



REPUBLIC OF THE PHILIPPINES
NATIONAL IRRIGATION ADMINISTRATION
CENTRAL OFFICE

PROJECT PLANNING DIVISION DESK MANUAL



	NATIONAL IRRIGATION ADMINISTRATION DESK MANUAL PROJECT PLANNING DIVISION	Document Code:	NIA-EOS-ENG-DM-001
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LIST OF ACRONYMS

ASA	Advice of Sub-Allotment
CO	Central Office
DE	Detailed Engineering
DENR	Department of Environmental and Natural Resources
ECC	Environmental Compliance Certificate
ED	Engineering Department
EIA	Environmental Impact Assessment
EIRR	Economic Internal Rate of Return
EIS	Environmental Impact Statement
EMDS	Electro-Mechanical Design Section
ESA	Environmental and Social Assessment
EWMS	Environmental Watershed Management Section
FS	Feasibility Study
FSR	Feasibility Study Report
GAA	General Allotment Act
IMO	Irrigation Management Office
IRR	Implementing Rules and Regulations
LGU	Local Government Units
LWRS	Land and Water Resources Section
MC	Memorandum Circular
MPP	Multi-Purpose Project
MPR	Monthly Progress Report
NEDA	National Economic and Development Authority

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NIA	National Irrigation Administration
NIP	National Irrigation Project
OPAIPBP	Online Preparation of Annual Irrigation Program and Budget Proposal
PFPS	Plan Formulation and Packaging Section
PIVS	Project Investigation and Validation Section
PMO	Project Management Office
POW	Program of Works
PPD	Project Planning Division
RA	Republic Act
RIO	Regional Irrigation Office
ROW	Right of Way
SIP	Small Irrigation Project
SRIP	Small Reservoir Irrigation Project
TOR	Terms of Reference
TWG	Technical Working Group

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1.0 PROJECT PLANNING DIVISION (PPD) PROFILE

The Project Planning Division (PPD) is mainly tasked to undertake and supervise the conduct of Feasibility Study (FS) of proposed major irrigation projects which includes National Irrigation Projects (NIPs), Small Reservoir Irrigation Projects (SRIPs) and Multi-Purpose Projects (MPPs). Feasibility Study of major irrigation projects is conducted either in-house or outsourced.

In support to project implementation, the PPD also caters technical assistance to Regional Irrigation Offices (RIOs), Irrigation Management Offices (IMOs), Project Management Offices (PMOs), Local Government Units (LGUs), and other stakeholders. This involves various discipline which includes topographic survey, geologic assessment, hydrologic analysis, geo-resistivity, design, economic and financial evaluation, environmental and social safeguards assessment, watershed management, among others.

1.1 FUNCTIONAL DESCRIPTION

- Conduct of Pre-Feasibility Study and in-House Feasibility Study;
- Review of Outsourced Feasibility Study and related reports;
- Provide technical assistance to RIOs/IMOs/PMOs in addressing various geological/ geotechnical and environmental and social safeguards concerns during detailed design, construction, and operation phases of irrigation projects;
- Facilitation in the Allocation and Monitoring of FS Funds;
- Formulate and recommend measures to mitigate possible adverse environmental and social impacts that may arise in the implementation of irrigation projects;
- Provide technical assistance to field offices in the characterization of watersheds of irrigation projects for input to project feasibility studies and design of watershed management plan;

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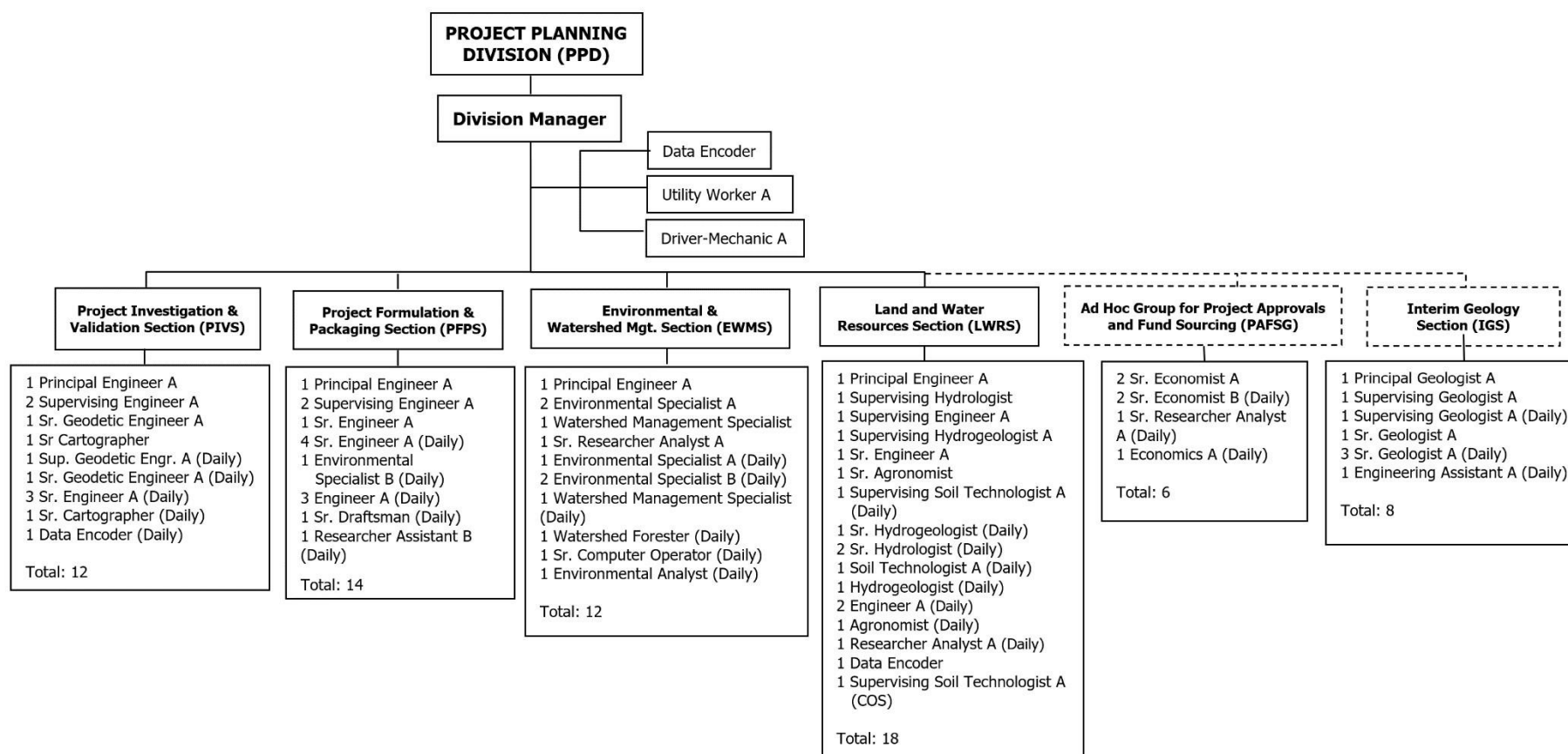
- Facilitate coordination and review of Special Projects (Foreign funded) related to Irrigation Development
- Prepare loan proposals and other documents necessary for obtaining financial and technical assistance;
- Conduct trainings on project preparation;
- Attend to all matters pertaining to appraisal of loan projects; and
- Administer FS & DE Funds, releases of funds.


1.2 ORGANIZATIONAL / POSITION CHART

The Project Planning Division is comprised of four (4) Sections namely: Project Investigation & Validation Section (PIVS), Land & Water Resources Section (LWRS), Environmental and Watershed Management Section (EWMS) and Project Formulation and Packaging Section (PFPS) and two (2) Interim Sections: Interim Geology Section (IGS) and Project Approval and Fund Sourcing Group (PAFSG). There is a total of twenty-seven (27) authorized permanent plantilla positions in the Division.

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PROJECT PLANNING DIVISION ORGANIZATIONAL CHART



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1.3 QUALITY OBJECTIVES


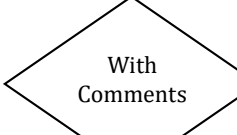

- To complete Pre-Feasibility Studies with recommendations whether to proceed or not to proceed to full blown Feasibility Study and Feasibility Studies of proposed NIPs for approval of the Project Screening Committee;
- To facilitate the execution/completion of outsourced Feasibility Study of NIPs through timely review and evaluation of Program of Works (POW), Terms of Reference (TOR), Inception Report, Progress Reports, Interim Report, Value Engineering/Value Analysis, and Draft and Final Feasibility Study Reports;
- To provide technical assistance to RIOs/IMOs/PMOs/LGUs in the conduct of FS, implementation of projects, including groundwater investigation, compliance to environmental and social safeguards requirement, environmental monitoring, geological investigation and other related activities;
- To prepare loan proposals and other documents necessary for obtaining financial and technical support through the Overseas Development Assistance (ODA); and
- To conduct orientation/training of RIO/IMO/PMO/LGU personnel on various aspects of feasibility study.


