



**NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY**  
**DEPARTMENT OF FINANCE**  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
JOINT MEMORANDUM CIRCULAR No. 2017-01  
Date: SEP 01 2017

TO : CONCERNED NATIONAL GOVERNMENT AGENCIES (NGAs) AND  
GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS  
(GOCCs)

SUBJECT : **IMPLEMENTATION GUIDELINES FOR THE ESTABLISHMENT OF  
THE PROJECT FACILITATION, MONITORING, AND  
INNOVATION (PFMI) TASK FORCE**

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1. **Background.** The NEDA Board approved on June 27, 2017 the establishment of the Project Facilitation, Monitoring and Innovation (PFMI) Task Force to facilitate development, approval, and implementation of the Infrastructure Flagship Projects (see attached List of Infrastructure Flagship Projects as of June 27, 2017).
  2. **Objective.** The PFMI Task Force will institute policies and processes to address issues and bottlenecks in the project cycle of the Infrastructure Flagship Projects (from project identification/preparation, appraisal, funding and budget allocation, procurement, implementation and post-evaluation). The specific processes and corresponding milestones are identified in Annex A.
  3. **Functions.** The PFMI Task Force shall have the following functions:
    - 3.1 Recommend government-wide operational measures in resolving development and implementation issues, risks and bottlenecks on the Infrastructure Flagship Projects;
    - 3.2 Institute coordination mechanisms between oversight and implementing agencies to facilitate 3.1 above; and
    - 3.3 Facilitate the deployment of resources, through the National Government budget, Official Development Assistance (ODA), and other sources to oversight and implementing agencies towards fast-tracking development and implementation of the Infrastructure Flagship Projects.

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4. **Composition and Functions.** The PFMI Task Force is composed of the a) PFMI Task Force - Steering Committee, b) Management Group, c) Secretariat, and d) Agency PFMI Teams.

**PFMI Task Force - Steering Committee (PFMI-SC)**

- 4.1 **Composition.** The PFMI - SC is composed, ex-officio, of the Secretaries, or duly-designated Undersecretary level-alternate, of the following agencies:

National Economic and Development Authority (NEDA) – Chairperson  
Department of Finance (DOF) – Co-Chairperson  
Department of Budget and Management (DBM)  
Office of the Cabinet Secretary (OCS)  
Department of Public Works and Highways (DPWH)  
Department of Transportation (DOTr)

In addition, the President and Chief Executive Officer of the Bases Conversion and Development Authority (BCDA) is also a member of the PFMI – SC.

- 4.2 **Functions.** The PFMI - SC will, upon recommendation of the PFMI Task Force Management Group (PFMI-MG):

4.2.1 Approve, for adoption by concerned Government approving bodies (e.g. NEDA Board Committees, etc.) and implementing agencies, government-wide operational measures in resolving development and implementation issues, risks and bottlenecks on the Infrastructure Flagship Projects.

4.2.2 Confirm the deployment of resources made available to the Task Force (through the National Government budget, ODA, and other sources) to oversight and implementing agencies to support development and implementation of the Infrastructure Flagship Projects.

- 4.3 The PFMI - SC will meet quarterly to expedite the progress of the Infrastructure Flagship Projects.

**PFMI Task Force - Management Group (PFMI-MG).**

- 4.4 **Composition.** The PFMI - MG is composed of the Undersecretary for NEDA Investment Programming Office as Chair, and the duly-designated Undersecretaries of the following agencies: DOF (Co-Chairperson), DBM, OCS, DPWH, DOTr. The BCDA President shall designate its representative. The PFMI-MG shall meet monthly or as often as deemed necessary by the Chair.

- 4.5 The PFMI-MG may require ex-officio participation from relevant agencies, including the Executive Director of PPP Center on potential and proposed PPP projects, as deemed necessary.

- 4.6 **Functions.** The PFMI-MG will formulate recommendations for decision by the PFMI - SC, based on project development and implementation reports of the PFMI Task Force Secretariat. The PFMI-MG will have operational supervision over the PFMI Task Force Secretariat and Teams. The PFMI-MG shall issue guidelines through which the PFMI Task Force Secretariat and Teams will report progress of project development and implementation.
- 4.7 The PFMI-MG may issue implementing guidelines to define operational processes and relationships for the PFMI Task Force.

