

**Terms of Reference of the Authorized
Agency Public Investment Program (PIP)/
Three-Year Rolling Infrastructure Program (TRIP) Focal(s)
for the Updating of the PIP 2023-2028 and Formulation of the TRIP
for Fiscal Years (FYs) 2026-2028 as Input to the FY 2026 Budget Preparation**

To ensure the accountability, accuracy, and timeliness of the 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 the request for information on the priority PAPs under the Updated PIP 2023-2028 and TRIP for FYs 2026-2028, the information encoded in the PIPOL System by the Agency PIP/TRIP Focal(s) will be considered 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 in the PIPOL System by the other Agency PIP/TRIP Focal(s). The duties and responsibilities of the authorized Agency PIP/TRIP Focal(s) shall include the following:

- a. **Coordination 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 for FYs 2026-2028 as input to the FY 2026 budget preparation, through the PIPOL System, are **correct, updated and with complete and accurate information**.

¹ All National Government Agencies, Government-Owned 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, GFIs, and SUCs

⁴ 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** - the signature of the Head of the concerned agency will suffice
- 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
- d. **SUCs** - the Chair of the Governing Boards of each SUC shall approve the authorization through coordination with the Commission on Higher Education-Office of Planning, Research, and Knowledge Management

- b. ***Coordination with the respective Agency Regional Offices (AROs)*** to ensure that all PAPs implemented by the national government (NG) under the Regional Development Investment Program (RDIP) and NG PAPs endorsed by the Regional Development Council (RDC) (if available) are included in the submission of the agency for inclusion in the Updated PIP 2023-2028 and TRIP for FYs 2026-2028. 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. ***Coordination 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 for FYs 2026-2028.
- d. ***Encoding PAPs and validation of the completeness of the data of the agency's endorsed/approved priority PAPs*** for inclusion in the Updated PIP 2023-2028 and TRIP for FYs 2026-2028, through the PIPOL System, **on or before the set deadline.**

Agencies shall also endorse the Agency Regional-National Investment Programs and Projects (ARNIPAPs) agreed upon by the RDCs and select Agency Central Offices⁵ during the 2nd Regional-National Investment Programming Dialogue held on August 22 to 23, 2024. In case there are ARNIPAPs which the concerned agency failed to endorse, the agency shall provide feedback to the concerned RDCs on the reasons for not endorsing the ARNIPAPs for inclusion in the PIP.

- e. ***Familiarization with the guidelines on the PIP updating and TRIP formulation, and the PIPOL System, participation in the briefing, and use of the online briefers/materials*** to be shared by the PIP Secretariat as references. The authorized Agency PIP/TRIP Focal(s) are expected to cascade the briefing and share the briefers/materials with their respective regional offices and attached agencies, as needed.
- f. ***Coordination with the concerned NEDA PIP Chapter Focals***, as necessary, on the validation of the submitted inputs, and with the PIP and TRIP Secretariats on any concerns on submissions of inputs using the PIPOL System.

⁵ Department of Agriculture, Department of Education, Department of Energy, Department of Environment and Natural Resources, Department of Health, Department of Human Settlements and Urban Development, Department of Information and Communications Technology, Department of the Interior and Local Government, Department of Public Works and Highways, Department of Science and Technology, Department of Social Welfare and Development, and Department of Transportation.