



Local Environmental
Planning and Management

**GOOD PRACTICES IN LOCAL GOVERNANCE: FACILITY FOR
ADAPTATION AND REPLICATION/LOCAL ENVIRONMENTAL
PLANNING AND MANAGEMENT (GO-FAR/LEPM)**

Replication Guidelines



UN-Habitat



Department of the Interior
and Local Government

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Message

The Department of the Interior and Local Government thru the Bureau of Local Government Development (DILG-BLGD) has prepared a Good Practices on Local Governance: Facility for Adaptation and Replication Local Environmental Project and Management Replication Guidelines (GO-FAR LEPM REPLICATION GUIDELINES). This reference material is one of the initiatives of the Department to assist local government units in the discharge of their responsibilities and functions as provided in the Local Government Code of 1991 specifically on environmental protection.

GO-FAR LEPM REPLICATION GUIDELINES was designed to assist LGUs build their capacities by providing them opportunity to choose, adapt, replicate good and exemplary practices; and facilitate the management of knowledge gained from the replication processes to serve as learning materials and for program and policy development.

It is hoped that through this, LGUs would be enlightened to strengthen institutional partnerships between and among the model LGUs, recipient LGUs, institutions, academe, concerned agencies and the Civil Society Organizations for sustained local development efforts. I therefore commend the BLGD for its initiative to develop reference materials for LGUs.

I enjoin Local Officials to make use of this Replication Guidelines in working out to improve their delivery of basic services to their constituencies.

RONALDO V. PUNO
Secretary

Foreword

In relation to the policy of decentralization and local autonomy in local government units, the Department of the Interior and Local Government (DILG), through the Bureau of Local Government Development (BLGD), has developed a Good Practices on Local Governance: Facility for Adaptation and Replication Local Environmental Project and Management Replication Guidelines (GO-FAR LEPM REPLICATION GUIDELINES).

GO-FAR LEPM REPLICATION GUIDELINES was designed to assist LGUs build their capacities by providing them opportunity to choose, adapt, replicate good and exemplary practices; and facilitate the management of knowledge gained from the replication processes to serve as learning materials and for program and policy development.

BLGD hopes that through this Replication Guidelines, local officials and all other stakeholders will be further enlightened on the rationale and concept of GO-FAR LEPM. While this may not be able to discuss in full the entirety of replication process, the LGUs can use this as their reference in replicating best and exemplary practices on good governance specifically on environmental concerns.

This document will serve as a user-friendly procedural guidelines in replication process and we are confident that lgus will be able to apply this in their respective areas.

MANUEL Q. GOTIS, CESO IV
Director

Acknowledgement

The BLGD-LEPM Team expresses its deep appreciation to those who worked with the Team to develop this GO-FAR LEPM Replication Guidelines.

Special Acknowledgement is given to the following Regional and BLGD staff for sharing their thoughts and insights during its development.

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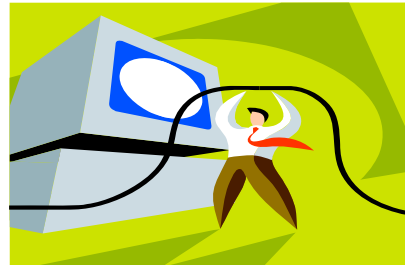
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BACKGROUND AND RATIONALE

The Local Government Code of 1991 granted Local Government Units (LGUs) greater power and authority for managing their respective localities. With this positive development came the renewed efforts of LGUs to perform more effectively and serve their constituents more efficiently. Along this line, a good number of LGUs have demonstrated the capacity to initiate and establish good practices, which however were not maximized in terms of their replication to other LGUs. Tools have been developed and pilot tested for the purpose of improving different aspects of local governance but the actual use of these tools and up scaling good practices to a higher level still leaves much to be desired.

Operationally, LGUs will be invited to submit their own proposed replication and adoption strategies, by doing this, LGUs become active partners and fully responsible in identifying the practices to be adopted and determining the strategies to facilitate their own learning and replication process.



In 2004, the Department of the Interior and Local Government (DILG) embarked on a project called Good Practices on Local Governance: Facility for Adaptation and Replication (GO-FAR). It was designed to assist LGUs build their capacities by providing them opportunity to choose, adapt, replicate and/or expand relevant local governance models and practices in their respective areas; and facilitate the management of knowledge gained from the replication processes to serve as learning materials and for program and policy development.

GO-FAR is intended to be a vehicle for promoting the good practices among LGUs and at the same time for maximizing their use and benefit not only for LGUs but also for other stakeholders in local governance.

THE GO-FAR LOCAL ENVIRONMENTAL PLANNING AND MANAGEMENT (GO – FAR LEPM) PROJECT

One of the more relevant sets of tools and processes that GO-FAR would like to support and advocate is on local environmental planning and management. In this context, the GO-FAR LEPM Project was developed in 2005. It is focused on promoting the LEPM among LGUs through technical assistance to adopt and implement LEPM

processes and strengthening partner institutions in advocating, documenting, and managing the knowledge acquired from various interventions at the local level.

PROJECT DESCRIPTION

Consistent with the GO-FAR Project, GO-FAR LEPM supports LGUs in their effort to replicate or adapt an innovative and good practice or use new and innovative tools in improving local governance in their respective areas. It aims to ensure that documented lessons and learnings are utilized for other purposes like policy development, project and program identification and implementation, development of training materials and others.

PROJECT GOALS AND OBJECTIVES

The end goal of the GO-FAR LEPM is to institutionalize sharing and replication of good practices in local governance to enable LGUs improve their delivery of basic services to their constituencies.

Generally, it is designed to assist the LGUs institutionalize the replication of good practices as an avenue for achieving excellence in local governance. Specifically, it aims to:

- Advocate the importance of replicating good practices to enable LGUs provide better service to their constituencies;
- Manage knowledge on good practices to be able to sustain the provision of technical assistance to the LGUs; and
- Strengthen institutional partnerships between and among the model LGUs, recipient LGUs, institutions, academe, concerned agencies and the Civil Society Organizations for sustained and effective replication of good practices.

COMPONENTS OF GO-FAR LEPM

a) Establishment of Systems and Procedures

Vital to the implementation of project "GO-FAR LEPM" is the establishment of systems and procedures.



Components of GO-FAR:

- a) Establishment of System and Procedures
- b) Promotion of GO-FAR
- c) Replication of Good Practices
- d) Knowledge Management

The system includes the following: a) access of LGUs to the GO-FAR facility; b) documentation of good practices; c) replication process; and d) knowledge management.