#### **PFMI Task Force Secretariat**

- 4.8 **Composition.** The PFMI Task Force will be supported by a Secretariat that will provide general technical and administrative support. Likewise, the PFMI Task Force Secretariat will serve as the liaison between the PFMI - SC / MG and the PFMI Teams. The personnel of the PFMI Task Force Secretariat is co-terminus with the PFMI Task Force.
- 4.9 In the interim, the NEDA Secretariat shall coordinate with the DBM for the staffing, budget and other administrative requirements of the PFMI Task Force Secretariat.
- 4.10 **Functions.** Specifically, the PFMI Task Force Secretariat's responsibilities will include the following:

#### Secretariat to the Steering Committee and Management Group

- 4.10.1 Develop a monitoring framework using up-to-date software and hardware on applicable methodology, which are interactive with the implementing agencies;
- 4.10.2 Prepare policy recommendations with regard to progress of project development and implementation, and attendant issues and concerns;
- 4.10.3 Prepare Monthly Progress Reports on the development and management of the Infrastructure Flagship Projects, as follows, by gathering data in coordination with the concerned implementing agencies:
- a. Status of the Infrastructure Flagship Projects
  - b. Project milestones, including physical and financial accomplishments
  - c. Project issues/bottlenecks and recommendations

Quarterly assessments of the progress reports shall likewise be conducted and recommendations shall be formulated, in coordination with the NEDA Secretariat;

- 4.10.4 Prepare a report to the general public to be uploaded in the NEDA and BCDA's "Build! Build! Build!" websites, the format of which will be determined by the PFMI - MG;
- 4.10.5. Prepare other reports for the PFMI - SC and MG, and the NEDA Board and its Committees, as may be directed by the PFMI - SC or MG;
- 4.10.6 Coordinate with the Infrastructure Preparation and Innovation Facility (IPIF)



Committee, DBM and development partners, as necessary, on the resources for the Task Force;

- 4.10.7 Undertake monitoring of compliance and follow-up actions on PFMI Task Force decisions and instructions;
- 4.10.8 Establish, maintain, and coordinate knowledge management system for the PFMI Task Force and maintain PFMI Task Force documentation and records; and
- 4.10.9 Perform other tasks as may be assigned by the PFMI - SC or MG.

#### Secretariat to Teams

- 4.10.10 Coordinate with the PFMI Teams on the preparation of reports, specifically in the identification of issues/bottlenecks in project development, approval, budgeting and implementation of the Infrastructure Flagship Projects; and
- 4.10.11 Engage with project stakeholders, as applicable, on recommendations by the PFMI-MG especially with regard to problem-solving activities during project development and implementation.

#### Administrative Functions

- 4.10.12 Develop, adopt and implement a work and financial plan for approval of the PFMI-MG;
- 4.10.13 Coordinate logistical arrangements (e.g., agenda, venue, invitations, materials for the meeting, etc.) to facilitate the meetings of the PFMI – SC and/or MG, as well as other meetings necessary to attain the objectives of the PFMI Task Force;
- 4.10.14 Prepare minutes of the meeting and action letters/memorandum relaying the decisions / instructions of the PFMI – SC and/or MG;

#### **PFMI Teams**

- 4.11 **Composition.** All implementing agencies (e.g., BCDA, DPWH, DOTr, NIA, ARMM, MWSS, DOE, etc.) shall establish PFMI Teams within their respective offices, headed by a designated Project Implementation Officer (PIO) with the rank of at least an Assistant Secretary. The members of the PFMI teams shall be composed of representatives from the Planning, Budgeting, and Project Management units and other representatives, including regional offices, as may be deemed necessary by the implementing agency.
- 4.12 **Functions.** The PFMI Teams' responsibilities will include the following:
  - 4.12.1 Monitor the progress of project development and implementation and provide regular reports to the PFMI-MG through the PFMI Task Force Secretariat

