

The DIDP Citizen's Charter



DIDP VISION

To promote and expand an effective and mutually beneficial undertaking through socio-economic cooperation and development; in support to the National Government Agenda for Peace and Development.

DIDP MISSION

To eradicate poverty, environmental degradation, inadequate social services and infrastructure facilities within the local government units covered by the DIDP.

DIDP QUALITY POLICY

We, the DIDP, commit to provide quality technical and administrative services to our 10-member Local Government Units namely the provinces of Davao del Norte, Davao del Sur, Davao Oriental, Compostela Valley, and the cities of Davao, Tagum, Panabo, Digos, Mati and Island Garden City of Samal by coordinating and integrating their needs and efforts in promoting the socio-economic growth and development of the Davao Region.

We commit to promote harmonious working relationship and maintain an effective coordination mechanism among the development players in the area. The DIDP Board, through the PMO, shall be dedicated to coordinate closely with concerned agencies and sectors' plans and programs for the area to ensure integration and complementation of all development initiatives. Further, we shall ensure that concerned agencies actively participate in meetings and consultations that the DIDP Board may initiate and hold.

DIDP LEGAL BASIS

- The 1987 Philippine Constitution, under Article X, Section 13 states that “Local Government Units may group themselves, consolidate or coordinate their efforts, service and resources for purposes commonly beneficial to them in accordance with law.”
- The Republic Act 7160, under Chapter 3, Article 3, Section 33 states that “Local Government Units may, through appropriate ordinance, group themselves, consolidate or coordinate their efforts, services and resources for purposes commonly beneficial to them. In support of such undertakings, the LGUs involved may, upon approval by the Sanggunian concerned after a public hearing conducted for the purpose, contribute funds, real estate, equipment and other kinds of property and appoint or assign personnel under such terms and conditions as maybe agreed upon by the participating local units through Memoranda of Agreement.”
- Enabling document: MEMORANDUM OF AGREEMENT between and among the cities of Davao, Tagum, Island Garden City of Samal, Digos, Panabo and Mati, and the provinces of Davao del Norte, Davao del Sur, Davao Oriental and Compostela Valley in Davao Region (Region XI) on Socio-Economic Cooperation and Development.

DIDP FUNCTIONS

The **Board** shall serve as a special body to coordinate and promote the socio-economic growth and development of the Davao Gulf area. The Board shall exercise the following powers and functions:

- Formulate policies and guidelines and establish development goals within the context of the Regional Development Plan and the Mindanao Development Framework;
- Supervise, facilitate, orchestrate, and provide overall direction on the planning, timely implementation, and monitoring of all projects components and development activities;
- Pool existing resources and encourage the support and participation of government and non-government institutions by creating task forces or appropriate bodies to expedite implementation of major development projects;
- Review and endorse for the approval of the Regional Development Council (RDC), Region XI, the multi-year and annual plans and investment programs under the project;
- Review and endorse to the DBM, through the RDC, the annual budget for the project as well as for the operations of the PMO;
- Review and approve contracts entered into by the Project Director;
- Review and approve the organization of the PMO;
- Submit to the RDC, the NEDA Board annual reports on the project and such other reports as may be required;
- Formulate implementing rules and regulations pertaining to the internal operations of the PMO; and

The **Project Management Office (PMO)** to be headed by an Executive Director is hereby established to serve as the technical and administrative secretariat of the Board. It shall perform, the following functions:

- Provide technical support and assistance to the DIDP Board and coordinate with various City and Provincial Planning and Development Offices, regional offices of national government agencies, non-government organizations, the private sector and other concerned entities to facilitate the implementation of the Program;
- Enter into contract, through its Executive Director, to facilitate the technical and administrative operations of the PMO, subject to existing laws, rules and regulations;
- Undertake periodic review and evaluation of the projects and make appropriate recommendations to the DIDP Board;
- Ensure implementation of plans and programs of concerned government agencies and initiatives of non-government organizations and private sector groups for sustainable development of the growth area; and,
- Perform other functions as may be assigned by the DIDP Board.

