

Department of Education Region VI – Western Visayas SCHOOLS DIVISION OF CAPIZ

June 2, 2023

DIVISION MEMORANDUM No. 250, s. 2023

IMPLEMENTING GUIDELINES ON THE GRANTS FOR INNOVATION PROGRAMS, ACTIVITIES, AND PROJECTS, PURSUANT TO SPECIAL PROVISION NO. 5 OF THE NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY, UNDER REPUBLIC ACT NO.11936, OR THE FISCAL YEAR 2023 GENERAL APPROPRIATION ACT

To: OIC, Office of the Assistant Schools Division Superintendent

Chief Education Supervisors

Curriculum Implementation Division

School Governance and Operations Division

Education Program Supervisors

Public Schools District Supervisors/ OIC of the Districts

School Heads of Public Elementary, Secondary and

Integrated Schools

All Others Concerned

- 1. Attached is NEDA-DEM Joint Memorandum Circular (JMC) No. 2023-01 dated May 10, 2023 on Implementing Guidelines on the Grants for Innovation Programs, Activities, and Projects, Pursuant to Special Provision No. 4 of the National Economic and Development Authority, under Republic Act No. 11936, or the fiscal Year 2023 General Appropriation Act.
- 2. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC D. APOSIN EdD, CESO V Schools Division Superintendent

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Address: Banica, Roxas City Contact Number: (036) 620 2371 Email Address: capiz@deped.gov.ph



Republic of the Philippines

Department of Education region vi-western visayas

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IMPLEMENTING GUIDELINES ON THE GRANTS FOR INNOVATION PROGRAMS, ACTIVITIES, AND PROJECTS, PURSUANT TO SPECIAL PROVISION NO. 5 OF THE NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY, UNDER REPUBLIC ACT NO. 11936, OR THE FISCAL YEAR 2023 GENERAL APPROPRIATIONS ACT

To: Schools Division Superintendents
Functional and Support Division Chiefs
All Others Concerned

- 1. Attached is NEDA DBM Joint Memorandum Circular (JMC) No. 2023-01 dated May 10, 2023 on the Implementing Guidelines on the Grants for Innovation Programs, Activities, and Projects, Pursuant to Special Provision No. 5 of the National Economic and Development Authority, under Republic Act No. 11936, or the Fiscal Year 2023 General Appropriation Act.
- 2. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated Reference: NONE

To be indicated in the <u>Perpetual Index</u> under the following subjects:

BUDGET

REQUEST

REQUIREMENTS

RULES AND REGULATIONS



Address: Duran Street, Iloilo City, 5000 Telephone Nos: (033)509-7653; (033)336-2816 Email Address: region6@deped.gov.ph

Website: region6.deped.gov.ph





Republic of the Philippines NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY DEPARTMENT OF BUDGET AND MANAGEMENT

NEDA-DBM JOINT MEMORANDUM CIRCULAR (JMC) No. 2023-01

Date: 1 0 MAY 2023

FOR

ALL HEADS OF DEPARTMENTS, AGENCIES, BUREAUS, OFFICES, COMMISSIONS, STATE UNIVERSITIES COLLEGES, GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS, OTHER INSTRUMENTALITIES OF THE NATIONAL GOVERNMENT, AND ALL OTHERS CONCERNED

SUBJECT :

IMPLEMENTING GUIDELINES ON THE GRANTS FOR INNOVATION PROGRAMS, ACTIVITIES, AND PROJECTS. PURSUANT TO SPECIAL PROVISION NO. 5 OF THE NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY, UNDER REPUBLIC ACT NO. 11936, OR THE FISCAL YEAR 2023

GENERAL APPROPRIATIONS ACT

1.0 BACKGROUND

Republic Act (RA) No. 11293, otherwise known as the "Philippine Innovation Act", adopts innovation as a vital component of national development and sustainable economic growth. Innovation refers to the creation of new ideas that result in the development of new or improved policies, products, processes. and services which are then spread or transferred across the market.