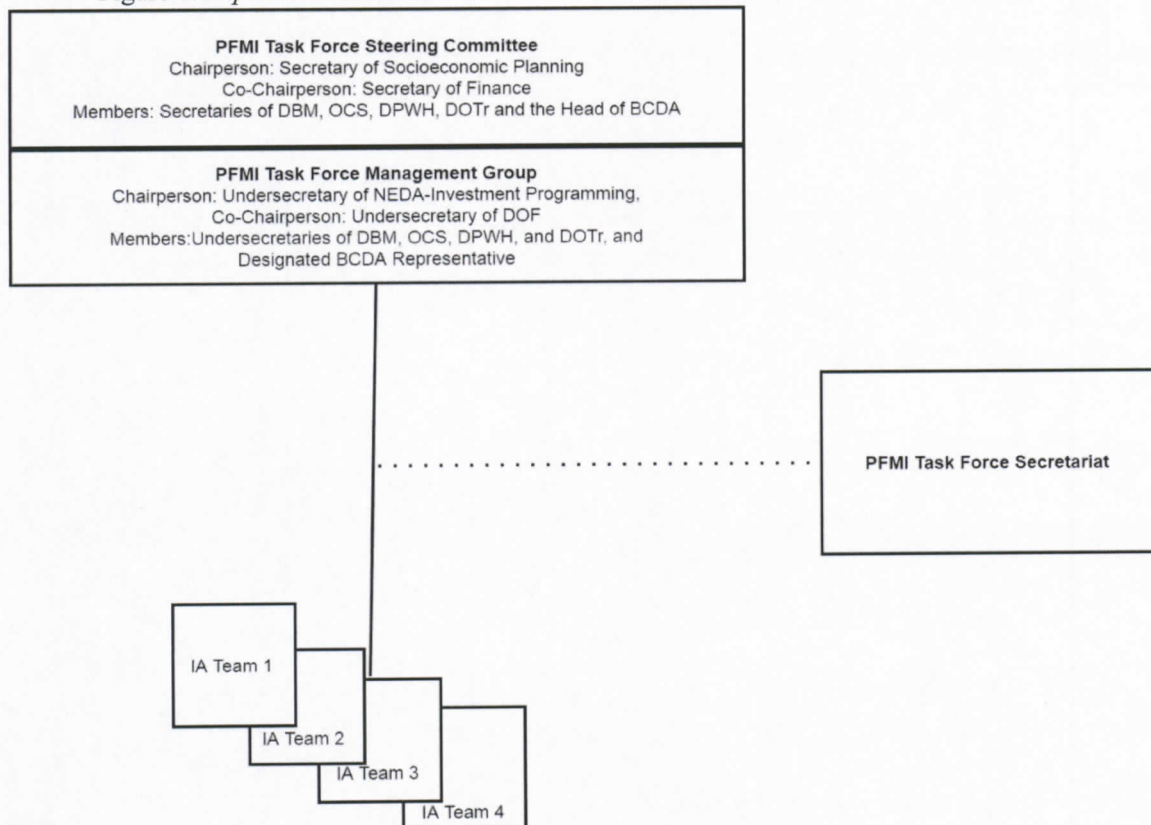


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4.12.2 Resolve immediate issues at the project level. If issues encountered requires policy and/or inter-agency resolution, raise the same to the PFMI-MG through the PFMI Task Force Secretariat.

4.13 The PFMI Task Force Secretariat will conduct monthly coordination meetings with the PFMI Teams. The DOF (International Finance Group and/or Corporate Affairs Group), DBM (Fiscal Planning and Reforms Bureau, Project Monitoring and Evaluation Bureau and concerned Operations Bureaus), and NEDA Secretariat (concerned Central Office Staffs/Regional Offices), and PPP Center for PFMI Teams with PPP projects, shall designate permanent representatives to participate in these meetings.

Figure 1. *Implementation Structure*



**PFMI Teams**

Head: Implementing Agency's Project Implementation Officer  
Members: Representatives from Implementing Agency's Planning, Budgeting and Project Management and Monitoring units.

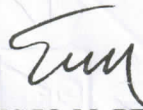
The following will be invited during the inter PFMI Team and Secretariat Meetings: DOF (IFG and/or CAG), DBM (Fiscal Planning and Reforms Bureau, Performance Monitoring and Evaluation Bureau and concerned Operations Bureau), PPP Center, and NEDA Secretariat (Central Office Staffs and Regional Offices)

5. **Resources.** The PFMI Task Force shall cover the use of funds in support of project development and implementation from: (i) the Infrastructure Preparation and Innovation Facility (IPIF); (ii) the General Appropriations Act (GAA), i.e., the Feasibility Study (FS) Funds of infrastructure and oversight agencies; and (iii) Other sources, e.g., Official Development Assistance. These

funding sources are consistent with the PFMI's goal of providing assistance in project development and facilitation activities.

6. **Amendments.** The PFMI - SC may amend, from time to time, this Guidelines.
7. **Term and Effectivity.** This Joint Memorandum Circular shall take effect immediately and will remain so until December 31, 2018, or as may be extended by the ICC.

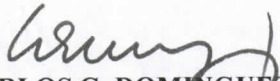
Signed this \_\_\_\_ day of August, 2017



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Secretary

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