

CAPACITY DEVELOPMENT AGENDA

OFFICE OF THE MAYOR

Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements <i>(in thousand pesos)</i>			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year 3		
Personnel not fully aware of their duties, functions and responsibilities	Well capacitated personnel on their duties, functions and responsibilities		Capability Building, Seminar & Training	Capability Building, Seminar & Training conducted to permanent, contractual and job hire employees	LCE/ Mayor's Office Staff	2017-2019	100	100	100	Office of the Mayor	
Low knowledge to handle the Local Area Networking (LAN) system	Well-versed and capacitated personnel on LAN		Hands on training/ seminar	Fully functional LAN Transactions fast-track thru LAN Easy access of files/documents	LCE/ Mayor's Office Staff	2017	100			Office of the Mayor	

SANGGUNIANG BAYAN

Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements <i>(in thousand pesos)</i>			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year		
Less Training of SBMs/ Staff on Codification and drafting of legislative measures (w/ presence of the newly elected officials (term based)	Well Trained and Knowledgeable SBMs and Staff on the rudiments of legislation		Continuous Trainings Seminar workshops on Legislation; Benchmarking/ on site visit to other LGUS	Knowledgeable, skilled and well trained SBMs and Staff	SBMs; Staff and LNB Rep	2016-2019	600	600	600	SB	LCE, DILG, OTHER LGUs
No organized and functional Committee on Codification	Organized and functional Committee on Codification		Seminar Workshop and Orientation of the Members of Committee	Created and Functional Codification Team	SBMs, Staff and Department Heads, Stakeholder	2016-2017	20	20		SB	LCE, DILG
Less Motivated SBMs and Staff	Motivated SBMs and Staff		Team Building of SBMs; Leadership Training;	Motivated SBMs and Staff	SBMs and Staff	2017	50			SB	DILG; LCE; Resource Persons
Less Participation of CSOs and various Stakeholders in the formulation of legislative measures	Participated CSOs/ stakeholders in the formulation of the legislative formulation		Orientation of CSOs and various stakeholders; Committee Hearings with invited CSO and various stakeholders.	Participated and Involved CSOs and various Stakeholders	CSOs and Various stakeholders	2017-2019	50	50	50	SB	LCE; DILG

OFFICE OF MUNICIPAL PLANNING & DEVELOPMENT COORDINATOR

Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements (in thousand pesos)			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year 3		
Understaffed MPDC Office	MPDC Office with: 1-Researcher & Statistician	Training of Admin Aide on Research & Statistics functions	Hiring of: 1-Statistician & Researcher	1-Statistician & Researcher hired	LCE/HRMO/ MPDC	2018		240	240	LCE/ HRMO	LCE/SB
Lack of knowledge on web- based updating	Enhanced capacity on web-based data updating	Convergence with PPDO	Training on website updating	Updated website/data-base	MPDC & Staff	2017	30			MPDC	LCE/PPDO
Zoning Officer trained on Basics on GIS/acting as GIS Focal Person	Zoning Officer w/ knowledge on advance GIS	Confer with HLURB ITs	Training on advance GIS	Zoning Officer knowledgeable on advance GIS	Zoning Officer	2017	30			MPDC	LCE
Limited knowledge on new issuances or guidelines on planning & zoning administration and other functions	MPDC and staff with updated knowledge on planning guidelines and other issuances	Search on national agencies portal	Attendance to regular seminars conferences, conventions and capability building	MPDC and staff knowledgeable on new planning guidelines	MPDC & Staff	2017 -2019	100	100	100	MPDC	LCE/MBO