For the effective implementation of RA No. 11293, Special Provision (SP) No. 5 on Grants for Innovation Programs, Activities, and Projects, of the National Economic and Development Authority (NEDA) – Office of the Secretary (OSEC), under RA No. 11936 or the Fiscal Year (FY) 2023 General Appropriations Act (GAA), authorized the appropriation of an amount of One Hundred Million Pesos (PHP 100,000,000.00) to be used for the issuance of grants for innovation programs, activities, and projects in accordance with RA No. 11293.

Pursuant to SP No. 5 thereof, the release of funds shall be subject to the guidelines to be issued jointly by NEDA and the Department of Budget and Management (DBM).

2.0 PURPOSE

This JMC is being issued to provide the rules and regulations for the utilization of the funds appropriated for grants for innovation programs, activities, and projects, pursuant to SP No. 5, NEDA-OSEC, under the FY 2023 GAA.

3.0 SCOPE

This JMC shall apply to innovation grants for programs, activities, and projects that work on promoting and implementing all potential types and sources of innovation proposed by an agency of the government, subject to existing budgeting, accounting, and auditing rules and regulations.

These include product innovation, process innovation, organizational innovation, social innovation, marketing innovation, academic or educational innovation, or policy innovation.

4.0 DEFINITION OF TERMS

- 4.1 Absorptive capacity the ability of a proponent to utilize and maximize its current and available financial resources. It is measured by the obligation budget utilization rate.
- 4.2 Agency of the government any agency of the government, including departments, bureaus, offices, other government instrumentalities, local government units (LGUs), state universities and colleges (SUCs), constituent units, or government-owned or controlled corporations (GOCCs), capable of receiving and managing grants.
- **4.3 Innovation grants** non-repayable transfers¹ to implementing entities for particular innovation programs, activities, and projects.
- 4.4 Implementing entity a proponent with a project proposal approved by the National Innovation Council (NIC)-Executive Technical Board (ETB).

DBM Glossary of Terms, p. 800.



- 4.5 Innovation centers centers of competence and innovation activities, either housed in academic, educational, or non-academic facility that supports collaborative research, development, and extension (RD&E) initiatives and innovation-related activities between and among academic or educational institutions, RD&E centers, and business.²
- 4.6 Programs, activities, and projects any work process or group of work processes undertaken to realize the outputs and outcomes of an agency.³
- 4.7 Proponent an agency of the government that intends to submit or has submitted a proposal for innovation grant. It is capable of receiving and managing grants to implement innovative programs, activities, and projects.

5.0 ELIGIBILITY REQUIREMENTS

The following are the proponent's eligibility requirements:

- a. Must be an agency of the government, including departments, bureaus, offices, other government instrumentalities, LGUs, SUCs, constituent units, or GOCCs, capable of receiving and managing grants.
- b. Attached agencies, regional offices, and operating units are eligible to submit a proposal separate from their respective central offices or parent agencies if all of the following criteria are met:
 - i. Directly receiving funds from the DBM;
 - ii. Must have an existing Modified Disbursement System (MDS) trust account;⁴
 - Must have a separate organization code based on the Unified Account Code Structure (UACS);
 - iv. Recipient of fund transfers from higher-level agencies; and
 - v. Authorized to receive grants and/or collect revenues.

² Section 3(h) of RA No. 11293.

³ DBM Glossary of Terms, p. 807.

⁴ This account is used to recognize in the agency books the Notice of Cash Allocation (NCA) received for trust receipts/fund transfers deposited with the National Treasury (NT).

In the absence of the abovementioned requirements, regional offices and operating units should submit proposals through their respective central offices or parent agencies.

6.0 TYPES OF FUNDING SUPPORT

- 6.1 In its statement of policy, RA No. 11293 provides that the State shall harness innovation efforts to help the poor and the marginalized and to enable MSMEs to be part of the domestic and global supply chain. As such, funding support can be provided to new or existing programs, activities, and projects implemented by an agency of the government, that qualify for innovation grants, which include, but are not limited to the following:
 - a. MSME innovation programs;5
 - b. Innovation centers and business incubators;6
 - c. Regional innovation and cluster policy;7
 - d. Strategic research, development, and extension programs;8
 - e. Innovation instruments;9
 - f. Diaspora for innovation and development;10
 - g. Advocacy and community education; 11 or
 - h. Other related innovation development activities.
- 6.2 Further, the following types of programs, activities, and projects may qualify for innovation grants. Applicants may choose to combine elements from each type as they deem relevant:



a. Pre-commercialization, Commercialization, or Diffusion Projects – refers to the pre-commercialization and commercialization activities of research and development (R&D) outputs; it includes activities beyond the ideation phase, such as prototyping, testing, intellectual property development and registration, production, and promotion activities.

