

PROVINCIAL DEVELOPMENT COUNCIL

MANUAL OF OPERATIONS



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I. INTRODUCTION

The passage of the Local Government Code (Republic Act No. 7160) on October 11, 1991, strengthened the role of the Local Government Unit as it set the directions of economic and social development coordinating the development efforts within its territorial jurisdiction.

Various tasks like coordinating the planning activities of the local government unit, formulation of socio-economic development plan and its policies, as well as appraisal and prioritization of development programs and projects have to be performed to accelerate development activities.

The formulation of an operation manual will provide then a proper conduct of the activities of the Provincial Development Council. Specifically, this manual is prepared for the following purposes:

1. To provide comprehensive information on the Provincial Development Council, its organizational structure, composition and functions;
2. To provide guidelines on requests for PDC actions on policy issues, programs, projects and other matters; and
3. To define the role, functions and powers of the various committees and instrumentalities under RA 7160.

II. PDC ORGANIZATIONAL STRUCTURE

PDC STRUCTURE. The PDC includes the following :

1. The Council Proper
2. The Executive Committee
3. The Sectoral Committees

A. COUNCIL PROPER

Composition. The members of the PDC Full Council shall be the following:

1. The Governor;
2. All Mayors of the Municipalities and Component City;
3. The Chair of the Committee on Appropriation of the SP;
4. The Congressmen or their Representatives; and
5. Representatives of the NGOs operating in the province who shall constitute not less than one-fourth $\frac{1}{4}$ of the members of a fully organized council.

Functions. The Council shall have the following functions:

1. Formulate long term, medium term, and annual socio-economic development plans and policies;
2. Formulate the medium term and annual public investment programs;
3. Appraise and prioritize socio-economic development programs and projects;
4. Formulate local investment incentives to promote the inflow and direction of private investment capital;
5. Coordinate, monitor and evaluate the implementation of programs and projects; and
6. Perform such other functions as may be provided by law or competent authority.

Responsibilities. Specifically, the Council shall have the following responsibilities:

1. Adopt and recommend the approval to the Sanguniang Panlalawigan of the Provincial Development Plans, Provincial Physical Framework Plan, the Local Investment Program, the Annual Investment Plan and other Special Development Plans;
2. Ensure the consistency of the Provincial Development Plans and the local development programs of the municipalities through coordination with the other local development councils;
3. Ensure through process of evaluation that programs and projects in the province have gone through the required consultation at the LGU level; and
4. Monitor and evaluate the implementation of both local and nationally funded development programs and projects.

B. EXECUTIVE COMMITTEE.

Section 111 (a) of RA 7160 provides for the creation of an Executive Committee to represent and act in its behalf when the PDC is not in session. It further stated under par. (1) that the Executive Committee of the Provincial Development Council shall be composed of the Governor, as the Chairman, the representative of the component city and municipal mayors to be chosen among themselves, the Chairman of the Committee on Appropriations of the Sanguniang Panlalawigan, the President of the League of the Barangays, and a representative of the Non-Government Organizations that are represented in the Council. The Chairs of the following Sectoral Committees may be called upon whenever matters pertaining to their Sectoral Committees shall be discussed/deliberated by the Executive Committee, viz:

1. Economic Development Committee
2. Social Development Committee
3. Infrastructure and Utilities Development Committee
4. Environment Management Committee
5. Development Administration Committee

Functions. The Executive Committee shall exercise the following powers and functions:

1. Ensure that the decisions of the council are faithfully carried out and implemented;
2. Formulate policies, plans and programs based on the general principles laid down by the council;
3. Act on matters requiring immediate attention or action by the council; and
4. Act on other matters that may be authorized by the council.

Meeting: The Executive Committee shall meet once a month to determine that the policies, plans and programs of the council are carried out in accordance with the agreed principles. Quorum shall be determined with the presence of at least two-thirds (2/3) of the members in attendance.

C. SECTORAL COMMITTEES

Composition. Section 112 of RA 7160 provides the legal basis of the local development council to form sectoral or functional committees to handle social, economic, infrastructure, environment and development administration concerns whose composition shall be determined by the council, subject to the following general guidelines:

1. PDC members shall be given the prerogative to choose the committees of which they want to become members. Membership in a Sectoral Committee is optional.
2. The PDC Secretariat shall allocate the committee membership based on the preference of the members. In case of overlap, the Secretariat shall negotiate with the members concerned or in certain cases, they shall resort to drawing by lots.
3. The Sectoral Committee may invite additional members from the government sectors (line agencies) and the private sector. Additional members who are not regular members identified for the Sectoral Committee shall be non-voting members.
4. The composition of the Sectoral Committees shall be confirmed by the full council.