MUNICIPAL TREASURER'S OFFICE

Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements <i>(in thousand pesos)</i>			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year 3		
No team for Tax Campaign Program	Created a team for Tax Campaign Program		Executive Order	Performing team for the Tax Campaign Program	LCE/ MTO/ MEEDO	2017-2019	100	100	100	MTO/ ASSESSOR/ MEEDO	LGU/ PTO
Expiring Local Tax Code	Updated/ Revised Local Tax Code		SB Ordinance	Updated & Operative Local Tax Code for LGU	All depts. Imposing fees and charges/ SB/ MTO/ MEEDO/ LCE	2017	150			MTO/ MEEDO	LGU
Uncomfortable place for taxpayers while waiting	Comfortable place for taxpayers when paying taxes, fees and other charges		Purchase facilities needed in the taxpayer lounge	Comfortable taxpayer's lounge with complete facilities	MTO/ GSO	2017-2019	100	100	100	MTO	LGU
No Cashiering System in the MTO	Installed and implement the cashiering system of collections		Operate the Cashiering System to ensure the safety of public funds	Public funds are ensured to be safe upon issuance of Official Receipts	MTO	2017-2019	100	50	50	MTO	PTO
Insufficient vaults for safekeeping of collections	Provided vault for collectors/ disbursing officer for safekeeping of cash that are not deposited.		Purchase vault for collectors/ disbursing officer	Collections are safeguarded	MTO	2017-2019	50			MTO	LGU

MUNICIPAL ACCOUNTING OFFICE

Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements (in thousand pesos)			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year 3		
No stockroom for files adjacent to accounting department	Stockroom for files adjacent to accounting department		Construct stockroom	Stockroom for files adjacent to accounting department	LCE/Accounting Department	2018		500		Mun. Accounting Office	
Old computers and printers	New computers and printers		Purchase of IT Equipment and Software	New computers and printers	LCE/Accounting Department	2017-2019	50	50	50	Mun. Accounting Office	
Old furniture and fixtures	New furniture and fixtures		Purchase of Furniture and Fixtures	New furniture and fixtures	LCE/Accounting Department	2017-2019	10	10	10	Mun. Accounting Office	
Lack of permanent personnel in accounting office	2 additional personnel hired: <ul style="list-style-type: none"> • Officer IV • Admin. Asst. II 		Hire additional permanent personnel to be assigned in accounting office	2 Additional personnel to be assigned in Brgy. Financial Reports and processing of municipal transactions	LCE/Accounting Department/ HRMO	2018-2019		625	625	Mun. Accounting Office	

MUNICIPAL ASSESSOR OFFICE

Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements <i>(in thousand pesos)</i>			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year 3		
Viewing of previous tax declarations required longer time to access	An office with tax declaration documents database	Formulate a system / database for tax declarations	Discuss the proposed project with the LCE for guidance and suggestions	More accessible way of viewing and obtaining copies of tax declarations	Assessor's Office / I.T. expert	2017-2018	350	150		Assessor's Office	LCE
Lack of service vehicle to supplement the need of assessment and inspection purposes throughout the municipality	Assessor's Office to have its own vehicle for an efficient and productive assessment of real properties	Purchase one unit vehicle with specifications suited for inspections / assessments	Prepare requirements needed for the purchase of the vehicle	Transparent and accurate assessment of real property	Assessor's Office, LCE, Budget & Accounting Office	2017	950			Assessor's Office	LCE
Difficulty in obtaining monthly & quarterly reports through Assys 2 due to late adoption of said system	Staff with adequate knowledge on using the Assys 2 especially in producing monthly & quarterly reports	Conduct trainings and workshops for the Assessor's Office staff	Encourage the staff to undergo series of trainings to gain knowledge on Assys 2	Reports will be easily produced with minimal errors	Assessor's Office/ MIS	2017-2018	30	30		Assessor's Office	LCE
Lack of storage for vital records and other documents	An office with wider/ spacious records' section	Improve the records' section to accommodate various documents of the office	Identify documents to keep and to file in the storage area	More organized record's section; accessible for both clients and staff	Assessor's Office / GSO	2017-2018	100	50		Assessor's Office	LCE

MUNICIPAL CIVIL REGISTRAR

Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements <i>(in thousand pesos)</i>			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year 3		
Barangay Civil Registration System not fully implemented	Barangay Civil Registration System fully implemented in all barangays		Conduct training on Barangay Civil Registration System for all Brgy. Secretaries	Barangay Civil Registration System fully functional in all barangays	MCR/ Brgy. Officials especially Brgy. Secretaries	2017-2019	50	50	50	MCRO	PSA
Lack of personnel as data encoder	Hired 1 permanent personnel for data encoding-profiling of employees' data record		Select and hire competent data encoder	Efficient data encoder hired	LCE/ HRMO/ MCRO	2017				MCR	LCE