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1.4 PPD FLOW PROCESS

KEY ACTIVITIES	RESPONSIBLE OFFICE/POSITION TITLE/ DESIGNATION	TIMELINE/ DURATION
START		
RECEIVE REQUESTS/ COMMUNICATIONS FROM THE ENGINEERING DEPARTMENT MANAGER	DATA ENCODER	Two (2) Working days
REVIEW / ENDORSE THE REQUESTS/COMMUNICATIONS TO CONCERNED SECTION HEAD FOR APPROPRIATE ACTION	PPD Division Manager	
REVIEW / EVALUATE REQUEST / COMMUNICATION AND ROUTED TO CONCERN SECTION	PIVS / LWRS / EWMS / PFPS/PAFSG Section Head	
EVALUATE THE DETAIL OF THE REQUEST / COMMUNICATION AND SUBMIT COMMENTS / OUTPUT TO SECTION HEAD	Technical Staff / Engineer In-charge	
CHECKED THE PROCESSED DOCUMENT AND ENDORSE TO DIVISION MANAGER	PPD Section Head	
A		

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KEY ACTIVITIES	RESPONSIBLE OFFICE/POSITION TITLE/ DESIGNATION	TIMELINE/ DURATION
		
<div>REVIEW / VERIFY THE CORRECTNESS AND COMPLETENESS OF THE PROCESSED DOCUMENTS</div>	PPD DIVISION MANAGER	2-Working Days
<div>  <div>If Yes </div> <div>If No</div> </div>		
<div>INITIAL/ ENDORSE PROCESSED DOCUMENTS TO ENGINEERING DEPARTMENT MANAGER TO RECOMMEND APPROVAL BY PROPER AUTHORITY</div>	PPD DIVISION MANAGER	
<div>RELEASE PROCESSED DOCUMENTS THRU DATA TRACKING TO ENGINEERING DEPARTMENT MANAGER'S OFFICE</div>	PPD DATA ENCODER	
<div>DELIVER BACK THE PROCESSED DOCUMENTS TO ENGINEERING DEPARTMENT MANAGER'S OFFICE</div>	UTILITY WORKER	
<div>END</div>		Total working days = 4

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1.5 PROJECT INVESTIGATION AND VALIDATION SECTION (PIVS) PROFILE

The Project Investigation and Validation Section (PIVS) is mainly tasked to evaluate the request to conduct the Pre-FS based on the submitted field investigation report of field offices and facilitate the conduct of Pre-Feasibility Study of proposed irrigation projects. The Pre-Feasibility Study is used to justify if a certain proposed irrigation project will be worth to move to the feasibility phase, thus, helps to save time and resources. Technically feasible, social and environmental acceptance and financial and economic viability of a proposed irrigation project are being considered in the analysis. The PIVS is also in charge in the development of irrigation and drainage, surveying and mapping, geological assessment/evaluation in the feasibility study of the proposed project.

The PIVS comprises of Surveying and Mapping, and Irrigation and Drainage.

1.5.1 FUNCTIONAL DESCRIPTION

- Conduct site investigation and validation, data collection, surveying and mapping, survey map test (optional), design of irrigation and drainage network and analysis on financial and economic viability for Pre-Feasibility Study and Feasibility Study of proposed major irrigation projects;
- Prepare the Pre-Feasibility Study Report incorporating inputs of all discipline;
- Prepare base maps, irrigation and drainage network layouts, plan and profile of proposed canal including quantity and cost estimates.
- Prepare reports on the Surveying and Mapping and Irrigation and Drainage aspects as inputs to Feasibility Study Report of proposed irrigation projects;
- Review maps, Terms of Reference (TOR), Program of Work (POW), budget documents prepared by field offices as well as results of sub-surface exploration, Inception Reports, VE/VA Reports, Progress Reports (Surveying and Mapping aspect), Interim Reports and Feasibility Study Reports (Draft and Final), prepared through outsourcing of proposed irrigation projects specifically on the Surveying and Mapping and Irrigation and Drainage aspects;

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- Provide technical assistance to Proponents (RIOs/IMOs/PMOs/LGUs) particularly for Surveying and Mapping aspect/Irrigation and Drainage aspect;
- Monitor and evaluate status of all on-going feasibility studies of proposed irrigation projects;
- Review and evaluate the submitted Program of Work (POW) for the conduct of FS;

1.6 LAND AND WATER RESOURCES SECTION (LWRS) PROFILE

The Land and Water Resources is one of the sections under the Project Planning Division. It is composed of four (4) interrelated units namely Soil and Land Classification, Agriculture, Surface Water Hydrology and Ground Water Hydrology purposed mainly on the developmental studies concerning land and water resources utilization.

1.6.1 FUNCTIONAL DESCRIPTION

- Conduct and evaluate hydrological, hydrogeological, soil & land classification and agricultural studies (In-house Pre-FS and FS) to establish land and water resources development plan of the proposed irrigation projects;
- Perform geo-resistivity and subsurface studies, geophysical foundation investigation for dam and appurtenant structures;
- Provide Technical Assistance to RIOs/PMOs/LGUs on Hydrology, Agriculture, Soil and Land Classification studies and Groundwater Investigation;
- Review Program of Works, Terms of Reference, Inception, Value Engineering and Value Analysis, Progress, Interim and Draft/Final Feasibility Reports of Outsourced Irrigation Projects specifically for the land, water and agronomy aspect; and

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- Inter-agency collaboration on land and water resources aspects and other related convergence initiatives.


1.7 ENVIRONMENTAL AND WATERSHED MANAGEMENT SECTION (EWMS) PROFILE

The Environmental and Watershed Management Section (EWMS) under the Project Planning Division was created under the NIA Rationalization Plan (Executive Order No. 366 dated October 4, 2004 and Executive Order 718 dated April 8, 2008). Prior to the Rationalization Plan, NIA Watershed and Environmental Units were organized separately as on Ad-Hoc status.

The EWMS is primarily tasked to conduct environmental and social assessment (including watershed characterization/profiling) of proposed irrigation projects. The section also provides technical assistance in the formulation, implementation and monitoring of plans specifically on environmental and social safeguards concerned of irrigation projects.

1.7.1 FUNCTIONAL DESCRIPTION

- Conduct desk study and collect secondary information and related studies on the proposed irrigation project.
- Conduct Environmental and Social Assessment (ESA) including watershed characterization/profiling of proposed National Irrigation Projects (Pre-FS & FS);
- Review of Project Proposals, Terms of Reference (TOR), Inception Reports, VE/VA Reports, Progress Reports, Draft and Final Feasibility Study Reports of Outsourced Irrigation Projects on environmental and social safeguard concerned;
- Provide Technical Assistance to RIOs/IMOs/PMOs/LGUs on environmental and social safeguards formulation and implementation of plans (Environmental Management Plan, Watershed Management Plan, Resettlement Action Plan, Indigenous People Development Plan, etc.) including environmental monitoring;
- Monitor and provide technical guidance in the implementation of annual greening program of NIA;

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- Monitor and evaluate the implementation of the Rehabilitation and Protection of Water Resources Supporting Irrigation Systems (RPWRSIS) covering the identified 163 NISs within the 140 critical watersheds and 110 new NISs, and;
- Participate in inter-agency collaboration on watershed management, climate change adaptation, river basin management planning and other related convergence initiatives.

1.8 PLAN FORMULATION AND PACKAGING SECTION (PFPS) PROFILE

The Project Planning and Packaging Section (PFPS) is mainly responsible for the conduct of Feasibility Studies and has four (4) major activities in the Feasibility Study of irrigation projects, namely: 1) Planning and Design of Dams & Appurtenant Structure, 2) Cost Estimates and Unit Cost Analysis, and 3) Packaging & Report Preparation 4) Administer FS & DE Funds. It also facilitates and coordinates the conduct of in-house FS activities of the division.

