

Upland Development Programme in Southern Mindanao

Ala 97/68

**LABOR BASED ROUTINE/PREVENTATIVE ROAD
MAINTENANCE.**

Status of Project Development

May 2005



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Acronyms

AIP	Annual Investment Plan
BLGU	Barangay Local Government Unit
IRA	Internal Revenue Allotment
LGU	Local Government Unit
MLGU	Municipal Local Government Unit
MOA	Memorandum of Agreement
MPDC	Municipal Planning & Development Co-ordinator
PO	Peoples Organisation
PPO	Provincial Project Office (UDP)
PLGU	Provincial Local Government Unit
PMO	Project Management Office
UBA	Upland Barangay Association

EXECUTIVE SUMMARY

During the previous mission (November 2002- February 2003) road maintenance was identified as a crucial factor if the benefits of the road rehabilitation programme instigated through UDP and DA were to be fully realized. During that mission a concept and methodology of Labor-based routine road maintenance was developed.

At the inception of this mission, initial visits were made to the original pilot projects, as well as other road projects, and a course of activities set out. These aimed to demonstrate a more professional approach to road maintenance instead of the casual 'bayanihan' (community labour) system in common practice. They would work around smaller groups of fulltime road workers, properly supervised, trained and paid. There would also be increasing commitments from the LGUs. The awareness and training programmes would be expanded in each municipality, not just to impart the skills, but more importantly to instill the concept and importance of routine, labor-based road maintenance.

The activities began with a 'training of trainers' programme to the relevant municipal level staff. At the same time, approximately 30 priority projects were identified, ideally one per municipality, and these were finalized after gauging the commitment of the relevant LGUs to contribute progressively increasing proportions of the cost. Four party MOAs (UDP, UBA, BLGU, MLGU) were prepared in each case and projects started over a period of time. To date, 18 road maintenance projects, often encompassing a limited upgrading component, have begun. Adaptations to the methodology have been made with experience gained and a number are now ready for the second phase, where it is envisaged the contribution of the LGUs will increase.

An important aspect has been ensuring effective supervision and this is now meeting with some success.

The prevailing dry period has meant that the effectiveness of our maintenance activities has not really been fully tested yet. The 'rule of thumb' so far has been 1 man per km as the means of calculating labor requirements. Although our recording system enables monitoring of labor usage in relation to accomplishment, there is not really enough data generated yet to provide more accurate projects, especially as much of the initial work has been rehabilitation.

It is not proven yet that the BLGUs alone will be able to maintain the envisaged contributions but the support of the MLGUs and PLGUs is feasible and viable. The important point is that we must continue to instill the importance of the concept of routine preventative maintenance, as well as the habit/expectancy that it will be carried out. Once the roads are in a well maintained condition, there should be the will within the LGU to allot the necessary resources to maintain that situation, even in a reduced form but applied in a more effective way.

What has been readily accepted is the fact that the allocated funds are spent within the community and kept in the local economy through significant job creation, instead of going out in the form of payment for fuel and oil etc. The 30 priority projects are creating approximately 150 fulltime jobs. There is considerable interest within the municipalities in extending the concept, though it is too early to assess the success of this.

As part of the capacity building process, a following phase should be to further increase the BLGU involvement in managing the projects. This will require some research on the best method, as well as even closer monitoring and support from UDP. It should also serve to insure that the prevailing perception will be of these being barangay projects and not UDP ones.

1.0 INTRODUCTION

During the previous mission (November 2002- February 2003) road maintenance was identified as a crucial factor if the benefits of the road rehabilitation programme instigated through UDP and DA were to be fully realized. During this mission a concept and methodology of Labor-based routine road maintenance was developed, by which the LGUs, especially Barangay Councils should to be made aware of, and encouraged to, maintain their roads on a regular basis using their own resources. This is in contrast to the up-to-now prevalent practice of relying on periodic/emergency repairs, in most cases provided through the MLGU. Relevant training programmes were held in one Municipality each in four provinces and in each case a pilot project, notably a UDP funded road rehabilitation project, was also selected. The fifth training programme, in Sarangani (Kiamba) took place after the end of the mission but followed the same format.

The emphasis of these follow-on missions has been to take the concept further by developing the methodology at the practical level, not only on the pilot projects but also by implementing it on a wider number of project sites. In the process, the appropriate community and local government organizations would be closely involved and their capacities raised. The intended result would be that the maximum benefit would be gained from the roads upgraded through UDP/DA support by their being well maintained and kept open.

2.0 INITIAL FINDINGS

All five pilot projects, together with a number of other relevant road projects, were visited during the first two weeks of the initial input in April 2004 and findings were as such.

1. Although the various options had been presented, bayanihan, supported by food-for-work, appeared to be the preferred method of implementation. Stretches of the road would be divided up between relevant puroks who worked once per month or when required. Food-for-work seemed to be a common factor as there obviously had to be some incentive for two reasons:
 - (a) People are poor and cannot afford the time to do the job voluntarily;
 - (b) However much a community appreciates a road, they still view it as basically a public utility and know that there are funds available, however limited, within the Barangay and Municipality for its upkeep.
2. Only one of the pilot Barangays was employing any labour at all and these were general employees who were allocated tasks on the roads within the barangay on an adhoc basis when required.
3. There had been minimal technical support and supervision and the quality of the maintenance work done was poor. The groups tended to stick to the easier tasks such as vegetation control while avoiding the more difficult ones, which are the most critical and lead directly to the ultimate failure of the road. Where tasks such as filling potholes and ruts and clearing side drainage had been carried out, they have not been as effective as they could be. There was also not necessarily general access to the tools required for the more critical tasks.

4. The practice of introducing tollgates as a means of funding maintenance activities had been introduced on three of the pilot projects, as well as replicated on another within one of the Municipalities. However, the funds raised had been small and unless traffic increased markedly, it appeared to be a small factor in funding maintenance. Apart from preparing the relevant ordinances necessary for installing a tollgate, one Barangay also prepared an ordinance relating to the daily management and usage of the road.
5. Visits to a wider number of completed road rehabilitation projects led to a general agreement with the conclusion of the Mid Term Review that a significant number of the roads would benefit from further upgrading if they were going to be maintained effectively.

An important early conclusion was that no maintenance arrangement would achieve real effectiveness unless it was given sustained technical support and supervision, especially in the early stages.

There was obviously room for improvement to the incumbent bayanihan/food-for-work method with technical/supervisory support and tools. On some smaller, less complicated road networks this system may be adequate when combined with support but does have its limitations for the longer and more difficult road networks where the specialist group of road workers is likely to be more appropriate and efficient.

In order to begin the serious process of achieving effective maintenance of the roads, it was considered important therefore to place impetus on demonstrating a more efficient and effective routine maintenance procedure by concentrating on the permanent trained road crew/workers. In line with the wider programme aim of providing capacity building opportunities to the LGUs and target communities, it was decided to work through the medium of contracts. Initially these would be for the road upgrading projects, which would be implemented on a labour intensive basis, and this was soon extended to the purely maintenance activities.

An awareness and training component would be crucial. Probably the most important parts of this would be instilling the concept of routine preventative maintenance instead of periodic, as well as the capacity building among the Barangay Councils and UBAs. This would cover not only those barangays which had priority road projects but all the UDP supported barangays, under the principle that all barangays should maintain their access. Ideally, those that showed a serious commitment to maintenance should receive some support, be it technical, as well as material in the form of tools.

3.0 ACTIVITIES

3.1 Training of trainers

In the previous input a model had been developed for delivering the concept at Municipal level to the relevant Barangay Captains and Municipal officials. Given the shortened timeframe, it was decided at the beginning of this input to deliver a 'training of trainers' programme, aimed at the Municipal engineers, MPDCs and Agricultural officers of all the UDP supported LGUs. The original manual was redeveloped into a Trainers manual for this purpose. This would enable them to propagate the concept of routine maintenance within their respective barangays, most especially those where there were UDP/DA road projects. A

number in Davao del Sur carried out 'echo' training to sensitise officials in all their barangays.

3.2 Priority Projects.

In order to develop and demonstrate the methodology effectively, as well as ensure that the most important roads were in good order, prioritization procedures were developed to identify the suitable roads for models. This is outlined in Annex 2. Although there are over 60 individual road projects, the majority of them being funded by DA, approximately 30 priority projects were selected, ideally one per municipality, but also according to the prioritization procedure. This amounted to a larger number of the original projects due to a cluster within one barangay being classed as one project.

