



Republic of the Philippines



**DEPARTMENT OF TOURISM  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
Manila

**TO :** ALL REGIONAL DIRECTORS  
DEPARTMENT OF TOURISM, AND  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

**FROM:** WANDA CORAZON T. TEO  
SECRETARY, DOT

MARK A. VILLAR  
SECRETARY, DPWH

**SUBJECT:** REVISED GUIDELINES FOR THE TOURISM ROAD  
INFRASTRUCTURE PROJECT PRIORITIZATION CRITERIA (TRIPPC)  
UNDER THE DOT-DPWH CONVERGENCE PROGRAM

---

The DOT-DPWH and DTI-DPWH Convergence Program National Meeting and Workshop held last September 19, 2017, the DOT- DPWH Convergence Program National Conference held last February 12, 2018, along with a series of Central Technical Working Group (CTWG) Meetings, resulted in inclusively collecting comments and suggestions in preparation for the Revised Guidelines for the Tourism Road Infrastructure Project Prioritization Criteria (TRIPPC) including the use of **Automated TRIPPC Forms in the submission of proposals.**

Through the TRIP TWG, we hereby direct the DOT and DPWH ROs to identify potential tourism roads and accomplish the Automated TRIPPC Forms. Only tourism road project proposals which have completed and signed Automated Forms shall be considered in the TRIPPC evaluation for the 2019 budget year. Please use the attached **Guidelines on the Automated Forms for the Tourism Road Infrastructure Project Prioritization Criteria (TRIPPC).**

**The Transmittal Letter signed and certified by the respective DOT and DPWH Regional Directors is required for submission.** The Transmittal Letter serves as a proof of endorsement of the proposed road project by both the Regional DOT and DPWH offices.

The **deadline** for the submission of the completed and signed TRIPPC forms and supporting requirements by the Regional TWG to the Central Technical Working Group (Central Offices of DOT and DPWH) **is March 15, 2018.**

The **deadline** for the submission of the completed and signed TRIPPC forms and supporting requirements by the Regional TWG to the Central Technical Working Group (Central Offices of DOT and DPWH) is **March 15, 2018.**

The transmittal letter, together with the printed and signed Automated TRIPPC forms and documentation requirements must be submitted to the Central TWG (Attention: Undersecretary Maria Catalina E. Cabral) at the DPWH Planning Service, 3<sup>rd</sup> Floor, DPWH Building, Bonifacio Drive, Port Area, Manila.

For any questions/inquiries regarding the TRIPPC, please call any of the following Central TWG members:

- Engr. Nenita Jimenez of DPWH Planning Service, at telephone number (02) 304-3155 or mobile (0917) 824-3078; or
- Ms. Cyrenne Blanche E. Pelayo, Ms. Jillian Marie L. Villamayor, or Mr. Justine D. Tech of the DOT Convergence Program Sector at telephone number (02) 459-5200 loc 605 or mobile (0927) 806 0446, (0915) 357 8310 or (0917) 507 6781.
- Email address of Technical Secretariat:  
technicalsecretariat@tourismroads.ph

For your compliance.



AAT089

**WANDA CORAZON T. TEO**

Secretary  
Department of Tourism

**MARK A. VILLAR**

Secretary  
Department of Public Works and  
Highways

Department of Public Works and Highways  
Office of the Secretary



WIN8Q44560

## **IMPROVED GUIDELINES ON THE TOURISM ROAD INFRASTRUCTURE PROJECT PRIORITIZATION CRITERIA (TRIPPC)**

The TRIPPC Forms has three main sections: I) BASIC PROJECT INFORMATION, II) PROJECT EVALUATION GUIDELINES, and III) DETAILED ROAD INFORMATION.

- I. In the “**BASIC PROJECT INFORMATION**” section, the following details are required:
  - A. project name
  - B. funding year
  - C. region, province, municipality/city barangay
  - D. road classification
  - E. project description
  - F. proposed scope of work
  - G. proposed budget
  - H. total road length in kilometers (km)
  - I. total road project length for funding (km)
  - J. legislative district
  - K. district engineering office.

Also included in this section are **Tourism Information** which include the following details:

- A. grouping (whether Northern Philippines, Central Philippines, or Southern Philippines)
  - B. cluster destinations
  - C. tourism development area
  - D. tourism sites and tourism destination types
  - E. gateways and type of gateway
  - F. service centers
- II. In the “**PROJECT EVALUATION GUIDELINES**” section, the following are required: A) Pre-qualification Criteria, B) Tourism Information Details, and C) Project Readiness.

