LIBRARY

Procedural Guidelines for the Preparation of Five Year Development Program

PREPARED BY:

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE MAYOR
CITY PLANNING AND DEVELOPMENT OFFICE
QUEZON CITY

ORY & APPRAISAL
OVABLE ASSETS
0026576

Procedural Guidelines for the Preparation of Five Year Development Program

PREPARED BY:

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE MAYOR
CITY PLANNING AND DEVELOPMENT OFFICE
QUEZON CITY

INTRODUCTION

In the desire of the City Administration to rationalize government operation, optimize the use of resources and facilitate the delivery of basic services, comprehensive planning in all levels of the city government is to be institutionalized.

The basic element in planning is its annual budgets. However, this annual cyclic planning process tends to constrict strategic planning as management is limited to routinary year to year decision making. With a five-year development plan the decision-making process has a vastly expanded horizon. The short and long-range plans are locked together in the annual cycle, with the initial year's budget representing the first stage of the five-year plan. As the cyclic procedure is repeated a new fifth year is added and the first year of the plan is dropped. This linkage ensures a continuity and consistence of planning.

Towards this end the herein guidelines for the preparation of the agency 5-year development plan has been prepared. These guidelines are of a general nature in view of the diversity of areas of responsibility of the user agencies. The depth and variety of information needed and the degree of details required shall be left to the discretion of the individual agencies. These guidelines are presented merely to standardize the planning procedure and facilitate evaluation and monitoring.

The Quezon City Comprehensive Development Program may serve as reference.

Planning to be truly effective must be based on actual and projected needs of the clientele. It must anticipate or prevent problems not merely react to them. To be able to do this a series of steps should be accomplished. Fundamentally the steps are as follows:

1. SITUATIONAL ANALYSIS

This portion of the process is analytical and diagnostic in approach and geared towards identifying the present and future normative development needs of the clientele for a given period. This portion is descriptive of the existing physical, social, and economic environment. The correct reading of the environment is of utmost importance for this will set the term of reference for indicating directional growth and the framework from which subsequent planning tasks shall follow. Basically, for purpose of agency planning this should consist of consist of inventory of the agency's capabilities, facilities and services and determination of present and the future needs of the target area/population.

as the long-run efficacy of the entire City Administration, its formulation must be fine-tuned to the development policies of the Chief Executive. With a well defined goal, an agency could commit its resources to long-term courses of actions, the consequences of which may not become clearly evident initially. In the absence of a clear goal or idea where to go, an agency would lose sight of its role and go where the collective pull is.

2. OBJECTIVES- Breakdown the goal into attainable purposes or ends that contributes to the attainment of the goal.

3. TARGETS - Translate objectives into plans with concrete and quantifiable output following the relatively broad mapping of goals and objectives and extend the process by providing the final guideposts or series of steps to be accomplished to enable the agency to attain its objectives.

II. FORMULATION OF GOALS, OBJECTIVES AND TARGETS

After the completion of the situational analysis the agency may now define, in broad the basic planning and development objectives. The purpose of establishing these basic premises is to give directional guide for the subsequent planning efforts. For purpose of clarification they are differentiated hereunder.

1. GOAL - It states the general direction and purpose which the agency seeks to achieve. Since the goal determine the agency's participation and relevance towards the short as well as the long-run efficacy of the entire City Administration, its formulation must be fine-tuned to the development policies of the Chief Executive. With a well defined goal, an agency could commit its resources to long-term courses of actions, the consequences of which may not become clearly evident initially. In the absence of a clear goal or idea where to go, an agency would lose sight of its role and go where the collective pull is.

2. OBJECTIVES - Breakdown the goal into attainable purposes or ends that contributes to the attainment of the goal.

3. TARGETS - Translate objectives into plans with concrete and quantifiable output following the relatively broad mapping of goals and objectives and extend the process by providing the final guide posts or series of steps to be accomplished to enable the agency to attain its objectives.

III. PROJECT IDENTIFICATION AND SELECTION

With the goals, objectives and targets clearly in sight, the agency may now proceed with the identification of component programs and projects to attain the targets. As in the other phases of planning, the determination of specific projects is of crucial importance. The choice of projects may either facilitate or frustrate succesful fulfillment of expectations.