1.8.1 FUNCTIONAL DESCRIPTION

- Conduct field investigation & evaluation of proposed projects for various schemes of development (i.e., storage, run-off-the-river and pump) Schemes, Dam and Weir Design, and Cost Estimates;
- Conduct plan formulation and development schemes of proposed projects;
- Prepare the detailed layouts, designs and cost estimates of projects under in-house feasibility study, including review of data, derivation of unit cost and power benefits, and list of equipment needed in construction and O&M cost
- Coordinate & monitor interdisciplinary studies, surveys & investigation for the packaging of in-house feasibility study;
- Package the accomplished in-house Feasibility Study Report;
- Review the formulation and development schemes of outsourced feasibility studies encompassing the assessment of layouts, designs and cost estimates of projects, including review of data used, derivation of

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unit cost and power generation, list of equipment needed in construction and O&M cost;

- Assess the Value Engineering and Value Analysis (VEVA) of outsourced feasibility studies;
- Evaluate the listing of project for funding under FS from RIO;
- Monitor the progress of the activities of in-house and outsourced feasibility studies;
- Assess the contracts of ongoing outsourced projects;
- Evaluate the Program of Works and other pertinent documentary requirements for Feasibility Studies and other related activities;
- Prepare and submit the request of Advice of Sub-Allotment (ASA) release with approved Program of Works (POW);
- Evaluate the project feasibility study reports, Terms of Reference (TOR), project profiles, and other technical reports of outsourced projects;

1.9 AD HOC PROJECT APPROVAL AND FUND SOURCING GROUP (PAFSG) PROFILE

The Ad Hoc Project Approval and Fund Sourcing Group (PAFSG) was constituted by virtue of NIA Memorandum dated 15 October 2020 and is tasked to take the primary role in all aspects of the following: i) economic and financial viability studies of proposed irrigation projects, or the review of outsourced study deliverables; ii) assist and coordinate with oversight agencies in the approval and funding processes thereof; iii) facilitate project concept development with multilateral and bilateral development donors and subsequent appraisal activities thereof; and iv) conduct of agro-economic evaluation of completed projects.

1.9.1 FUNCTIONAL DESCRIPTION

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- Undertake or review the Financial and Economic viability studies of proposed irrigation projects in accordance with existing evaluation and appraisal guidelines of the Government of the Philippines;
- Assist in the preparation of project proposals for NEDA – Investment Coordination Committee (ICC) evaluation, including ICC-Project Evaluation Forms, DOF- Corporate Affairs Group Review, and other documentary requirements;
- Coordinate the issuance of funding requirements for major irrigation projects requiring Certificate of Budget Cover Availability or Forward Obligational Authority (FOA) from the Department of Budget and Management;
- Facilitate Project concept development with multilateral and bilateral development donors and subsequent activities thereof in accordance with Official Development Assistance (ODA) guidelines of the Government of Philippines;
- Conduct agro-economic evaluation of completed projects, an input to Project Completion Reports; and
- Perform other related assignments, as necessary.

1.10 INTERIM GEOLOGY SECTION (IGS) PROFILE

The creation of the Interim Geology Section (IGS) from the Geology Unit of the PIVS was approved on March 8, 2021. It is tasked to conduct engineering geological investigations as part of Preliminary Feasibility, Feasibility and Detailed Engineering studies of proposed irrigation projects. It also provides technical assistance to the RIO/IMOs and Project Management Offices during project implementation and operational phases of irrigation development.

1.10.1 FUNCTIONAL DESCRIPTION

- Conduct surface mapping, prepare subsurface investigation plans and supervise the conduct of drilling for proposed irrigation projects;
- Conduct exploration for sources of construction materials including sample collection and integration of laboratory results;
- Assess the susceptibility of project components to geologic hazards and determine the seismic parameters to be considered in the design;
- Conduct confirmatory geologic investigation, prepare plans and cost estimates for drilling and grouting for detailed engineering studies;

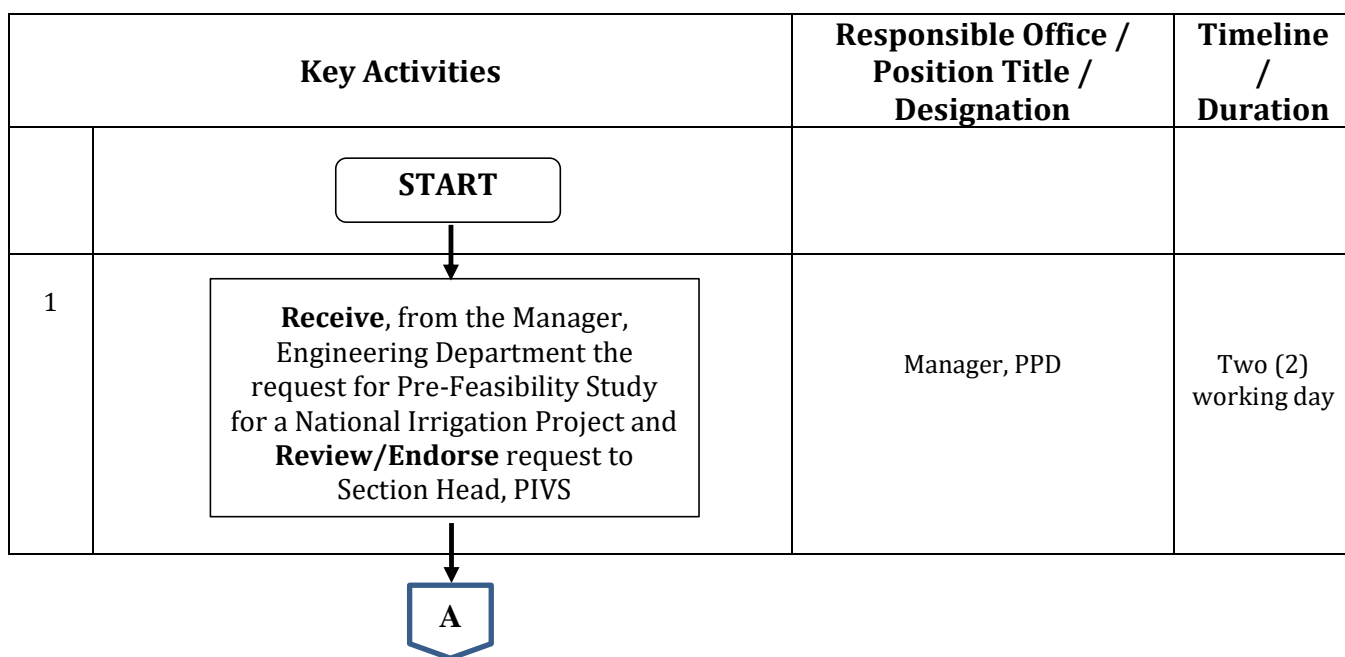
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- Provide technical assistance to RIOs/IMOs and PMOs in supervision of drilling & grouting activities, slope stability assessment, determination of excavation materials classification, mapping of actual level of rock line, and slope stability assessment during dam construction and underground mapping and monitoring of blasting during tunnel construction;
- Provide geological/geotechnical inputs, such as damage assessment and slope stability assessment in rehabilitation of irrigation structures;
- Participate in the Dam Safety and Integrity Assessment of existing dams
- Undertake review of the Geology Aspect of Pre-FS, FS and DES reports prepared by consultants and RIOs.

2. PPD FLOW PROCESSES

In project planning, there are five major activities involved. These includes: 1) Pre-Feasibility Study; 2) In-house Feasibility Study; 3) Outsourced Feasibility Study; and 4) Technical Assistance to RIOs/IMOs/PMOs and LGUs in the conduct of feasibility studies and to some extent, implementation of various projects; and 5) Project Approval and Fund Sourcing of Major Projects. The process flows are presented in the following sections.