### **II.A. Pre-qualification Criteria**

The road project shall be evaluated by the Regional Technical Working Group (RTWG) using a simple checklist – on ten Basic Technical and Developmental Criteria (as shown in Table 1). The road project must pass **ALL** the criteria to complete the Pre-qualification Stage. It is advised that the RTWG should not submit the project for approval until all the requirements have been fulfilled because it may be denied or subject to further evaluation.

**TABLE 1: PRE-QUALIFICATION CRITERIA**

<b>BASIC TECHNICAL &amp; DEVELOPMENTAL CRITERIA SUBJECT FOR EVALUATION</b>
<p>1. <u>Tourism Importance</u> – Certification from DOT RD that the project is part of the regional tourism priorities and is consistent with the NTDP and meets the minimum acceptable score of importance.</p> <p>2. <u>Technical Necessity</u> – Certification from DPWH RD that the road is unpaved or paved road in bad/poor condition and thus, in need of improvement. For road opening, the DPWH RD must certify the necessity of a road opening in support of the Certification of the DOT RD in no. 1</p> <p>3. <u>Location of the Project</u> - Must be within 90 kilometers or less from a Tourism Gateway or a Tourism Service Center</p> <p>4. <u>Project Development Map</u> - Must show Points A and B as defined in Section II. B. below, the relevant tourism development areas and the relationship, connection, and importance of the road projects.</p> <p>5. <u>Right of way Availability</u> –either of the following:</p> <p>A. If project road is included in such LGU road inventory and its available Right of Way conforms to DPWH standards for tourism roads: a certification by the LGU head, as confirmed by the DPWH RD, that the project road is included in such LGU inventory with available ROW which complies with DPWH standards for tourism roads;</p> <p>B. If the project road is included in the LGU inventory, but its ROW requires widening to conform with the DPWH standards: a certification from the LGU Head, as confirmed by the DPWH RD, that the required additional Right of Way will be made available before the inclusion of the project in the National Expenditure Program (NEP).</p> <p>C. If project road is not included in such LGU inventory or if road opening: a certification by the LGU head, as confirmed by the DPWH RD, must have a Deed of Donation for the required Right-of-Way before the the inclusion of the project in the National Expenditure Program (NEP). A Conditional Deed of Donation using the attached template is also acceptable.</p> <p>6. <u>Concept Study and Project Profile</u> – Must be provided as minimum requirement</p> <p>7. <u>Regional Development Council (RDC) endorsement</u> – Must be provided as minimum requirement.</p>

8. Local Development Council (LDC) or LGU Head Endorsement- Must be provided as minimum requirement.
9. Stakeholder Endorsement - Must be provided from at least one private tourism-related organization or business association.
10. Geotagged Photos of the proposed road projects and tourism destination and GIS Map- Must show Points A and B as defined in Section II. B. and III.B. below.

**II.B. Tourism Information Details**

The **Purpose of the Road (Point A to Point B)** must first be identified as to whether the road connects a (1) tourism site to tourism site, (2) tourism site to service center or vice versa, (3) tourism site to gateway or vice versa, (4) service center to gateway (provincial bus terminal) or vice versa, (5) service center to gateway (seaport) or vice versa, (6) service center to gateway (airport) or vice versa.

A gateway represents either: an airport/ rail station/ seaport/ or inter-provincial/ national road. For inter-provincial/ national roads, the gateway shall refer to the inter-provincial boundaries.

A tourism service center refers to the staging area/s for tourist to the destination or attractions that offers a variety of amenities or facilities. These include accommodation, airports/ seaports/ inter-urban bus transport, local public and tourist transport, restaurants, entertainment facilities, banks/ money changers, hospitals, pharmacies, information centers, shopping, personal services and supermarkets. A tourism service center is strategically located and well integrated with an existing urbanized area, such a city or poblacion.

**TABLE 2: PURPOSE OF THE ROAD (POINT A TO POINT B)**

<b>Point A or B</b>	<b>Subtype/Example</b>
Gateway	Airport Seaport Provincial Bus Terminal
Service Center	
Tourism Site	

After determining the Purpose of the Road, the following Tourism Information Details, for BOTH Point A and Point B, are required:

- a. No. of Tourist Accommodation Rooms (Indicate in the certification of data the number of rooms)
- b. No. of Annual Day Visitors and Annual Overnight Visitors
- c. No. of Primary Enterprises Excluding Accommodation Establishments.

For all of the above, the year that the submitted data was collected must be noted down.