⁵ Section 12 of RA No. 11293.

⁶ Section 13 of RA No. 11293.

⁷ Section 14 of RA No. 11293.

⁸ Section 15 of RA No. 11293.

⁹ Section 16 of RA No. 11293.

¹⁰ Section 18 of RA No. 11293.

¹¹ Section 20 of RA No. 11293.

It also pertains to the public sector, inclusive, or grassroots innovation, and social innovation that a proponent may undertake with the aim of introducing product innovation or enhance existing services and processes.

- b. Innovation Facilities and Services refers to the establishment of new or enhancement of existing infrastructure or properties to strengthen the innovation ecosystem, including operating expenses for innovation centers, co-working spaces, incubation support, or shared business services, among others.
- c. Innovation Culture Promotion refers to activities which foster a culture of innovation and strengthen the innovation ecosystem such as educational programs, capacity-building activities, trade exhibits, expositions and missions, hackathons, or other platforms for networking and collaborative partnerships.
- d. Innovation Policy Research refers to research studies which aim to introduce new or significantly improved solutions relating to innovation policy and governance.
- 6.3 Grant funding shall be provided such that the duplication of initiatives is prevented. Such support should also consider a proponent's absorptive capacity and should not be in conflict with other related laws, rules, and regulations.



6.4 Double funding, or the situation where the same activity for the same set of beneficiaries is funded twice through the use of public funds, is not allowed. Project proponents shall ensure that any component of the proposed program, activity, and project has not received any other type of funding support from the FY 2022 and FY 2023 GAAs or any other sources involving public funds.

7.0 FUNDING THRESHOLD AND LIMITATIONS

7.1 The funding support threshold for the implementation of new or existing innovation-related programs, activities, and projects shall not exceed five million pesos (PHP 5,000,000.00).

- 7.2 The following items shall comprise the negative list for access to the funds appropriated for grants for innovation programs, activities, and projects:
 - a. Mandatory provision of health and social services;
 - b. Mandatory provision of water supply and sanitation services;
 - c. General construction and public works;
 - d. General services and administration;
 - e. Standalone computerization or installation of IT and telecommunications equipment;
 - f. Livelihood seed capital and training programs;
 - g. Conduct of research studies, support to ongoing theses or dissertations, or other investigatory projects involving experimental procedures to acquire new knowledge or search for application of new findings; and
 - h. Tourism promotion activities.

8.0 GRANT APPLICATION REQUIREMENTS

To apply for funding, proponents are required to complete application forms and provide the supporting documents through the NEDA Electronic Innovation Grants Information System (EIGIS), accessible at eigis-innovation.neda.gov.ph. The form includes the following details:

- a. General Information includes the agency or organization's identification, contact details, and focal personnel.
- b. Proposal describes the concept, rationale, objectives, impact, duration, and relevance of the program, activity, and project, whether it aligns with the priority sectors and has the best potential to benefit the poorest of the poor. It also includes the implementation strategies, expected outcomes, and sustainability aspects of the proposal.



- c. Work and Financial Plans details the program, activity, and project's work and financial plans, which determine the soundness and feasibility of execution and implementation. It also includes a timeline with an implementing period not exceeding one year.
- Technical Drawing (if applicable) contains detailed drawings that communicate how the proposed innovation functions or how it will be constructed.
- e. **Undertaking** contains the terms and conditions that the applicant must certify and agree with.
- f. Authorization Letter authorizes the program, activity, and project focal person and alternate focal person to submit a proposal on behalf of the proponent through EIGIS. It should be signed by the following authority:

Proponent	Level	Signatory	
National Government Agency (NGA)	Central office	Secretary or Undersecretary	
	Attached agency or Operating unit	Head of Agency	
	Regional, provincial, or field offices	Regional Director	
	Department of Education (DepEd) Schools and Learning Centers	Schools Division Superintendent	
LGU including Local	Provincial government	Governor	
Universities and Colleges (LUCs)	City or municipal government	Mayor	
	Local university or college	President or Chancellor	
SUC	University or college		
GOCC	Central	Head of Agency	
	Regional, provincial, or field offices	Regional Director or its equivalent	



9.0 ASSESSMENT CRITERIA FOR EVALUATION OF PROPOSALS

The following set of criteria shall serve as the tool to evaluate the qualifications of proponents and the implementation readiness of their proposals.

