> Unique item number of the position per the PSIPOP

<sup>/b</sup> Existing position title and corresponding salary grade per the PSIPOP proposed to be reclassified

<sup>/c</sup> Annual salary and other compensation

<sup>/d</sup> Proposed new position title and corresponding salary grade

<sup>/e</sup> Organizational unit where the position is currently subsumed/deployed per the PSIPOP

<sup>/f</sup> Should include/indicate the duties and responsibilities of the position, as reclassified



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**C. Positions for Conversion**

FROM			TO		Remarks/ Justifications
Unique Item No. / <sup>a</sup>	Position Title and Salary Grade/ <sup>b</sup>	Annual Personnel Services Cost/ <sup>c</sup> (PhP)	Position Title and Salary Grade/ <sup>d</sup>	Annual Personnel Services Cost/ <sup>c</sup> (PhP)	
<i>Organizational Unit</i> <sup>e</sup>					
1.					
2.					
<b>Total No. of Positions:</b>		<b>Total PS Cost:</b>	<b>Total No. of Positions:</b>	<b>Total PS Cost:</b>	

/a Unique item number of the position per the PSIPOP

/b Existing position title and corresponding salary grade per the PSIPOP proposed to be converted

/c Annual salary and other compensation

/d Proposed new position title and corresponding salary grade

/e Organizational unit where the position is currently subsumed/deployed per the PSIPOP

**D. Positions for Retitling**

FROM		TO	Remarks/ Justifications
Unique Item No. / <sup>a</sup>	Position Title and Salary Grade/ <sup>b</sup>	Position Title and Salary Grade/ <sup>c</sup>	
<i>Organizational Unit</i> <sup>d</sup>			
1.			
2.			
<b>Total No. of Positions:</b>			

/a Unique item number of the position per the PSIPOP

/b Existing position title and corresponding salary grade per the PSIPOP proposed to be retitled

/c Proposed new position title and corresponding salary grade

/d Organizational unit where the position is currently subsumed/deployed per the PSIPOP

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**E. Positions for Abolition**

Unique Item No. / <sup>a</sup>	Position Title and Salary Grade/ <sup>b</sup>	Annual Personnel Services Cost/ <sup>c</sup> (PhP)	Remarks/ Justifications
<b>Organizational Unit/<sup>d</sup></b>			
1.			
2.			
<b>Total No. of Positions:</b>		<b>Total PS Cost:</b>	

/a Unique item number of the position per the PSIPOP

/b Existing position title and corresponding salary grade per the PSIPOP proposed to be abolished

/c Annual salary and other compensation

/d Organizational unit where the position is currently subsumed/deployed per the PSIPOP

**F. Positions for Creation**

Position Title and Salary Grade/ <sup>a</sup>	Annual Personnel Services Cost/ <sup>b</sup> (PhP)	Remarks/ Justifications
<b>Organizational Unit/<sup>c</sup></b>		
1.		
2.		
<b>Total No. of Positions:</b>		<b>Total PS Cost:</b>

/a Position title and corresponding salary grade of position proposed to be created

/b Annual salary and other compensation

/c Organizational unit where the position is proposed to be subsumed/deployed

Prepared by:

Reviewed by:

Approved by:

\_\_\_\_\_  
Name and Position/Designation

\_\_\_\_\_  
Name and Position/Designation

\_\_\_\_\_  
Department/Agency Head

**Notes:**

- This shall identify the names of personnel and their positions to be transferred to other units within the department/agency/GOCC, reclassified, converted, retitled, abolished, and/or created, and the corresponding justifications for said actions.
- The department/agency/GOCC may propose other staffing actions, e.g., transfer and reclass/retitle/conversion, as necessary.

