

ADMINISTERING PROJECTS UNDER THE PRIORITY DEVELOPMENT ASSISTANCE FUND (PDAF)

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/f68a0a2d72fc/>

In the interest of the service and to ensure efficiency in administering projects under the Priority Development Assistance Fund (PDAF) pursuant to DBM National Budget Circular Nos. 476 and 479 dated September 20, 2001 and March 1, 2002, respectively, and for proper monitoring and implementation of the programs thereof, the following guidelines are hereby prescribed for adoption:

I. PURPOSE

To provide the procedural guidelines on the release and utilization of Priority Development Assistance Fund (PDAF).

To prescribe the required reports attendant to the utilization of said fund.

II. COVERAGE

These guidelines shall be observed by all DOLE agencies implementing any of the DOLE's programs charged against PDAF. It shall cover all applicants and proponents seeking funding and technical assistance from DOLE, including non-governmental organizations, people's organizations, unions, rural workers associations and informal sector organizations, cooperatives, women's organizations, government organizations, local government units, state colleges and universities, or qualified individual applicants.

III. GENERAL GUIDELINES

1. The PDAF shall be used to fund priority programs and projects specifically provided in the Special Allotment and Release Order (SARO) issued by DBM in accordance with the General Appropriations Act and the guidelines prescribed herein.
2. The DOLE implementing agencies shall implement under the PDAF only those programs and projects under the four (4) key employment strategies, i.e. employment generation, employment facilitation, employment preservation and employment enhancement.
3. The PDAF shall not be used for the payment of personal services expenditures (i.e. payment of salaries including honoraria, allowances, bonus and similar forms of compensation).

IV. PROCEDURES

1. The concerned DOLE implementing agency and the Department Legislative Liaison Officer (DLLO) shall coordinate with the proponent legislator as to DOLE's priority programs and projects which may be funded under PDAF. They shall provide briefing to the proponent legislator on said programs/projects and provide assistance as may be necessary, to ensure that DOLE will be able to get the approval/commitment of the proponent legislator and that technical and administrative concerns relative to the projects are adequately addressed.

2. Upon finalization of the agreement between DOLE and the proponent legislator as to project implementation, said proponent legislator shall request DBM for the release of SARO to DOLE, chargeable against their PDAF.

3. The SARO shall be released by the DBM to the DOLE-CO, which shall immediately be transmitted to concerned DOLE implementing agency for booking up purposes. If there is no corresponding Notice of Cash Allocation (NCA), the Office of the Secretary shall request for the release of the same from the DBM. The NCA may also be released by the DBM directly to the concerned DOLE implementing agency.

In case the DOLE implementing agency is a Philippine Overseas Labor Office (POLO), the NCA shall be released by the DBM, to DOLE-CO for interfund transfer as cash advance to the concerned POLO.

4. Identification of the target beneficiaries for said PDAF assistance shall be made by the proponent legislator, or in coordination/consultation with the DLLO/DOLE implementing agency. Upon identification, the concerned DOLE implementing agency shall require the beneficiaries to submit the eligibility and accreditation requirements as provided in DO 36-02.

5. The DOLE implementing agency shall coordinate with the concerned proponent legislator on the implementation of programs and projects. Said coordination may be done thru the DLLO, who shall be updated by the implementing agency as to status of the project from implementation until completion.

6. The DOLE implementing agency shall follow the applicable provisions of DO No. 36-02, s. 2002 on release of funds to the beneficiary and utilization of funds and/or on implementation and monitoring.

7. During actual implementation of the project, the DOLE implementing agency shall submit quarterly, the financial and physical reports on the projects to the concerned proponent legislator and to the Executive Committee (ExCom) through the FMS and the Planning Service, copy furnished the Bureau managing the program within ten (10) days after the end of each quarter using the prescribed form as provided in Department Order No. 36-02. The analysis and assessment of these reports, including recommendations if, any, shall be submitted immediately, but not later than the last working day of the month following the reference quarter, to the Secretary.

Upon completion of the project, a Terminal Report shall likewise be submitted.

8. Realignment of funds/use of savings may be allowed provided that the same has been cleared with the concerned proponent legislator;

Said request for realignment/use of savings shall be supported by the following documents:

- a. Letter request of the head of agency concerned;
- b. Details of the realignment i.e. projects to be replaced, covering SARO, proposed projects to be implemented and project cost using the attached form for the purpose
- c. Concurrence/endorsement of the program/project proponent legislator; and
- d. Certification from the head of the accounting unit duly noted by the agency head that the fund being requested for realignment has not yet been obligated and is still available.

Realignment of unobligated allotments within MOOE shall be allowed only once by the Secretary. Furthermore, request for the realignment of unobligated allotment classified as continuing appropriation from MOOE to Capital Outlay shall be submitted to DBM not later than June 30 of the year following the release of allotment.

All requests for realignment from MOOE to Capital Outlay shall be coursed through the DOLE-CO, which shall endorse the same to the DBM.

9. In case of problems in project implementation or in funding, the DOLE implementing agency shall immediately

inform the concerned Bureau, DLLO and/or FMS for appropriate action. The DLLO shall inform the proponent legislator accordingly, particularly in case there is need for assistance/action from said legislator to facilitate project implementation.

This Order takes effect immediately.

Adopted: 08 July 2004

(SGD.) PATRICIA A. STO. TOMAS
Secretary

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.