The following information details will then be scored based on the following guidelines:

**TABLE 3: TOURISM IMPORTANCE FOR EVALUATION OF POINTS A AND B**  
**NOTE: PROVIDE DATA SEPARATELY FOR POINTS A AND B.**

<b>KEY TOURISM INDICATORS</b>	<b>Score</b>
<b>1. ACCOMMODATION - Number of tourist accommodation rooms</b>	
1.1 Above 250 tourist accommodation rooms	25
1.2 Above 100 to 250 tourist accommodation rooms	20
1.3 Above 10 to 100 tourist accommodation rooms	15
1.4 10 and below tourist accommodation rooms	10
<b>2. ARRIVALS - Number of annual day visitors or annual overnight visitors where the road will be directly connected (choose EITHER 2.1 or 2.2 only, whichever is higher in score)</b>	
2.1 Annual day visitors	
a. Above 100,000 annual day visitors	50
b. Above 50,000 to 100,000 annual day visitors	40
c. Above 5,000 to 50,000 annual day visitors	30
d. Above 3,000 to 5,000 annual day visitors	20
e. 3,000 and below annual day visitors	10
2.2 Annual overnight visitors	
a. Above 200,000 annual overnight visitors	50
b. Above 150,000 to 200,000 annual overnight visitors	40
c. Above 100,000 to 150,000 annual overnight visitors	30
d. Above 50,000 to 100,000 annual overnight visitors	20
e. 50,000 and below annual overnight visitors	10

<b>3. PRIMARY ENTERPRISES<sup>1</sup> excluding accommodation establishments - Number of primary tourism enterprises</b>	
3.1 Above 30 enterprises	25
3.2 Above 20 to 30 enterprises	20
3.3 Above 10 to 20 enterprises	15
3.4 10 and below enterprises	10
<b>Highest Possible Score</b>	<b>100</b>

The project must obtain a minimum total score of 60 points for either point A or B to be considered eligible for the Program.

### II.C. Project Readiness

The Proponent Letters include letters from the LGU (Sangguniang Bayan, Sangguniang Panlungsod, Sangguniang Panlalawigan), Government Agencies (e.g., DPWH, DOT, DBM, DILG, OP), House of Representatives, and Senate. Other certifications may include minutes of consultation (Congressional District Representative, Local Government Officials, Business Groups/Tourism Private Sector, and Civil Society Organizations). The score sheet for consultations with key stakeholders is in Table 4. The Full/Pre-Feasibility Studies and Detailed/Preliminary Engineering Designs (both foreign assisted and locally funded), and Proponent Letters must be submitted by the RTWG if available. The score sheet for the submission of the technical road readiness documents is noted in Table 5.

Endorsements that are included in the Pre-Qualification criteria such as the Regional Development Council Endorsement and the Local Government Unit Endorsement require the following:

- a. Regional Development Council (RDC) Endorsement
  - i. The RTWG shall prepare the transmittal letter to submit for RDC endorsement the list of tourism roads proposed for the Program. This shall be jointly prepared by both the DOT RO and DPWH RO or solely prepared by one of the Departments.
- b. Local Government Unit (LGU) Endorsement

---

<sup>1</sup> Implementing Rules and Regulations of R. A. No. 9593 (2009), Sec. 3 (q) – “Primary Tourism Enterprises” refers to *facilities and services that are directly related to tourism such as, but not limited to, travel and tour services: inbound travel agencies and tour operators, local tour operators, ecotour operators and tour guides; tourist transport services whether for land, sea and air transport exclusively or majority of its seats are for tourist use, including airport taxis and tourist drivers; accommodation establishments such as, but not limited to, hotels, resorts, apartment hotels, tourist inns, motels, pension houses, private homes used for homestay, ecolodges, condotels, serviced apartments, and bed and breakfast facilities; hotel and tourism estate management services; meetings, incentives, conventions and exhibition organizers and facilities; sports and recreational facilities such as, but not limited to, dive shops, amusement parks, adventure and ecotourism facilities; foreign exchange dealers and such enterprises as may be identified by the Secretary, after due consultation with concerned sectors.*

- i. The RTWG shall prepare the transmittal letter to submit for LGU endorsement the list of tourism roads proposed for the Program since it owns the local road and has to maintain it after improvement/construction. This shall be jointly prepared by both the DOT RO and DPWH RO or solely prepared by one of the Departments.