Discussions were held with relevant Barangay officials and Mayors to seek their views and interest in taking part, most notably that they would be able to meet the progressively increasing cost implications. From this, most of the maintenance projects were viably identified. Discussions led to variations in the concept. An example was where the heavy investment in machinery by the MLGU was recognized, together with its value in some periodic tasks such as road shaping. In this case the provision of the grader for this purpose for a limited period was included as an MLGU input.

In a couple of locations, where the network was large, a partial bayanihan was continued side-by-side as a means of reducing costs. Bayanihan work was to be a qualifier for contract work, which would be rotated. Bayanihan were to carry out the more mundane tasks such as vegetation control, while the smaller paid road crew address the more critical and difficult tasks.

These discussions were followed up with a letter to each relevant Barangay Captain and Mayor outlining the likely cost commitment to their LGU in the coming year. These were timed to go out in September/October so that they could have an influence on the LGU AIPs. The programme required a commitment from four parties, notably inputs from UDP, the relevant Barangay and Municipal LGUs, with the UBA as the implementor/contractor. A model contract MOA was adopted accordingly.

Where these contracts, together with the relevant project proposals, have been signed and approved, pre-implementation meetings were held in the appropriate barangay. These included a certain awareness element on the concept of routine maintenance and used flipcharts. The provision of tools by UDP is included in the proposals and issued at the rate of one set per worker. A set composed one spade/shovel, one digging bar, one rake and one pickmattock. Wheelbarrows were also supplied where specifically requested. It should be noted that where bayanihan/ Food-for-Work based maintenance programmes had begun seriously in some barangays, these were issued with tools ahead of any subsequent formal contract/project, at the rate of one set/km.

3.3 Technical Project Support

For these projects to be successful and cost effective, there had to be close support, especially early on, and it was recognized that with the number of varying types of projects in different stages of development, as well as other duties, the PPO engineers could not guarantee this. They were also due to be phased out at the end of 2004. An effort was therefore made to ensure that a form of close support was available. Provincial Engineers (4) had already been

assigned in Davao del Sur and would concentrate solely on the road maintenance and upgrading. One engineer was assigned in Sarangani, though he wasn't actually from the Provincial Engineers office, while another suitably qualified provincial employee has been reassigned to infrastructure within Davao Oriental. In South Cotabato, an initial six month contract was prepared with a service provider to obtain the services of one engineer and hopefully this will be converted into a direct local contract. In Compostella Valley it is hoped that an engineer can soon be hired in a similar manner.

3.4.

At the resumption of the consultants input in January 2005, it was found that that the projects that had started had experienced comparatively long delays in being paid by UDP once they had submitted their two weekly billing. The normal project procedure was followed, with the invoice being approved and paid at PMO level, with the cheque taking 11 to 15 days to clear. This meant that a road worker, whose ten days work amounted to probably no more than P1000, was having to wait well over a month for his pay. The result was that work stopped and the aim of regular on-going maintenance work was no longer being realised. The paper work involved was also way out of proportion to the size of the billing.

A simpler system of work recording and billing was therefore developed, amounting to no more than 3 pages and once properly endorsed by the UDP engineer and the relevant PPO assigned technical staff, could be paid in cash at the PPO (Annex 5)

3.5. MAINSTREAMING

An important element of the routine road maintenance concept is creating the awareness, as well as capacity building at community level. This includes both the Barangay Councils as well as the POs (UBAs). With the integration of the routine road maintenance methodology into the overall programme's mainstreaming process, a further training programme was embarked upon. This focused on this barangay/community level and so far at least one has been delivered in a municipality in each province. The Barangay Captains, Barangay Council Infra Committee Chairmen and UBA Chairmen of each UDP supported barangay were invited. This is bearing in mind that all the Barangays, whether they have had a UDP or DA funded road rehab project, should still be giving serious consideration to maintaining their access. These sessions followed behind the overall Mainstreaming presentations in those municipalities, where the outline of the concept of routine road maintenance was presented, together with the other two fundamental concepts (Forest Protection & Diversified Farming).

The capacity building and management aspects were emphasized as much as the purely technical ones. The outputs were that each barangay was provided with an outline to prepare a road maintenance plan. If an acceptable one is prepared, committing reasonable resources and backed up by a Barangay resolution, appropriate tools and technical support would be provided by UDP. A detailed and appropriate powerpoint generated presentation was prepared, together with a more focused manual.

The Municipal engineers of the other UDP supported Municipalities were invited, with the idea that they organize similar programmes supported by UDP. This has begun, with all UDP supported municipalities in South Cotabato, as well as a number in Davao Oriental having now carried out theirs. The manual and slides have now been translated into Visayan, thus making them far more appropriate for barangay level training.

Annex 1 outlines the important points of the concept and process of labor-based routine road maintenance as part of the UDP programmes mainstreaming activity.

3.6.

By the end of April 2005 contracts have been issued for nearly 30 potential projects of which 18 are now under way, a number of these including road upgrading components. The rest are still in the various stages of approval. Adaptations have been made to later contracts, emphasizing more clearly the responsibilities of the Barangay Council, as a means of helping to raise their capacity.

A number of the UDP supported barangays, following training, have submitted action plans. One so far has been validated and, on presentation of the Barangay Resolution, appropriate sets of tools will be issued at the same time as relevant start-up training.

4.0 IMPORTANT POINTS (so far)

Relevant points concerning individual on-going road maintenance projects can be found in annex 3.

- i. For comparatively small projects, the bureaucracy involved in starting and then servicing them meant that actual start up was slow and then activity initially irregular as work stopped while they awaited payment. Maintenance activity and payments are now more regular through the simpler billing and payment method discussed earlier.
- ii. A number of the projects are going well with crews working full time and considerable impact being made. Due to this extended dry period, the effectiveness of our maintenance activities has not yet been fully tested. **It is important that the critical tasks are identified and addressed first because when the weather does finally change and there is heavy rain, these critical points will be where the serious damage will occur.** It will be a time also when the crews will have to change their routines to encompass repair/emergencies activities.
- iii. Co-ordination between the MLGU inputs and those of the communities has sometimes held up the community based activities and has led to work being carried out in the wrong order, sometimes rendering it useless.

We have situations where the delays during the re-rehab activities, especially at Libi and Sto Rosario, are likely to leave us with much damage and wasted work in the event of a storm. They are examples of where we are in danger of achieving the same results again, that of poor quality rehabilitation and no improvement. **For this reason, we must make sure that there are maintenance crews available during the re-rehab activities themselves.** It also provides useful flexibility during the work as they represent available labor for unforeseen tasks. It is for this reason we are organizing, as fast as possible, maintenance crews at Datu Danwata, Libi and Miasong.

- iv. The daily/weekly accomplishments are recorded in the twice monthly billing format and can therefore be used directly to build up information on average work rates and projected labor requirements. However, up to now, there is not really enough collected to draw many conclusions, especially as much of the initial work carried out by the maintenance groups could be classed as rehabilitation.

Therefore, as yet we still don't have enough experience of likely labor requirements and costs in the long term and, for the moment, still use the parameter of one road worker per kilometer. This can amount to a significant commitment to a Barangay in relation to their available funds. The important point is that we must continue to instill the importance of the concept of routine preventative maintenance, as well as the habit/expectancy that it will be carried out. Once the roads are in a well maintained condition, there should be the will within the LGU to allot the necessary resources to maintain that situation, even in a reduced form but applied in a more effective way.

What has been readily accepted is the fact that the allocated funds are spent within the community, creating significant employment and therefore kept in the local economy, instead of going out in the form of payment for fuel and oil etc. The 30 priority projects amount to approximately 130 km of road maintained and 150 full time jobs created locally. There is considerable interest within the municipalities in extending the concept, though it is too early to assess the success of this.

- v. Two of the projects are now approaching the end of the 1st phase contracts and it is envisaged that the input of the relevant Barangay LGUs will increase proportionately. There may be a problem this year with the barangays finding adequate resources for an increased commitment in the 2nd phase, though in a number of cases, the MLGUs are likely to assist. Hopefully, in preparing their AIPs for 2006, the LGUs will be more aware and committed to allotting necessary resources. Again, there may need to be assistance from the MLGU.

It will be important to fully brief each relevant barangay and municipality in good time as to their likely financial commitments for next year.