Supplementing these systems are tools and mechanisms necessary in operationalizing the project, such as policy guidelines, operations manual, field guide for the DILG field offices, and other technical guides.

b) Promotion of GO-FAR LEPM

The success of GO-FAR LEPM greatly depends on the participation of LGUs, i.e. their interest and actual availment of funds. This is only possible if they are well informed about GO-FAR LEPM particularly the benefits they would gain from the project and the processes involved in taking part in the project.

c) Replication of Good Practices

This component is the core of the project. It involves facilitating the process through which interested LGU would be able to access the project facility, qualify for enrollment to the Good Practice Inception Workshop, advocate for Local Sanggunian's support, and undertake the actual replication of desired good practice.

d) Knowledge Management

The project envisions a continuing management of knowledge on hand, that which has been gained and to be gained in assisting LGUs through:

- Collection of such knowledge/information through the documentation processes that will be undertaken by the LGUs;
- Storage and management of these information to facilitate access and retrieval;
- Processing of the data that will allow it to be used as reference materials in training programs and for possible program and policy development; and
- Dissemination of information to other LGUs and other key resource institutions.

For concrete and sustainable management, a



Knowledge Management involves the following:

- Collection of LGU's knowledge/information through a documentation process
- Storage and management of information
- Processing of data as reference material
- Dissemination of information to other LGUs and key resource institutions

Knowledge Management Center (KMC) has been established at the Bureau of Local Government Development (BLGD). The BLGD-KMC has the following facilities:

- 1. KMC Website** – this is interconnected to the DILG Website. It contains basic information of GO-FAR/LEPM Project, and database of LEPM good practices, including data sources and contact persons, institutions or guides for LGUs to avail of the Replication Facility, requirement for the conduct of the Good Practice Replication Workshop and in the actual replication process. The KMC Website can be accessed at <http://www.dilg.gov.ph/blgd>.
- 2. e-Library** – a webpage that contains lists of materials, books, flyers, brochures on local governance that are categorized into sectoral areas. These materials are catalogued as to call number, title, description and author.
- 3. GO-FAR LEPM Replication Facility** – this is for facilitating technical assistance to LGUs interested in applying in the GO-FAR LEPM Good Practice Replication. The facility contains the processes for replication and supporting documents needed for the approval application for replication.

MODALITY IN IMPLEMENTING THE PROJECT

Peer to peer learning shall be employed in the conduct of the inception workshop for the replication of a good practice. In this approach, the model LGU with the good practice will transfer the technology of replicating the good practice to the replicating LGU thru an inception workshop.

IMPLEMENTATION ARRANGEMENTS

The project “GO-FAR LEPM” is operationalized within a project management structure, which emanates from the national level down to the local level.

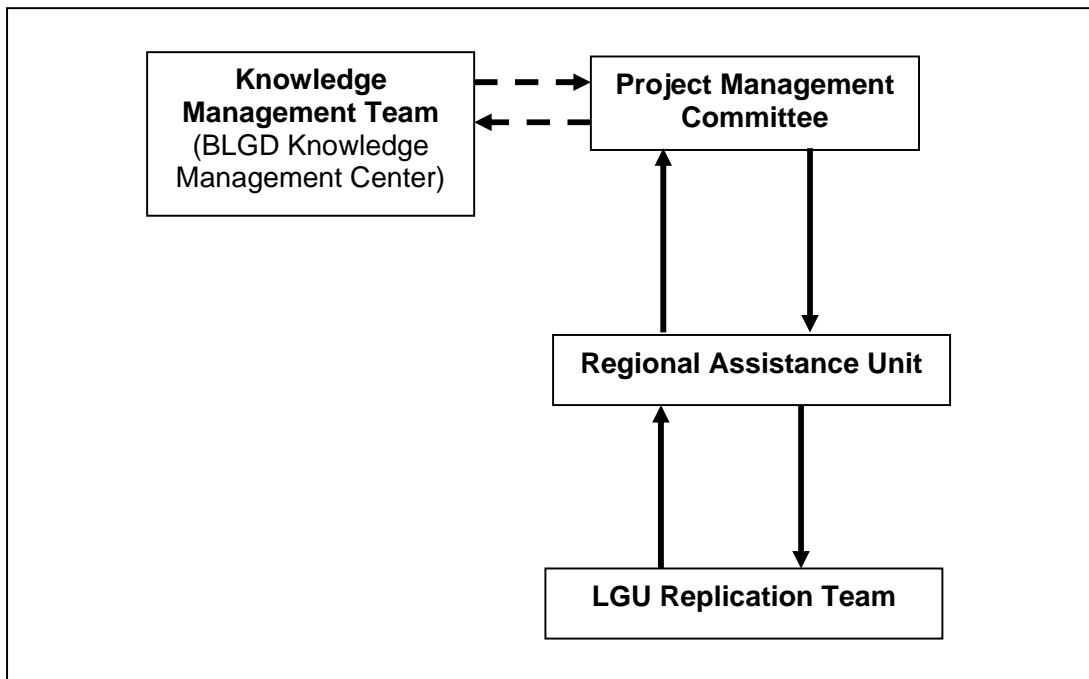
Further, a Knowledge Management Team has been organized to assist develop database on good practices, and analyze good practices as to their responsiveness to the needs of LGUs and their replicability.

At the sub-regional structure, the Regional Assistance Unit (RAU) facilitates the management and advocacy of the project. At the local level, the CLGOO/MLGOO concerned is responsible for the advocacy campaign on the replication of the good

practices at the ground, facilitation service in the conduct of the Inception Workshop, and monitoring of actual replication of good practice.

A designated Regional GO-FAR LEPM Coordinator will be assigned to facilitate the coordination with the model LGUs relative to the conduct of Good Practice Inception Workshop shall manage it.

GO-FAR PROJECT MANAGEMENT STRUCTURE



The PMT shall coordinate with the DILG Regional Office for the promotion of GO-FAR in the region including as potential donors to entice them to contribute and be part of the project. It shall also coordinate with other training and resource institutions to better facilitate the dissemination and maximize the use of the learning materials as well as for the convergence of efforts for an integrated, coordinated, effective, and efficient implementation of the project.

I. Advocacy/Social Marketing on Good Practice Replication

A. The concerned DILG Regional/Field Offices will disseminate information on the assistance being extended by the Department through the GO-FAR/LEPM Project. LCEs, other local officials and functionaries and development-oriented organizations and institutions will be invited to an orientation-briefing on GO-FAR/LEPM.

Orientation briefing on GO-FAR/LEPM will cover:

- Project Rationale
- Project Objectives
- Principle of Replication
- Information on specific good practices
- Determining willingness and acceptability to replicate a good practice

B. Prior to the conduct of advocacy/social marketing, the following requirements should be available for access of interested LGUs:

- Availability of best practice
- Distribution of IEC materials
- List of documented best practice
- Database of Best Practices

C. Short-list of LGUs with intent to replicate will be one of the outputs under advocacy/social marketing.

D. Interested parties may access BLGD's KMC Website (<http://www.dilg.gov.ph/blgd>) for detailed information on documented good practices including strategies and replication processes.