**TABLE 4: CONSULTATIONS**

<b>ADDITIONAL KEY STAKEHOLDERS</b>	<b>SCORE</b>
1. Congressional District Representative 2. Local Government Officials (e.g. Governor, Mayor) 3. Civil Society Organizations	
• Consulted all 3 stakeholders	15
• Consulted only 2 stakeholders	10
• Consulted only 1 stakeholder	5

**TABLE 5: TECHNICAL ROAD READINESS DOCUMENTS**

<b>DOCUMENTS</b>	<b>SCORE</b>
1. Full Feasibility Study 2. Pre-Feasibility Study 3. Detailed Engineering Design 4. Preliminary Engineering Design	
• With 1 AND 3 only	25
• With 2 AND 3 only	20
• With 2 AND 4 only	15
• With 4 only	10

The scores for the Consultations under Table 4 and Technical Road Readiness under Table 5 will be added to the tourism importance score to obtain the overall project rating. In general, the order of priority of the projects for inclusion in the budget will be based on the relative overall project ratings.

### **III. DETAILED ROAD INFORMATION**

#### **III.A. Detailed Road Condition**

The following details are required:

- a. whether the road covered by the project is already existing or not,
- b. type of road surface (gravel/asphalt/concrete),
- c. type of bridge material (timber/bailey/concrete/steel),
- d. general road condition (Good/Fair/Bad/No Assessment),
- e. shoulder width in meters (m), and



- f. carriageway width (m).

The road condition should be rated based on the percentage of the road that falls under the following categories - Good/Fair/Bad/No Assessment - based on the DPWH Visual Road Condition Rating Standards (ROCOND) and evaluated by the designated Road and Bridge Information Application (RBIA) Coordinator.

### **III.B. Necessity of Road Improvement**

**The following details are required:**

- a. With attached geotagged photos of proposed road project.
- b. To be prepared by the DPWH RO and issued as a requirement for the inclusion of the tourism road project for the Program due to the necessity of road improvement or road opening/construction.

In the case of road opening/construction, present a road network analysis (attach the Project Development Map/GIS Map) justifying the need for the new link to provide efficient access to the tourism center/area

In the case of unpaved roads, the carriageway width already includes the shoulder width.

### **III.C. Softscapes**

Aside from the regular TRIP projects, softscape infrastructure proposals shall be included for the purpose of enhancing the experience and convenience, as well as improving the safety of the tourists, and/or to improve the management of the tourism site. Softscape infrastructure proposals shall not be funded by the DOT-DPWH Convergence Program but instead be endorsed to TIEZA.

- a. With the DPWH's support for the DOT's NTDP and TRIP, the Central Technical Working Group (CTWG) shall evaluate proposals endorsed by the Regional Offices (ROs) of the DOT and the DPWH for the following softscape projects and tourism infrastructure:
  - i. Streetlights
  - ii. Tourism Informational Signage (locations of which shall be determined by the DOT RD)
  - iii. Rest Rooms
  - iv. Visitor Information Centers
  - v. Viewdeck
- b. In submitting the softscape project proposal, the RTWGs shall follow the file name format below:

**(Name of Road Project)\_(Type of Softscapes Project)\_(Location)**

---

---

*Annexes:*

*1.A. Right-of-Way (ROW) Certification (DPWH)*

*1.B. Right-of-Way (ROW) Certification (LGU)*

*1.C. Template on the “Deed of Donation”*

*1.D. DOT-DPWH-LGU Memorandum of Agreement*

*2.A Certification on Tourism Importance*

*2.B Certification for Necessity of Road Improvement*

*2.C. Transmittal Letter Template*

---

**ANNEX 1.A.:**  
**TEMPLATE: Right-of-Way (ROW) Certification (DPWH)**

**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**OFFICE OF THE REGIONAL DIRECTOR**

**REGION \_\_\_\_\_**  
**(Address)**

**CERTIFICATION**

**I HEREBY CERTIFY THAT THE RIGHT OF WAY** of the proposed (Name of Road) road project located in (Location) is cleared from any man-made and natural structures and is free of any legal claims.

This is to further certify that the road right of way clearance has been completed and there are no obstructions located within the limits of this project. **Moreover, the DPWH will not shoulder the road right of way acquisition for local roads if the need arises ex post facto of this certification.**

BRIEF PROJECT DESCRIPTION:

Issued on (date) in support of the Tourism Road Infrastructure Project Prioritization Criteria (TRIPPC) by the Department of Tourism (DOT) and the Department of Public Works and Highways (DPWH).