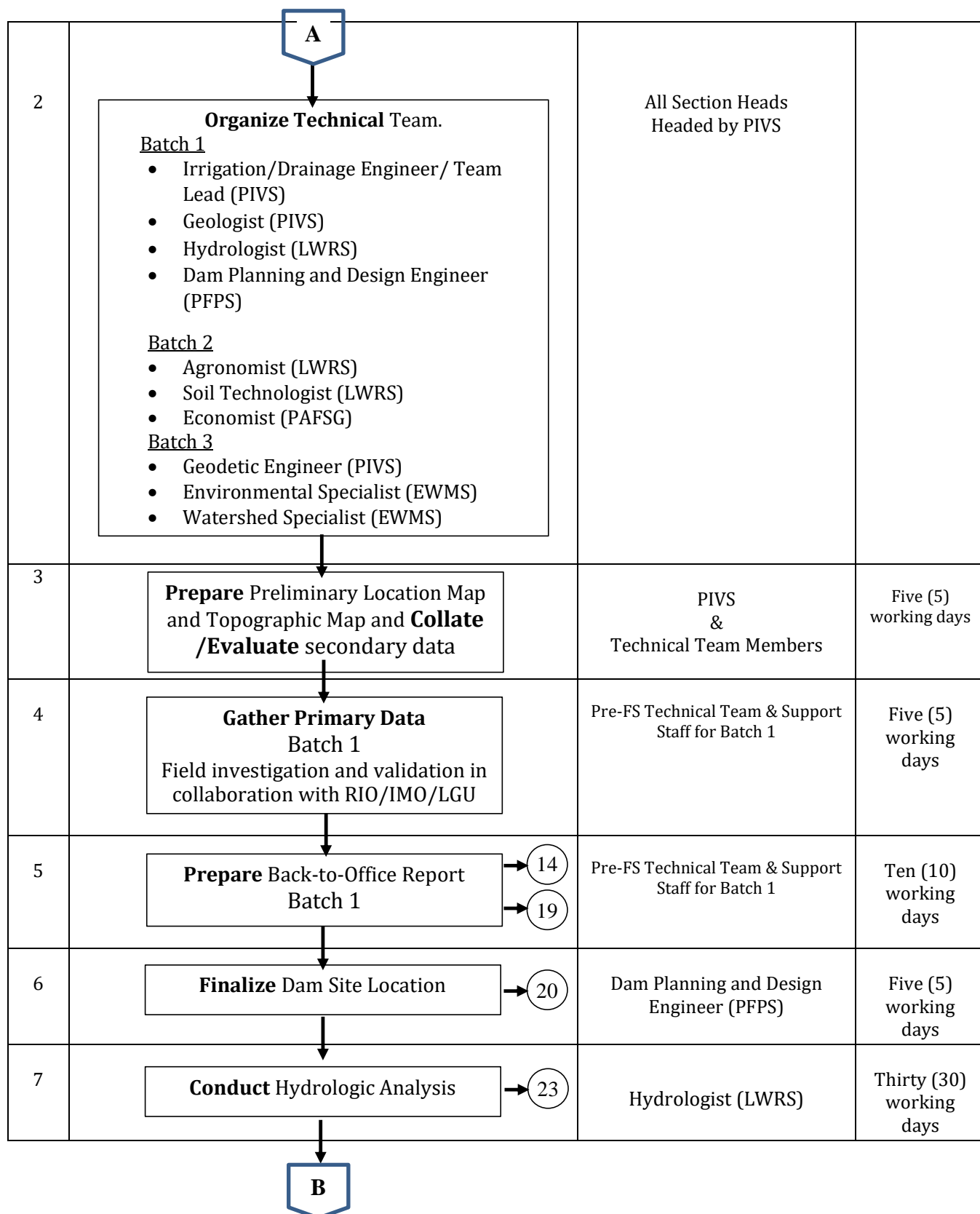
2.1 PRE-FEASIBILITY STUDY PROCESS FLOW CHART




