



REPUBLIC OF THE PHILIPPINES

## NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

### MEMORANDUM

**FOR :** All National Government Agencies, Government-Owned and/or Controlled Corporations, Government Financial Institutions, Other National Government Offices and Instrumentalities, and State Universities and Colleges

**SUBJECT :** Updating of the Public Investment Program (PIP) 2023-2028 and Formulation of the Three-Year Rolling Infrastructure Program (TRIP) for Fiscal Years (FYs) 2025-2027 as Input to the FY 2025 Budget Preparation: Nomination of Authorized Agency PIP/TRIP Focal(s)

**DATE :** September 4, 2023

**Action requested.** This is to request your Office to nominate your PIP/TRIP Focal(s), who will be authorized to access the PIP Online (PIPOL) System and encode the data requirements for priority programs and projects (PAPs), including those identified during the recently held Regional-National Investment Programming (RNIP) Dialogue attended by pilot agencies<sup>1</sup>, to be included in the updating of the PIP 2023-2028 and formulation of the TRIP FYs 2025-2027 as input to the FY 2025 budget preparation.

### Background.

1. In submitting priority PAPs and Agency Regional-National Investment Programs and Projects (ARNIPAPs) for inclusion, agencies shall use the PIPOL System, which is accessible at <https://pipol.neda.gov.ph>. The PIPOL System is a web-based project database system that manages data entry and updates on PAPs, including report generation. Access to the system will be granted only to authorized users of agencies/offices.

<sup>1</sup> Twelve pilot national government agencies, i.e., DA, DepEd, DENR, DHSUD, DICT, DILG, DOE, DOH, DOST, DOTr, DSWD, and DPWH which were selected based on the top agencies which have the highest region-specific investment targets based on the formulated PIP 2023-2028, and as recommended by the NEDA Regional Offices representing the Area Committees.

**Updating of the Public Investment Program (PIP) 2023-2028 and Formulation of the Three-Year Rolling Infrastructure Program (TRIP) for Fiscal Years (FYs) 2025-2027 as Input to the FY 2025 Budget Preparation: Nomination of Authorized Agency PIP/TRIP Focal(s)**

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2. To ensure accountability, accuracy, and timeliness of submission of agency inputs to NEDA, we request you to nominate your Agency PIP/TRIP Focal(s) – one (1) with at least Director IV level position and two (2) additional technical staffs – who will be authorized to access the PIPOL System and encode the data requirements for PAPs to be included in the PIP/TRIP.
3. Guided by the **Terms of Reference of the Authorized Agency PIP/TRIP Focal(s) (Attachment 1)**, agencies are expected to do the following for the nomination of authorized Agency PIP/TRIP Focal(s):
  - a. Register the Agency PIP/TRIP Focal(s)' information (**Attachment 2**) using the PIPOL System Sign-up Page (at <https://pipol.neda.gov.ph/sign-up>). The PIPOL System will **automatically generate an electronic copy of the Authorization Form for the Agency PIP/TRIP Focals** based on the details entered;
  - b. Review the details on the Authorization Form and obtain the signature<sup>2</sup> of the respective Head of Agency and, if applicable<sup>3</sup>, the Head of Parent Agency. Account credentials (username and password) will be issued via the nominated email addresses of the Focal(s) after approval by the PIP Secretariat; and
  - c. Upload a copy of the duly signed Authorization Form **no later than Monday, September 15, 2023**.
4. PIPOL System usernames and passwords for the Focal(s) will only be processed through the PIPOL System Sign-Up Page from September 4 to September 15, 2023. Existing user accounts issued since October 2022 and used during the PIP and TRIP formulation as input to the FY 2024 budget preparation will be automatically disabled on September 15, 2023.

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<sup>2</sup> Both wet and digital signatures are acceptable to the PIP Secretariat.

<sup>3</sup> To identify which agencies are required to have authorization forms signed by its respective Head of Parent Agency, kindly note the following considerations:


- a. **Agencies attached to parent agencies** - the Head of the Parent Agency shall sign the parent agency field of the authorization form of the concerned attached agency;
- b. **Agencies under the Office of the President and Other Executive Offices (OEOs)** - the signature of the head of the concerned agency will suffice; and
- c. **GOCCs/GFIs attached to NGAs under issuances** - the Head of the Parent Agency shall sign the parent agency field of the authorization form of the concerned GOCC/GFI.



5. By authorizing your Agency PIP/TRIP Focal(s), it is understood that all information entered into the PIPOL System regarding PAPs on or before the specified deadline are correct, complete and duly endorsed/approved by both the Head of Agency and, if applicable, the Head of Parent Agency.
6. For State Universities and Colleges (SUCs), the registration process for PIP/TRIP Focal(s) involves coordination with the Commission on Higher Education (CHED) through the Office of Planning, Research and Knowledge Management (OPRKM) with email address: [oprkm.prmd@ched.gov.ph](mailto:oprkm.prmd@ched.gov.ph). The CHED-OPRKM will facilitate the submission of SUCs' PIP/TRIP Focals to NEDA, endorsed by their respective Governing Board Chairs. NEDA will then issue the PIPOL System account credentials to the nominated SUC Focal(s).
7. Please be guided by the attached *Calendar of Activities (Attachment 3)*.
8. For queries and technical concerns, you may contact us through the following channels:

<b>PIP Secretariat</b> (for PIP-related matters)	<a href="mailto:&amp;PIP@neda.gov.ph">&amp;PIP@neda.gov.ph</a>
<b>TRIP Secretariat</b> (for TRIP-related matters)	<a href="mailto:tripsecretariat@neda.gov.ph">tripsecretariat@neda.gov.ph</a>

Thank you.

  
**ARSENIO M. BALISACAN**  
 Secretary



**Attachments:**

1. Terms of Reference of the Authorized Agency PIP/TRIP Focal(s);
2. PIPOL System-Generated Authorization Form for Agency PIP/TRIP Focal(s) Template; and
3. Calendar of Activities for the Updating of the PIP 2023-2028 and Formulation of the TRIP for FYs 2025-2027 as Input to the FY 2025 Budget Preparation