**Organizational Effectiveness Proposal**  
**[Department/Agency/GOCC]**

**Summary of Affected Personnel for Deployment to Other Departments/Agencies/GOCCs, Who Opted to Retire/Separate from the Service, and Apply to Vacant Positions in the LGUs**

**A. List of Affected Personnel for Redeployment to Other Departments/Agencies/GOCCs**

<b>Name of Personnel (Surname, First Name, Middle Name)</b>	<b>Position Title and Salary Grade-Step<sup>a</sup></b>	<b>Unique Item No. <sup>b</sup></b>	<b>Organizational Unit and Code where Position is Located<sup>c</sup></b>	<b>Annual Personnel Services Cost<sup>d</sup> (PhP)</b>	<b>Department/Agency/GOCC for Redeployment and Specific Office/Unit Therein<sup>e</sup></b>
1. Xxxxx, Xxxxx Xxxx	Social Welfare Officer V/SG 24-3		Xxxxx (1.0000)	Xxx	
2.					
3.					
<b>Total No. of Personnel:</b>					

- /a Position title currently being occupied by the incumbent and corresponding salary grade and step  
/b Unique item number of the position per the Personnel Services Itemization and Plantilla of Personnel (PSIPOP)  
/c Organizational unit where the position occupied by the incumbent is currently subsumed/deployed per the PSIPOP  
/d Annual salary and other compensation  
/e Department/agency/GOCC and specific office/unit therein where the personnel will be redeployed



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**B. List of Affected Personnel Who Opted to Retire/Separate from the Service and Options Availed of by Said Personnel**

Name of Personnel (Surname, First Name, Middle Name)	Position Title and Salary Grade-Step/ <sup>a</sup>	Unique Item No. / <sup>b</sup>	Annual Personnel Services Cost/ <sup>c</sup> (PhP)	Organizational Unit and Code where Position is Located/ <sup>d</sup>	Option to be Availed of Under the Executive Order on Devolution/ <sup>e</sup>	Would Apply to the LGU? (Yes/No)	Name of LGU and Specific Office/Unit Therein/ <sup>f</sup>
1. Xxxxx, Xxxxx Xxxx	Social Welfare Officer V/SG 24-3	Xxxx	Xxxx	Xxxx (1.0000)	RA 1616	Yes	Imus City SWDO
2.							
3.							
<b>Total No. of Personnel: Xxx</b>							

/a Position title currently being occupied by the incumbent and corresponding salary grade and step

/b Unique item number of the position per the PSIPOP

/c Annual salary and other compensation

/d Organizational unit where the position occupied by the incumbent is currently subsumed/deployed per the PSIPOP

/e Retirement/separation benefit under existing laws, i.e., RA No. 1616, RA No. 660, or RA No. 8291

/f Name of LGU and specific office/unit therein where the affected personnel intends to apply

Prepared by:

Reviewed by:

Approved by:

\_\_\_\_\_  
Name and Position/Designation

\_\_\_\_\_  
Name and Position/Designation

\_\_\_\_\_  
Department/Agency Head

**Notes:**

- This shall indicate the names of personnel who are affected by the devolution efforts of the NGA and opted to (1) be deployed to other departments/agencies/GOCCs, or (2) retire/separate from the service and the retirement/separation benefit to be availed of by said personnel, and if said personnel under (2) wishes to apply to vacant positions in the LGUs.
- The list should be presented/grouped/categorized per the retirement/separation benefit to be availed of, and in alphabetical order based on surname, for easy use/reference.
- The list of affected non-permanent personnel (contractual, casual, or contract of service/job order) who are involved in the implementation of the devolved services may be included as an attachment to this annex, for ready reference.