Functions. The functions of the Sectoral Committee shall include the following:

1. Perform a supportive function to the Provincial Development Council; and
2. Review and evaluate matters pertaining to their respective sectors and endorse the same to the PDC Execom or to the PDC full council.

Responsibilities:

1. Integrate sectoral plans and programs of local government units and coordinate all sectoral planning and programming activities of the sector;

2. Review and endorse programs/projects of local government units requiring PDC support;
3. Integrate sectoral information and statistics in preparation of the annual development report;
4. Assist the council in the translation of national and regional development goals and policies into specific sectoral objectives;
5. Facilitate and coordinate project preparation, implementation and monitoring within the sector;
6. Perform other functions as may be assigned by the council proper, or upon instruction of the Execom Chairman.

Officers: The Chairman of the Sectoral Committee shall be elected from among the members of the committee. The PPDO Technical Staff assigned to the sector shall be the secretariat of the Sectoral Committee, while the Division Chief thereof shall be the Sectoral Coordinator.

Operating Policies of Sectoral Committee: The Sectoral Committee shall be guided by the following:

1. Matters endorsed by the Sectoral Committee shall be included in the agenda of the PDC full council for approval or confirmation.
2. The Sectoral Committee shall have a list of alternate representatives identified by the members who shall represent such members when they are not available during committee meetings.
3. Other representatives not so listed may participate as observer but have no voting rights.
4. All actions of the Sectoral Committee shall be in the form of resolutions.
5. Proponents seeking endorsement of programs and projects must secure prior endorsement from the concerned Local Development Council (i.e., the MDC). Proponents must be present at the meeting when their proposals are scheduled for discussion by the Sectoral Committee.
6. One-third (1/3) of the total membership of the Sectoral Committee shall constitute a quorum.

Additional Membership. The following are the guidelines on additional membership in the Sectoral Committee:

1. Additional members may come from either the government or the private sector/NGOs.
2. In the case of additional members from the NGOs or private sector, they shall come from the pool of NGO/POs accredited by the Sanguniang Panlalawigan.
3. The person shall be nominated by a member of the PDC.
4. Additional members of the Sectoral Committee shall be confirmed by the Full Council.
5. These additional members shall have no voting rights but can participate in the deliberation.

Meeting: Sectoral Committees shall meet before the conduct of a full council meeting, held twice a year as mandated by the Local Government Code. Quorum of Sectoral Committee meetings shall be one-third (1/3) of the total membership.

C.1 ENLISTMENT OF MEMBERS IN THE SECTORAL COMMITTEES

1. SECTORAL COMMITTEES

1. There shall be five (5) sectoral committees in the PDC, namely:
 1. Economic Development Committee;
 2. Social Development Committee;
 3. Infrastructure and Utilities Development Committee;
 4. Environment Management Committee; and
 5. Development Administration Committee.
2. The PDC Executive Committee (ExeCom) shall function additionally as the Sectoral Committee for Poverty Reduction, and shall take up and endorse to the Full Council matters, programs and projects relating to poverty reduction.

2. COMPOSITION

1. Membership in the Sectoral Committees shall be composed from among the PDC Full Council Members, and from the National Government Agencies (NGAs), Provincial Government Offices, Private Organizations (POs) and Accredited Non-government Organizations (NGOs) relevant to the Sector.
2. The Governor, Vice Governor, Congressmen, and Mayors shall be ex-officio members of all Sectoral Committees, and have the freedom to attend any Sectoral Committee meeting. However, they shall not be considered in the determination of a quorum in any of these meetings.
3. Each Sectoral Committee shall be composed of no fewer than ten (10) members. Each Committee shall have among its members Accredited NGOs and/or Private Sector Organizations taken from the PDC Full Council Membership, allocated by the Secretariat among the Committees on the basis of their primary thrust and functions.
4. The full composition of the Sectoral Committees shall be subject to confirmation by the PDC Full Council. Every year thereafter, the list shall be revised and updated by the Secretariat as necessary and ratified by the Full Council.