HUMAN RESOURCE OFFICE

Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements <i>(in thousand pesos)</i>			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year 3		
Out dated HRD plan of the LGU	Right placement of personnel according to their competency.		-review of individual employee's data record - personnel data profiling as to their competency level	HRD plan reviewed and updated as of 2017	LCE, HRMO, different Department Heads	2017	100			HRMO	CSC

GENERAL SERVICES OFFICE

Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements <i>(in thousand pesos)</i>			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year 3		
Storage area for unserviceable equipment/ spare parts/ supplies	Presence of a bigger storage area for unserviceable equipment/ spare parts/ supplies		1,500	1,500				1,500			GSO
Motor Pool with garage for unserviceable municipal vehicles	Presence of a motor pool with garage at Sitio Manue, Tagbac Sur, Oton		1,500	1,500				1,500			GSO
Lightings and Fixtures for Plaza, Streets, etc.	100% of plaza, streets, government buildings and other facilities lighted		1,500	1,000			500	500	500	500	GSO
Centralized Computer System	Centralized computerization of flow of document in the office		250	250				250			GSO
Tools and Equipment for the Beautification of Plaza	Purchase tools and equipment for plaza beautification (lawn mower, grass cutter, etc.)		200	200				200			GSO
Maintenance of government-owned buildings and facilities	Maintained government buildings and facilities		2,500	2,500				2,500			GSO

MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements <i>(in thousand pesos)</i>			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year 3		
Delayed response to clients that need immediate services especially the CICL and women in crisis situation	Presence of 2 additional Registered Social Workers		Hiring of 2 additional registered social workers	2 Social Workers hired	LCE/SB MSWDO HRMO	2017		1,500		MSWDO	LGU, Prov., DSWD
Lack of awareness among Fathers on their Roles, Duties and Responsibilities	Total development of Fathers		Organization of Father Volunteers through ERPAT Association	80% of Fathers are aware of their roles and responsibilities as Father and become the advocates in Women's Rights	MSWDO	2017-2019	100	100	100	MSWDO	LGU, PSWDO, DSWD
Lack of knowledge of the family members in taking care of the older persons	Knowledgeable family members in taking care of older persons		Provision of training on neighborhood services for older persons	30 family caregivers trained on NSSOP	MSWDO	2017-2019	60	60	60	MSWDO	LGU, DSWD
Lack of opportunities and limited services to Senior Citizens	Functional Senior Citizens Association		Conduct of regular meetings and activities intended for Senior Citizens	100% of Senior Citizen members become active and participative members of the society	MSWDO	2017-2019	200	200	200	MSWDO	LGU, Provincial Gov't., DSWD
Insufficient knowledge of Day Care Workers in handling day care	Knowledge-able and skilled Day Care Workers in handling sessions		Orientation/ seminar/work-shop on new Day Care Manual/accredit-	100% of Day Care Workers passed the accreditation set by DSWD	MSWDO/ Day Care Workers	2017-2019	100	100	100	MSWDO	LGU, PSWDO, DSWD

session			ation tools								
Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements (in thousand pesos)			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year 3		
Insufficient program materials for the use of Day Care children	Provision of additional program materials for day care children		Capability Building and Values Enhancement Seminar conducted to Day Care Workers	100% of Day Care children provided with programs and services for their total development	MSWDO	2017-2019	80	80	100	MSWDO	LGU, PSWDO, DSWD
Increased number of drug dependents especially the youth	Parents should be aware of the ill effects of drugs to children		Conduct of orientation on Family Drug Abuse Prevention to out-of-school youth and their parents	Increased awareness of children and their parents on the ill-effect of drugs	MSWDO	2017-2019	80	80	80	MSWDO	LGU, DSWD, PNP
Lack of skills among Men, Women, PWD, Solo Parent, Out of School Youth and Pantawid beneficiaries for income generating projects	Skilled men and women PWD, solo parent, out-of-school youth and Pantawid beneficiaries of income generating projects		Conduct of Skills training on Masonry and Carpentry to Pantawid Beneficiaries	30 beneficiaries attended training on masonry	MSWDO, SLP worker	2016	450			MSWDO	SWD, LGU
			Skills Training on Small Engine and Motorcycle Repair NC II	25 beneficiaries attended training on Small engine and motorcycle repair and passed the NCII assessment	MSWDO, SLP Worker	2016	498.5	MSWDO	DSWD, LGU		
			Skills Training on Consumer Electronics Servicing NCII	20 male 4Ps beneficiaries attended the training on consumer electro-							DSWD,