- vi. In most cases only the UDP/DA sections of road within a barangay are included in the projections, when often there is a substantial additional network. At Palo 19, this has been recognized, while in Kilagding and Sto Rosario it has not and will mean that the impact may be more marginal. However, it would substantially increase the cost to the barangay.

Costs can be offset by the partial use of bayanihan, supported by Food-for-work and there is scope for improving the efficiency of this input by ensuring adequate supervision, for example a properly orientated barangay official directing the work. Rotation of the contract workforce would mean that bayanihan work can be rewarded with contract work.

- vii. **SUPERVISION.** If we are to ensure that we achieve good quality work, most notably with the re-rehabs, we must have adequate supervision. This applies just as importantly to the maintenance activities, many of which are being supervised only remotely by the MLGUs, with no permanent foreman. Together with our seconded staff, one of the management personnel in each PPO is now specifically responsible for this activity and this is contributing greatly to the effective focusing of the work.

It is appreciated that that often the groups are not big enough to need a full time foreman. **However, there should at least be supervision at some point each day, not only to effectively direct the work but also ensure independent recording of**

the labor attendance and the integrity of the billings. We must therefore ensure our own supervisory and monitoring capability, especially to verify the work every two weeks.

- viii. In the case of a small work force, what should happen, and what is actually happening in some cases, is that a lead man is emerging among the work crew. It would be ideal if he can be properly trained by the Municipal assigned supervisor during the initial contract period so that he can take over. The municipal input could then be directed to partly supporting the cost of the overall crew. However, for our purposes at the moment the municipal foreman is necessary to provide some sort of independent recorder.
- ix. At the moment we are contracting directly with the UBA as the implementer, though in a couple of cases where there is no registered UBA, we are contracting directly with the Barangay Council. The Barangay Councils are involved in a monitoring and supervisory capacity. **It is the Barangay Councils who are ultimately responsible for the barangay roads, therefore the more opportunity they receive to manage the projects, the better. The next stage should aim to achieve this more fully and formally.** A draft contract template is enclosed (Annex 6), which does this by passing the funding through the barangays, making them responsible for engaging the contractor (UBA) and directly managing the contract. It would require increased technical support from UDP, including from the CIDE section and would need to be initially implemented on a limited pilot basis. **Some research needs to be carried out as to the most suitable methodology of funding through the barangays, possibly related to the method by which they receive their IRA.**

It should also serve to insure that the prevailing perception will be of these being barangay projects and not UDP ones.

- x. It is relevant to consider the arrangement that a Barangay Council may adopt when UDP and MLGUs are no longer part of any MOA (Contract). The LGUs have their own standard formats for pakyaw type contracts but a possible format is provided (Annex 6) relevant to both contracting POs and individuals
- xi. The Programme-wide mainstreaming activity aims to make the concept available to a wider audience as a model to be replicated. At the same time, we wish all our barangays, whether or not they have had road rehabilitation projects, to maintain their access in order to fully realize their potential. **Therefore, the action Plan concept, as an output of the barangay level training, should be encouraged.** An issue of tools can be combined with formal training at start-up, with follow-up technical support.
- xii. It was important that the manual has been translated for the benefit of the barangay level audiences and to facilitate the echo training of the municipal engineers. **This still needs to be extended to the overheads/flipcharts.**
- xiii. **TECHNICAL.**
 - a. We have begun the process of demonstrating a wider range of erosion protection measures, especially at Libi and Datu Danwata, in both cases where exposed shoulders and banks are in danger of being seriously eroded. **We can test out**

appropriate designs for combined sandbags/vegetative materials and add them to the manual.

- b. **HUMPS. These should be set on the diagonal and the recommended height is 30 cm** and this should be followed if they are not going to be overtopped in sloping situations and where there is a crown in the road. If the slope on each side is not to be too steep, this means a substantial quantity of material in each hump. **It is also important to reduce the quantity of water arriving at each one by constructing them at close intervals if necessary.**
- c. **We must ensure that the tools we issue are of superior quality. It is false economy to procure cheap ones**

Annex 1.

A clear commentary on the rationale, concept and process of labor-based routine/preventative road maintenance as a mainstream subject.

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ROAD MAINTENANCE

THE COMMON SCENARIO

Barangay level roads are allowed to deteriorate due to inadequate, irregular maintenance carried out often only in emergencies, ie major landslips.

Structures such as culvert crossings are not maintained on a regular basis and are allowed to block up, leading to failure of the road in the vicinity.

RESULT: For long periods, passage on the road is restricted and difficult and every few years an expensive rehab is required.

Where community based maintenance is being implemented it is normally bayanihan

- usually organised by sitio
- Sometimes supported by food-for-work
- Carried out on a monthly basis or when required

Tends to be only marginally effective because:

- i. **Only the simpler tasks are addressed, such as control of side vegetation**
- ii. **The more critical tasks such as drainage are not properly addressed:-**
 - Lack of knowledge
 - Lack of appropriate tools

RESULT: Progressive deterioration of the road, leading to eventual failure and need for major rehab.

THE NEED

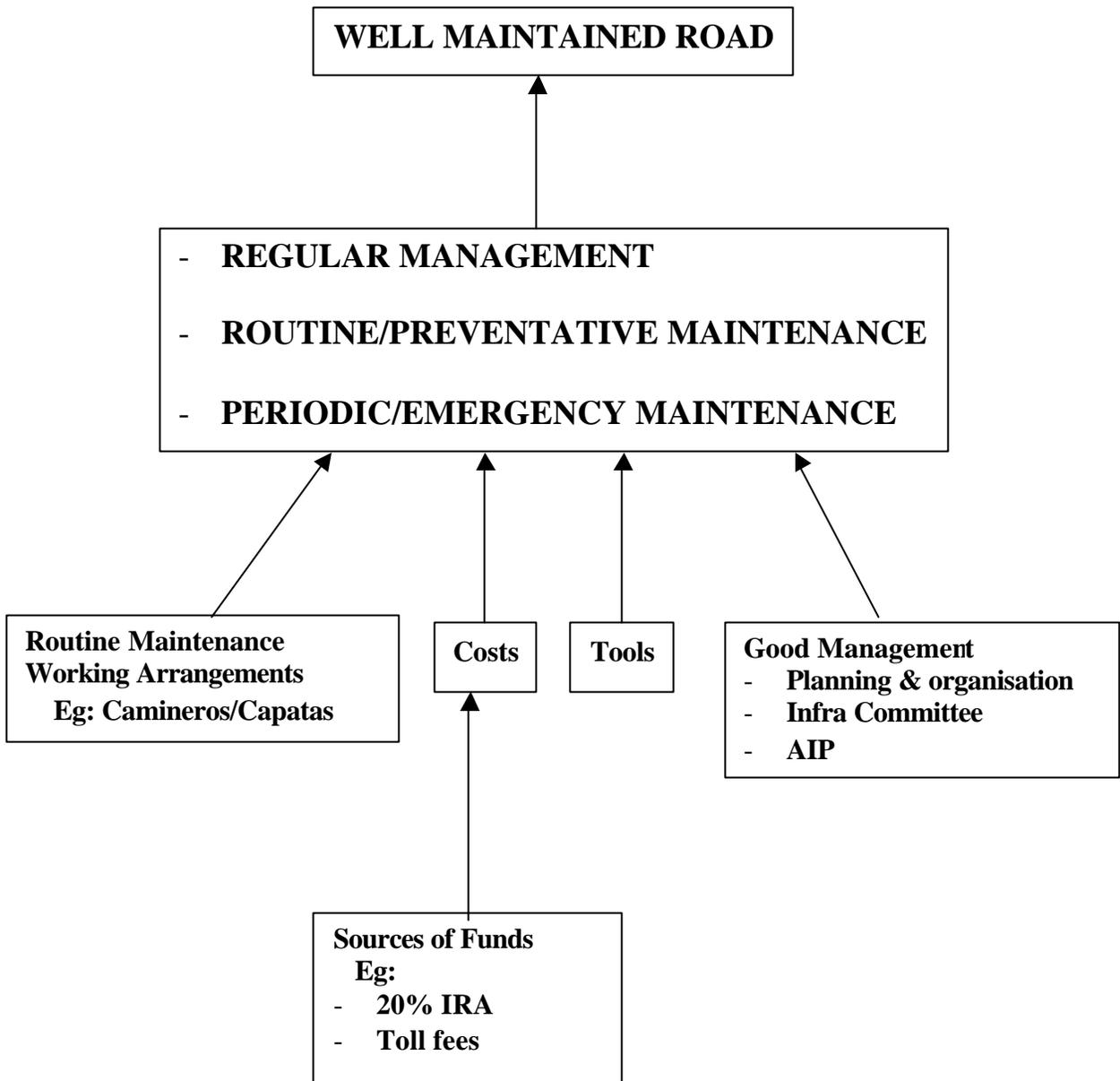
The need is for road maintenance to be carried out on a continuous regular basis so that road stays in good condition,

ie that the critical components of the road, such as side drains, turnouts and culverts are maintained in working order so that there is no major damage to the road after each storm.