FRONTLINE SERVICES

Technical Assistance for Resistivity Survey

Clients:

- Ten (10) DIDP-member LGUs:

PROVINCES OF:	CITIES OF:
Davao del Norte	Davao
Davao del Sur	Tagum
Davao Oriental	Panabo
Compostela Valley	Digos
	Mati
	Island Garden City of Samal

- National Government Agencies
- Private Sector

Availability of Service:

Monday to Friday, except holidays; 8:00am to 5:00pm

Contact Number:

297-0058, 297-1258 telefax

Assigned Personnel:

Engr. Michael C. Nacpil (michaelnacpil@yahoo.com)

Location:

Grd. Flr. JFM Corporate Center
848 Atis St., Juna Subd.,
Matina, Davao City

Documents Required:

- Request Letter
- Provincial Endorsement for Request from Municipalities
- Equipment Rental Contracts

How to avail of the service:

Procedures	Duration	Person/s Responsible	Remarks
1) Submission of request letter for resistivity survey technical assistance to the DIDP PMO	15 mins	Client	
2) Submit provincial endorsement if the requests are from the municipalities of the Davao Region	15 mins	Client	

3) Preparation and Notarization of Contract	5 days	Client	Duration will depend on the availability of signatories
4) Communication will be sent by the DIDP PMO for the confirmation of the survey schedule and invitations for the conduct of survey	Wiithin 1 day	Groundwater Focal Person	
5) Conduct of the Resistivity Survey	3 - 5 days	Client / Groundwater Focal Person	Actual duration will depend on field weather conditions
6) Preparation of the Resistivity Survey Report	5 days	Groundwater Focal Person	
7) Submission of the Final Report and Statement of Account	Within 1 day	Groundwater Focal Person	

Technical Assistance for Geographic Information System (GIS)

Clients:

- Ten (10) DIDP-member LGUs:

PROVINCES OF:	CITIES OF:
Davao del Norte	Davao
Davao del Sur	Tagum
Davao Oriental	Panabo
Compostela Valley	Digos
	Mati
	Island Garden City of Samal

- National Government Agencies
- Private Sector

Availability of Service:

Monday to Friday, except holidays; 8:00am to 5:00pm

Contact Number:

297-0058, 297-1258 telefax

Assigned Personnel:

Noel E. Dacanay (ned1211@yahoo.com)

Location:

Grd. Flr. JFM Corporate Center
848 Atis St., Juna Subd.,
Matina, Davao City

Documents Required:

- Request Letter
- Provincial Endorsement for Request from Municipalities

How to avail of the service:

Procedures	Duration	Person/s Responsible	Remarks
1) Submission of request letter for GIS technical assistance to the DIDP PMO	15 mins	Client	
2) Submit provincial endorsement if the requests are from the municipalities of the Davao Region	15 mins	Client	

3) Preparation of Terms of Reference (TOR) for the conduct of training or assistance	5 days	Client	
4) Communication will be sent by the DIDP PMO for the confirmation of the technical assistance schedule.	Wiithin 1 day	GIS Focal Person	
5) Conduct of the GIS Technical Training	5 days	Client / GIS Focal Person	Actual duration will depend on Training content
6) Conduct of the Land Survey (Topographic/Profile)	5 days	Client/GIS Focal Person	Actual duration will depend on the length/area and the weather conditions

ASSISTANCE FOR IFSP LIVELIHOOD

Processing Fee: None

Clients:

- Ten (10) DIDP-member LGUs:

PROVINCES OF:	CITIES OF:
Davao del Norte	Davao
Davao del Sur	Tagum
Davao Oriental	Panabo
Compostela Valley	Digos
	Mati
	Island Garden City of Samal

Availability of Service:

Monday to Friday, except holidays; 8:00am to 5:00pm

Contact Number:

297-0058, 297-1258 telefax

Assigned Personnel:

Rhoderick A. Aviles (titongaviles@yahoo.com)

Location:

Grd. Flr. JFM Corporate Center
848 Atis St., Juna Subd.,
Matina, Davao City

Documentary Requirements:

1. Letter of Intent
2. Photocopy of Certificate of Registration from either SEC, CDA or DOLE of the identified People's Organization (P.O.)
3. Photocopy of latest Audited Financial Reports (2-3 years) of the identified P.O.