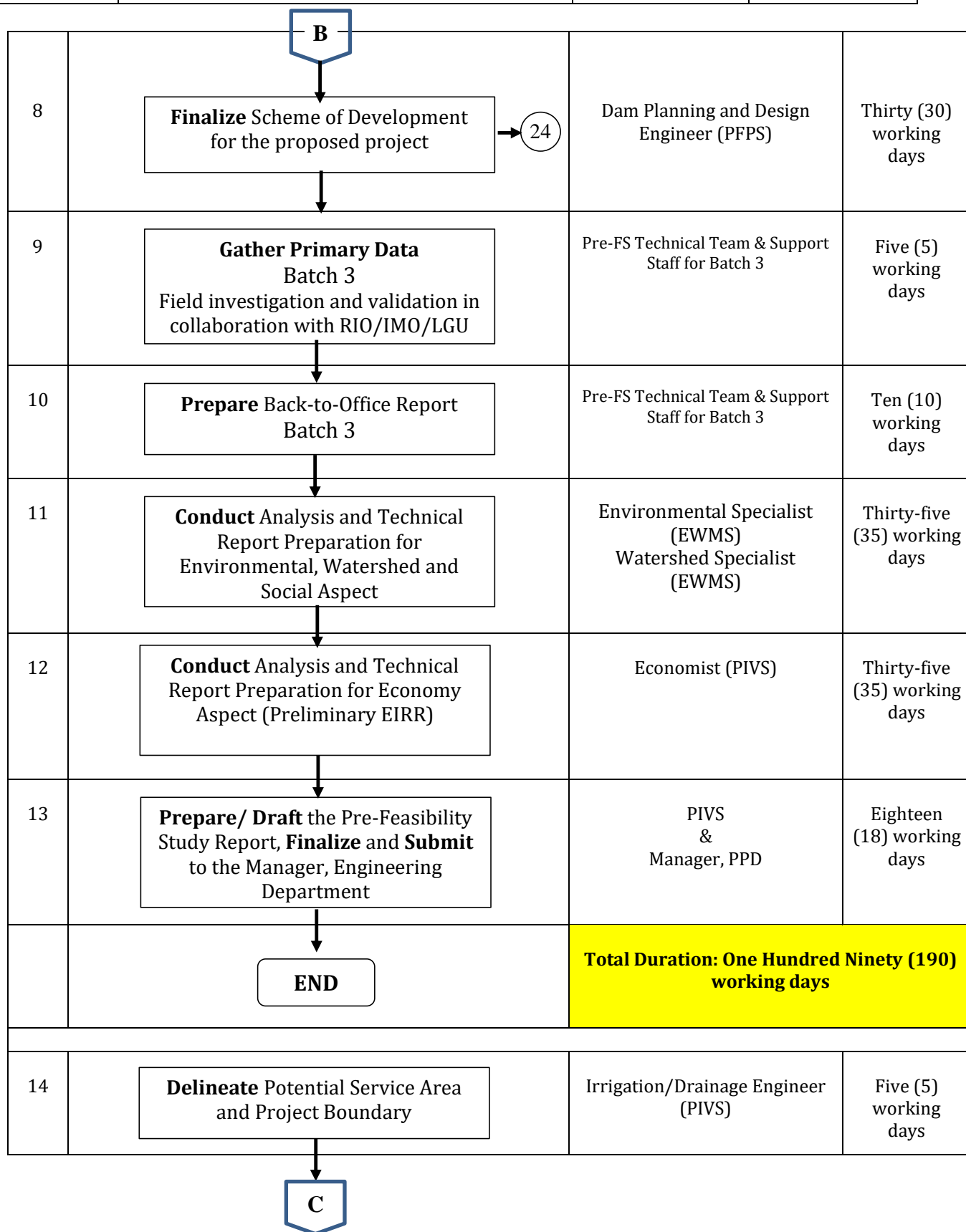



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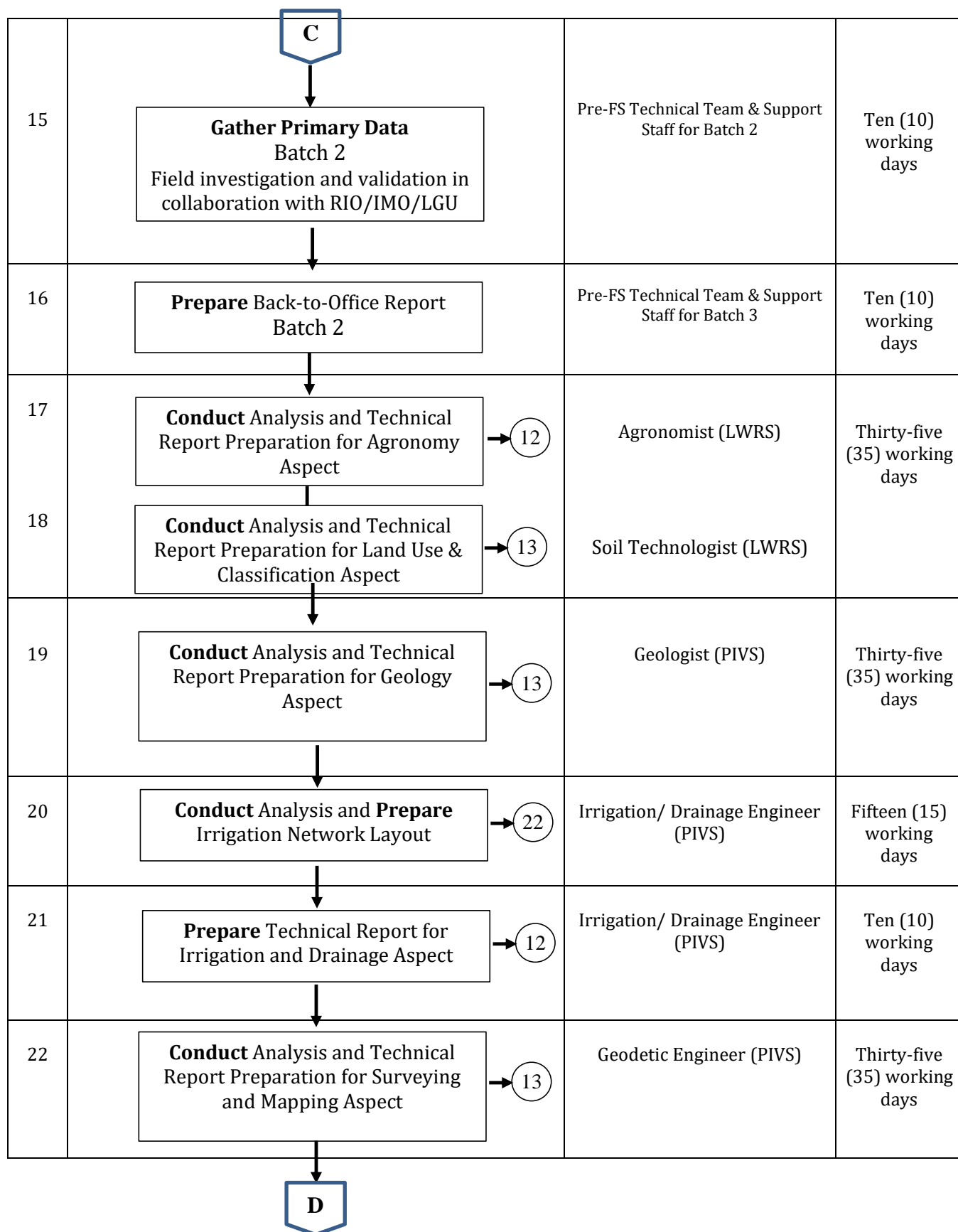
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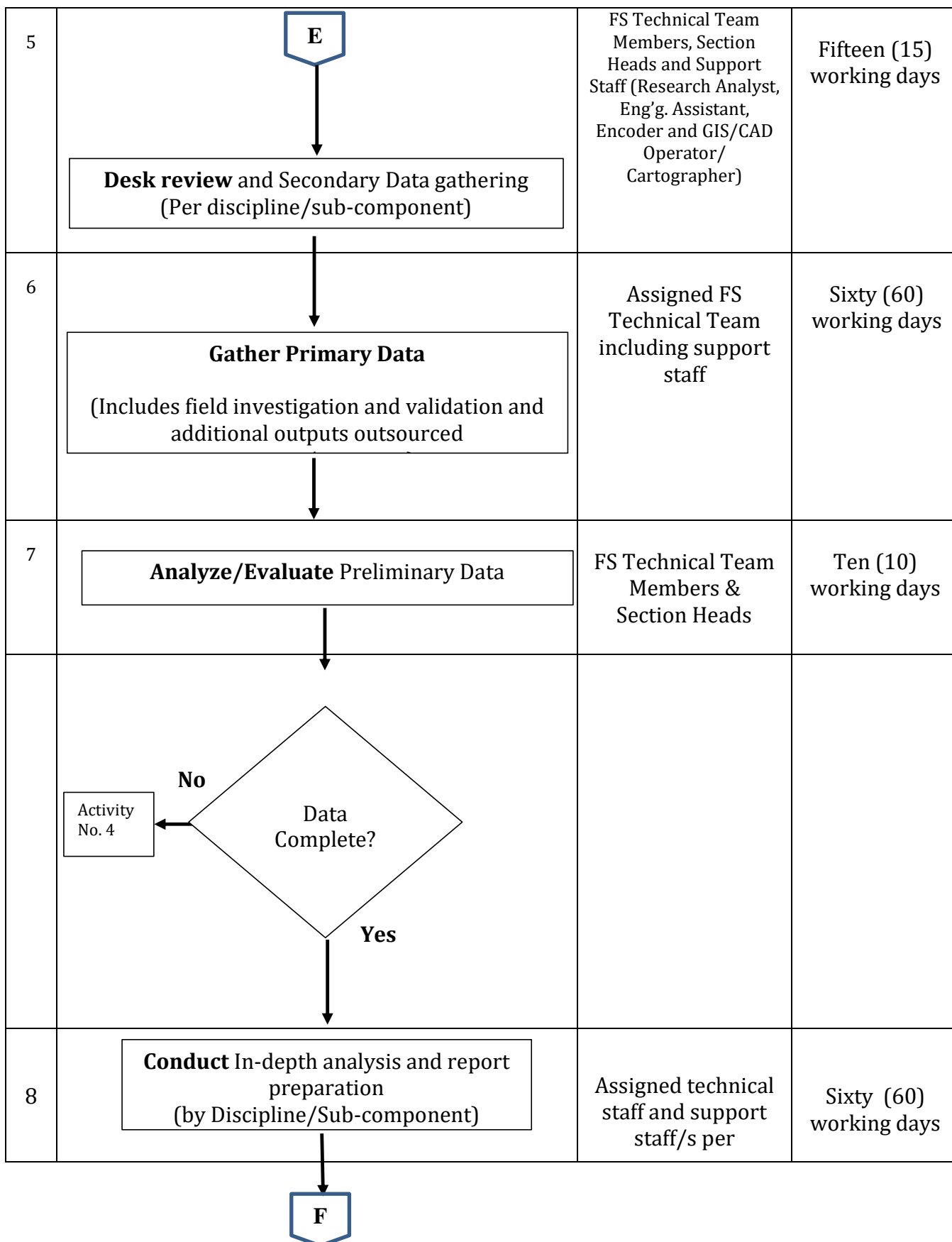
23	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 2px; width: 40px; margin: 0 auto;">D</div> <div style="text-align: center; margin-top: 10px;">↓</div> <div style="border: 1px solid black; padding: 5px; width: 300px; margin: 0 auto;"> Prepare Technical Report for Hydrology Aspect </div> <div style="text-align: center; margin-top: 10px;">↓</div> </div> <div style="text-align: right; margin-top: -40px;">→ 13</div>	Hydrologist (LWRS)	Ten (10) working days
24	<div style="border: 1px solid black; padding: 5px; width: 300px; margin: 0 auto;"> Prepare Technical Report for Dam Planning and Design Aspect </div> <div style="text-align: right; margin-top: -40px;">→ 12</div>	Dam Planning and Design Engineer (PFPS)	Ten (10) working days


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2.2 FEASIBILITY STUDY (IN-HOUSE) PROCESS FLOW CHART


Key Activities		Responsible Office / Position Title / Designation	Timeline / Duration
	<div>START</div>		
1	<div>Receive from the Manager, Engineering Department for the conduct of feasibility study of proposed project</div>	Data Encoder	One (1) working day
2	<div>Review/Endorse to the Section Head, PFPS</div>	Manager, PPD	
3	<div>Coordinate to other Section Heads</div>	Section Head, PFPS	
4	<div> Organize Technical Team Technical Team Composition: <ul style="list-style-type: none"> • Geodetic Engineer (PIVS) • Geologist (IGS) • Irrigation/Drainage Engineer PIVS) • Hydrologist (LWRS) • Agronomist (LWRS) • Soil Technologist (LWRS) • Hydro-geologist (LWRS) • Planning/Design Engineer (PFPS) • Cost Engineer (PFPS) • Electro-Mechanical Engineer (PFPS) • Economist (PAFSG) • Environmental Specialist (EWMS) • Watershed Specialist (EWMS) </div>	Section Heads (PFPS PIVS, LWRS, EWMS)	One (1) Working Day
<div>E</div>			

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	F	discipline or sub-component	
9	<div>Review/Evaluate Report (by Discipline/Sub-component)</div>	Section Head	Five (5) working days
10	<div>Prepare FS Report integrating all Sub-components</div>	PFPS	Thirty (30) working days
11	<div>Screen FS Report</div>	Section Heads & Manager, PPD	Three (3) working days
	<div> <div>Activity No. 6</div> <div>Report Complete?</div> <div>No</div> <div>Yes</div> </div>		
12	<div>Finalize Feasibility Study Report</div>	PFPS	Ten (10) working days
13	<div>Submit FSR to the TWG, Screening Committee for Endorsement to the Deputy Admin for E&O</div>	Secretariat (PFPS-PPD)	1 Working Day
14	<div> <div>Activity No. 6</div> <div>FSR Endorsed by TWG ?</div> <div>No</div> <div>Yes</div> </div>		
	G		

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15	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 2px; width: 40px; margin: 0 auto;">G</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 300px;"> Prepare endorsement to the Deputy Administrator for Engineering and Operations </div> <div style="text-align: center;">↓</div> </div>	Secretariat (PFPS-PPD)	
	<div style="border: 1px solid black; padding: 5px; width: 100px; margin: 0 auto;">END</div>		Total Working Days = 196