**Certified by:**

**(INSERT NAME)**  
**REGIONAL DIRECTOR**

**ANNEX 1.B.:**  
**TEMPLATE: Right-of-Way (ROW) Certification (LGU)**

**Local Government Unit** (Municipality, etc.)

**Office of** \_\_\_\_\_

**REGION** \_\_\_\_\_

(Address)

**CERTIFICATION**

**I HEREBY CERTIFY THAT THE RIGHT OF WAY** of the proposed (*Name of Road*) road project located in (*Location*) is cleared from any man-made and natural structures and is free of any legal claims.

This is to further certify that the road right of way clearance has been completed and there are no obstructions located within the limits of this project, as stipulated in the MOA Concerning the National-Local Government Cooperation under the DOT-DPWH CONVERGENCE PROGRAM. **Moreover, the DPWH will not shoulder the road right of way acquisition for local roads if the need arises ex post facto of this certification.**

BRIEF PROJECT DESCRIPTION:

Issued on (*date*) in support of the Tourism Road Infrastructure Project Prioritization Criteria (TRIPPC) by the Department of Tourism (DOT) and the Department of Public Works and Highways (DPWH).

**Certified by:**

**(INSERT NAME)**  
Position of LGU Head

**ANNEX 1.C.:**  
**TEMPLATE: ON THE “DEED OF DONATION”**

**DEED OF DONATION OF REAL PROPERTY**  
**(FOR TRIP LOCAL ROAD)**

**KNOW ALL MEN BY THESE PRESENTS:**

This **DEED OF DONATION**, made and entered into by:

\_\_\_\_\_, Filipino, of legal age, single (or married to \_\_\_\_\_), and a resident at \_\_\_\_\_, hereinafter called the **DONOR**,

- in favor of -

the City/Municipal Government of \_\_\_\_\_, represented herein by its Mayor, \_\_\_\_\_, hereinafter called the **DONEE**;

**WITNESSETH:**

That the **DONOR** is the owner in fee simple of that certain parcel of land, with the building or house and improvements thereon, if there are any, situated at Barangay \_\_\_\_\_, City/ Municipality of \_\_\_\_\_, Province of \_\_\_\_\_, Philippines, with a total area of \_\_\_\_\_, entirely/partly covered by Transfer (or Original) Certificate of Title No. \_\_\_\_\_ of the Registry of Deeds, hereinafter called the **PROPERTY**, which is needed by the **DONEE** as right-of-way (ROW) of an infrastructure project of the Department of Public Works and Highways (DPWH) named \_\_\_\_\_, hereinafter called the **PROJECT**, and which **PROPERTY** is more particularly described as follows:

“Transfer (or Original) Certificate of Title No. \_\_\_\_\_, covering the **PROPERTY** being donated under this **DEED OF DONATION** which has an area of \_\_\_\_\_ and the following coordinates: \_\_\_\_\_.”

That, for and in consideration of the **PROJECT** to be implemented through or in the premises of the **PROPERTY**, and as an act of cooperation, liberality, and generosity, the **DONOR** hereby voluntarily transfers and conveys, by way of **DONATION**, unto the **DONEE**, its executors and/or administrators, all his/her rights, title, and interests on the **PROPERTY**, with all the improvements found thereon, free from all liens and encumbrances, subject to the following conditions:

- a. Within twelve (12) months from the date of signing by the Parties of this **DEED OF DONATION**, the **PROJECT** must be provided with adequate appropriations for its implementation as authorized in the approved General Appropriations Act (GAA) of the National Government.

- b. Within twelve (12) months from the date of signing by the Parties of this **DEED OF DONATION**, the bidding of the contract for the implementation of the **PROJECT** must have been started by the **DPWH**;

That, if the conditions in the preceding paragraph are not fully met, the **DONOR** has the option to terminate this **DEED OF DONATION**, in which case the **PROPERTY** shall immediately revert to the **DONOR**;

That the **DONOR** hereby states that, with this donation, he/she has reserved for himself/herself in full ownership or in usufruct, sufficient property which is adequate to support him/her in a manner appropriate to his/her needs and in consonance with his/her standing in the community;

That the **DONOR** further states that this donation is not made with the purpose of defrauding his/her creditors, having reserved to himself/herself sufficient property to answer for his/her debts and meet his/her obligations contracted prior to the date of this **DEED OF DONATION**;

That the **DONEE** hereby receives and accepts this donation made in his favor by the **DONOR**, and hereby expresses its appreciation and gratitude for the generosity and civic mindedness of the **DONOR**.

That this **DEED OF DONATION** shall take effective upon signing thereof by the Parties.