How to avail of the service:

	Procedure	Duration of Activity	Person/s Responsible	Remarks
1.	Submit documentary requirements to the assigned personnel	5 minutes	Applicant/ Authorized Representative	
2.	Checking of submitted documentary requirements if complete	15 minutes	Rhoderick Aviles	
3.	Review of submitted documentary requirements	1 day	Rhoderick Aviles	
4.	A site validation will be conducted to the identified P.O. for further evaluation	1 day	Rhoderick Aviles/ Concerned LGU Personnel	Number of days may vary depending on the location of the P.O.
5.	If approved, a project proposal shall be drafted by the concerned LGU	1 week	Concerned LGU Personnel	
6.	Submission of the draft project proposal to PMO for evaluation	1 week	Rhoderick Aviles/ TAG members	
7.	If approved, finalization of the	2-3 days	Concerned LGU	

	project proposal shall be done incorporating all comments/suggestions			
8.	Processing of documents such as Memorandum of Agreement, Loan Agreement, accreditation of P.O. to LGU and other necessary requirements shall be conducted before the transfer of funds to the identified P.O.	4-6 months	Concerned LGU	Duration of activity may vary depending on the LGU

DIDP BOARD

CHAIRPERSON:

HON. RODOLFO P. DEL ROSARIO
Governor, Davao del Norte

VICE-CHAIRPERSON:

HON. ARTURO T. UY
Governor, Compostela Valley

MEMBERS:

HON. RODRIGO R. DUTERTE
Mayor, Davao City

HON. CLAUDE P. BAUTISTA
Governor, Davao del Sur

HON. CORAZON N. MALANYAON
Governor, Davao Oriental

HON. ALLAN L. RELLON
Mayor, Tagum City

HON. JOSEPH R. PEÑAS
Mayor, Digos City

HON. ANIANO P. ANTALAN
Mayor, Island Garden City of Samal

HON. JAMES G. GAMAO
Mayor, Panabo City

HON. CARLO LUIS P. RABAT
Mayor, Mati City

DIR. REMELYN R. RECOTER
Regional Executive Director, Department of Agriculture XI

DIR. MA. LOURDES D. LIM
Regional Director, National Economic and Development Authority XI

DIR. MARIANO R. ALQUIZA
Regional Director, Department of Public Works and Highways XI

DIR. WILHELM M. SUYKO
OIC-Regional Director, Department of Interior and Local Government XI

ATTY. WENDEL E. AVISADO
Executive Director, DIDP-Project Management Office

DIDP PMO STAFF

ORGANIC PERSONNEL:

ENGR. NOEL L. LOPEZ
Project Development Officer III

MARILA L. CORPUZ
Project Development Officer III

RHODERICK A. AVILES
Project Development Officer III

ENGR. MICHAEL C. NACPIL
Project Development Officer III

NOEL E. DACANAY
Secretary II

CHRISTOPHER B. MACABENTA
Utility Worker II

SUPPORT STAFF:

CAROLINE S. DICEN
Technical Assistant

VEVIANE N. LUCERNAS
Technical Assistant

JULIUS MARC M. MALIGAD
Computer Systems Operator

BIENVENIDO T. GALANG, JR.
Computer Systems Operator

RAFONCIL M. ANTOQUE
Administrative Aide

NOEL B. MACABENTA
Administrative Aide

DAVAO INTEGRATED DEVELOPMENT PROGRAM

Ground Flr., JFM Corporate Center, 848 Atis St., Juna Subd., Matina 8000 Davao City

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