II. LGU Enrollment in the GO-FAR/LEPM Facility

Having chosen a specific good practice to replicate, application in the GO-FAR/LEPM Facility can then be made by filling up the prescribed forms (Annex A) and submitting the same together with supporting documents (Annexes B, C, D and E) to the concerned DILG Regional Office through the City/Municipal Local Government Operations Officer assigned in the locality.

Documentation requirements:

- Letter of intent
- Enrollment Form
- Certificate of Availability of Fund

III. Review of Documents

- A. The DILG Regional/City/Municipal Local Government Operations Officer will review and evaluate the documents submitted by the replicating LGU as to completeness and forward the same to the Bureau of Local Government Development (BLGD) for further review and approval.
- B. The submitted documents received by BLGD will then be reviewed and approved following the criteria for a desired good practice for replication.
- C. Once the application is approved, the BLGD through the concerned Regional/City/Municipal Local Government Operations Officer shall advise the proponent LGU of the approval of their signed application. However, incomplete documents will be returned to the concerned LGU/CLGOO/MLGOO for further review and completion.

Criteria:

- The project is indeed a felt need of the community and a result of public consultation
- It is reflected in the LGU's development plan and considered as urgent or priority
- The LGU is not a recipient of a donor agency (local or international)

IV. Establishing Relation with the Model LGU for a Replication Planning Workshop

- A. As soon as an LGU has been approved for enrollment in the GO-FAR/LEPM facility, the DILG Regional Office will communicate with BLGD on the arrangements with identified Model LGUs. Simultaneously, coordination with the concerned City/Municipal Local Government Operations Officer will be made to inform the replicating LGUs of the proposed site visit to the Model LGU.

Prior to the Replication Planning Workshop, a 2-day orientation activity will be conducted by BLGD and the Regional GO-FAR/LEPM Team.

- Purpose of this stage is establishing relations with the Model LGU
- Participants will be the Project Team of the model LGU
- Major tasks will be to ensure that the Project Team is coached and guided on how to conduct the Replication Planning Workshop

- B. The DILG Regional Office will hold a consultation meeting with the model LGU to discuss the following:

- Rationale and purpose of the Site Visit and conduct of the Replication Planning Workshop
- Preparation of presentation materials
- Requirements of model LGU as host
- Schedule of the Site Visit and Replication Planning Workshop
- Technical services of the model LGU during actual replication of good practice
- Approval of model LGU to host Site Visit/Replication Planning Workshop

Once the conduct of the Replication Planning Workshop has been finalized, the replicating LGU will be informed through the concerned City/Municipal Local Government Operations Officer

V. Conduct of the Replication Planning Workshop

- A. The Regional Office/City/Municipal Local Government Operations Officer will facilitate/coach the conduct of the Replication Planning Workshop as scheduled using the peer-to-peer learning approach. The workshop will be attended by the replicating LGU represented by its:

Outputs of the Replication Planning Workshop:

- Appreciation of Best Practice
- Draft Replication Work Plan
- Pledge of Commitment

For City/Municipality

- Chairman : Local Chief Executive
Co-Chair : Chairman, Sanggunian Committee on Environment
Members : City/Municipality Planning and Development Coordinators
Chairman, Sanggunian Committee on Appropriation
City/Municipality Environment and Natural Resources Officer
City/Municipality Engineer
Technical Assistance Team
NGO/Municipality Representative to the Local Development Council
City/Municipality Health Officer
SK Federation President

For Barangay

- Chairman : Punong Barangay
Co-Chair : Chairman, Sanggunian Committee on Environment

Members : Barangay Health Worker
School Principal (Elementary/High School)
Day Care Worker
Barangay Nutrition Scholar
Private Organization
Brgy. Tanod
Purok President
SK Chairman

Note: see Annexes F and G for Generic Agenda for inception Workshop and Session Guides

VI. Finalization of Replication Work Plan

After the conduct of Replication Planning Workshop, the Technical Assistance Team should ensure that the Replication Work Plan is finalized.

VII. Implementation of Replication Work Plan

- A. With the approved Replication Work Plan, the concerned City/Municipal Local Government Operations Officer in coordination with BLGD and Regional Office will continue to provide coaching service to replicating LGU in briefing other officials and functionaries.
- B. To facilitate the efficient and effective transfer of technology from the model LGU (LGU with good practice) and replicating LGU (LGU adopting the good practice), they will go through the replication process together, following the guidelines and tools developed, in accordance with the time frame set in the Replication Work Plan. The model LGU will coach the replicating LGU as needed.
- C. The LCE of the replicating LGU will convene members of the Project Management Team and other partner institutions to discuss the mechanics of replicating the good practice.
- D. The concerned City/Municipal Local Government Operations Officer will facilitate and process document actual implementation of identified activities in the Work Plan.

VIII. Monitoring and Evaluation

- A. DILG Regional and concerned City/Municipal Local Government Operations Officer will conduct regular monitoring and evaluation (M&E) of project implementation based on the GO-FAR/LEPM Monitoring System. It will also include review of the progress reports submitted by the replicating LGU as well as troubleshooting in cases of hitches in the implementation of the Replication Work Plan or if the objectives are not being met. The M&E report will be submitted to the Central Office thru BLGD, copy furnished the replicating LGU for information and appropriate action.