				nicos servicing and passed the NCII assessment	MSWDO, SLP worker	2016	399.6			MSWDO	LGU
Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements <i>(in thousand pesos)</i>			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
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Lack of awareness among solo parents on their rights and privileges	Solo parents aware of their rights and privileges and functional solo parents association		Provision of capacity development to solo parents for their total development Provision of skills training and seminars to unemployed solo parents	100% of solo parents have increased awareness of their rights and privileges Unemployed solo parents provided with livelihood	MSWDO	2017-2019	80	80	80	MSWDO	LGU, PNP, DSWD
Not fully functional LCPC and BCPC members/ technical working groups	100% functional LCPC and BCPC		Training and seminar to LCPC and BCPC members	100% functional LCPC and BCPC and members are aware of their roles and responsibilities	MSWDO	2017-2019	180	180	180	MSWDO	MSWDO, PNP, DSWD, RCWC, JJWC

Lack of awareness among newly hired employees on Gender and Development	Employees are aware of Gender and Development Programs		Continuous GST to new employees and CSOs Conduct Capability Building trainings and seminars related to Gender and Development	100% of employees and CSOs underwent seminar on GST and GST++	MSWDO	2017-2019	400	400	400	MSWDO	MSWDO, DSWD, PSWDO
Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements <i>(in thousand pesos)</i>			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year 3		
Lack of skills among Men, Women, PWD, Solo Parent, Out of School Youth and Pantawid beneficiaries for income generating projects	Skilled men and women PWD, solo parent , out-of-school youth and Pantawid beneficiaries of income generating projects		Conduct of Skills training on Masonry and Carpentry to Pantawid Beneficiaries	30 beneficiaries attended training on masonry	MSWDO, SLP worker	2016	450			MSWDO	DSWD, LGU
			Skills Training on Small Engine and Motorcycle Repair NC II	25 beneficiaries attended training on Small engine and motorcycle repair and passed the NCII assessment	MSWDO, SLP Worker	2016	498.5			MSWDO	DSWD, LGU
			Skills Training on Consumer Electronics Servicing NCII	20 male 4Ps beneficiaries attended the training on consumer			399.6			MSWDO	DSWD,

				electronics servicing and passed the NCII assessment	MSWDO, SLP worker	2016						LGU
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Lack of skills among Men, Women, PWD, Solo Parent, Out of School Youth and Pantawid beneficiaries for income generating projects	Skilled men and women PWD, solo parent, out-of-school youth and Pantawid beneficiaries of income generating projects		Skills Training on Install/ Configure and repair of Computer	20 beneficiaries attended the training and passed the NC II assessment	MSWDO, SLP worker	2017	38			MSWDO	LGU, DSWD
			Skills Training on Home Care and Product Making	40 women beneficiaries completed the training/ availed of starter kit	MSWDO, SLP worker	2017	769.596			MSWDO	LGU, DSWD
			Skills Training on Goat Raising	50 beneficiaries attended the training and availed of seed capital	MSWDO, SLP worker	2017	448.104			MSWDO	LGU, DSWD

			Skills Training on Food and Beverages Services NCII	40 beneficiaries attended the training and passed the NCII assessment	MSWDO, SLP worker	2017	572			MSWDO	LGU, DSWD
			Training on Hilot Wellness Massage NCII	20 beneficiaries completed the training and passed the NCII assessment	MSWDO, SLP worker	2017	346.488			MSWDO	LGU, DSWD