9.1 Technical Criteria – a metric of technical merits of the proposed programs, activities, and projects:

a. The following technical criteria shall be used for proposals with regional or local scope:

Criteria	Weight	Description
		A clear description of the
		new idea, approach, or
		technology being proposed;
		an explanation of how the
Novelty	30 percent	proposed innovation differs
INOVERTY	30 percent	from existing solutions in the
		same field or market; and a
	34 31	demonstration of the
		potential impact of the
		proposed innovation.
		Identification of the specific
		problem or challenge that
		the proposed innovation
		aims to address in the region
		or province; demonstration
		of a clear understanding of
		the innovation needs and
Relevance	40 percent	gaps in the region or
Relevance	40 percent	province; and explanation of
		how the proposed
		innovation has been
		designed to be responsive to
		the unique needs and
		requirements of the region
		or province, and how it will
	Later to the second sec	address the identified gaps.



Total	100 percent	
		markets or partnerships that can support the growth and expansion of the proposed innovation, such as licensing agreements or joint venture with other organizations or businesses.
		local organizations, businesses, or institutions; and plans to explore new
		potential collaboration with
Opportunity	30 percent	opportunities for economic growth or social development in the region of province; explanation of hothe proposed innovation calleverage existing resources, assets, or capabilities in the region or province to create new value, including
		Demonstration of the potential for the proposed innovation to create new

b. The following technical criteria shall be used for proposals with national or inter-regional scope; proposals with regional or local scope within the National Capital Region (NCR) and the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM); and shortlisted proposals endorsed by the NEDA Regional Directors:



Criteri	Weight	Description
1. Strategic alignment	10 percent	The proposal demonstrates alignment with the strategic priorities set under RA No. 11293 and the National Innovation Agenda, contributing to the country's development goals and

2.3. Game-changing	20 percent	The proposal is transformative, game-changing, with the potential to generate positive socioeconomic and environmental outcomes for the specified target beneficiaries, contributing to inclusive growth, sustainability, and the well-being of the community.
3. Feasibility and Sustainability	30 percent	The proposal demonstrates feasibility with a clear and realistic plan for implementation within the proposed timeline and budget. It also proposes a sustainability plan where activities will be continued even beyond the initial funding support.

9.2 Organizational Criteria – a qualitative measure to gauge the proponent's capacity to implement the proposed program, activity, and project. It considers the level of the proponent, whether it is poor (one star), satisfactory (two stars), or outstanding (three stars), based on the following:



Criteria	Description	
1. Competence	The proponent has experience in implementing innovation-related programs, activities, and projects.	
2. Capability	The proponent has at least 70 percent absorptive capacity, or the ability to effectively utilize its financial resources.	
3. Compliance	The proponent complies with various good governance standards reflected in the following: NGAs and SUCs - Results-based Performance Management System (RBPMS) administered by	

the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25, s. 2011)

- LGUs Seal of Good Local Governance (SGLG) or Seal of Good Financial Housekeeping (SGFH) administered by the Department of the Interior and Local Government (DILG)
- GOCCs Corporate Governance Scorecard (CGS) administered by the Governance Commission for GOCCs (GCG)

10.0 GRANT ADMINISTRATION

10.1 Proposal Submission

The NIC Secretariat shall issue a call for proposals and communicate the guidelines through various channels, including the EIGIS, the official websites of NIC member agencies, and other relevant communication platforms. It is imperative that all proposals are submitted through the EIGIS to ensure transparency and accountability in the review process. Proposals that are not submitted through the EIGIS will not be accepted nor reviewed.

The DILG shall endorse the call for proposals to LGUs. Likewise, the Commission on Higher Education (CHED) shall endorse the call for proposals to SUCs.