**IN WITNESS WHEREOF**, the **DONOR** and the **DONEE** have hereunto affixed their signatures this \_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_.

**DONOR:**

**DONEE:**

\_\_\_\_\_

\_\_\_\_\_

Signed in the Presence of:

\_\_\_\_\_

\_\_\_\_\_

### **ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES)  
\_\_\_\_\_ ) S.S.

BEFORE ME, a Notary Public, this \_\_\_ day of \_\_\_\_\_ personally appeared:

Name

Government ID

Date/Place Issued

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

known to me and to me known to be the same persons who executed the foregoing **DEED OF DONATION** over a parcel of land located at \_\_\_\_\_, covered by Transfer (or Original) Certificate of Title No. \_\_\_\_\_, which consists of two (2) pages signed by the Parties thereto and their witnesses, and they acknowledged to me that the same is their free and voluntary act.

**WITNESS MY HAND AND SEAL** on the date and at the place first written above.

**NOTARY PUBLIC**

Doc. No. \_\_\_\_;  
Page No. \_\_\_\_;  
Book No. \_\_\_\_;  
Series of 2016

**ANNEX 1.D:  
DOT-DPWH-LGU MOA**

**MEMORANDUM OF AGREEMENT  
Concerning the National-Local Government Cooperation under the  
DOT-DPWH CONVERGENCE PROGRAM**

**BY AND AMONG**

The **DEPARTMENT OF TOURISM**, herein represented by its Regional Director for Region \_\_\_\_, \_\_\_\_\_, with address at \_\_\_\_\_, and herein referred to as **“the DOT-Regional Office \_\_\_\_;”**

The **DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**, herein represented by its Regional Director for Region \_\_\_\_, \_\_\_\_\_, with address at \_\_\_\_\_, and herein referred to as **“the DPWH-Regional Office \_\_\_\_;”** and

The **LOCAL GOVERNMENT UNIT OF THE PROVINCE/CITY/MUNICIPALITY OF \_\_\_\_\_**, herein represented by its Governor/Mayor \_\_\_\_\_, with address at \_\_\_\_\_, and herein referred to as **“the LGU;”**

Collectively referred to herein as **“the Parties;”**

WHEREAS, the Philippine Development Plan (PDP) for 2011 to 2016 under the Aquino Administration aims to contribute to inclusive growth by accelerating the provision of safe, efficient, cost-effective, and sustainable infrastructure and promoting key industries such as manufacturing, agriculture and fisheries, and tourism;

WHEREAS, the DOT is the lead Philippine government agency responsible for encouraging, promoting, and developing tourism as a major socio-economic activity to generate foreign currency and employment and to spread the benefits of tourism to both the private and the public sectors in accordance with the National Tourism Development Plan (NTDP);

WHEREAS, the DPWH is the lead Philippine government agency responsible for the planning, design, construction and maintenance of infrastructure, especially national highways, flood control and water resources development systems, and other public works in accordance with national development objectives;

WHEREAS, the LGU, as provided under Republic Act (R.A.) No. 7160, otherwise known as the Local Government Code of 1991, assumes the primary responsibility for the delivery and



provision of basic services and facilities, including local roads, and the improvement of the quality of life of its constituents towards the achievement of the PDPgoals;

WHEREAS, Chapter 3, Article One, Section 25.b. of Local Government Code of 1991 states that “National agencies and offices with project implementation functions shall coordinate with one another and with the local government units concerned in the discharge of these functions. They shall ensure the participation of local government units both in the planning and implementation of said national projects;”

WHEREAS, the DOT and the DPWH are currently implementing the DOT-DPWH Convergence Program for Tourism Road Infrastructure Project Prioritization (TRIPP), also known as the Tourism Road Convergence Program – a joint undertaking of the identification, evaluation, prioritization, and provision of tourism infrastructure - which includes local road projects - in priority tourist destination areas in the Philippines in support of the goals and targets of the NTDP and the PDP; and

WHEREAS, in accordance with Section 85 of the General Appropriations Act for FY 2014 (R.A. No. 10633), if the National Government through the DPWH funds the construction of local roads and facilities already devolved to the LGUs, the DPWH shall, prior to the implementation of the project, enter into a MOA with the LGU-recipient requiring the latter to commit to shoulder the cost for the proper maintenance and repair of said local roads and devolved facilities.

NOW, THEREFORE, the Parties have reached the following understanding:

**1. PURPOSE**

The Parties wish to cooperate to ensure the efficient execution of local road projects within the LGU jurisdiction under the DOT-DPWH Convergence Program.