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2.3 OUTSOURCED FEASIBILITY STUDY

2.3.1 FOR INITIAL SUBMISSION

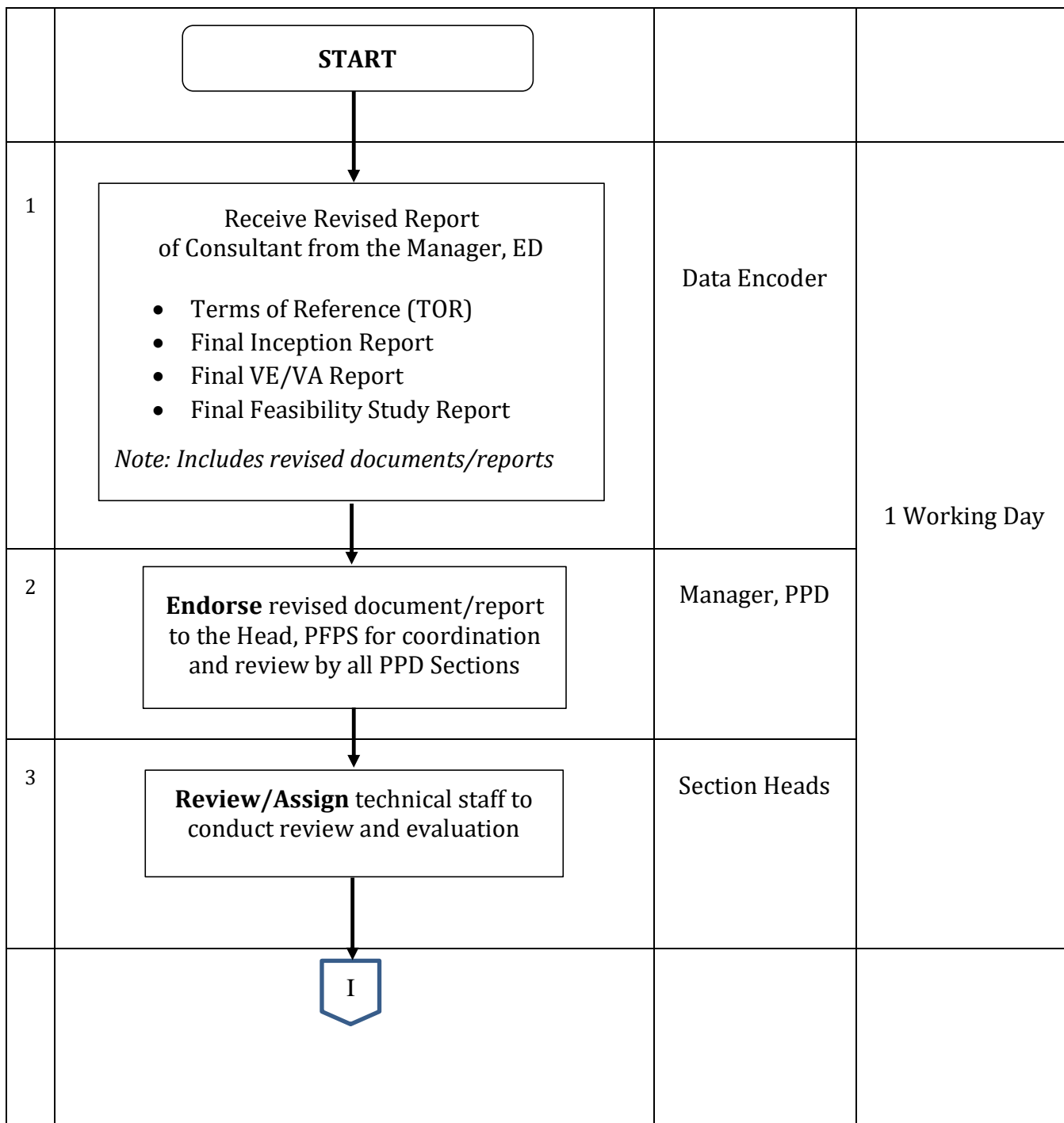
	Key Activities	Responsible Office / Position Title / Designation	Timeline / Duration
	<div style="text-align: center;"> START </div>		
1	<div> Receive from the Manager, Engineering Department the following documents for review and evaluation: <ul style="list-style-type: none"> • Terms of Reference (TOR) • Draft Inception Report • Draft VE/VA Report • Progress Report • Interim Report • Draft Feasibility Study Report </div>	Data Encoder	1 Working Day
2	<div> Review/Endorse document/report to the Head, PFPS </div>	Manager, PPD	
3	<div> Coordinate with other Section Heads </div>	Section Head, PFPS	
4	<div> Review/Assign technical staff to conduct review and evaluation </div>	Section Heads	
	<div style="text-align: center;"> H </div>		

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	<div>H</div>		
5	<div> <div> Evaluate document and submit comments/endorsement to PFPS for consolidation: </div> <div> <i>Review Period per discipline</i> </div> <div> <div>TOR5 days</div> <div>Draft Inception Report3 days</div> <div>Draft VE/VA Report5 days</div> <div>Progress Report2 day</div> <div>Interim Report5 days</div> <div>Draft Feasibility Study Report7 days</div> </div> </div>	Assigned technical staff & Section Head	Five (5) Working Days
6	<div> Collate comments from all Sections for Submission to the Manager, PPD </div>	Head, PFPS	One (1) working day
7	<div> Endorse comments to the Manager, Engineering Department for appropriate action by the Consultant </div>	Manager, PPD	
	<div>END</div>		Total Working Days = 7

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2.3.2 FOR SUCCEEDING SUBMISSION (REVISED REPORTS)