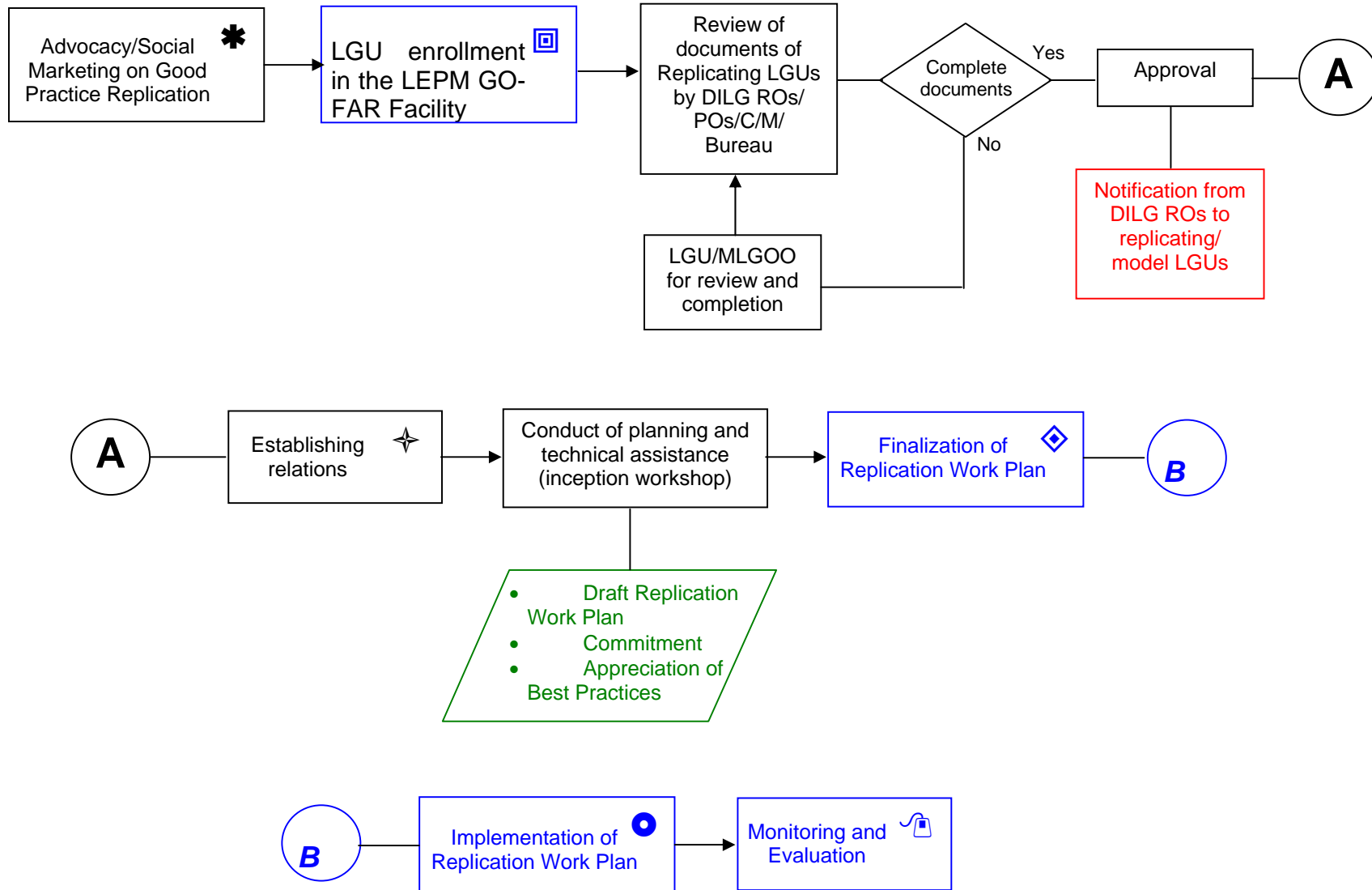
IX. Project Sustainability

- A. Upon completion of the replication process, the DILG Regional Office/City/Municipal Local Government Operations Officer concerned will sit down with the replicating LGU and other key stakeholders in the project to assess the implementation and discuss the steps to be undertaken to sustain the project. This may involve the identification of issues and concerns, if any, that need to be addressed either through the development of a new program or idea or enhancement of existing policies to ensure project sustainability.

Indicators:

- Sanggunian Ordinance on the continuous implementation of the project
- Continuous provision of resources
- Continuous provision of technical assistance
- Expansion of the project coverage

Flow Chart on Replication Process



Legend:

- | | |
|--|---|
| <ul style="list-style-type: none"> * = Availability of best practice = Distribution of IEC materials = List of documented best practice = Database of Best Practices | <ul style="list-style-type: none"> ◇ = Resolution of SB approval on the implementation of Replication Work Plan |
| <ul style="list-style-type: none"> ☐ = Letter of Intent = Enrollment Form = CAF = Short list of LGU with intent to replicate | <ul style="list-style-type: none"> ● = Coaching of Replicating LGU by model LGU = Organize Replicating Team (AO) = Convene member of the Replication Management Team, Local Development Council, Partner Institution and other stakeholders = DILG C/M will document the progress and status of the project |
| <ul style="list-style-type: none"> ✦ = Notification to host technology transfer of good practice = Conduct of consultation meeting = Coaching of model LGU to host replication (2 day training) = Presentation Materials = Demo sites | <ul style="list-style-type: none"> 📄 = DILG ROs/POs/MLGOOs will conduct regular monitoring |
| <ul style="list-style-type: none"> ■ = Major activities for model LGUs ■ = Major activities for replicating LGUs | <ul style="list-style-type: none"> ■ = Sub-activities ■ = Outputs |

Annex A

APPLICATION FORM

For Replicating LGUs

INSTRUCTIONS

The Department of the Interior and Local Government (DILG) has identified a list of Good Practices for replication as part of the Good Practices on Local Governance: Facility for Adaptation and Replication - Local Environmental Planning and Management (GO-FAR/L-EPM). These good practices are the results of innovative efforts of some local government units (LGUs) that have been responsive to the challenges they face within their own jurisdiction. These LGUs with the good practice shall serve as model for replication of other LGUs facing similar concerns.

Your LGU may be interested and willing to replicate of these Good Practices. If your LGU is interested to replicate a good practice the LGU should be (a) willing to take part in an institutional cooperation process with model LGUs; (b) ready to implement a good practice; and (c) able to provide the resources required for the replication process. You may apply as a **Replicating LGU** to the GO-FAR Project by submitting the following accomplished documents. Once selected, a Sanggunian Resolution supporting your LGU's participation in the GO-FAR/LEPM project for the specific practice will be required.

Please submit completed application form to:

DILG Regional Office No. ____
c/o GO-FAR/LEPM Regional Coordinating Committee

For a complete list of information on good practices, you may visit DILG-BLGD's Knowledge Management Center (KMC) Website at **www.dilg.gov.ph/blgd** or the database at your DILG Regional Office. For further assistance, please contact the DILG's GO-FAR/LEPM Team _____ at Tel. Nos. _____.

Application No. _____

1. Name of LGU: _____

2. Income Classification of LGU

___ first class ___ second class ___ third class

___ fourth class ___ fifth class ___ sixth class

3. From the database / list of good practices, which specific practice is your LGU applying for replication? Why?

4. Is this Good Practice supportive to your AIP/PPAs priorities, or Executive Legislative Agenda (ELA)?

Yes

No

5. What resources are available in your LGU to ensure successful implementation of the good practice? (Please check corresponding boxes and specify).

Money _____

Material _____

Manpower _____

Machine _____

Methodology _____

OTHERS (Pls. specify): _____

Annex B

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This MEMORANDUM OF AGREEMENT is hereby entered into by and among the following local government units, to wit:

The (*Name of Model LGU*) with Office address at _____, hereafter represented by the Honorable City/Municipal Mayor/Punong Barangay _____ referred to as "Model" LGU;

The (*Name of Replicating LGU*) with Office address at _____, hereafter represented by the Honorable City/Municipal Mayor/Punong Barangay _____ referred to as "Replicating" LGU;

and

The Department of the Interior and Local Government represented by the Regional Director with Office address at _____, _____ hereinafter referred to as implementing/coordinating agency.