**Organizational Effectiveness Proposal**

**[Department/Agency/GOCC]**

**Summary of Modifications in Resource Allocation**

<b>Program/Project/Activity</b>	<b>Allotment Class</b>	<b>FY 2021 GAA Budget (in thousand Php)</b>	<b>FY 2022 NEP/GAA (Amount or Percentage Increase/Decrease)</b>	<b>Remarks</b>
<b>PPA # 1</b>	<b>Personnel Services</b>			
	<b>Maintenance and Other Operating Expenses</b>			
	<b>Capital Outlay</b>			
<b>PPA # 2</b>	<b>Personnel Services</b>			
	<b>Maintenance and Other Operating Expenses</b>			
	<b>Capital Outlay</b>			

Prepared by:

Reviewed by:

Approved by:

\_\_\_\_\_  
Name and Position/Designation

\_\_\_\_\_  
Name and Position/Designation

\_\_\_\_\_  
Department/Agency Head

**Notes:**

- This shall indicate the estimated changes in the budget allocation (Personnel Services, Maintenance and Other Operating Expenses, and Capital Outlays) of the NGA, as can be gleaned prior to the scaling down/phasing out of PPAs (FY 2021 GAA) vis-à-vis upon scaling down/phasing out of the PPAs [FY 2022 National Expenditure Program (NEP) or GAA].
- The effects of the revised set-up on the budgetary allocations of the department/agency/GOCC concerned could further be highlighted under the Remarks column.

**BASIC SERVICES AND FACILITIES DEVOLVED UNDER THE LOCAL GOVERNMENT CODE OF 1991**

<b>Department/ Agency/GOCC</b>	<b>Functions/ Services</b>	<b>Provinces</b>	<b>Municipalities</b>	<b>Cities<sup>1</sup></b>	<b>Barangays</b>
❖ <b>Department of Agriculture</b>	Agriculture Services	Agricultural extension and on-site research services and facilities which include the prevention and control of plant and animal pests and diseases; dairy farms, livestock markets, animal breeding stations, and artificial insemination centers; and assistance in the organization of farmers and fishermen's cooperatives and other collective organizations, as well as the transfer of appropriate technology	<ul style="list-style-type: none"> <li>• Agriculture extension on-site research services and facilities related to agriculture and fishery activities related to dispersal of livestock, poultry, fingerlings and seedlings; operation of demonstration farms; improvement of local distribution channels, inter-barangay irrigation systems; and enforcement of fishery laws</li> <li>• Fish ports</li> </ul>		Agricultural support services which include planting materials distribution system and operation of farm produce collection and buying stations
❖ <b>Department of Education</b>	Local Infrastructure Services	-	School buildings and other facilities for public elementary and secondary schools		-
		-	Information services which include maintenance of public library		Information and reading center
❖ <b>Department of Environment and Natural Resources</b>	Natural Resource Management Services	Enforcement of forestry laws limited to community-based forestry projects, pollution control law, small scale mining law, and other laws on environment protection	Implementation of community-based forestry projects which include integrated social forestry programs and similar projects which include integrated social forestry programs and similar projects; management and control of		-

<sup>1</sup> All the services and facilities of the municipality and province, and in addition thereto, adequate communication and transportation facilities and support for education, police and fire services and facilities



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	Environmental Services		communal forests with an area not exceeding fifty (50) square kilometers; establishment of tree parks, greenbelts and similar forest development projects		
		Enforcement of pollution control law	Solid waste disposal system or environmental management system		Services and facilities related to beautification and solid waste collection
❖ <b>Department of Energy</b>	Energy-related Services	Mini-hydroelectric projects for local purposes			
❖ <b>Department of Finance</b>	Other Services: Revenue Mobilization Services	Upgrading and modernization of tax information and collection services through the use of computer hardware and software and other means	Information services which include tax and marketing information systems		-
❖ <b>Department of Health</b>  ❖ <b>Department of Science and Technology-Food and Nutrition Research Institute</b>  ❖ <b>National Economic and Development</b>	Health Services	Health services which include hospitals and other tertiary health services	<ul style="list-style-type: none"> <li>• Health services which include the implementation of programs and projects on:                             <ul style="list-style-type: none"> <li>○ Primary health care,</li> <li>○ Maternal and child care, and</li> <li>○ Communicable and non-communicable disease control services</li> </ul> </li> <li>• Access to secondary and tertiary health services</li> <li>• Purchase of medicines, medical supplies, and equipment needed to carry out the services herein enumerated</li> </ul>		Health services which include the maintenance of barangay health centers