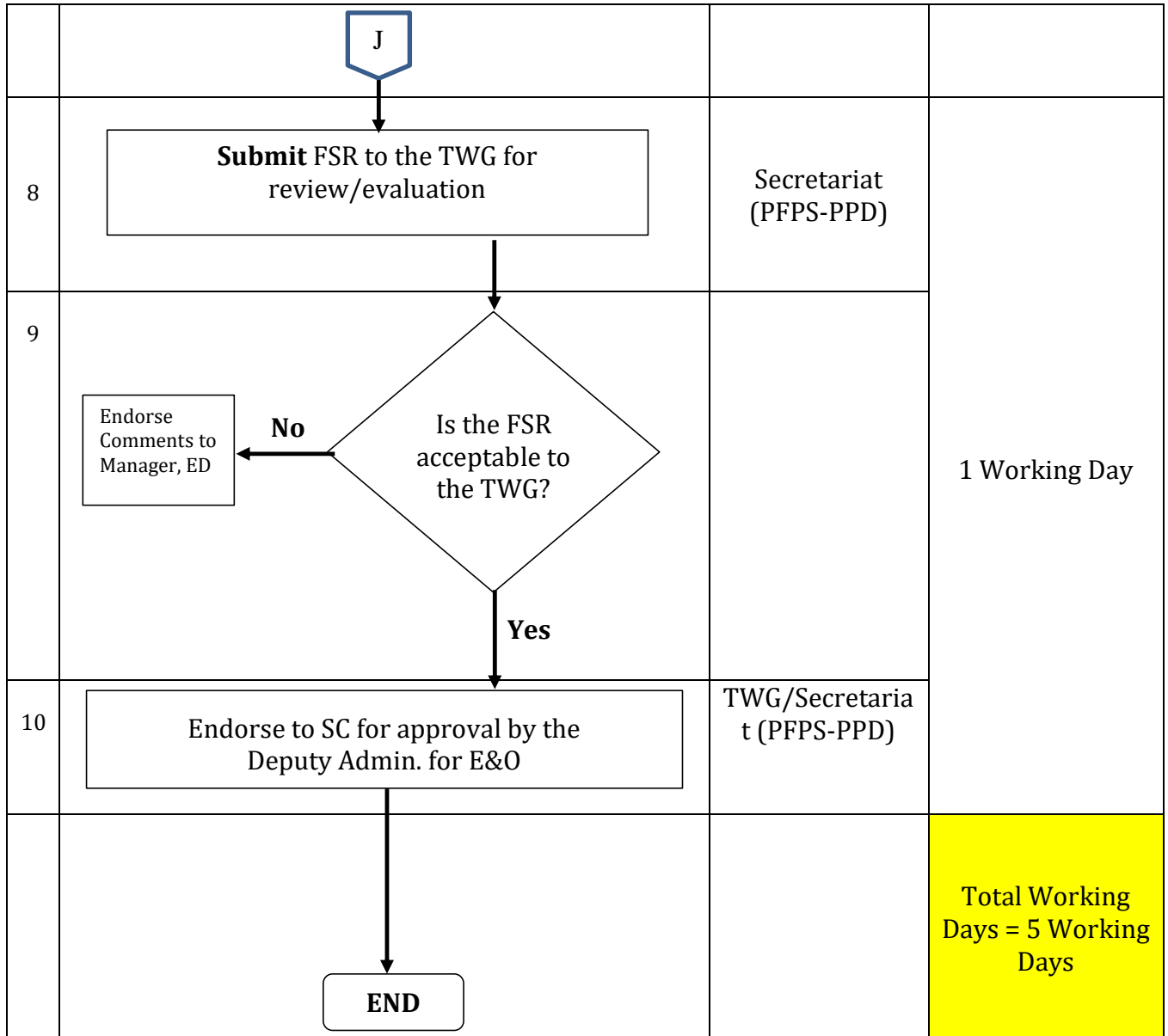



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4	<div style="border: 1px solid black; padding: 10px; margin: 10px;"> <p>Evaluate the revised document and submit comments/endorsement to PFPS for consolidation:</p> <p><i>2 days review period per discipline for each report</i></p> </div>	Assigned technical staff & Section Head	Two (2) working days
5	<div style="border: 1px solid black; padding: 10px; margin: 10px;"> <p>Collate comments from all Sections for Submission to the Manager, PPD</p> </div>	Head, PFPS	One (1) working day
6	<div style="text-align: center;"> </div> <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;">Endorse Comments to Manager, ED</div> <div style="text-align: center;"> <p>No</p> </div> <div style="border: 1px solid black; padding: 20px; margin: 0 auto; width: 150px;"> <p>Is the report already acceptable?</p> </div> <div style="text-align: center;"> <p>Yes</p> </div> </div>		
7	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;">Endorse Acceptance Letter to Manager, ED</div> <div style="text-align: center;"> <p>No</p> </div> <div style="border: 1px solid black; padding: 20px; margin: 0 auto; width: 150px;"> <p>Is the document a Feasibility Study</p> </div> <div style="text-align: center;"> <p>Yes</p> </div> </div>		


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2.4 TECHNICAL ASSISTANCE TO RIO/LGU/PMO

	Key Activities	Responsible Office / Position Title / Designation	Timeline / Duration
	START		
1	Receive from the Manager, Engineering Department the request for Technical Assistance	Data Encoder	One (1) working day
2	Endorse request to the Section Head of concerned discipline	Manager, PPD	
3	Assign Technical Staff/s	Section Head	
4	Collate/Evaluate Secondary Data	Assigned technical staff/s	Five (5) working days
5	Conduct Field Investigation and Validation	Assigned technical staff/s	Fifteen (15) working days
6	Analyze/Evaluate Data	Assigned technical staff/s	Thirty (30) working days
7	Prepare/Submit Technical Report to Section Head	Assigned Technical Staff/s	Five (5) working days
8	Evaluate/Endorse Technical Report to Manager, PPD	Section Head	One (1) working day
9	Evaluate/Endorse to the Manager, ED	Manager, PPD	
	END		Total Working Days = 57

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2.5 NIA PROJECT APPROVAL PROCESS



2.5.1 NIA Corporate Board Approval of FS and Request for ICC Evaluation

Per Investment Coordination Committee (ICC) memorandum dated 27 June 2017 all National Government and Corporate Projects costing at least Php 2.5 Billion shall require ICC approval.¹ Prior to implementation, NIA projects with an investment cost above this threshold must undergo ICC evaluation and approval.


Key Activities		Responsible Office / Position Title / Designation	Timeline / Duration
	<div style="text-align: center;"> START </div>		
1	<div style="border: 1px solid black; padding: 5px;"> Receive from the Manager, Engineering Department request for presentation of Project to NIA Board Approval and endorsement to Office of the Cabinet Secretary <i>Note: Approved FS (per MC 10 s. 2015) or more detailed/updated project data required</i> </div>	Data Encoder	One (1) working day
2	<div style="border: 1px solid black; padding: 5px;"> Review/Endorse to the Unit Head, PAFSG </div>	Manager, PPD	
3	<div style="border: 1px solid black; padding: 5px;"> Organize Technical Team </div>	Head, PAFSG	
	<div style="text-align: center;"> <div style="border: 2px solid blue; padding: 5px; width: 40px; margin: 0 auto;">K</div> </div>		

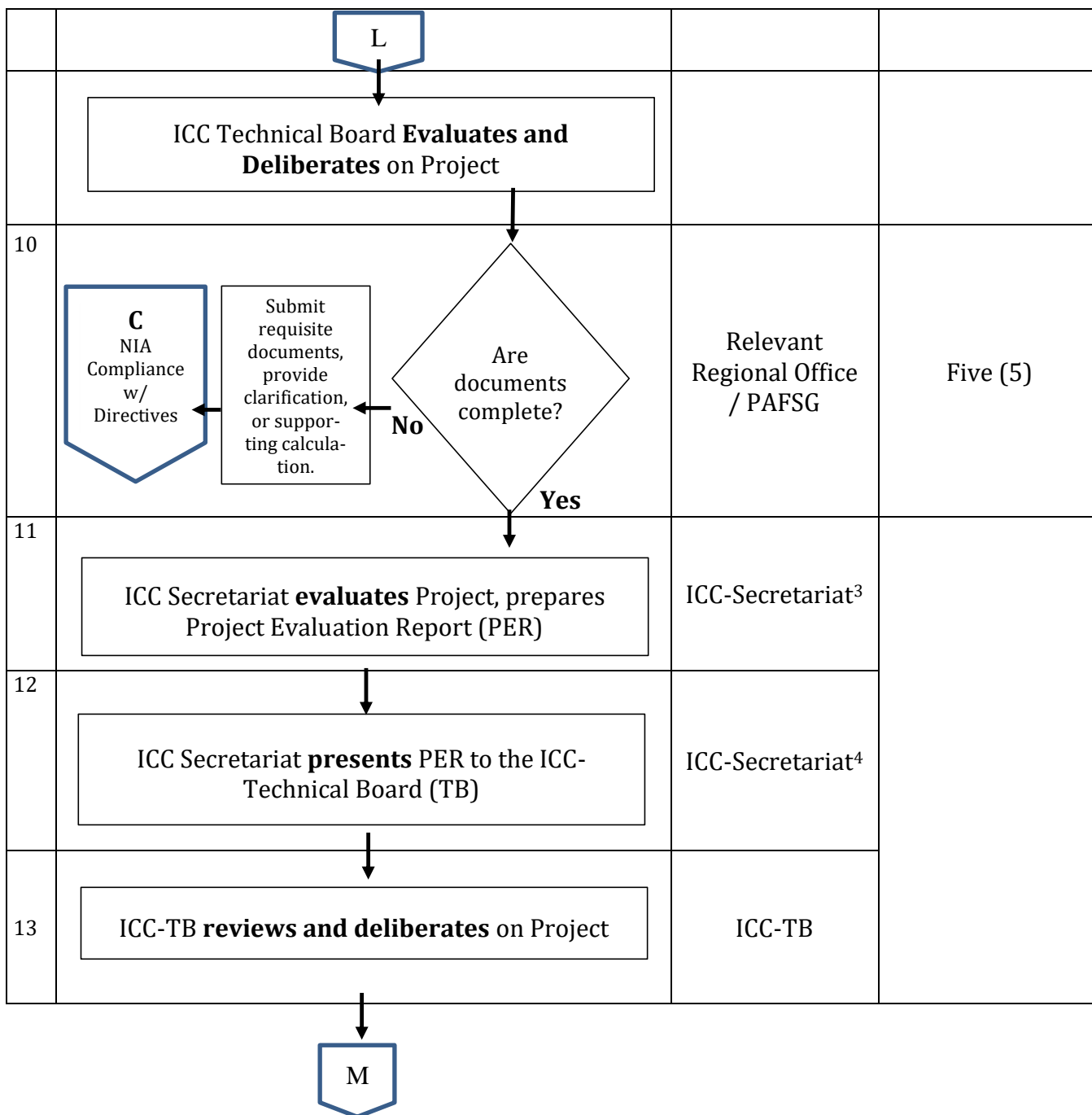
¹ <https://www.neda.gov.ph/wp-content/uploads/2017/08/Revisions-on-ICC-Guidelines-and-Procedure-2.5-Billion.pdf> (accessed 23 November 2020)