This is called ROUTINE/PREVENTATIVE MAINTENANCE

NOTE: For maintenance to be effective, the road should be properly designed and constructed in the first place, ie have structures in place which can withstand storms.

COMPONENTS IN A GOOD ROAD



THE THREE COMPONENTS

1. REGULAR MANAGEMENT. *prevent unnecessary damage to the road;*

Eg-

Regulations/ordinances prepared by the Barangay Council outlining certain practices: eg:-

- In bad weather, closing the road or imposing fines on vehicles.
- Discouraging damaging practices, ie carabao sleds, wheel chains – imposing fines.
- Prohibiting the cultivation of land within 2 m of the road side

Installing speed bumps to slow vehicle speed.

2. PERIODIC/EMERGENCY MAINTENANCE

These are the not so regular tasks, eg repair of structures, removal of large landslips, repair of running surface after a period of wear and damage. Usually equipment based.

3. ROUTINE/PREVENTATIVE MAINTENANCE

Regular on-going work aimed at maintaining the design arrangements in working order so that the effects of adverse weather are minimised. It is predominantly labor-based.

- *Examples:- maintaining side ditches & turnouts, filling potholes, cleaning culverts, cutting back vegetation*

IMPORTANCE OF ROUTINE/PREVENTATIVE MAINTENANCE:

If effectively done, it can:-

- *Keep the road in a passable condition.*
- *Reduce the likelihood of major damage & therefore the need for outside assistance in the form of machinery.*
- *Allows the upkeep to be within the capacity of the barangay.*
- *Assists the local economy by spending the funds locally and creating employment.*

TASKS INVOLVED IN ROUTINE/PREVENTATIVE ROAD MAINTENANCE):-

Controlling side vegetation [Monthly]

Filling ruts and potholes & maintaining road surface [Bi-monthly or after heavy rain]

Clearing and repairing side ditches [Bi-monthly or after heavy rain]

Cleaning and maintaining culverts [Bi-monthly or after heavy rain]

**Maintenance of erosion preventive measures (vegetative/simple structures)
[Monthly or when necessary]**

Stockpiling aggregate (when necessary)

FOR ROUTINE/PREVENTATIVE MAINTENANCE TO WORK PROPERLY IT REQUIRES:-

i. *COMPETENT WORKERS,*

- properly supervised and trained (Foreman/Kapatás)
- properly equipped (tools)
- working on a regular (daily) basis.

ii. *THE WORK IS PROPERLY PLANNED*

RESPONSIBILITIES IN RELATION TO ROAD MAINTENANCE.

- *The Barangay Councils are legally responsible for barangay level roads and have funds (eg 20% IRA)*
- *The Barangay Council Infra Committee are technically responsible for maintaining & managing the road,*
- *MLGUs often allocate funds annually specifically for barangay roads*
- *UBAs can manage the maintenance but they have no direct legal access to funds such as 20% IRA.*

THE LIKELY COST

Our experience at the moment is still limited. However, a rule of thumb is 1 man/km. An average cost may be considered P150/day

1 man = 3/month = P36,000/year/km

Therefore 5 kilometres of road = P180,000/year

May need to add cost of capatas/foreman (@P200/day)

Where the road network within the barangay is large, potential high cost can be reduced by combination with Bayanihan,
ie permanent workers carrying out more critical tasks, with occasional tasks such as vegetation control carried out by bayanihan.

It can also be combined with regular periodic mechanised work such as annual grading.

POSSIBLE FUNDING SOURCES

- Barangay IRA (20% Development fund)
- Municipal & provincial grants
- Road toll fees

UDP MAINSTREAM PLAN

RATIONALE

1. Over 60 road rehabilitation projects programme wide
2. In a number of cases, already active Bayanihan/Food-for Work
Problems – Lack of technical supervision
- Lack of tools
= Only marginally effective, not addressing the critical tasks properly
Bgy Councils tend to allocate P20,000-30,000 pa, mainly for fuel/oil/driver allowance
3. There is a need to demonstrate a more straight forward system using regular trained workers, paid and properly supervised.

Therefore @ 30 priority projects were identified programme wide (ideally 1/municipality) where UDP would support paid maintenance activities.

All other roads within UDP supported barangays ; Here, there must be some form of routine maintenance activity in limited paid labor/Bayanihan/Food-for-Work.

OBJECTIVES.

1. To strengthen the road maintenance organisation so that the road sections within the Barangay remain in a suitable state of repair.
2. To demonstrate a more effective and cost efficient method of maintaining the barangay roads.
3. To enhance the capacity building process among the upland organisations, notably the UBA and the Barangay Council, by increasing activities and improving financial and organisational planning.
4. To ensure that maximum benefit is obtained from project funds by spending as large a proportion as possible within the local economy.

OVERALL PLAN

1. Identify @ 30 priority projects (ideally one per municipality)

Criteria:

- i. UDP funded road projects
- ii. If road serves-
 - A. Village enterprise area
 - B. ICRAF learning site
 - C. FSC Cluster
- iii. Well organised and co-operative LGU
- iv. LGU is prepared to allocate necessary funds [Ideally include it in its annual budget & issue a Barangay Resolution]
- v. The UBA must be registered

2. Implement contracts. (4 – 6 months duration each)

3. Identify Rehab works to be carried out on each

4. Set budget (What UDP maintenance funds are available/project)
 - Can also be used for essential rehab. Eg amount required for maintenance contract, balance for essential rehab.

5. Organise and support maintenance systems on all the other UDP supported barangays (whether it be paid labor/bayanihan/Food-for-Work). The support consisted of tools and technical assistance – On condition they make a plan and commit resources

On Each Priority Pilot Project (at least one per Municipality)

The relevant barangays and municipalities warned in good time to allot adequate funds in the AIPs

A contract would be with the UBA, who would technically employ the workers and manage the work.

4 parties to the contract (UBA; BLGU; MLGU; UDP)

?? **In 1st period** (3 – 6 months) UDP supports 70-80%, LGUs support 20-30%.

Eg A 5 km road, 1 man per kilometre = 5 men
UDP funds equivalent of 4 men
BLGU supports 1 man (funded or seconded)
MLGU supplies the foreman supervisor

Cost per man (P100/day x 20 days/month) = P2,000/Month

?? **Subsequent period:-** UDP pays 40-70%, LGUs support 70-30% eg. UDP– 3 men, BLGU -2 men

?? UDP would supply tools at start up – 1 set/worker
(Set = 1x spade/shovel; 1x digging bar; 1x pickmattock; 1x rake. Wheel barrow if requested)

?? UDP, with the help of assigned Provincial Engineers/engineering service providers, organise technical support/supervision at start up

?? Use of machinery can be formalised in the agreement, ie use of grader and delivery of aggregate for stockpiling.

ANNEX 2.