IV. PROJECT PRIORITIZATION

In view of the magnitude of the problems and issues that the city has to resolve and the limited resources which it has under its control, some sort of prioritization system has to be adopted. As a general rule any or the combination of the following criteria may be used;

a) Degree/extent of deficiency inadequacy of services/facilities or deviation from standards. Facilities/services which are farthest behind their appropriate standard of service or adequacy are to be given preferential attention.

b. Essentiality of Service/Facility. They may vary in terms of value to the welfare of the community, hence, their essentiality should be viewed in relation to other projects. A project to meet backlog needs relative to another intended to meet future requirements merits preferential attention.

c. Condition of existing facilities. The facility structures which are in worst condition should be attended to. Other things being equal preference shall be given to the completion of ongoing or unfinished facilities to make them unable and to the rehabilitation of deteriorated structures economically and technically feasible.

d. Population not served/to be served. Projects that would serve a greater number of people especially the more depressed areas should be given higher priority.

e. Integrability with and availability of required complementary support services/facilities.

f. Relative socio-economic benefits. Imperative in highly capitalized projects. They must show viable socio-economic returns from projected investment. Indicators include benefit-cost ratios rates of return, taking note of income distibution impacts and other socio-economic factors. Based on the proceeding criteria projects may now be categorized as follows:

a) Priority-I-URGENT - Projects which can not be reasonably postponed. These are needed to complete an essential, partially finished project, to meet minimum requirements or to meet an emergency situation.

b) Priority-2-NECESSARY - Projects which should be carried out with a few month to meet current or anticipated needs of departmental program.

c) Priority-3-DESIRABLE - Projects needed the expansion of a departmental program, the timing of which can wait until funds are available.

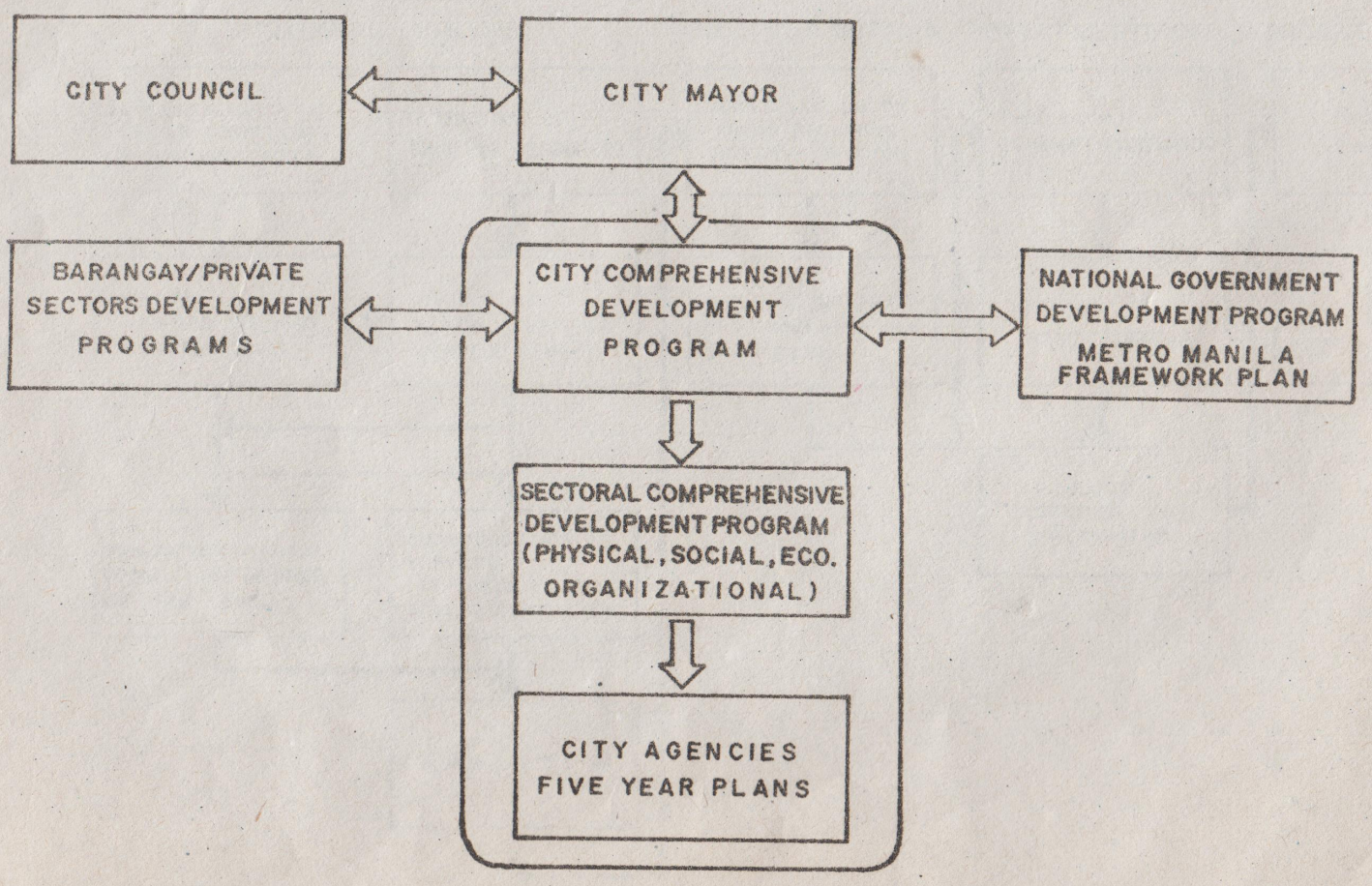
d) Priority-4-DEFERRABLE - Projects which would needed for ideal operation but which cannot be pursued due to lack of funds.