III. PDC OFFICIALS

The officers of the Provincial Development Council shall have a Chairman and a Secretary. As provided by law, the Governor shall be the Chairman while the PPDC through the PPDO shall provide Secretariat services.

Duties of a Chairman. The Chairman shall have the following functions and responsibilities:

1. Preside over meetings of the Council and Executive Committee;
2. Request any agency, individual member of the council, Sectoral Committee or affiliate committee to perform other functions as the council may deem necessary, provided that such functions are within the mandate of the said office;
3. Call the attention of implementing agencies and local government units to implementing problems identified and deliberated upon by the concerned with the end view of instituting corrective measures;
4. Supervise the monitoring of the implementation of major inter-municipal and province-wide development programs, projects and activities;
5. Direct the formulation of a comprehensive provincial development plan and preparation of a system of investment programming priorities for the province;
6. Direct and supervise all activities of the Council; and
7. Represent the province to meetings and other activities at the regional and national levels.

PDC Secretary: The Provincial Planning and Development Coordinator shall head the secretariat and shall have the following functions:

1. Coordinate the preparation of the agenda of the Full Council and the Execom;
2. Keep a complete record of the proceedings of the session of the Council and the Execom;
3. Certify to the veracity of all official records and documents of the Council and the Execom;
4. Keep custody of the records of the Council and the Execom;
5. Prepare and/or review all draft Council resolutions; and
6. Perform such other functions as may be assigned.

PDC Sectoral Coordinators: The Sector Heads of the Technical Divisions of the PPDO shall serve as Sectoral Coordinators and shall be responsible for the provision of technical and administrative support through their respective technical staff assigned to the sectors.

IV. NON-GOVERNMENT ORGANIZATION REPRESENTATIVES

NGO Accreditation:

1. Any NGO operating in the province may apply for accreditation with the appropriate committee of the Sanguniang Panlalawigan.
2. Any NGO which passes the evaluation and qualifies shall be accredited.
3. The PDC Secretariat shall regularly update the list of accredited NGOs in the province and determine the sectoral and geographic coverage of said organizations.

Membership to PDC: The total of NGO representatives to the fully organized Council shall constitute not less than one-fourth (1/4) of the total members.

Qualifications:

1. Legal Personality. The NGO must register with the SEC or any government agency which registers organizations and associations for the purpose of bestowing legal personality.
2. Performance. The NGO must have conducted socio-economic activities in the last three (3) years from the date of registration in the province.
3. Composition. Organizations managed by foreigners, or whose officers and members are affiliates of foreign organizations are disqualified. Organizations which have government officials and employees as ex-officio members or whose organizations are funded by the government are disqualified.

V. SPECIAL NON-VOTING MEMBERS

The Council may opt to call on any agency or organization to participate in the discussion. However the Council may decide that such members do not have voting rights.

VI. PDC MEETINGS

Schedule: The Full Council shall meet as often as may be necessary but not less than once every semester. The Executive Committee shall meet as often as necessary while the Sectoral Committee shall meet prior to the PDC Full Council meeting in order to review matters that will need action by the Full Council.

Quorum: A simple majority of the regular members present shall constitute a quorum. Members may send representatives to attend the meeting who shall be counted in the determination of the quorum and shall have voting rights provided that the representative is the designated official alternate representative, otherwise the representative shall be considered as an observer in the meeting and shall not be counted in the determination of quorum. For the Sectoral Committee, one-third (1/3) of the members shall constitute a quorum.

Representation: In case the Chairman of a Sectoral Committee will not be able to attend a PDC meeting or an Executive Meeting, his representative shall come from the sector he represents. Preference shall be given to the secretary of the particular Sectoral Committee.

Absences: The following sanctions shall be effected to members who incur two (2) consecutive absences from the Full Council Meeting.

1. NGO members shall be recommended for termination from PDC membership.
2. Absent Local Executives of National Agencies shall be recommended for appropriate sanction through a resolution addressed to the Regional Director of said Office, copy furnished their respective central office.

PDC Resolution. The following guidelines shall be observed:

1. All actions of the PDC shall be in the form of resolutions. Draft resolutions may be prepared by the proponent and shall be submitted to the PDC secretariat for technical evaluation and referred to the appropriate Sectoral Committee. Only resolutions endorsed by the Sectoral Committee shall be included in the agenda of the PDC Full Council meeting for deliberation.
2. Resolutions introduced on the floor during the meeting shall be referred to the appropriate committee for review and endorsement.
3. Technical evaluation to be conducted by the Secretariat may include but will not be limited to data verification, consultation with relevant agencies and resource persons, and preparation of brief/discussion paper for guidance of the committee concerned.