Road Maintenance/Upgrade Prioritisation and Status

ANNEX 2. Road Maintenance/Upgrade Prioritisation and Status [May 1, 2005]

Province	LGU	Road	Km	Fund	Priority Areas			Priority		Project Type(s)	STATUS						
					*1	*2	*3	1 st	2 nd		IP	PP	FA	St	OG	Ph2	TIs
ComVal	Maco	Purok 3	0.6	UDP	X		X	}		1 x maintenance contract				v			
	Maco	Purok 1	3.27	UDP	X		X	}?									
	Maco	Mapaang	1.5	DA	X		X	}									
	Mabini	Caboyuan	1.2	DA		X			?			v					
	Laak	Pigayonan	1.2	UDP	X	X	X	}		2 x upgrade contract		v		v			
	Laak	Tenublag	2.8	UDP	X	X	X	}?		2 x maintenance contract		2 x upgrad		2x maint			
	Laak	Malig-ot/Pigkutaan	5.8	UDP			X	}									
	Laak	Recena-Kibaguio	3.2	DA	X	X	X	}									
	New Bataan	Cabinuangan	3.0	DA					?	1 x maintenance contract				v			
	Maragusan	Gemalina	1.2	DA		X	X		?								
D. Orientl	San Isidro	Dungga	1.28	UDP	X		X	}?		1 x upgrade contract				v			
	San Isidro	Santo Rosario	3.5	DA	X		X	}		1 x maintenance contract				x 2			
	San Isidro	Maag	2.0	DA	X	X	X			Bayanihan. Upgrade/maintenance proposal		v					v
	San Isidro	Lapu-Lapu	2.0	DA	X		X			Maintenance contract				v			
	Mati	Camp1-Licop	5.1	DA					?	Maint/upgrade contract				v			
	Lupon	Don Mariano Marcos	4.0	DA					?	Upgrade contract		v					
	Banaybanay	Pintatagan - Lumad	6.16	DA					?	Upgrade contract		v					
	Caraga	Pantoyan-Binaton	2.0	DA													
	Caraga	Badjohan-Sugabao	4.0	DA		X											
	Caraga	Palma Gil- Culvert	3.2	UDP	X				?	Maintenance contract	v						
Manay	Bandera-Rizal	1.7	DA		X												
Manay	New Bagsak	5.6	DA					?	Maintenance contract		v						
Tarragona	Sanbagny-Batobato	3.0	DA														
Tarragona	Guibaan-Madian	3.7	DA		X			?									
Baganga	Upper Mikit	7.0	DA					?	Maintenance contract				v				
Cateel	Abijod	4.6	DA					?									
D.del Sur	Santa Cruz	Saliducan box culvert		UDP													
	Santa Cruz	Zone II	3.0	DA									v				
	Santa Cruz	Coronon	2.5	DA			X		?	Maintenance/Rehab	v		v				
	Magsaysay	Tagaytay	2.1	UDP	X		X	}?		Maintenance/upgrade contract					v		
	Magsaysay	Tagaytay	3.0	DA	X		X	}									
	Magsaysay	Upper Bala	4.5							Barangay Initiative							v
	Magsaysay	Maibo tire path	1.04	UDP						Barangay initiative							v
	Malalag	Banayaw box culvert		UDP													
	Malalag	Pitu	3.0	DA	X	X	X	?		Maintenance contract					v		
	Malalag	Ibo		DA													
Malita	Demoloc-Aglaungan	1.3	DA			X											
											IP	PP	FA	St	OG	Ph2	TIs

											IP	PP	FA	St	OG	Ph2	TIs
	Malita	Datu Danwata	8.0	UDP						1 x upgrade contract. 1 x Maint contract	v Main				v Upgr		
	Malita	Pinalpalan	2.5	DA			X		?	Maintenance contract					v		
	Jose A Santos	Caburan	3.0	DA			X										
	Jose A Santos	Caburan small	3.0	DA	X	X	X		?	Upgrade contract		v					
	Don Marcel'o	Cunalom	4.0	DA			X										
	Don Marcel'o	Lapuan	5.0	DA	X	X	X		?	?			v				
Sarangani	Glan	Patban-Datalbolol	3.4	DA		X	X		?								
	Malapatan	Libi	4.0	DA	X	X			?	Upgrade contract. Follow-on maintenance contract						v	
	Malapatan	Kinam proper-Kitulag		DA			X										
	Maasim	Kyumad	1.5	UDP		X	X		?								
	Maasim	Prk4-Malaklong	1.41	DA													
	Malunggan	San Roque-Lumabat	4.6	DA			X		?	Maint/upgrade contract			v				
	Malunggan	Panamin	1.5	DA			X		}								
	Kiamba	Maligang	3+	DA	X	X	X		?	Upgrade/maint contract		v					
	Maitum	Lagandang Road	6.0	DA			X		?	Maint/upgrade contract				v			
	Maitum	Kambuakay	13.0	DA			X										
S.Cotobato	Tampakan	Upper Balisan	3.6	UDP			X		}	1 x Maintenance contract.	v Upgr				v		
	Tampakan	Bonglawaan	5.0	UDP			X		?	1 x upgrade contract					Main		
	Tampakan	Danlag-Palo19	3.0	DA			X		}						tence		
	Tampakan	Albagan	11.0	DA/UDP	X				?	1 x upgrade contract. 1 x maintenance contract	.				v x 2		
	Tupi	Latil	1.3	UDP	X		X										
	Tupi	Glandang-Palo3	1.7	DA	X		X		?	Upgrade contract	v						
	Tupi	Acmonan		DA			X										
	Tupi	Miosong	4.9	UDP			X		?	Upgrade contract. Maintenance contract	v Main						v Upgr
	Tantangan	Upper/Lower Matimos	3.53	UDP			X		?	Maint/upgrade contract				v			
	Tantangan	Dumadalig-El Naf	3.7	DA			X		?								
	Tantangan	Tanting-Barak	1.9	DA	X	X	X										
	Tantangan	Paglaum-Paghidaet		DA			X										

Priority Areas:- *1 Village enterprise areas. *2 ICRAF Learning centres. *3 Centres of FSC clusters

Project Status:-

IP- In preparation
PP- Proposal prepared
FP- For approval

OG- On-going
2ph- 2nd phase
TIs- Tools issue only

ANNEX 3.

Notes on On-going Projects

ANNEX 3. Notes on On-going Projects

LIBI [Malapatan. Visit date -Apr 5]

The community completed their input a long time ahead of the MLGU beginning theirs. When the MLGU did begin, all the humps were graded out, as well as the turnouts blocked off. The grading work was completed satisfactorily in that a good crown was created, as well as a road roller working in combination. The community were subsequently reinstalling the humps but the placing and design needs to be more effective.

Ideally, the MLGU input (graveling and grading) should have been carried out 1st, but due to the long delay in mobilising, this did not happen.

A final billing had been prepared, although 3 of the energy dissipators proposed in the Program of Work were not completed. Instead, additional headwalls were completed on others. Additional work would be required, notably on the 3 sites not yet addressed but also below some of the completed structures, where erosion would still occur, ideally with sandbags and planting material. It is important that turnouts and full side drainage is reinstalled ASAP if there is not to be damage in the event of a storm.

Recommended priorities:

- ?? There is an urgent need for the turnouts and humps to be reinstalled effectively before heavy rain falls. Technical supervision will be required to ensure this is done effectively (PPO)
- ?? A maintenance contract to be prepared as soon as possible, to address the drainage and to include Programme of Works for 3 additional dissipators, as well as cost allocation for (sand) bags. (PPO).
- ?? Sketches will be prepared for the sandbagging and bioengineering activities to be carried out. (PMO)

PALO 19.[Tampakan. Date visited Apr 6]

As this was the 1st, it had the most problems with the initial billing system and work stopped for a significant time. This was rectified with the new arrangement. More workers than specified in the contract were being put on at times in order to speed up the work. It has now finished this contract and the new one needs to be put in place as soon as possible though it is not clear whether the Barangay can afford to increase its commitment to 6 men. Apparently they have P83,000 available. The foreman is based at the Municipality and is not necessarily always on site. At the time of our last visit, he was not there and subsequently the quality of the work was poor. Planning is done by a Kagawad.

All the workers are rotated. It was advised to them that one man at least be permanent, not only to act as a focal point for technical instruction but also to be a future lead man. This issue was to be discussed by the UBA/Barangay.

The quality of the work is reasonable and apart from the routine tasks, a major land slip has been stabilized with sandbags, as well as humps installed. One other slip needs to be stabilized and some more humps installed on the Bonglawaan road.

Recommended priorities.

- ?? Organise and start new contract with increased barangay commitment
- ?? Ensure at least one of the workers is regular, not rotated. (PPO)
- ?? Ensure group are working full time (PPO)
- ?? Ensure that they now maintain the number of daily workers as stated in the contract

ALBAGAN [Tampakan. Date visited Apr 6]

The foreman is contracted specifically for this contract and lives on site. The quality of the work is good. Some more sites for humps were identified. 2 billings have so far been presented, neither of them paid yet.

Recommended priority:: Monitoring

TAGAYTAY [Magsaysay. Apr 12]

The crew have been working continuously as envisaged and are rotating workers on a daily basis, except the barangay seconded worker, who is permanent. 2 billings have been honoured. It seems that the UBA must organize an official receipt.

