**Sample template letter of review from the Municipal/City/Provincial Planning and Coordinating Office**

(If the GPB is not aligned with the Higher LGU’s Plan/Priorities)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hon. (name of LCE)

Mayor

Address of the LGU

Dear Mayor \_\_\_\_\_\_\_:

This Office acknowledges receipt of the GAD Plan and Budget (GPB) FY \_\_\_ of (Name of LGU). We, however, defer endorsement of the same to the DILG Office due to the following general observations and recommendations:

For Jackie: is this the column or box for activities that will be check by PPDC Reviewer, If the GAD Activities are not aligned with the higher LGU Plan? This is system generated?

Following the provisions of PCW-DILG-DBM-NEDA JMC 2013-01 and 2016-01 please revise and comply with said observations/recommendations and submit your plan and budget with in five (5) working days for review and submission to DILG.

Very truly yours,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PPDC/CPDC/MPDC, (Name of LGU)

**Sample template letter of review and endorsement from the Municipal/City/Provincial Planning and Coordinating Office**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: **Note: the recipient of this letter is the DILG**

This is in reference to the GAD Plan and Budget (GPB) FY of (Name of LGU)

Please be informed that per review of this Office, the said GPB is aligned with Municipality/City/Province priorities/plan.

Following the provisions of PCW-DILG-DBM-NEDA JMC 2013-01 and 2016-01, we are forwarding to your office the GAD plan and Budget FY of (Name of LGU) for your review and issuance of endorsement to incorporate the said GPB to their Annual Investment Program and Annual Budget.

Very truly yours,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PPDC/CPDC/MPDC, (Name of LGU)

**CERTIFICATE OF REVIEW AND ENDORSEMENT TEMPLATE**

This is to certify that the GAD Plan and Budget (GPB) for FY \_\_\_\_\_\_ of (Name of LGU) has been reviewed and was found fully compliant in form and contents with the provisions of PCW-DILG-DBM-NEDA JMC 2013-01 and 2016-01. Per DILG’s review, the GPB of (name of LGU) was found complaint with the following:

* At least five (5%) of LGUs’ total annual budget was allocated to GAD PPAs addressing gender issues;
* ALL Programs, Projects and Activities (PPAs) are responsive to LGUs identified Gender Issues and /or GAD Mandate

Thus, said GPB of (Name of LGU) is hereby officially endorsed for incorporation in the Province/City/Municipality’s Annual Investment Program (AIP) and Annual Budget.

Issued this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 20\_\_ at the Office of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by:

RD/PD/CD/CLGOO/MLGOO

**Sample Template Letter of Deficiencies and GPB Review Form**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HON. Name of LCE**

**Mayor**

Address of the LGU

Dear **Mayor \_\_\_\_\_\_\_\_\_\_\_\_***:*

This Office acknowledges receipt of th GAD Plan and Budget (GPB) FY \_\_\_\_\_\_ of your LGU. We, however, defer endorsement of the same due to the following general observations and recommendations:

( GPB Comments/recommendations of the DILG reviewer ) this is system generated ?)

In consultation with your GFPS, we strongly urge your LGU to please comply with the indicated deficiencies within two (2) weeks after receipt of this letter or as soon as possible to give us time to review and issue a Certificate of Endorsement.

Very truly yours,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

RD/PD/CD/CLGOO/MLGOO