WITNESSETH that:

WHEREAS, recognizing the need to accelerate the economic and social development of replicating LGU so as to achieve higher standard of living, more equitable distribution of income, and higher quality of life for its people;

WHEREAS, aware that the achievement of the desired goals of replication is not met because of limited financial resources and technical assistance and, therefore, is desirous of model LGU assistance to improve its capability;

WHEREAS, believing that the attainment of said goals and objectives could better be achieved by partnership between the model LGU and replicating LGU, the former having evolved a project entitled (*name of project or good practice*) in favor of the latter.

Acknowledging as they have, the concomitant requirements and operational criteria in pursuance of the (*title of the good practice*) have agreed as follows:

Section 1: General Agreement. - The Model LGU and Replicating LGU hereby agree:

- a. To adhere to all established criteria and requirements pertinent to the (*title of the good practice*), particularly those embodied in the provisions of LG Code of 1991; and,

- b. To work in partnership and cooperative efforts for the enhancement of the administrative capacities of the replicating LGU for the implementation of (Title of Project or Good Practice).

Section 2. The replicating LGU shall:

- a. Organize of LGU replicating team thru AO/EO;
- b. Provide transportation expenses of the replicating team to attend the replication planning workshop;
- c. Provide appropriate office space for the project;
- d. Adopt and implement the recommendations in the proposed replication workplan; and,
- e. To provide logistics and financial incentive to Model LGU should the replicating LGU request for direct technical assistance to their area.

Section 3. On the part of Model LGU - it obligates itself:

- a. To provide technical assistance to the replicating LGUs on its good practice on (Title of Good Practice) within the period of _____.

Section 4. On the part of the DILG – it shall:

- a. Provide supervision on the program through monitoring services and in-house consultancy; and
- b. Ensure that the model and replicating LGU completes the project implementation in accordance with the terms and conditions of this MOA.

Section 5. This agreement shall remain in effect to commence immediately upon the signing of this Memorandum of Agreement unless sooner terminated by parties concerned mutually, through default, or upon completion of the project.

Section 6. Supplement to this Agreement. – the annexes accompanying this Agreement and which are made integral parts hereof are the following:

- a. Resolution approved by the Local Sanggunian authorizing the City/Municipal Mayor to sign for and in behalf of Replicating LGU as Annex “A”
- b. Resolution approved by the Sangguniang Bayan authorizing the replicating LGU its counterpart, as ANNEX “B” logistics and equipment.

IN WITNESS WHEREOF, the parties have hereunto set their hands this ____ day of _____, _____ in _____.

1. City/Barangay of Model LGU

2. City/Barangay of Replicating LGU

By:

By:

City Mayor/Punong Barangay

City Mayor/Punong Barangay

and

3. DILG Region _____

By:

Regional Director

ACKNOWLEDGEMENT

Republic of the Philippines) s.s.:

_____)

BEFORE ME, a NOTARY Public in and for the _____,
personally appeared:

Name	CTC No.	Date/Place Issued
Name Model LGU	_____	_____
Name of Replicating LGU	_____	_____

the persons described in and who executed and acknowledged that the foregoing is their free act and deed and the free act indeed of the entities they represented.

This instrument refers to a Memorandum of Agreement and consisting of _____ pages including this page on which the acknowledgement is written and signed by the parties and witnesses on every page.

IN WITNESS WHEREOF, I signed and sealed this instrument this _____ day of _____, 2007 in _____ Philippines.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2007

Annex C

Republic of the Philippines

City of _____
Province of _____

SANGGUNIANG PANLUNGSOD/BRGY. RESOLUTION NO. ____
SERIES OF _____

AUTHORIZING THE HONORABLE CITY/ MUNICIPAL MAYOR/PUNONG BRGY. _____ TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH THE DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT (DILG) AND _____ (NAME OF MODEL LGU) IN CONNECTION WITH THE DILG'S GOOD PRACTICES IN LOCAL GOVERNANCE: FACILITY FOR ADAPTATION AND REPLICATION /LOCAL ENVIRONMENTAL PLANNING AND MANAGEMENT (GO-FAR/LEPM) PROJECT.

WHEREAS, Sections 16 and 17 of the Local Government Code of 1991 mandate the LGUs to exercise of powers and functions to promote the general welfare and efficient and effective delivery of basic services and facilities to the constituencies;

WHEREAS, the DILG initiated a project entitled "Good Practice in Local Governance: A Facility for Adaptation and Replication/ Local Environmental Planning and Management (GO-FAR/LEPM) Project";

WHEREAS, this body believes that the GO-FAR/LEPM project will help hasten sustainable development;

WHEREAS, that the good practice on (Title of Good Practice) through a consultation with the community will be able to address one of the priority needs of the local government;

WHEREAS, through GO-FAR/LEPM project, the replication of the desired good practice will be effectively and efficiently carried out;

WHEREFORE, on motion of _____, duly seconded by _____.

RESOLVED, to authorize Honorable City/Municipal Mayor/Punong Brgy. _____ to enter into a Memorandum of Agreement for the above purpose.

UNANIMOUSLY carried. _____
(Date)

Certified Correct:

City/Municipal Vice-Mayor/Presiding Officer

Attested:

Secretary to the Sanggunian Bayan

Approved:

City/Municipal Mayor

Annex D

Republic of the Philippines
Province of _____

City/Municipality of _____

**ADMINISTRATIVE ORDER NO. _____
SERIES OF 2004**

CREATION OF REPLICATION MANAGEMENT TEAM TO IMPLEMENT (Title of Good Practice) IN THE CITY OF _____ PROVINCE OF _____.

WHEREAS, pursuant to Sanggunian Panlungsod Resolution No. _____ Series of 2004, the Local Chief Executive has been authorized to enter into a Memorandum of Agreement to adapt and replicate the Good Practice on Title of Good Practice experienced and practiced in the City of _____ Province of _____.

WHEREAS, the good practice that has been chosen to be replicated is envisioned to assist the LGUs in addressing the priority problem of the city based on the consultation with the community people.

WHEREAS, achieving the goals and objectives of the project would bring forth higher standard of living, more equitable distribution of income and higher quality of life for the constituencies.

WHEREAS, to effectively and efficiently carry out the replication process, there is a need to create a Replication Management Team responsible for the overall operation and sustainable implementation.