Side ditching has been the main focus and the spoil has been placed in the centre of the road as recommended. This needs to be tampered and the road shaped to maintain a crown. There are plans to begin construction humps but it was advised that this can wait until the road tampering and shaping has been carried out and UDP updates the design recommendations for humps

In discussion with the Municipal Engineer, it was decided that the balance of 30 cu.m of gravel should be delivered and spread, instead of the value being converted into fuel.

Recommended priorities:

?? Complete side ditching, tampering and shaping of road crown (UBA).

?? Ensure balance of gravel is delivered

PITU [Malalag. Apr 12]

At the time of visiting, the crew were not working and UBA chairman and foreman were not on site. 4 billings have been presented and payment so far has been by cheque. It was pointed out that this should be in cash.

There is little critical work to be carried out at the moment, only vegetation control.

Recommended priority: Restart activities, concentrating on vegetation control.

MALALAG. [Apr 12]

In discussion with Malalag LGU, a routine road maintenance training activity will be organized in the next 2 weeks, involving all 15 barangays (Barangay Captains & Infra Committee chairmen). Ibo (Makamasa road) will be used as the practical site and a maintenance activity (contract) set up here. **Action-** PPO/LGU

DATU DANWATA. [Malita. Apr 13]

Overflow bridges, culverts and a ford are in the process of construction. Wingwalls are small and not necessarily set at a wide enough angle, meaning that riprap will be needed in a number of cases as additional protection.

Many of the turnouts are onto exposed loose soil and with the recent rain, erosion and cutting back is already significant. Erosion control measures are necessary immediately, notably check structures made of sandbags and madre de cacao.

The humps as constructed are being overtopped at the point of the inside side drain. They will need to be raised in height to the recommended 30 cm and possibly additional ones constructed to reduce the quantity of water reaching individual ones.

A maintenance contract is in process The Barangay Council will need P28,000 for its commitments, which it states it can meet.

Recommended priorities:

- ?? Begin maintenance contract/proposal ASAP for 10 men (UDP-8; BLGU-2) concentrating especially on erosion control activity at the turnouts and around cross drainage structures, as well as improving the humps. (PPO)
- ?? Provide technical assistance in designing and setting up appropriate protection below the turnouts. (PMO)

PINALPALAN [Malita. Apr 13]

The municipal foreman is now on site and the crew has been working full time. The crew are being rotated regularly, except for the barangay seconded worker, who is regular. 2 billings have been presented so far, 1 of them paid.

Having initially completed desilting and repair of the cross drainage arrangements, the crew are concentrating on side ditching. Where the spoil from the ditches has been spread in the middle of the road, it needs to be tampered and the crown reformed. In places, the spoil is being placed away from the road and where the road surface is good, this is a sound practice.

This Barangay Council has also allocated P50,000 this year for road maintenance activities.

Recommended priority: Prepare follow up maintenance contract, with further rehab activity for the extended component of the road (PPO. Template being sent by PMO).

KILAGDING [Laak. Apr 19]

6 men have been employed formally by the UBA, one of these supplied by the Barangay (In the contract, the text states 1 while the manpower schedule states 2). They are following the lengthman system, with each man responsible for a length of road and a leading man free roving. There is no municipal foreman as such, supervision being by visits from the Municipal Engineer. The crew has been working 2 weeks so far, concentrating on vegetation control.

This is a large road network and 6 men may not be enough. The Makamasa road is in very poor condition but could easily be reshaped by a grader. Maintenance activity should then be able to keep it in serviceable condition with adequate turnouts.

The Pigcamagan road has one culvert starting to collapse already.

The Barangay Captain did not feel that the council would be able to fund 2 men in a follow up contract without support from the MLGU, but he was confident this would be forthcoming.

Recommended priorities:

- ?? Request grading of the Makamasa section
- ?? Concentrate on side drainage, turnouts and cross drainage ahead of any storms.
- ?? Specific jobs – repair the Pigcamagan culvert with sandbags and madre de cacao. There must be adequate supervision from the Municipal supervisor for these tasks.

LONGANAPAN (Laak. Apr 19)

6 men (5 + 1) employed formally by the UBA, also following the lengthman system. Recently started and carrying out vegetation control. Again no permanent municipal foreman. The road sections are presently not in critical condition.

P36,000 available from the IRA this year. This should be enough to cover a follow-on contract commitment of 2 men.

Recommended priority: Move on to drainage work after vegetation control. There must be constant supervision from the Municipal staff for this

MAPAANG (Maco. Apr 19)

This has only been operating for a week. 4 men working as a group (There should be 6), the Barangay appointed man not yet on site. We were assured he would start next week. The crew will be rotating. Supervision is by visits from the Municipal engineering unit.

Vegetation control was being carried out and it was pointed out that the cuttings must be cleared away from the road side.

The road network is in poor condition. According to the Barangay Captain, the Mayor has agreed verbally to grade the Makamasa section. Drainage arrangements are poor, especially Purok 3. The Purok 1 rehabilitation is a long way from completion.

6 men appears to be not enough for the workload. This contract is only 3 months and the Barangay has only P15,000 allocated. This would be enough for its counterpart of 1 man for six months but would not be enough for an increased contribution in a follow-on contract.

Recommended focus:

- ?? Ensure that the Barangay man reports on site
- ?? Follow up the grader
- ?? Prepare an addendum to extend the contract to 6 months with possible 2 additional (UDP funded) men
- ?? Make sure the vegetation control is carried out properly
- ?? Side drains and turnouts must be installed. Also filling of rills and potholes (if grading is not carried out). There are suitable sites for humps but these can follow after the more immediate tasks.

SANTO ROSARIO (San Isidro. Apr 20)

The Makamasa and Dungga sections have been graveled, while the former also graded under the rehab component. There is a need for further grading and compacting, which is in the POW and the Barangay Captain was on his way to the Province to ask for the equipment. However, sections of the Makamasa are starting to wash out again already as the basic drainage problems have not yet been addressed, especially cross drainage. The cultivation of the steep slopes immediately below the shoulder causes immediate erosion at turnouts. It is probably best therefore to make as many turnouts as possible so that the quantity of water is reduced to each. There is a use for humps on the longer slopes but they would have to be very carefully sited to avoid erosion at the turnout.

The 4 man maintenance crew were not working at the time of visit (Waiting for the grader, according to the Barangay Captain). Up to now, they have concentrated on the Dungga section. No foreman and municipal supervision appears to be irregular. 4 men is not enough, as there is at least 9 km of road. The Barangay Council has allocated P30,000 this year.

Recommended priorities:

- ?? Get the maintenance crew working on the Makamasa section and improving drainage arrangements.
- ?? Ensure proper supervision
- ?? Prepare addendum to the maintenance contract to increase the number to 8 men. Barangay funds should be sufficient for 2 men.

LAPULAPU (San Isidro. Apr 20)

The road is in reasonable condition and the more critical points are being addressed with sandbagging and madre de cacao.

A crew of 4 are being rotated and it was recommended that they keep one permanently (ie the Barangay funded worker). Random supervision by the Municipal Engineer.

Barangay Council has allocated P8,000 to cover the wages in this contract. The Barangay Captain assured me he can allocate up to P30,000 more to cover a follow-on contract.

Recommended priority: Monitoring

SAINZ (Mati. Apr 20)

Yet to start (I was informed next Monday). The plan is to rotate the 4 workers and they were advised to keep one of them permanent.

The road surface is in reasonable condition, though there is some erosion at the shoulders and at the outfalls of cross drainage.

The Barangay Council had allocated P8,000 (as per the contract) and claim they can allocated more for a follow-on.

Recommended priority: An important early activity should be sandbagging/madre de cacao at the outfalls and turnouts, as well as repair/cleaning of culverts. Humps can be installed in selected places

MIKIT (Baganga. Apr 21)

This road is not in critical condition and side ditching at the lower end has been the primary activity. The crew were advised to use the spoil for filling the rills and potholes instead of piling it along the edge of the road surface. There are numerous minor landslips and a number of places where water is ponding, especially in the upper end. These might be the more important tasks to address first, together with vegetation control.

The 1st billing has been presented, stating 7 workers present but only 3 were visible (including the foreman) during the visit. The crews will be permanent.

P20,000 has been allocated by the Barangay Council this year. This is unlikely to be enough for a follow-on contract with a larger Barangay commitment.