10.2 Proposal Evaluation

10.2.1 NEDA Regional Directors, Technical Evaluation Panels (TEPs) composed of representatives from the NEDA Central Office, and the NIC Secretariat shall be responsible for the screening, rating, and ranking of the proposals, to be submitted to the NIC Executive Director for revalidation and endorsement to the NIC-ETB.

Action	Responsible
Screening, Rating, and Ranking	
 a. Technical Criteria Rating and Ranking of proposals with regional and local Scope 	Concerned NEDA Regional Directors
b. Technical Criteria Rating of proposals with national or inter- regional scope; proposals with regional or local scope within the NCR or BARMM; and shortlisted proposals endorsed by the NEDA Regional Directors	TEPs
c. Organizational Criteria Rating	NIC Secretariat
Endorsement to the NIC-ETB	NIC Executive Director
Approval of Proposals	NIC-ETB

- 10.2.2 Only proposals with complete documents shall undergo further screening and review. Proposals with incomplete or insufficient documents may be terminated by the respective TEPs due to lack of basis for evaluation. Proposals included in the negative list identified in Section 7.4 shall also be terminated by the respective TEPs.
- 10.2.3 NEDA Regional Directors shall rank proposals with regional or local scope. The TEPs shall then rate proposals considering the rankings submitted by the respective NEDA Regional Directors. In cases where the scope of the proposal is national, interregional, or within NCR or BARMM, screening, rating, and ranking shall be conducted by the TEPs. All NEDA Regional Directors and TEPs shall use the technical criteria identified in Section 9.1 as the basis for evaluation.
- 10.2.4 The NIC Secretariat shall consolidate and further evaluate proposals based on the organizational criteria identified in Section 9.2. The NIC Secretariat shall also solicit comments/inputs from the following agencies, to be used as the basis for further screening of proposals:



Agency	Action
Intellectual Property Office of the Philippines (IPOPHL)	Identifying potential intellectual property issues that may arise from the proposed programs, activities, and projects
CHED	Screening proposals submitted by SUCs, including identifying potential double funding issues
Department of Science and Technology (DOST), and Department of Agriculture-Bureau of Agriculture Research (DA- BAR)	Identifying potential double funding issues and/or possible legal or auditing concerns on publicly-funded research and development outputs

- 10.2.5 The NIC Executive Director shall revalidate the consolidated evaluation results and endorse proposals to the NIC-ETB for approval.
- 10.2.6 Project proposals approved by the NIC-ETB in the previous grant cycle which have not commenced implementation nor utilized previous grants may submit revised proposals, subject to the review of the NIC Executive Director and approval of the NIC-ETB.
- 10.2.7 The NIC-ETB shall convene to deliberate the approval and/or disapproval of proposals. Proposals shall be deemed approved if they receive at least two-thirds of affirmative votes from NIC-ETB members or their authorized representatives present during the meeting. Subject to the approved appropriation, proposals with the highest number of votes shall be prioritized for funding, and in case of ties, the NIC-ETB Chairperson shall decide accordingly.
- 10.2.8 The NIC-ETB reserves the right to accept or reject any proposal, or separable portions thereof, and to waive any minor irregularity, technicality, or omission as needed.

10.3 Grant Awarding

- 10.3.1 The NIC Secretariat shall notify proponents with approved proposals for their acceptance or rejection of the grant. Proponents who accepted the grants shall commence with the preparation of documentary requirements.
- 10.3.2 The NIC Secretariat shall conduct consultations to assess whether the terms and conditions are legally enforceable to protect all party's interests. If the legal review identifies no issues, the NIC Secretariat shall complete the execution of the agreement and notify the grant recipient. However, if the legal review identifies any issues with the terms and conditions of the award, the NIC Secretariat shall notify the grant recipient and may consult the NIC-ETB Chairperson to resolve the matter.
- 10.3.3 The NIC-ETB Chairperson has the prerogative to negotiate the award and choose which proposal components will be funded.
- 10.3.4 If the proponent and the NIC-ETB cannot arrive at a mutually agreeable position, the proponent may choose not to accept the award. The proponent, through written correspondence, shall clearly specify the reasons why the award is being declined. Failure to provide a reasonable justification for a decline of the award shall mean future proposals for funding from the proponent will be less prioritized.