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<b>Authority- Commission on Population and Development</b>			<ul style="list-style-type: none"> <li>• Rehabilitation programs for victims of drug abuse</li> <li>• Nutrition services and family planning services</li> <li>• Clinics, health centers, and other health facilities necessary to carry out health services</li> </ul>		
❖ <b>Department of Information and Communications Technology- National Telecommunica- tions Commission</b>		Inter-municipal telecommunications services	-		-
❖ <b>Department of the Interior and Local Government</b>	Other Services: Local Infrastructure Services;	Provincial buildings, freedom parks and other public assembly areas and similar facilities	Municipal buildings, cultural centers, public parks, including freedom parks, playgrounds, and sports facilities and equipment, and other similar facilities		-
❖ <b>Department of Public Works and Highways</b>	Local Development and Supervision Services;  Maintenance of Peace and Order	Provincial jails	Sites for police and fire stations and substations and municipal jail		-
		-	Public markets, slaughterhouses, and other municipal enterprises		Satellite or public market, where viable
		-	Public cemetery		-

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❖ Department of Justice		-	-		Maintenance of <i>Katarungang Pambarangay</i>
❖ Department of Labor and Employment	Other Services: Employment Facilitation	-	Information services which include job placement information systems		-
❖ Department of Public Works and Highways  ❖ Department of Environment and Natural Resources	Local Infrastructure Services	Provincial roads and bridges, inter-municipal waterworks, drainage and sewerage, flood control, reclamation projects	<ul style="list-style-type: none"> <li>• Municipal roads and bridges, small water impounding projects and other similar projects, rainwater collectors and water supply systems, seawalls, dikes, drainage and sewerage, flood control</li> <li>• Facilities related to general hygiene and sanitation</li> </ul>		<ul style="list-style-type: none"> <li>• Maintenance of barangay roads and bridges and water supply systems</li> <li>• Infrastructure facilities such as multi-purpose hall, multi-purpose pavement, plaza, sports center, and other similar facilities</li> <li>• Services and facilities related to general hygiene and sanitation</li> </ul>
❖ Department of Social Welfare and Development  ❖ Office of Presidential Adviser on the Peace Process	Social Welfare Services	Social welfare services including programs for rebel returnees, relief operations and population development services	<ul style="list-style-type: none"> <li>• Social welfare services including child and youth programs, family and community programs, welfare programs for women, elderly and persons with disabilities, community-based rehabilitation programs for vagrants, beggars, street children, juvenile delinquents</li> </ul>		Social welfare services such as maintenance of day-care centers



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❖ <b>National Youth Commission</b>			<ul style="list-style-type: none"> <li>• Livelihood and other pro-poor projects</li> </ul>		
❖ <b>National Economic and Development Authority-Commission on Population and Development</b>					
❖ <b>Department of Trade and Industry</b>		Investment support services, including access to credit financing	Information services on investments information systems		-
❖ <b>Department of Trade and Industry</b>	Other Services	Industrial research and development services, as well as the transfer of appropriate technology	-		-
❖ <b>Department of Science and Technology</b>					
❖ <b>Department of Transportation</b>	Transportation Services	-	Infrastructure facilities such as traffic signals and road signs, and similar facilities		-
❖ <b>Department of Tourism</b>	Tourism Services	Tourism development and promotion programs	Tourism facilities and other tourist attractions, including the acquisition of equipment, regulation and supervision of business concessions, and security services for such facilities		-

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❖ <b>National Housing Authority</b>	Housing Services	Programs and projects for low-cost housing and other mass dwelling	-		-
❖ <b>Social Housing Finance Corporation</b>					
❖ <b>National Irrigation Administration</b>	Local Infrastructure Services	Irrigation systems	Communal irrigation		-

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