Department of Education

Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements (in thousand pesos)			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year 3		
Few teachers are trained in ELLN	Increase the number of teachers trained to implement ELLN		Conduct training of teachers to all elementary schools	All K to 3 teachers are trained in ELLN	Teacher Trainers School Heads SDS	2017-2018	50	50		DepED	DepED LGU LSB
Low Level of Reading and Comprehension	Improve the reading and comprehension of Children in schools		Trained teachers and stakeholders to act as Reading Teachers at the Reading Centers	Produce pool of reading teachers that can effectively implement the reading program that will result to an increase of pupils' level of	Pupils, Parents Teachers Stakeholders District Supervisor DepED officials LGU LSB members	2017-2019	50	50	50	DepED	DepED LGU Stakeholders

				reading and comprehension							
School Reading Centers	Presence of a reading center and functional LRCs		Establishment of a school reading centers in every school	LRCs converted to functional reading centers , with enough books and reading materials	Pupils, Teachers Stakeholders District Supervisor LGU Members	2017-2019	75	75	50	DepED	DepED LGU Stakeholders
Coaches, Trainers, Sports Enthusiasts and Advocates Need Higher Capability Training in Sports Program Management	Capacitate coaches , trainers, sports enthusiasts and advocates		Training for sports management	Functional Sports Program	Teachers, School Heads, Local Gov't Unit , LCE	2017-2018	100	100	1000	DepED LGU	LGU LSB PSB

Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements (in thousand pesos)			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year 3		
Few Agriculture teachers have practical skills in vegetables propagation and herbal gardening	Increase the number of teachers trained to implement ELLN		Conduct training of teachers to all elementary schools	All K to 3 teachers are trained in ELLN	Teacher Trainers School Heads SDS	2017-2018	50	50		DepED	DepED LGU LSB

MUNICIPAL HEALTH OFFICE

Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements <i>(in thousand pesos)</i>			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year 3		
Inadequate Health worker to population ratio	1 MD: 20,000 pop. 1 RHM: 5,000 pop.		Request for hiring of 2 additional MD's and 6 RHM's	2 MD's and 6 RHM's hired	LCE/SB/MHO	2017-2019	492	492	132	LCE/SB/MHO	LCE/SB
Partial Implementation of Mental Health Program, only 1 out of 3 MD's trained in mental health program, inadequate supply of medicines	Full implementation of mental health program		Training of remaining MD's and requisition/ procurement of medicines	2 MD's trained in mental health program and medicines available	DOH/MHO	2017	150	150	150	MHO	LCE/SB
Absence of Community based	Presence of community based		Training of 8 HW for community	8 HW's trained on community based	DOH/MHO	2017	150	150	150	LCE/MHO	LCE/SB/ PNP/ Brgy.

management for substance abuse surrenderees	management for substance abuse surrenderees		based management/ Reproduction of screening and management forms/ Procurement of medicines	management for substance abuse and surrenderees managed accordingly							Officials/ Family of surrenderees
Unlicensed laboratory	Licensed secondary laboratory		Expansion of laboratory space/Hiring of 1 RMT/Procurement of Equipment and Supplies/File application for licensing	Presence of licensed secondary laboratory	LCE/SB/MHO	2017	500			LCE/MHO	LCE/SB/DOH

MUNICIPAL AGRICULTURE AND COOPERATIVE OFFICE

Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements <i>(in thousand pesos)</i>			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year 3		
A. Production of Herbal/Medicinal Planting Materials No organized and trained groups or farmers as producer/ supplier of herbal/ medicinal planting materials	Organized and trained groups or farmers for sufficient supply of planting materials (herbal/medicinal)		Organize groups or farmers as herbal/medicinal planting materials producer/supplier Conduct training on planting of various herbal/ medicinal plants	90% sufficient supply of herbal/ medicinal planting materials for distribution	MACO/ OCAI/ Brgys./ Schools	2017	75			LGU/ MACO	LCE/ Brgy. Council/ School Heads

B. Production of Herbal/Medicinal Products Lack of skills and knowledge on herbal/ medicinal processing and marketing	Herbal/medicinal plants were properly processed and sold out in the market		Conduct training on herbal processing and packaging	Increased income of farmers or other groups thru proper herbal/ medicinal plants processing and marketing	MACO/ DOST/ DTI	2017	120			LGU/ MACO	LGU & other agencies
			Create linkages with other agencies for processing of herbal products		MACO/ DOST/ DTI	2017	120			LGU/ MACO	LGU & other agencies
Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements <i>(in thousand pesos)</i>			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year 3		
C. Promotion of organic farming Low awareness/ acceptance of farmers on organic farming system	Increased awareness among farmers on Organic Agriculture		IEC on Organic farming	5% increase in no. of farmers engaged in organic farming	MACO/ AEWs	2017-2019	50	50	50	LGU/ MACO	LCE/ LGU
			Conduct Demo-Farm	1 Demo farm/ year							
			Training on Organic Agriculture	1 Training/ year							
			Amend and Implement the	Encouraged Public-Private			50				