NOW, THEREFORE, and in consideration on the above-premised there is hereby created a Project Management Team composed of:

For City/Municipality

Chairman : LCE
Co-Chair : Chairman, Sanggunian Committee on Environment
Members : City Planning and Development Coordinators
Chairman, Sanggunian Committee on Appropriation
City Environment and Natural Resources Officer
City Engineer
City Local Government Operations Officers
NGO Representative to the LDC
City Health Officer
SK Federation President

For Barangay

Chairman : Punong Barangay
Co-Chair : Chairman, S C on Environment
Members : BHW

School Principal (Elem/HS)
Day Care Worker
BNS
PO
Brgy. Tanod
Purok President
SK Chair

The Project Management Team shall have the following functions:

- Oversee implementation of Replication Work Plan
- Establish a monitoring reporting mechanism purposely for the actual replication process
- Prepares progress report
- Ensure the conduct of regular meetings

THIS ORDER shall take effect immediately.

City Mayor

Annex E

Republic of the Philippines
City of _____
Province of _____

CERTIFICATION OF AVAILABILITY OF FUNDS

THIS IS TO CERTIFY that a total amount of _____
(P_____) PESOS is available to defray expenses on the replication of
good practice pursuant to the Ordinance No. ____, Series of _____.

This certification is issued in compliance with the requirements of the project
“Good Practice in Local Governance: Facility for Adaptation and Replication GO-
FAR/LEPM”.

CERTIFIED CORRECT:

(City /Municipal Treasurer)

NOTED:

(City/ Municipal Mayor)

Annex F

**“Good Practices in Local Governance: Facility for
Adoption and Replication”
(GO-FAR)**

REPLICATION PLANNING WORKSHOP

Generic Agenda

Day 1 - Introduction

Registration and Billeting 1 hr. and 15 mins.

Opening Ceremony 25 mins.

- Invocation
- Singing of National Anthem
- Presentation of Participants
- Welcome Remarks (Barangay Chairman)

MODULE 1: Preliminary

1. Determining Team Values 60 mins.
2. Overview of the Workshop 15 mins.
3. Introduction of the GO-FAR Project 30 mins.
4. LCE's Perspective on the Good Practice 45 mins.

MODULE 2: Appreciating the Good Practice

1. In-depth Discussion on the Good Practice (Project Manager) 75 mins.
2. Key Implementation Steps (Community Organizer, Project Technical Staff) 75 mins.

MODULE 3: Fellowship (OPTIONAL)

3 hrs.

Day 2

MODULE 4: Seeing is Believing

1. Prayer/Recapitulation 15 mins.
2. Seeing the Practice in Operation (Site Visit) 4 hrs.

- | | |
|---|----------|
| 3. Reflection of the Good Practice
Presentation of Output/Feedback/Synthesis | 1.5 hrs. |
|---|----------|

MODULE 5: Planning

- | | |
|---|--------|
| 1. Preparation of Issue-Specific Proposition
Paper | 2 hrs. |
| 2. Formulation of the Replication Workplan | 2 hrs. |

Day 3

MODULE 6: Wrapping-Up

- | | |
|---|----------|
| 1. Prayer/Recapitulation | 50 mins. |
| 2. Presentation of the Workplan | 1 hr. |
| 3. Managing the Project in your LGU (LCE) | 40 mins. |
| 4. Closing Program: Pledge of Commitment,
Ceremonial MOA Signing | 30 mins. |

Annex G

**GOOD PRACTICES ON LOCAL GOVERNANCE: FACILITY FOR ADAPTATION AND REPLICATION
LOCAL ENVIRONMENTAL PLANNING AND MANAGEMENT
REPLICATION PLANNING WORKSHOP**

SESSION GUIDE

DAY 1

Module : 1 Preliminary
 Session No. : 1
 Session Title : Determining Team Values

OBJECTIVE	METHODOLOGY	PROCESS	TIME	MATERIALS	FACILITATOR/SPEAKER
<p>This session seeks to draw from the participants the values they believe will be of significance to the achievement of the workshop's goal and objectives</p> <p>At the end of the session, participants should be able to:</p> <ul style="list-style-type: none"> • Share and elucidate on the values they have enumerated • Harmonize the identified values which could be useful for the activity 	<p>Brainstorming/ workshop</p>	<p>At the beginning of the session, a host team for each day of the workshop is formed from among the members of the model LGU group. Host team will be facilitator for the day.</p> <p>Facilitator divides the participants into groups using a method that would homogenize each group with a touch of humor. Variations can include color coding, grouping by numbers, animals, or jobs/professions.</p> <p>Each group is provided with meta cards and pentel pens and is asked to choose among themselves a discussion leader and a rapporteur.</p>	<p>10:25-11:20</p> <p>5 minutes</p> <p>5 minutes</p> <p>3 minutes</p>	<p>Meta cards Pentel pens Masking tape Transparencies /overhead projector</p>	<p>DILG-CO/ Regional Team</p>

OBJECTIVE	METHODOLOGY	PROCESS	TIME	MATERIALS	FACILITATOR/SPEAKER
		<p>Facilitator flashes the transparency on the workshop goal and objectives and gives each group 20 minutes to discuss and agree on the team values they deem significant to the overall achievement of the workshop's goal and objectives.</p> <p>Facilitator asks each group to write the team values agreed upon on the meta cards.</p> <p>Facilitator asks rapporteurs to post on the board the first 3 values written on meta cards they consider as priority.</p> <p>From among the cards posted, facilitator clusters related ideas and parks those which are not.</p> <p>The process is repeated until the rest of the cards which have been filled up have been posted on the board.</p> <p>Facilitator synthesizes the workshop outputs by commenting on the ideas drawn out from the clustered ideas and harmonizing them with the workshop goals and objectives.</p>	<p>20 Minutes</p> <p>2 minutes</p> <p>2 minutes</p> <p>3 minutes</p> <p>10 minutes</p> <p>10 minutes</p>		

**GOOD PRACTICES ON LOCAL GOVERNANCE: FACILITY FOR ADAPTATION AND REPLICATION
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SESSION GUIDE

DAY 1

Module : 1 Preliminary
 Session No : 2
 Session Title : Overview of the Workshop

OBJECTIVE	METHODOLOGY	PROCESS	TIME	MATERIALS	FACILITATOR/SPEAKER
To provide the participants with an overview of the REPLICATION PLANNING WORKSHOP	Lecture/Discussion	Resource person presents the rationale and objectives of the REPLICATION PLANNING WORKSHOP. Activities for the next 3 days will be discussed in detail through the prepared schedule of activities After the presentation, Resource Person encourages participants to seek out clarifications on matters that are not clear to them	15 mins.	Transparencies Overhead Projector or Laptop and LCD	GO-FAR Team

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SESSION GUIDE

DAY 1

Module : 1 Preliminary
 Session No. : 3
 Session Title : Introduction of the GO-FAR Project