Accordingly, the Participants have concluded this Memorandum of Agreement (MOA) with respect to the proposed areas of cooperation in support of the stated purpose.

**2. LOCAL ROAD PROJECTS COVERED BY THIS MOA**

This MOA covers the following local road projects within the jurisdiction of the LGU and included in the DOT-DPWH Convergence Program for Fiscal Year \_\_\_\_:

Project ID	Project Name	Scope of Work	Allocation (PhP)

### **3. AREAS OF COOPERATION**

The Parties shall cooperate with respect to the following areas in undertaking the abovementioned local road projects:

- A. Implementation of the local road projects, including pre-construction and construction/improvement works/activities.
- B. Maintenance of the completed local road projects, including repair and rehabilitation of the roads.
- C. Monitoring and evaluation (M&E) of the local road projects, covering their outputs (physical works) and outcomes (impact).

### **4. RESPONSIBILITIES OF THE DOT-REGIONAL OFFICE \_\_\_\_**

#### On the Monitoring and Evaluation of the Local Road Projects

- (1) Provide technical assistance to the LGU staff to improve their capacity on techniques for M&E of project outcomes and impact, e.g., tourist arrivals, related businesses, employment and income.
- (2) Provide technical assistance to the LGU in providing baseline data for the M&E plan.
- (3) Share with the LGU the DOT monitoring reports on the project outcomes.

### **5. RESPONSIBILITIES OF THE DPWH-REGIONAL OFFICE \_\_\_\_**

#### A. On the Implementation of the Local Road Projects

- (1) Through the DPWH Implementing Office (i.e., Regional Office/District Engineering Office), implement the project by contract, and instruct the Implementing Office to supervise and oversee the implementation of the project.
  - (2) Provide the LGU with copies of the plans, programs of work, budgets, and contracts for the local road projects under this MOA.
-

- (3) Invite the LGU to serve as Observer in the Bids and Awards Committee during the procurement of the projects.
- (4) Provide technical assistance to the LGU staff to improve their capacity on techniques for the preparation of plans, programs of work, budgets, and construction contracts for local road projects outside of this MOA.

B. On the Maintenance of the Completed Local Road Projects

Provide technical assistance to the LGU Engineering Office to enhance its capacity on the use of effective standards, planning, practices, and worksupervision for the maintenance of local roads.

C. On the Monitoring and Evaluation of the Local Road Projects

- (1) Provide technical assistance to the LGU staff to improve their capacity on effective techniques for the M&E of the project outputs, e.g., physical and financial accomplishments, including the use of Geographic Information System (GIS).
- (2) Share with the LGU the DPWH monitoring reports on the project outputs.

## **6. RESPONSIBILITIES OF THE LGU**

A. On the Implementation of the Local Road Projects

- (1) Assign a focal person from the LGU Engineering Office who will directly coordinate with the DPWH and DOT Regional Offices (ROs) for the implementation and maintenance of local tourism road projects.
- (2) Confirm the availability of the Right-of-Way (ROW), including the removal of improvements/structures and informal settlers therein, required for the projects under this MOA.
- (3) Facilitate the prompt issuance of business, construction, quarrying and related permits for the implementation of the projects under this MOA.
- (4) Provide or facilitate access by the project contractor/implementing office to material sources (e.g., quarrying sites) for projects under this MOA.

B. On the Maintenance of the Completed Local Road Projects

---

- (1) Thru a Sanggunian Resolution/Ordinance and Certificate of Availability of Funds, allocate adequate annual budgets out of its (a) local funds based on its Annual Investment Program, and (b) other funding sources (e.g., Special Local Road Support Fund under the Motor Vehicle User Charge Act), for the maintenance including repair and rehabilitation of the completed local road projects.
- (2) Undertake sustained maintenance on the completed local road projects, including routine and periodic repair and rehabilitation works, starting from the issuance of the Certificate of Acceptance and Turnover (i.e., after the one-year defects liability period). Give priority to the hiring of maintenance workers from the local community(s) which the projects will traverse.
- (3) Safeguard the travelway as well as the rest of the ROW of the completed road projects against improper uses and encroachments, e.g., vendors, informal settlers and houses. Conduct advocacy and orientation campaign on this subject with the concerned communities.

C. On the Monitoring and Evaluation of the Completed Local Road Projects

- (1) Monitor the implementation of the projects and report to the DPWH-RO any adverse observations.
- (2) Facilitate the provision to the DPWH-RO of inputs to the GIS for the monitoring of the project outputs.
- (3) Facilitate the provision (a) to the DPWH-RO of monitoring data on the progress and outputs of the project works, e.g., kilometers paved; and (b) to the DOT-RO of monitoring data on the outcomes or impact of the projects, e.g., tourist arrivals, related businesses, employment and income.