			Ordinance on Organic Agriculture	Partnership							
D. Improvement of Training Center Lack of equipage Farmers Training Center	Well-equipped Farmers Training Center		Purchase of equipment such as: Sound system, chairs, tables, generator, etc.	Training center conducive for learning	MACO	2018		250		LGU/ MACO	LCE/ LGU

ENGINEERING OFFICE

Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements <i>(in thousand pesos)</i>			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year 3		
Understaffed Municipal Engineering Office	An Engineering Office with more employees for better function		Hiring of : 2-Engineer II 2-Construction Foreman	2- Engineer II & 2- Construction Foreman hired; lesser workload and better work distribution	LCE/HRMO/ MEO	2017-2019	864	864	864	LCE/ HRMO/ MEO	LCE

Staff functions and duties are dispersed due to lack of personnel	More focused personnel on its certain duties means lesser workload and more productivity		Capability Building Seminar/ Training for Employees	Competent employees, better field supervision	LCE/MEO	2017-2019	400	400	400	MEO	LCE
Staff are capable of multi-tasking but unable to focus on a certain duty (Building Office, BAC Secretariat & TWG, BAC Office)	More personnel for a better delegation of duties and desirable output of the Office		Create separate office for Building Official, BAC and Engineering Office	Separate office for Building Official, BAC & Municipal Engineer, very productive, efficient and on time.	LCE/MEO/ HRMO	2017	1,000	1,000	1,000	LCE/ MEO/ HRMO	LCE
No record section, no officer assigned for record management, organizing, handling and protecting of all records of the Municipal Engineering Office	MEO record will be organized and accessible under a competent record officer		Hiring of a competent record officer to take charge of all MEO records	Creation of Record Section mainly for MEO records with a competent officer	LCE/ HRMO/ MEO	2017	180	180	180	LCE/ HRMO/ MEO	LCE

OFFICE OF THE MUN. ECONOMIC ENTERPRISE & DEVELOPMENT (MEEDO)

Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements <i>(in thousand pesos)</i>			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year 3		
Personnel not fully aware of their duties, functions and responsibilities	Well capacitated personnel on their duties, functions and responsibilities in performing their jobs and other tasks assigned		Capability Building, Seminar & Training; Exposure Trip	Capability Building, Seminar & Training conducted to permanent, contractual and job hire employees	MEEDO/Office Staff	2017-2019	200	200	200	MEEDO	

MUN. ENVIRONMENT AND NATURAL RESOURCES OFFICE

Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements (in thousand pesos)			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year 3		
No highly technical staff to monitor the establishment of the sanitary landfill	Availability of highly trained technical staff to oversee the establishment of the sanitary landfill		Hiring of 1 consultant for sanitary landfill management	Consultant hired	LCE/ SB/ MENRO	2017	240			HR/ MENRO/ SB	
No section to handle the operation of the sanitary landfill/ RCA	Landfill/ RCA Section established with competent staff		Establishment of Sanitary Landfill Section with the following staff: <ul style="list-style-type: none"> • Landfill Manager • Clerk • Eco Workers 	Established landfill section with competent staff	LCE/ SB/ MENRO	2017-2019	264	420	516	HR/ MENRO/ SB	
Insufficient knowledge of existing staff regarding environmental laws	Highly knowledgeable staff		Conduct orientations and trainings	Existing staff are highly knowledgeable of different environmental laws	MENRO/ DENR	2017	50			MENRO/ DENR	
Insufficient personnel to implement strict enforcement of environmental laws and ordinances	Additional 2 more enforcers to saturate different areas in the municipality		Hire 2 enforcers to enforce local environmental ordinances and other environmental laws	Well enforced local ordinances and other environmental laws	MENRO/ DENR	2017-2018	100	100		MENRO/ DENR	