OBJECTIVE	METHODOLOGY	PROCESS	TIME	MATERIALS	FACILITATOR/SPEAKER
To orient the participants on the overall concept of GO-FAR Project	Lecture	Resource Person/Facilitator presents the GO-FAR Project in a capsule including the goals and objectives; roles of model and replicating LGUs;	30 mins.	Transparencies /overhead projector/ Computer LCD Laptop	GO-FAR Team

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SESSION GUIDE

DAY 1

Module : 1 Preliminary
 Session No : 4
 Session Title : LCE's Perspective on the Good Practice

OBJECTIVE	METHODOLOGY	PROCESS	TIME	MATERIALS	FACILITATOR/SPEAKER
The participants gets an initial understanding of what the good practice is all about on the Local Chief Executive's perspective.	Inspirational Presentation	The LCE gives a rundown on the good practice, its achievements, benefits, and results, based on his own perspective, with emphasis on what the project means to him/her as a politician and as executive, as a risk-taker and an innovator.	45 mins.	Transparencies/ overhead projector or LCD & Laptop	Mayor/Barangay Chairman

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SESSION GUIDE

DAY 1

Module : 2 Appreciating the Good Practice
 Session No. : 1
 Session Title : In-depth discussions on the Good Practice

OBJECTIVE	METHODOLOGY	PROCESS	TIME	MATERIALS	FACILITATOR/SPEAKER
<p>The participants get a deeper understanding of good practice emphasizing on technical aspects:</p>	<p>Lecture/Discussion</p>	<p>Ice Breaker</p> <p>Resource person presents to the participants (using photos, transparencies or LCD) the situation before and after the project was implemented.</p> <p>Resource person discusses in detail the rationale, purpose and objectives of the good practice.</p> <p>Basically the presentation shall cover the following:</p> <ul style="list-style-type: none"> • How did the LGU decide to implement the Project (history of the project) • Who is the instigator • Who was the champion of the project • How important was the project 	<p>10 mins.</p> <p>1.5 hrs.</p>	<p>Transparencies overhead projector or PowerPoint presentation LCD Screen</p>	<p>Host Team 1</p> <p>Project Manager</p>

OBJECTIVE	METHODOLOGY	PROCESS	TIME	MATERIALS	FACILITATOR/SPEAKER
		<p>for the LGU</p> <ul style="list-style-type: none"> • Baseline & Impacts (Before-and-After Scenarios) • List of All Activities, Projects, Plans, Programs, etc. • What were the achievements • Most important results and benefits of the project to all stakeholders (e.g., constituents, NGOs, POs, city/municipality/province) <p>Resource person gives an overview on how the project operates prior to the site visit including whom the participants will be meeting</p> <p>An Open Forum follows the presentation</p>			

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SESSION GUIDE

DAY 1

Module : 2 Appreciating the Good Practice
 Session No. : 2
 Session Title : Key Implementation Steps

OBJECTIVE	METHODOLOGY	PROCESS	TIME	MATERIALS	FACILITATOR/SPEAKER
<p>Participants will learn about the detailed implementation procedures and how the model LGU adopted it.</p>	<p>Lecture/Discussion</p>	<p>Ice Breaker</p> <p>Resource person presents the project implementation steps in chronological order, each step containing sub-steps, activities, resources, etc</p> <p>Specifically, the presentation will talk about:</p> <p><i>What the main outputs are: Committee created, Training conducted, Infrastructure, Equipment</i></p> <p><i>What procedures, tools, techniques, systems, structure are employed</i></p>	<p>10 mins.</p> <p>1.5 hrs.</p>	<p>Transparencies overhead projector or PowerPoint presentation LCD</p>	<p>Host Team 1</p> <p>Technical Staff / Project Manager</p>

OBJECTIVE	METHODOLOGY	PROCESS	TIME	MATERIALS	FACILITATOR/SPEAKER
		<p><i>Who needs to be involved and why (LGU staff, volunteers)</i></p> <ul style="list-style-type: none"> • Describe their involvement • What their roles and contributions to the project • What the required budget is <p><i>Resources required</i></p> <p><i>Enabling mechanisms</i></p> <p><i>For each step, the Resource Person gives the participants time to determine the relevance of said step in the perspective of the recipient LGU</i></p>			

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SESSION GUIDE

DAY 1

Module : **3 Fellowship (OPTIONAL)**

Session No. :

Session Title :

OBJECTIVE	METHODOLOGY	PROCESS	TIME	MATERIALS	FACILITATOR/SPEAKER
<p>To enable the participants to get to know each other as an important tool for building a collaborative relationship</p>	<ul style="list-style-type: none"> ▪ Get-together ▪ Program with sharing of talents ▪ Parlor games 	<p>Facilitator on a prepared program makes sure that participants will have the opportunity to know the co-participants, share their talents and actively participate in the games.</p> <p>Participants will be given time to introduce themselves, as much as possible, creatively and humorously.</p>	<p>3 hrs.</p>	<ul style="list-style-type: none"> ▪ Sound System ▪ Video ▪ Game Materials ▪ Prizes 	<p>Model and Replicating LGUs</p>

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SESSION GUIDE

DAY 2

Module : 4 Seeing is Believing
 Session No. : 2
 Session Title : Seeing the Practice in Operation (Site Visit)

OBJECTIVE	METHODOLOGY	PROCESS	TIME	MATERIALS	FACILITATOR/SPEAKER
To brief the participants prior to the site visit, whom to meet, what is expected to be seen/observed.	Discussion	<ul style="list-style-type: none"> • Prior to the project site visitation: <ul style="list-style-type: none"> - Facilitator briefs the Participant on what will transpire during the site visit - Facilitator presents the objective of the site visit (Transparency) - Facilitator distributes a schedule of visit covering the different areas with in the project site plus questionnaires (sample guide questions to be prepared) to be used during the interviews. - Facilitator divides the participants into groups to take care of each of the following areas: <ul style="list-style-type: none"> a) Social – Community and beneficiaries and its benefits 	45 mins.	Questionnaires Pens, Paper Schedule of site visits	Facilitator (DILG)

OBJECTIVE	METHODOLOGY	PROCESS	TIME	MATERIALS	FACILITATOR/SPEAKER
<p>To observe the good practice in operation; facilities/equipment in place that contribute and the visible results and benefits of the project</p> <p>To have a personal inter-action with project implementers, stakeholders, LGU Staff involved, NGOs</p>	<p>Interfacing Group discussion</p>	<p>b) Political – Legal bases, how it was implemented, the structure of the project, etc.</p> <p>c) Technical – Process of implementation, Facility installed and or established, its purpose and how it operates</p> <ul style="list-style-type: none"> ▪ The person-in-charge at the project site provides description of the process and technical information about the facility. ▪ The group assigned for that specific site will be the one to ask questions and will write down the answer and observations. Others who are not members may also write down their observations. 	<p>3 hours and 15 mins.</p>	<p>Questionnaires Pens, Paper</p>	<p>Project Manager/ Stakeholder/Beneficiaries/ Implementers</p>