**7. EFFECTIVE DATE AND TERM**

This MOA shall be effective as of \_\_\_\_\_ and shall remain in effect until \_\_\_\_\_ or until terminated, whichever is earlier, unless extended in writing by all Parties.

In WITNESS WHEREOF, the Parties have caused this MOA to be signed in their names and delivered as of the effective date above.

**Local Government Unit:**

**Department of Tourism-Regional Office \_\_\_:**

**(Name and Signature)**

Governor/Mayor

**(Name and Signature)**

Regional Director

**Department of Public Works and Highways- Regional Office**

**(NAME AND SIGNATURE)**

Regional Director

WITNESSES:

**(Name of Office):**

**(Name of Office):**

**(Name and Signature)**

Designation

**(Name and Signature)**

Designation

**( Name of Office):**

**( Name and Signature)**

Designation

**ANNEX 2.A: CERTIFICATION ON TOURISM IMPORTANCE**

**DEPARTMENT OF TOURISM  
OFFICE OF THE REGIONAL DIRECTOR  
REGION \_\_\_\_  
(Address)**

**CERTIFICATION**

This is to certify that the Department of Tourism (DOT) (Region #) recognizes the necessity of the tourism road project: ***(Tourism Road Project Name)***, under the Tourism Road Infrastructure Program (TRIP) which anchors from the National Tourism Development Plan (NTDP) and that the road is in support of the (Region #'s) overall tourism development.

This is to further certify that the proposed road project will connect (location) and (location) and has the following tourism economic importance based on the attached documents:

1. \_\_\_\_\_ Number of available rooms in the tourism service center/ attraction.
2. \_\_\_\_\_ Number of visitor guest day visitors in the tourism service center/ attraction.
3. \_\_\_\_\_ Number of overnight visitors in the tourism service center/attraction.
4. \_\_\_\_\_ Number of primary tourism enterprise (e.g. transport, convention, travel and tours) in the tourism service center/ attraction.

Issued on (*date*) in support of the aforementioned tourism road project, under the DOT-DPWH Convergence Program, as part of the regional tourism priorities.

**Certified by:**

**(INSERT NAME)  
REGIONAL DIRECTOR**

**ANNEX: 2.B CERTIFICATION FOR NECESSITY OF ROAD IMPROVEMENT OF  
TOURISM ROADS**

**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE REGIONAL DIRECTOR**

**REGION \_\_\_\_**  
**(Address)**

**CERTIFICATION**

This is to certify that the Department of Public Works and Highways (DPWH) (Region #) recognizes the necessity of **road [opening/construction | improvement]** for the tourism road project: (***Tourism Road Project Name***), under the Tourism Road Infrastructure Program (TRIP) due to its current bad/poor condition as specified in the Road Condition Standards (ROCOND).

Issued on (*date*) in support of the aforementioned tourism road project, under the DOT-DPWH Convergence Program, as part of the regional tourism priorities.

**Certified by:**

**(INSERT NAME)**  
**REGIONAL DIRECTOR**



Republic of the Philippines

**DEPARTMENT OF TOURISM**  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
Manila



*Date*

**HON. WANDA CORAZON T. TEO**  
Secretary  
Department of Tourism

**HON. MARK A. VILLAR**  
Secretary  
Department of Public Works and Highways

**ATTENTION: MARIA CATALINA E. CABRAL, PH.D, CESO I**  
Undersecretary for Planning and PPP  
Co-Champion, DOT-DPWH Convergence Program  
DPWH Planning Service  
3<sup>rd</sup> Floor, DPWH Building, Bonifacio Drive, Port Area, Manila

Dear Secretary Teo and Secretary Villar:

We are pleased to submit to you the following tourism road project proposals for the DOT-DPWH Convergence Program:

1. *(Name of TRIP project, Length, Scope of Work, Proposed Amount)*
- 2.
- 3.
- 4.
- 5.
- .....

Attached are the printed information and documents about the above-mentioned proposals as encoded in the Automated Tourism Roads Infrastructure Project Prioritization Criteria (TRIPPC) forms for the evaluation of the Central Technical Working Group (CTWG). Other relevant documents were also uploaded in the Automated TRIPPC forms as required for confirmation by the CTWG.

---

DOT Regional Director

---

DPWH Regional Director