Recommended priority:

- ?? Ensure all 7 men are regularly present
- ?? Address the pressing tasks such as repairing sections where water is ponding, vegetation control and clearing landslips.

MIOSONG. [Tupi. 28th April]

The 1st phase of the rehab has been completed satisfactorily and the 2nd phase will use 20 men to carry out road shaping and filling, constructing humps, cutting turnouts, as well as building 2 ford crossings.

Recommended priority:

- ?? Prepare contract and Programme of Work, together with map so that it is clear to the UBA members exactly what work is to be carried out on each stretch.

ANNEX 4.

Tools Issued

ANNEX 4. Tools Issued

MAINTENANCE TOOL SUPPLY			May 1			
		Spade/shovel	Digging bar	Pickmattock	Rake	W/bar'w
[SUPPLIED]						
PPO1						
Laak	Kilagding	5	5	5	5	
	Longanapan	8		8	8	
Maco	Mapaang	6		6	6	
PPO2						
San Isidro	Maag	5	4	5	3	
	Santo Rosario	5	7	4	3	
	Lapulapu	5	4	5	3	
Mati	Sainz	4		4	4	
Baganga	Mikit	8		8	8	
PPO3						
Magsaysay	Tagaytay	9	9	9	9	
Malalag	Pitu	4	4	4	4	
Malita	Pinalpalan	6	6	6	6	1
PPO4						
Malapatan	Libi	4	4	4	4	
Maitum	Zion	8	7	8	8	
PPO5						
Tampakan	Palo 19	16	16	16	15	6
	Albagan	6	6	6	6	
Tupi	Miosong	5	5	5	5	
Tantangan	Dumadalig	3	4	4	4	
Total supplied		107	81	107	101	7

ANNEX 5.

Simplified Accomplishment Reporting and Billing Format

ANNEX 5. Simplified Accomplishment Reporting and Billing Format

LABOR-BASED ROUTINE ROAD MAINTENANCE CONTRACT

To: Manager PPO ____

Project Reference _____

Billing No. _____

Interim Billing Request

UBA _____

(Barangay _____ Municipality _____ PPO _____)

Period _____ to _____

(UDP Paid Labor)

Total days worked: _____

Daily Rate/day: _____

Total [P] _____

[Add 10% Administration]: _____

TOTAL AMOUNT DUE [P] _____

Total contracted amount:- _____
Total paid to date:- _____

Signed by: _____
(UBA Chairman)

Confirmed by: _____
(Barangay Captain)

(Designated PPO Staff)

(UDP Engineer)

1.

**ROUTINE ROAD MAINTENANCE PROGRAMME
ACTUAL DAILY ATTENDANCE SHEET**

Period covered:-

Name of Project:-

Location:-

	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		Days		Amount Due
		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Present	Rate/day	
UDP Labor Contract Crew																				
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
	Subtotal																			
Barangay Paid Labor																				
1																				
2																				
3																				
4																				
	Subtotal																			
Municipal Paid Labor																				
1																				
2																				
	Subtotal																			
GRAND TOTAL																				

Prepared by

Submitted by

Confirmed by

Foreman

UBA Chairman

Bgy Captain

Munic. Engineer

UDP Engineer

2. LABOR BASED ROUTINE ROAD MAINTENANCE PROGRAMME

Semi-Monthly Work Assignment & Progress Report
 Period From _____ to _____, 2004

Name of Project:-

Location:-

Work Activity	Accomplishm't	Month of _____															Total		Remarks				
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Qty	Unit					
		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				31			
Vegetation Control	Ln.m of road																						
Road Surface Repair	Ln.m of road																						
Road reshaping	Ln.m of road																						
Sideditching/Turnouts	Ln.m																						
Cleaning culverts	Number																						
Erosion protection	No. of sites																						
Stockpiling	Cu.m																						
Other tasks																							
1																							
2																							
3																							
4																							

To be reported by:

Checked by

Noted by

Foreman

UDP Engineer

PPO Assigned Technical Staff

Barangay Captain

Municipal Engineer

Annex 7.

MOA and Standard Barangay Level Contract Templates (Draft)

1. Overall draft contract to Barangay Council
2. Contracts:-
 - a. Bgy Council – UBA
 - b. Bgy Council – Individual

[1]

Republic of the Philippines
Department of Agriculture
Upland Development Programme
Project Management Office

MEMORANDUM OF AGREEMENT
(Labor-Based Routine Road Maintenance)

KNOW ALL MEN BY THESE PRESENTS:

This agreement made and executed this _____ day _____, 2005 in the Province
of _____, Municipality of _____, by and between

The Upland Development Programme in Southern Mindanao, hereinafter referred to
as the UDP,

and

The Barangay of _____, hereinafter referred to as the Barangay,

and

The Municipal Government of _____, hereinafter referred to as the
Municipality;

SCOPE OF ACTIVITIES UNDER THE AGREEMENT

To facilitate and ensure the maintenance of the ____ Km. roads network comprising:

- ?? Vegetation Control
 - ?? Filling of Rills, potholes, ruts and depressions (including stockpiling of suitable filling material)
 - ?? Restoration of Road Surface
 - ?? Cleaning/ repairing/ reshaping of side ditches
 - ?? Cleaning Culverts and other structures
 - ?? Erosion control measures
- All to be done in a good workmanlike manner.

This will be through the entering in of a contract for months (..... working days) between the Barangay and (hereafter known as the UBA) who will implement the contract and employ the necessary workers. (Each month to comprise 20 working days).

MECHANICS OF IMPLEMENTATION AND RESPONSIBILITIES OF PARTIES

For its part, the Barangay:

1. shall contribute the funds as per Schedule of Manpower and Cost Allocation as its counterpart for the employment of labor by the UBA.
2. shall open a specific (Savings) bank account for the purposes of servicing this contract
3. shall engage the UBA as the contractor to manage the routine road maintenance activities and employ the labor as outlined in the Schedule
4. shall ensure that the UBA employ the number of workers as per schedule
5. jointly with UDP and the Municipality regularly monitor the quality and progress of the works
6. jointly with UDP and the Municipality check and approve the twice monthly progress report and billing as presented by the UBA
7. From the specific bank account pay to the UBA the sum as per the approved twice monthly billing
8. shall assist the UBA in liaising and making representations with the municipality on the timely procurement and delivery of the materials and equipment as may be needed for the project.
9. Allow free access to documents and relevant records during monitoring, evaluation and auditing by authorized UDP personnel, UDP engaged auditing firm and DA or EC officials

For its part, the Municipality:

1. shall detail, at its own expense, an experienced foreman on a full time basis to supervise and train the contracted labor Crew (UBA)
2. jointly with UDP and the Barangay check and approve the twice monthly progress report and billing as presented by the UBA

For its part UDP:

1. Upon approval of the project shall pay into the specific account of the Barangay the funds as per Schedule of Manpower and Cost Allocation for paying the laborers wages plus 10% administration due to the UBA for the duration of the contract.
2. prior to implementation of the works, shall provide the agreed maintenance tools to be extended to the UBA. The tools extended shall be turned over and become the property of the barangay after completion of the contract.
3. UDP through its Provincial Project Office, jointly with the Municipality and Barangay, shall monitor the quality and progress of the works.
4. UDP through its Provincial Project office, jointly with the Municipality and Barangay, shall check and approve the twice monthly progress report and billing as presented by the UBA

OUTPUTS

To the end of the maintenance agreement, the total road sections should remain properly shaped, drainage system working efficiently and erosion control works kept in place in such a way that the road is always in good and passable condition.

TIME AND MEMORANDUM OF AGREEMENT

The estimated duration of the agreement is from _____ to the completion of the contract of _____ months.