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SESSION GUIDE

DAY 2

Module : 4 Seeing is Believing
 Session No. : 3
 Session Title : Reflection of the Good Practice

OBJECTIVE	METHODOLOGY	PROCESS	TIME	MATERIALS	FACILITATOR/SPEAKER
<p>To determine the participants' appreciation and understanding of the good practice in actual operation. <i>Note:</i> The host LGU may only react after each exchange of observations by the different groups.</p>	<p>Interfacing Brainstorming Discussion</p>	<ul style="list-style-type: none"> • Each group assigned to make observations on a specific project aspect during the project visit sits together in a mini-workshop. • Each group chooses a Leader and a documenter • Facilitator explain mechanics of the workshop • Each group member writes down his/her learnings from the visit in simple terms using meta cards. Learnings will cover flow, process and mechanics of the project. • Group leaders present their respective outputs in plenary. • For each group presentation, one of the remaining two (2) groups act as reactor during the processing of learnings. 	<p>1.5 hrs.</p>	<p>Manila paper, pens Transparency</p>	<p>Facilitator (DILG)</p>

OBJECTIVE	METHODOLOGY	PROCESS	TIME	MATERIALS	FACILITATOR/SPEAKER
		<ul style="list-style-type: none">• Process is repeated until the three (3) groups are done.• Facilitator synthesizes the learnings.			

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SESSION GUIDE

Day 2

Module : **5 Planning**
 Session No. : **1**
 Session Title : **Preparation of Issue-Specific Proposition Paper**

OBJECTIVE	METHODOLOGY	PROCESS	TIME	MATERIALS	FACILITATOR/SPEAKER
<p>Participants shall be able to identify the ff:</p> <ul style="list-style-type: none"> a. Problem b. Goals and Objectives c. Interventions d. Strategies e. Resources <p>To relate the acquired learnings on the actual operation of the good practice.</p> <p>To acquire learnings and understand how to prepare the issue-proposition paper.</p>	<p>Mini-Consultation Workshop</p>	<ul style="list-style-type: none"> • Facilitator explains the nature/format/template of the issue-proposition paper • Guide the participants in preparation/filling up suggested format in accordance with the template • Participants sit together for a mini-workshop 	<p>2 hrs.</p>	<p>Template</p>	<p>DILG (CO/Region)</p>

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SESSION GUIDE

DAY 2

Module : 5 Planning
 Session No. : 2
 Session Title : Formulation of the Replication Workplan

OBJECTIVE	METHODOLOGY	PROCESS	TIME	MATERIALS	FACILITATOR/SPEAKER
To enable the participants prepare and formulate the Replication Workplan	Lecture-Discussion Workshop	<ul style="list-style-type: none"> • Facilitator presents the Replication Workplan template and explain each component, goal, objectives and expected results • Facilitator guides the participants on writing the draft workplan for adapting the good practice in their LGU. • Workplan will include activities (monitoring and evaluation plans), sub-activities, timeframe, persons/organizations responsible, human and financial resources required. 	2 hrs.	Paper Pens OHP/LCD Transparency PPoint Presentation Replication Workplan Template	Project Manager/DILG Facilitator

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SESSION GUIDE

Day 3

Module : **6 Wrapping-Up**
 Session No. : **1**
 Session Title : **Prayer/Recapitulation**

OBJECTIVE	METHODOLOGY	PROCESS	TIME	MATERIALS	FACILITATOR/SPEAKER
To review and determine participants level of learning appreciation of the previous day's lessons	Plenary	Meditating/communing with the Lord	15 mins	Prayer CD	Participant (member of Host Team)
		One of the Member of the Host Team for the day will review the previous day's lesson	35 mins	Recap Notes	Facilitator

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SESSION GUIDE

Day 3

Module : **6 Wrapping-Up**
 Session No. : **2 and 3**
 Session Title : **Presentation of the Workplan and Managing the Project in Your LGU**

OBJECTIVE	METHODOLOGY	PROCESS	TIME	MATERIALS	FACILITATOR/SPEAKER
To provide suggestions to replicating LGUs on how to improve their draft Workplan	Presentation of Outputs	<ul style="list-style-type: none"> • The Facilitator asks a rapporteur from each Replicating LGU to present their formulated draft plan • Project Team/Model LGU act as panel of reactors and give corresponding suggestion and recommendations 	60 mins.	Paper Pens OHP/LCD Transparency PPoint Presentation Draft Replication Workplan	Rapporteur/DILG Facilitator
To enable the participants determine how the project concept be managed in the Replicating LGU	Lecture-Discussion	<ul style="list-style-type: none"> • The Resource Speaker discusses how the replication Workplan will be implemented focusing on the following: <ul style="list-style-type: none"> - Mobilizing the core management team - Securing support from the Sangguniang Bayan (SB) - Finalizing the Replication Workplan - Scheduling the mid project workshop 	40 mins.	Laptop OHP/LCD Transparency/ PowerPoint Presentation	LCE of Model LGU

OBJECTIVE	METHODOLOGY	PROCESS	TIME	MATERIALS	FACILITATOR/SPEAKER
		<ul style="list-style-type: none"> ▪ The Resource Person presents to the participant how the Model LGU was able to manage or operate the project in their locality. ▪ The Resource Person reminds the replicating LGU to do the following: <ul style="list-style-type: none"> - organize a Core Management Team thru EO - Assign a Contact Person - Implement the project within the timeframe - The Replication Workplan is the main implementing guide in replicating the good practice - Ask for coaching assistance to the Model LGU in implementing the project - DILG and Model LGU will monitor the progress of the replication 			

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SESSION GUIDE

Day 3

Module : 6 Wrapping-Up
 Session No. : 4
 Session Title : Closing Program: Pledge of Commitment and Ceremonial MOA Signing

OBJECTIVE	METHODOLOGY	PROCESS	TIME	MATERIALS	FACILITATOR/SPEAKER
To conclude the workshop with a very short program and Pledging of Commitment from both LGUs	Plenary	<ul style="list-style-type: none"> • The Facilitator asks 2-3 participants to share their impressions on the REPLICATION PLANNING WORKSHOP • The Leader of the Replicating Team, reads the Pledge of Commitment and leads the signing of names as a sign of commitment • A guest speaker gives his closing remarks as an inspiration before the participants will go home • LCE of Model LGU assisted by invited guest distributes the certificate of participation 	30 mins.	<ul style="list-style-type: none"> • Closing Programme • Certificate of Participation • Pledge of Commitments 	Facilitator/Emcee