V. RESOURCES ALLOCATION/BUDGETING

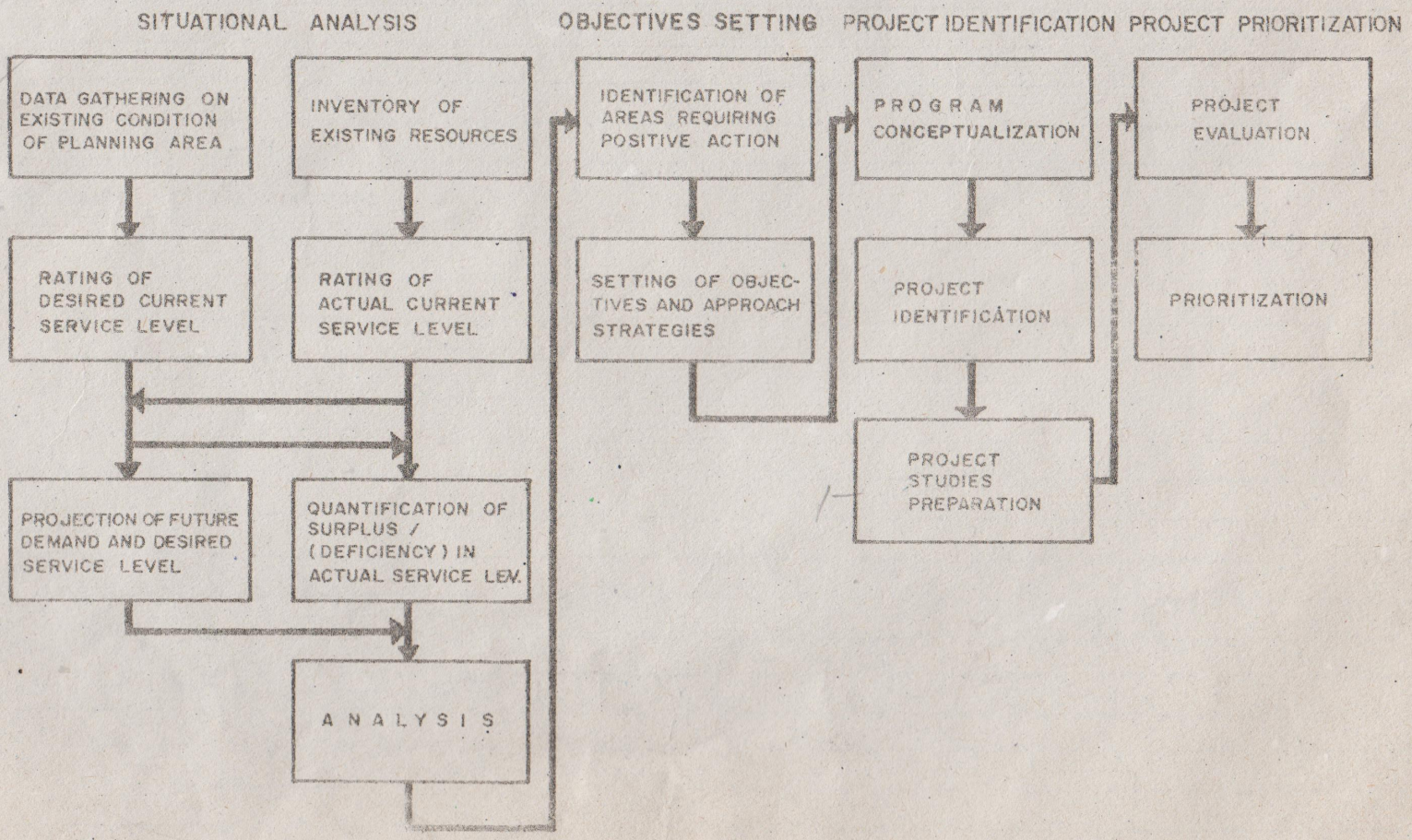
VI. MONITORING

In all phases of the planning process there is a need to continuously monitor status against goals. Hence, in setting targets they must be viewed in relation to the goals. If the goals set are too high to make targets realistic they should be scaled down and so on through the entire planning and implementation process.