BUDGET AND PAYMENT ARRANGEMENTS

1. The Barangay contribution will be P.....
2. The UDP contribution shall be P.....
3. The Barangay shall open a specific (Savings) bank account for the administration of this agreement and deposit its agreed sum in this account. The joint signatories of this account will be the Barangay Captain and Barangay Treasurer.
4. Upon confirmation of the Barangay Council contribution being deposited the UDP Provincial Project Office will deposit its agreed sum in the said bank account
5. UDP funds will be transferred as an advance in the full amount as follows:
 - ?? Release of funds shall be based on schedules in the approved project documents
 - ?? Subsequent releases should be based on a liquidation report of the preceding cash advance
6. The Barangay Council shall enter in to a contract with the UBA for the agreed sum and duration. A standard contract format is attached
7. Upon approval of the twice monthly billings the Barangay council will pay to the UBA the agreed approved sum in cash until such time as the contracted balance has been exhausted. Standard accomplishment and billing format are attached.
8. The Barangay shall record the financial transactions in separate books of accounts on a monthly basis. A bank reconciliation statement should be prepared monthly to establish correctness of account balances
9. If the project has unutilized funds, the balance may be used for succeeding projects, provided a request is made by the Barangay and such request is approved by the Co-Directors.
10. Upon completion of all projects, all unutilized grant funds released by UDP, together with any interest generated thereon, shall remain the property of the European

Commission and shall be returned in full by the Barangay within ten (10) days upon receipt of request from UDP.

11. A quarterly financial report, where contributions or counterpart funds from LGU, the Barangay and UDP are incorporated, shall be prepared for each project by the Barangay to be submitted to the UDP Provincial office.

12. Throughout the duration of the implementation of the project in accordance with the approved project document, the Barangay shall use the UDP grant funds strictly for the purpose stated in the approved project document. The Barangay cannot use or divert the funds for other purposes such as:

- ?? Lending to a third party
- ?? Effecting payments for defraying costs incurred by the Barangay regarding its own operational costs or liabilities
- ?? Effecting payment of other non-project related activities

13. UDP has no liability whatsoever except the ones mentioned in this document.

IN WITNESS HEREOF, the parties have hereunto affixed their respective signatures on the date and place first above written

Upland Development Programme in Southern Mindanao

By:

Dashiel P. Indelible

Wiebe Van Rij

Programme Co- Directors

Barangay of _____

Municipality of _____

By

By

Barangay Captain

Municipal Mayor

Witness

PPO Manager

Republic of the Philippines)
Province of _____) S.S.
Municipality of _____)

ACKNOWLEDGEMENT

BEFORE ME, a Notary Public for and in the province of _____,
personally appeared:

Name	Res. Cert. No.	Issued on	Place
1. Dashiel P. Indelible	_____	_____	_____
2. Wiebe Van Rij	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

both known to me and to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their true act and deed.

WITNESS MY HAND AND SEAL on this _____ day of _____, 2004
at _____.

Notary Public
Until _____
PTR No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of. _____

Annex 1

General Conditions of the Labor-Based Maintenance Agreement

1. All works called for under this agreement shall be performed strictly in accordance with sound Engineering practices.
2. For the purpose of closely monitoring the progress of the work, UDP will, on a regular basis, make inspections of the activities undertaken and give instructions as necessary.
3. The works shall be carried out using labor-based methods under the direction of the Municipal Engineer and the detailed Foreman from the Municipality.
4. The Barangay will ensure that the UBA shall employ from among its members the labor force that is required of the contract and as specified in the manpower utilization schedule. Progress payments shall be allowed based on the semi monthly progress billing and timesheets as submitted by UBA and approved by the Barangay, MLGU and UDP. Payments shall be made no oftener than twice each month.
5. UBA shall work twenty days per month
6. Through the Barangay Council, UDP shall provide the UBA with the necessary tools for the duration of the contract. The replacement cost of items misplaced by the UBA shall be deducted from any payments that may be due to UBA.
7. UDP reserves the right to terminate or cancel this Agreement based on the following:
 - ?? If in the opinion of the Co-Directors, the work is not being carried out in accordance with good and sound engineering practices;
 - ?? Unsatisfactory performance and quality of the works;
 - ?? Unjust abandonment of the work ; and
 - ?? Failure on behalf of the Barangay to meet its obligations in managing the contract and paying approved billings on time
 - ?? Failure on the part of the UBA to pay its laborers their just and lawful claims as soon as they become due and demandable.
 - ?? Failure of contribution by Barangay/Municipality as per Agreement
8. UDP shall not be held liable for any obligation arising from the injury, sickness, disability or death of a UBA group member

Schedule of Manpower and Cost Allocation
 Road Maintenance Contract

Type of Manpower		UDP				Barangay				Municipality				Total Cost
		No.	Rate/day	Days	Amount	No.	Rate/Day	Days	Amount	No.	Rate/Day	Days	Amount	
1	Civil Engineer													
2	Foreman													
3	Laborers													
	Sub- Total													
	Add 10%													
	Cost													
	% of Cost													
	Prov.of Tools	Unit	Unit cost	No.	Amount									
	Shovels													
	Pickmattocks													
	Digging bars													
	Rakes													
	Wheel barrow													
	Subtotal													
	Total Cost													
	% of Total Cost													

Prepared by:

Recommending Approval

Conforme

Municipal
Engineer

Provincial Project Manager

Barangay Captain

**Dashiel P.
Indelible**
Program Co-
Director

Municipal Mayor

Wiebe Van Rij
Program Co-
Director

[2a]

Republic of the Philippines
Province of
Municipality of.....
Barangay of.....

President/Chairman

Date.....

.....
(Peoples Organisation)

Dear Sir,

ROAD MAINTENANCE CONTRACT

1. I am directed by the Barangay Council (Resolution.....) to offer you a contract to provide services for the maintenance of..... From station..... to station
2. The terms and conditions of the contract are as follows:
 - i. You are expected to carry out the following road maintenance tasks:
 - ~~///~~ Vegetation Control
 - ~~///~~ Filling of Rills, potholes, ruts and depressions (including stockpiling)
 - ~~///~~ Restoration of Road Surface
 - ~~///~~ Cleaning/ repairing/ reshaping of side ditches
 - ~~///~~ Cleaning Culverts and other structures
 - ~~///~~ Erosion control measures
 - ~~///~~ Report major damage to the Barangay Council immediately
 - ii. You will be provided with the required tools. You are personally responsible for their safekeeping and should any loss occur you are financially responsible for their replacement.
 - iii.members of the PO will work at the rate of..... /day/person for **20**... working days/month. Payment will be made twice monthly.
 - iv. The contract will begin from the day of starting work which must be within five (5) days of your acceptance. The contract will run for months from that date.
 - v. The works will be inspected twice monthly. Should it be apparent that the work is not being carried out in a proper manner then payment shall be withheld until such time as I and the Barangay Council Infra Committee are satisfied that the work has been properly carried out.
 - vi. The contract is automatically cancelled should either party fail to carry out their obligations under the contract.
3. If you wish to accept the contract on the terms and conditions set out above you should sign the acceptance below.

Yours faithfully

Chairman.Barangay Council

Acceptance;

I accept the contract on the terms and conditions set out in the above letter

Date.....

Signature.....
(Chairman/President. PO)

PO Name & Address.....

[2b]

Reg. No.

Republic of the Philippines
Province of
Municipality of.....
Barangay of.....

Name.....
ID. No.....

Dear Sir,

ROAD MAINTENANCE CONTRACT

- 4. I am directed by the Barangay Council (Resolution.....) to offer you a contract to provide services for the maintenance of..... From station..... to station
- 5. The terms and conditions of the contract are as follows:
 - vii. You are expected to carry out the following road maintenance tasks:
 - ~~///~~ Vegetation Control
 - ~~///~~ Filling of Rills, potholes, ruts and depressions (including stockpiling)
 - ~~///~~ Restoration of Road Surface
 - ~~///~~ Cleaning/ repairing/ reshaping of side ditches
 - ~~///~~ Cleaning Culverts and other structures
 - ~~///~~ Erosion control measures
 - ~~///~~ Report major damage to the Foreman/supervisor immediately
 - viii. You will be provided with the tools required for the work. You are personally responsible for their safekeeping and should any loss occur you will be financially responsible for their replacement.
 - ix. You will be paid for providing services at the rate of..... Per day for working days per month. Payment will be made twice monthly.
 - x. The contract will begin from the day of starting work which must be within five (5) days of your acceptance. The contract will run for months from that date.
 - xi. The works will be inspected twice monthly and should it be apparent that the work is not being carried out in a proper manner then payment shall be withheld until such time as the Barangay Council Infra Committee is satisfied that the work has been properly carried out.
 - xii. The contract is automatically cancelled should either party fail to carry out their obligations under the contract.
- 6. If you wish to accept the contract on the terms and conditions set out above you should sign the acceptance below.

Yours faithfully

Chairman.Barangay council

Acceptance;

I accept the contract on the terms and conditions set out in the above letter

Date.....

Signature.....