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	 ↓		
4	Draft Form Indorsement to the NIA Board For inclusion in agenda of next regular meeting <i>Note: All attachments to the presentation must be complete</i>	Assigned Technical Staff/s	One (1) working day
5	Present Project FS to NIA Board ↓	Relevant Regional Office	One (1) working day
6	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 200px;"> Comply with directives of NIA Board (e.g., respond to clarifications, provide supporting calculations, revisit project components, etc.) </div> <div style="margin: 0 10px;">← No</div> <div style="border: 1px solid black; padding: 20px; text-align: center; width: 150px;"> Is the FSR acceptable to NIA Board? </div> <div style="margin: 0 10px;">Yes ↓</div> </div>	Relevant Regional Office / PAFSG	
7	Submit Project to the Office of the Cabinet Secretary for his consideration and endorsement to the NEDA-ICC ↓	Assigned Technical Staff/s	One (1) working day
8	Endorse Project to the NEDA-ICC for evaluation and approval ↓	Mother Agency/Office of the Cabinet Secretary	
9	ICC Secretariat evaluates completeness of submission per List of ICC Requisite Documents ↓	ICC-Secretariat ²	
	 ↓		


² List of Requisite ICC Documents. <https://www.neda.gov.ph/wp-content/uploads/2013/12/Annex-B-List-of-ICC-Requisite-Documents.pdf> (accessed on 23 November 2020)

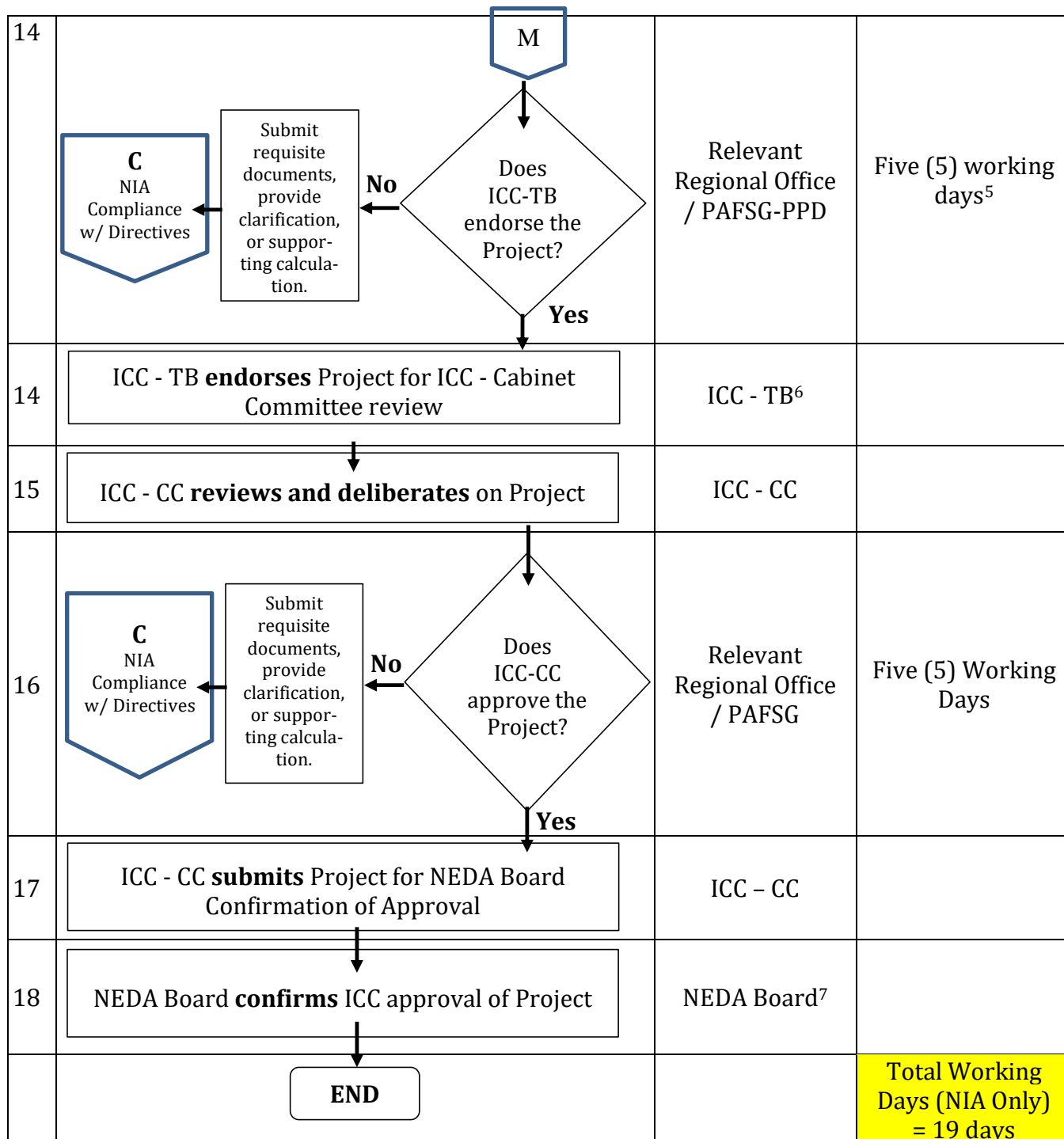
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³ Per ICC Approval Process. <https://www.neda.gov.ph/wp-content/uploads/2013/12/Annex-A-ICC-Approval-Process.pdf> (accessed 23 November 2020)

⁴ The ICC Secretariat shall include the Project in its 2-month rolling agenda of projects for presentation to the ICC-CC.


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⁵ The PER is submitted to NIA for official response at least 5 working days before ICC meeting.


⁶ ICC Approval Process Guidelines provides that funding consultations will be done either after ICC-TB endorsement or ICC-CC approval. This will depend on the level of GOP approval required by the ODA Fund Source and/or Funding Institution. <https://www.neda.gov.ph/wp-content/uploads/2013/12/Annex-A-ICC-Approval-Process.pdf> (accessed on 23 November 2020)

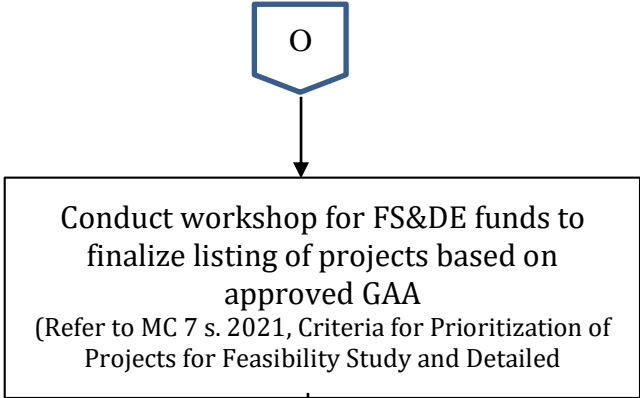
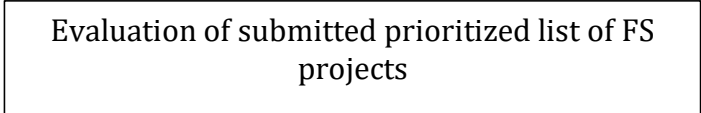
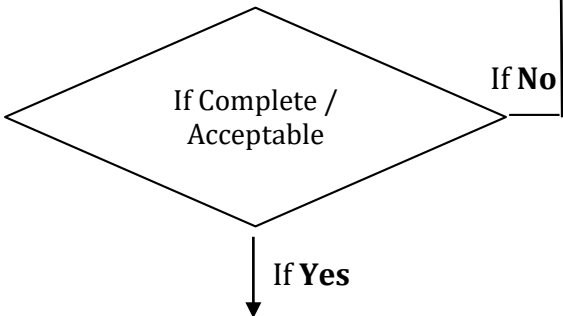



⁷ NEDA Board endorses Project for funding and implementation.


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2.6 FEASIBILITY STUDY FUNDING PROCESS

	Key Activities	Responsible Office / Position Title / Designation	Timeline / Duration
	<p>START</p> 		
1	 <p>Receive from the Manager, Engineering Department the Listing of Project and documentary requirements (Refer to Annex F, Table 1 and 2) for funding under FS and DE from RIOs</p>	PPD – Monitoring Group	5 working days
2	<p>Review Listing of Project for funding under FS and DE and documentary requirements (Refer to Annex F, Table 1 and 2) from RIOs</p>	PPD – Monitoring Group	
3	<p>If Complete / Acceptable</p>  <p>If Yes</p>		
4	<p>Encoding of 1st screened proposed FS projects to FS data bank</p> 	PPD – Monitoring Group	3 working days

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5		PPD – Monitoring Group, RIOs/IMOs	3 working days
6		PPD – Monitoring Group	3 working days
7			
8		PPD – Monitoring Group	1 working day
9			
10			Total Working Days = 15 days

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Submitted by:

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