Minutes of the Meeting. The agenda and approved minutes of the meeting of PDC and its Sectoral and Executive Committee, together with the background material therein, and the record of implementing actions shall constitute the official record of the Council. The minutes of the meeting of the Council, the Execom, shall be certified by the full Council Secretary attested by the Chairman. Certified copies of any council records and any portion thereof may be issued by the Council Secretary upon request of the interested parties and upon written approval of the Chairman.

Agenda Preparation. The PDC secretariat through the PPDC is tasked with the preparation of the agenda including discussion material from the PDC Execom Meetings. Matters to be included in the agenda shall have gone through the process of evaluation and discussion at the sectoral level.

The following steps shall be followed in the lining up of Agenda items.

Regular Agenda Items:

1. Subject matters for consideration shall be submitted first to the sectoral or affiliate committee concerned.
2. The proponent shall attend the concerned committee meeting, if required.
3. The proponent may be required to reproduce the document for distribution during the meeting.
4. He shall submit the proposal to the PDC secretariat for agenda inclusion one week before the conduct of the full council meeting.

Items Under Other Matters:

1. Documents shall be submitted to the PDC Secretary before the meeting proper.
2. The Secretary, after consultation with the Chair, shall inform the proponent if the matter will be discussed or not.
3. Subject matters raised during the meeting may be acted immediately subject to the decision of the Chair and the members in attendance. All other requests for endorsement of plans, programs and project proposal or similar action shall be referred to the appropriate Sectoral Committee for evaluation and recommendation.

PDC Endorsement. All programs, and project proposals endorsed to the PDC for action must be submitted to the PDC Secretariat for technical evaluation before they may be acted upon. They shall be reviewed and evaluated by the PDC Secretariat to be consistent with the following criteria:

1. Consistency with the Provincial Development Plan;
2. Technical, Financial and Economic Viability; and
3. Required supporting documents.

The Secretariat may request the technical staff of other Agencies, including private sector groups for assistance in evaluating proposed programs and projects. The following guidelines shall be observed in processing requests for endorsement:

1. The proponent shall submit the document to the PDC secretariat for evaluation.
2. The Secretariat shall determine what action is needed by the proponent and refer it to the appropriate committee.
3. Proposals of local government units must be endorsed by their respective local development councils with a corresponding comprehensive project profile.
4. If a request needs review/approval of local government unit the secretariat shall refer the proposal to the LGU concerned.
5. All approved resolutions from the council shall directly forwarded to the concerned agency or office.

6. Follow-up action shall be done within (1) month after the resolution has been forwarded and no feedback has been received.
7. The proponent shall be informed regarding the action taken on their request or proposal.

PDC Operations. The Provincial and Development Office shall provide administrative and operational support to the PDC Full Council and all its committee functions.

PDC Secretariat. The Provincial Planning and Development Office shall serve as the principal technical staff and secretariat of the Council proper, the Execom and the Sectoral Committee. In addition, the PDC may request various offices or agencies of the national government to provide such technical support as may be required for the effective discharge of the functions of the PDC.

Functions of Technical Staff:

1. Provide research and technical support to the Provincial Development Council;
2. Provide technical and administrative support assistance to the PDC and all its committees;
3. Develop and maintain a comprehensive database and information system;
4. Provide technical assistance on planning and project development to Local Government Units in the province;
5. Provide linkages and a collaborative atmosphere with Non-government organizations in areas of local planning, project development, monitoring and evaluation and other interests which are crucial to the province's development; and
6. Perform such other functions as may be provided by law or as assigned by the Chair.

The PPDO shall then be restructured to support the PDC sectoral groupings which shall include but shall not be limited to:

1. Economic Development Committee
2. Social Development Committee
3. Infrastructure and Utilities Development Committee
4. Environment Management Committee
5. Development Administration Committee

PDC Funds and Properties. Funds necessary for PDC operation, project monitoring and evaluation and implementation of special projects shall be included in the annual general appropriation of the province. The PDC, through the PPDO, shall manage the administration and financial operation of the PDC and shall be accountable for the funds and properties of the PDC.