

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

To ensure accountability, accuracy and timeliness of submission of Agency/Office¹ inputs to NEDA, all concerned agencies/offices are required to designate their authorized Agency Public Investment Program (PIP)/Three-Year Rolling Infrastructure Program (TRIP) Focal(s) who will access and encode the data requirements in the PIP Online (PIPOL) System using the PIPOL System-generated² **Authorization Form**. The Authorization Form should be duly signed by the Head of Agency/Office³ and, if applicable, by the Head of Parent Agency⁴.

Based on the authority granted by the Head of Agency/Office and, if applicable, the Head of Parent Agency, it is understood that all information on the priority programs and projects (PAPs) encoded by the authorized Agency PIP/TRIP Focal(s) are **correct, complete** and **duly endorsed/approved** by both the Agency and, if applicable, its Parent Agency. For reporting purposes and in response to request for information on the priority PAPs under the Updated PIP 2023-2028 and TRIP FYs 2025-2027, the information encoded in the PIPOL System by the Agency PIP/TRIP Focal(s) will be deemed by NEDA as **official and can be used for quotation**.

The Agency Lead PIP/TRIP Focal to be authorized should at least be of Director IV level position or its equivalent who will oversee the submission of PAPs of the other Agency PIP/TRIP Focal(s) in the PIPOL System. The duties and

¹ All National Government Agencies, Government-Owned and/or -Controlled Corporations (GOCCs), Government Financial Institutions (GFIs), Other National Government Offices and Instrumentalities, and State Universities and Colleges (SUCs)

² The Authorization Form for the Agency PIP/TRIP Focal(s) shall be automatically generated from the PIPOL System reflecting the details encoded in the PIPOL System Sign-Up Page (<https://pipol.neda.gov.ph/sign-up>).

³ The President or the counterpart highest level official for GOCCs and GFIs

⁴ Kindly note the following considerations:

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;

Agencies under the Office of the President and Other Executive Offices (OEOs) - the signature of the head of the concerned agency will suffice; and

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.

responsibilities of the authorized Agency PIP/TRIP Focal(s) shall include the following:

- a. ***Coordinate within their respective agencies, particularly with their offices involved in planning, budgeting, and implementation of priority PAPs to ensure that the priority PAPs to be endorsed for inclusion in the Updated PIP 2023-2028 and TRIP FYs 2025-2027 as input to the FY 2025 budget preparation, through the PIPOL System, are **correct, updated and with complete and accurate information**.***
- b. ***Coordinate with the respective agency regional offices (AROs) to ensure that all respective national government (NG)-implemented PAPs under the Regional Development Investment Program (RDIP), and Regional Development Council (RDC)-endorsed NG PAPs (if available), are included in the submission of the agency for inclusion in the Updated PIP 2023-2028 and TRIP FYs 2025-2027. The agency shall provide feedback to the concerned RDCs on the reasons for the non-inclusion in the PIP of the priority NG PAPs in the RDIPs, and RDC-endorsed NG PAPs.***
- c. ***Coordinate with respective attached agencies/offices, if applicable, to ensure that PAP submissions of attached agencies/offices are included in the submission endorsed by the parent agency for inclusion in the Updated PIP 2023-2028 and TRIP FYs 2025-2027.***
- d. ***Encode and validate the completeness of the data of the agency's endorsed/approved priority PAPs for inclusion in the Updated PIP 2023-2028 and TRIP FYs 2025-2027, through the PIPOL System, **on or before the set deadline**.***
- e. ***Know the guidelines on the PIP updating and TRIP formulation and the PIPOL System, participate in the briefing, and refer to the online briefers/materials to be shared by the PIP Secretariat. The authorized Agency PIP/TRIP Focal(s) are expected to echo the briefing and share the briefers/materials with their respective regional offices and attached agencies, as needed.***
- f. ***Coordinate with the concerned NEDA PIP Chapter Focals, as necessary, on the validation of the submitted inputs, and with the PIP Secretariat for any concerns on submissions of inputs using the PIPOL System.***