COMPREHENSIVE DEVELOPMENT PLANNING
INTERFACE DIAGRAM



AGENCY PROGRAM DEVELOPMENT



NAME OF AGENCY: _____

GOAL (GENERAL DIRECTION, PURPOSE/FUNCTION OF THE AGENCY):

OBJECTIVES (SEGREGATED GENERAL FUNCTIONS):

PROGRAM DESCRIPTION

DEPT./OFFICE:

DIVISION:

PROGRAM TITLE:

PROGRAM RATIONALE:

PROGRAM OBJECTIVES:

IMPLEMENTATION STRATEGY:

ORGANIZATIONAL LINKAGES REQUIRED:

PROJECT DESCRIPTION

DEPT./OFFICE:

DIVISION:

PROGRAM TITLE:

PROJECT TITLE:

LIMITS/LOCATION:

SCOPE OF WORK:

ESTIMATED COST:

PROFILE:

1. CONDITION OF EXISTING FACILITY/SERVICE:

2. DEFICIENCY OF EXISTING LEVEL OF SERVICE/FACILITY:

3. OTHER EXISTING COMPLEMENTARY FACILITY/SERVICE:

4. ESSENTIALITY OF THE PROJECT:

5. EXPECTED SOCIO-ECONOMIC BENEFITS:

PRIORITY: ☐ URGENT ☐ NECESSARY ☐ DESIRABLE ☐ DEFERRABLE

FIVE-YEAR DEVELOPMENT PLAN

_____ DEVELOPMENT PROGRAM

IMPLEMENTATION SCHEDULE

DEPT./OFFICE _____

DIVISION _____

PROJECT TITLE	FUND SOURCE			TOTAL * ESTIMATED COST	ANNUAL ESTIMATED REQUIREMENTS *				
	CITY	NATIONAL	OTHERS		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
TOTALS:									

P-PLANS L-LANDS C-CONSTRUCTION E-EQUIPMENT * IN THOUSANDS PESOS

QUEZON CITY INVE
COMMITTEE ON
Nº 1

PROJECT DESCRIPTION

AGENCY: _____

PROGRAM: _____

PROJECT: _____

LIMITS/LOCATION: _____
(INDICATE ON MAP)

SCOPE OF WORK: _____

ESTIMATED COST: _____

PROFILE:

1. CONDITION OF EXISTING FACILITY/SERVICE

2. ESSENTIALITY OF FACILITY/SERVICE

3. DEFICIENCY OF EXISTING LEVEL OF SERVICE/FACILITY

4. OTHER EXISTING COMPLEMENTARY FACILITY/SERVICE

5. EXPECTED SOCIO-ECONOMIC BENEFITS

PRIORITY: ☐ URGENT ☐ NECESSARY ☐ DESIRABLE ☐ DEFERRABLE

PROJECT DESCRIPTION

AGENCY: DEPARMENT OF ENGINEERING

PROGRAM: ROAD NETWORK DEVELOPMENT PROGRAM
PROJECT: CALAMBA STREET IMPROVEMENT PROJECT
LIMITS/LOCATION: CITY BOUNDARY TO KANLAON STREET

SCOPE OF WORK: CONCRETING, CONSTRUCTION OF CURBS AND GUTTERS, INSTALLATION OF DRAINAGE SYSTEM, AND CONSTRUCTION OF CONCRETE SIDEWALKS

ESTIMATED COST: P 2, 071, 000

PROFILE:

1. CONDITION OF EXISTING FACILITY/SERVICE

   ASPHALT - PAVED, UNDEVELOPED ROADSIDES, EARTH - CANAL DRAINAGE, MODERATE TO LIGHT TRAFFIC VOLUME

2. ESSENTIALITY OF FACILITY/SERVICE

   STRATEGICALLY - LOCATED, TRAVERSING LA LOMA DISTRICT, STO DOMINGO AND TALAYAN

3. DEFICIENCY OF EXISTING LEVEL OF SERVICE/FACILITY

   DUE TO ITS CONDITION, THE ROAD CANNOT MEET THE VOLUME OF TRAFFIC WITHIN ITS DESIRED LEVEL OF SERVICE

4. OTHER EXISTING COMPLEMENTARY FACILITY/SERVICE

5. EXPECTED SOCIO - ECONOMIC BENEFITS

   IMPROVEMENT OF CALAMBA STREET WILL EASE THE TRAFFIC ALONG QUEZON BLVD., RETIRO STREET AND DEL MONTE AVENUE

PRIORITY ☐ URGENT ☐ NECESSARY ☐ DESIRABLE ☐ DEFERRABLE

PROPERTY OF
QUEZON CITY PUBLIC LIBRARY

PROPERTY OF
QUEZON CITY PUBLIC LIBRARY

QUEZON CITY INVE
COMMITTEE ON
No 1