10.4 Fund Transfer and Utilization

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10.4.1 In accordance with General Provision 70 of the FY 2023 GAA, the grant released to implementing entities shall be available for obligation and disbursement until 31 December 2024. After the end of the validity period, all unreleased appropriations and unobligated allotment shall lapse, while unexpended or undisbursed funds shall revert to the unappropriated surplus of the General Fund and shall not thereafter be available for expenditure except by subsequent legislative enactment.

- 10.4.2 The transfer of funds shall be in accordance with the terms of the memorandum of agreement (MOA) executed between NEDA and the implementing entity. Project funds shall be deposited in any authorized government depository bank. The grant awarded through these guidelines shall not be used for money market placement, time deposit, purchase of real property, or other forms of investment not related to the program, activity, and project.
- 10.4.3 In the course of implementation, and as the need demands, any modifications by implementing entities in the utilization of the fund shall be communicated in writing to secure the concurrence from the NIC-ETB Chairperson.
- 10.4.4 Furthermore, implementing entities shall abide by the procurement rules and guidelines, pursuant to RA No. 9184, otherwise known as the Government Procurement Reform Act, and its Revised IRR.

10.5 Monitoring and Reporting

10.5.1 The implementing entities shall submit the following reports to the NIC Secretariat on the indicated timelines:

Report	Timeline
1. Monitoring Report	Every end of the quarter during the implementation
2. Financial Accountability or Liquidation Report with the necessary supporting documents	Every end of the quarter during the implementation
3. Terminal Report	Not later than six (6) months after the final implementation of the project

10.5.2 The implementing entities shall regularly provide the NIC Secretariat with status updates (i.e., stories, pictures, press releases, announcements, or reports) if available. The NIC Secretariat shall consolidate the reports for submission to relevant authorities.

- 10.5.3 The implementing entities shall also authorize the NIC Secretariat to include information on the project details and outputs, partially or entirely, in its website and database and for use in the NIC's promotional efforts, reports, and other collateral materials as the NIC deems necessary, per Section 16 of RA No. 11293.
- 10.5.4 The NIC Secretariat may undertake field validation, whenever necessary.
- 10.5.5. If a problem arises from the field validation, a project facilitation meeting shall be undertaken by the NIC Secretariat to discuss and resolve issues encountered and reach important agreements.

11.0 INTELLECTUAL PROPERTY

- 11.1 Matters affecting intellectual properties or intellectual property rights such as their ownership, protection, and utilization, technology disclosure, the exclusivity of the license, use of commercialization, the establishment of spin-off firms, technologies for research use and sharing of income, and benefits from technology commercialization shall be in accordance with RA No. 8293, otherwise known as the Intellectual Property Code of the Philippines, as amended, and related laws such as RA No. 9168, otherwise known as the Philippine Plant Variety Protection Act of 2002, RA No. 8792, otherwise known as the Electronic Commerce Act, RA No. 10055, otherwise known as the Philippine Technology Transfer Act of 2009, and RA No. 8371, otherwise known as the Indigenous Peoples Right Act of 1997.
- 11.2 Full information shall be disclosed to the NIC Secretariat in case the project or program results are published or presented in various fora, seminars, and meetings. Such presentation should not prejudice the proprietary/confidential nature of the information for intellectual property protection purposes.

12.0 MISCELLANEOUS PROVISIONS

- 12.1 Amendment. The provisions, exhibits, and annexes of this JMC may be amended or supplemented as deemed necessary and agreed upon by NEDA and DBM, and in accordance with the FY 2023 GAA, RA No. 11293, its IRR and other relevant laws, rules and regulations, and issuances.
- **12.2 Separability Clause.** If for any reason, any provision of this JMC is declared unconstitutional or invalid, such parts which are not affected thereby shall remain in force and effect.
- 12.3 Repealing Clause. All other issuances or parts thereof that are inconsistent with this JMC are hereby repealed, amended, and/or modified accordingly.

13.0 EFFECTIVITY

These guidelines shall take effect immediately.

ARSENIO M. BALISACAN

Secretary

National Economic and Development Authority

AMENAH F. PANGANDAMAN

Secretary

Department of Budget and Management