MUN. DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements (in thousand pesos)			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year 3		
DRRM staff cannot act full-time on their responsibilities with regards to DRRM concerns due to their main job functions	<ul style="list-style-type: none"> • Full-time manpower at the DRRM Office • Fully operational DRRM Office 		Hire full-time employees to perform the functions at the DRRM Office	Self-reliant and fully operational DRRM Office	DRRMO and Staff	2017-2019	500	500	500	MDRRMO	
Insufficient knowledge and skills of staff on their duties and functions	Capacitated MDRRMO and staff		Capacitate the full-time staff in the MDRRM Office	MDRRMO and staff attended relevant trainings	MDRRMO and staff	2017-20119	30	30	30	MDRRMO	DILG
Low level on disaster preparedness of the community	Disaster-resilient community		<ul style="list-style-type: none"> • Train community on disaster preparedness response • Organize and train disaster response team 	Well-informed community team	MDRRMO/ Community	2017-2019	500	500	500	MDRRMO	
Insufficient transportation such as: Ambulance and rescue vehicle facilities/ equipment/ gadgets/ paraphernalia in carrying-out disaster preparedness and disaster-response activities	<ul style="list-style-type: none"> • Well-equipped DRRM Office • Evacuation conveyance is available 		<ul style="list-style-type: none"> • Procurement of needed equipment/ gadgets/ paraphernalia • Identify transportation facilities/ conveyance that will be used during disaster response/ rescue operation 	<ul style="list-style-type: none"> • Needed equipment and gadgets procured • Transportation facilities identified 	MDRRMO	2017-2019	4,000	4,000	4,000	MDRRMO	DILG

Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements (in thousand pesos)			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year 3		
Low community awareness on the threats and negative impacts of disaster as well as the appropriate quick response activities	<ul style="list-style-type: none"> Well-informed community Participatory disaster response and management 		<ul style="list-style-type: none"> Conduct public information and awareness on DRRM to solicit community participation on DRRM programs and activities Create awareness on disaster risk reduction & management among students of all levels Institutionalize Incident Command System (ICS) 	Increased understanding and awareness of the community on the impacts of disasters and application of risk reduction measures	MDRRMO/ Community	2017-2019	150	150	150	MDRRMO	DILG
Absence of established early warning system	<ul style="list-style-type: none"> Early warning system established (mapping of routes and safe grounds/ place for evacuation, installation of alarm systems in strategic locations) 		<ul style="list-style-type: none"> Undertake early warning system Establish effective communication system 	<ul style="list-style-type: none"> Efficient and effective early warning system Effective communication system 	MDRRMO	2017-2019	1,500	800	800	MDRRMO	DILG/ DOST/ PDRRMO

Current State of Capacity	Desired State of Capacity	Capacity Development Initiatives	Intervention	Expected Output	People who will be involved in the interventions	Timeframe	Funding Requirements (in thousand pesos)			Process Owner/ Office Responsible	Source of Support/ Technical Assistance
							Year 1	Year 2	Year 3		
	Effective means of communication established										
<ul style="list-style-type: none"> No establish database on vulnerable population No database of stakeholders and key players 	Presence of database of vulnerable population, stakeholders and key players		<ul style="list-style-type: none"> Update information and database Update database of stakeholders and other key players 	Database established	MDRRMO	2017-2019	150	150	50	MDRRMO	DILG
Judicious utilization of the MDRRM Fund	Judicious utilization of the MDRRM fund, i.e. in accordance with the provisions of RA 10121		Maintain judicious utilization of the MDRRM, i.e. in accordance with the provisions of RA 10121	Judicious MDRRM fund utilization maintained	MDRRMO					MDRRMO	COA, DILG
Weak enforcement of national laws such as the Fire Code of the Philippines and the National Building Code	Fully-enforced national laws such as the Fire Code of the Philippines and the National Building Code		Enforce in the local level the National Building Code and the Fire Code of the Philippines	All infrastructure in the municipality is constructed in accordance with the National Building Code and the Fire Code of the Philippines	MEO, BFP					MEO, BFP	