



Republic of the Philippines
OFFICE OF THE CITY MAYOR
City of Davao

EXECUTIVE ORDER NO. 56
Series of 2022

AN ORDER PROMULGATING AND ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF THE CITY ORDINANCE NO. 0855-22, SERIES OF 2022 OTHERWISE KNOWN AS THE DAVAO CITY SUSTAINABLE LIVELIHOOD AND ENTREPRENEURSHIP PROGRAM (DCSLEP)

WHEREAS, Section 9, Article II, of the 1987 Philippine Constitution declares that the State shall promote a just and dynamic social order that will ensure the prosperity and independence of the nation and free the people from poverty through policies that provide adequate social services, promote full employment, a rising standard of living, and an improved quality of life for all;

WHEREAS, under Republic Act 11032, also known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018", the Local Government Unit is mandated to increase the efficiency of the delivery of government services and establish effective practices to ensure the timely and efficient delivery of services and release of financial assistance to its chosen beneficiaries;

WHEREAS, the City of Davao, through Ordinance No. 0855-22, Series of 2022, otherwise known as "An Ordinance Instituting the Davao City Sustainable Livelihood and Entrepreneurship Program (DCSLEP)" promulgates the overall guidelines in the provision of financial assistance and livelihood projects to micro and small enterprises to ensure their continuing viability, growth and enhance productivity thereby uplift the socio-economic status of MSMEs;

WHEREAS, by virtue of Executive Order No. 25, Series of 2022, a Program Management Committee (PMC) was created and organized to handle the efficient formulation and implementation of the Implementing Rules and Regulations for the Davao City Sustainable Livelihood and Entrepreneurship Program (DCSLEP);

NOW, THEREFORE, I, SEBASTIAN Z. DUTERTE, Mayor of the City of Davao, by virtue of the powers vested in me by law, do hereby promulgate and adopt the Implementing Rules and Regulations of Ordinance No. 0855-22, Series of 2022, otherwise known as "An Ordinance Instituting the Davao City Sustainable Livelihood and Entrepreneurship Program (DCSLEP)".

RULE I
PRELIMINARY PROVISIONS

SECTION 1. TITLE - These Rules shall be known as the Implementing Rules and Regulations of Ordinance No. 0855, Series of 2022, otherwise known as **Davao City Sustainable Livelihood and Entrepreneurship Program (DCSLEP)**.

SECTION 2. OBJECTIVES - The Local Government Unit of Davao City shall issue these Rules and Regulations to implement those provisions cited in the Program.

SECTION 3. DECLARATION OF POLICIES – Pursuant to Section 2 of Davao City Ordinance No. 038, Series of 1999, otherwise known as the Creation of the City Cooperative Development Office (CCDO), it is declared a policy that the City shall ensure the viability and growth of cooperatives as instrument of social justice, equity, self-reliance, economic development and people empowerment. Pursuant to Administrative Order No. 2, Series of 1999; Executive Order No. 08, Series of 2000; Executive Order No. 17, Series of 2005 and Executive Order No. 01, Series of 2015, the City Government of Davao through the Livelihood Assistance Program (LAP), has been providing financial assistance and livelihood projects that will support the City's thrust on poverty alleviation towards socio economic development under its economic cluster spearheaded by City Cooperative Development Office and other implementing Departments.

RULE II GENERAL PROVISIONS

SECTION 4. DEFINITION OF TERMS – As used in these Implementing Rules and Regulations the following definitions shall apply;

- a. Accreditation-** is the acceptance by the Local Government Unit after proper verification and validation of required documents pursuant to DILG MC No. 2019-72, Series of 2019.
- b. Agricultural Products** – means crops, livestock and livestock products including but not limited to field crops, fruits vegetables, horticultural specialties, cattle, sheep, hogs, goats, horses, poultry, furbearing animals, milk and eggs.
- c. Business Plan** - is a formal written document containing the goals of a business, the methods for attaining those goals, and the time-frame for the achievement of the goals. It also describes the nature of the business, background information on the organization, the organization's financial projections, and the strategies it intends to implement to achieve the stated targets. In its entirety, this document serves as a road-map (a plan) that provides direction to the business.
- d. Davao City Sustainable Livelihood and Entrepreneurship Program (DCSLEP)** – refers to the livelihood assistance program of Davao City to be implemented by the different departments, such as City Cooperative Development Office (CCDO), City Agriculturist Office (CAgrO), City Veterinarian's Office (CVO) and City Social Welfare and Development Office (CSWDO) with following projects;
 1. Cooperative Financial Assistance Program (CFAP) – is an expanded loan assistance program for micro, small, medium, and large cooperatives operating in Davao City with zero interest.
 2. Cooperative Livelihood Development Program - Start-up Capital Assistance (CLDP-SUCA) - is a combination of techno vocational training and entrepreneurship program with start-up capital with zero interest intended for the poor, vulnerable and marginalized

EO NO. 56 s. 2022 - AN ORDER PROMULGATING AND ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF THE CITY ORDINANCE NO. 0855-22, SERIES OF 2022 OTHERWISE KNOWN AS THE DAVAO CITY SUSTAINABLE LIVELIHOOD AND ENTREPRENEURSHIP PROGRAM (DCSLEP)

households but not limited to disadvantage women, Indigenous People (IPs), Persons with disability (PWD), Out/In school youth, farmers and fisherfolks.

3. Self-Employment Assistance Program (SEAP) - is a community-based credit assistance program by the CSWDO. Low income communities or barangays are the target beneficiaries with entrepreneurial activities, utilizing People's Organization as Credit Conduits. Target groups are disadvantage women, out of school youth and persons with disabilities.
 4. Agricultural Development Program (AgDeP) – is a financial assistance program implemented by the City Agriculturist Office for registered Farmers and/or Fisherfolk Associations, Rural Improvement Clubs, 4-H Clubs, Cooperatives with agriculture and/or fishery related products and services are the targeted beneficiaries/or partners to ensure food security and accessibility.
 5. Livestock Dispersal Program (LDP) - is a livestock livelihood program implemented by the City Veterinarian's Office for qualified individual farmers and people's organization in order to increase their income through livestock dispersal scheme using improved upgraded strains of livestock and poultry production.
 6. Micro, Small and Medium Enterprises (MSME) Grants – is a financial assistance program coming from national and international fund sources allocated to the Local Government Unit to fund specific livelihood projects with the purpose to strengthen the MSMEs in Davao City through provisions of equipment/material support and capability building activity.
 7. All other similar Livelihood Assistance Programs from the National Government Agencies, Non-Government Organizations and from Local and Government Owned and controlled corporations.
- e. Equity** – Counterpart or the value of the shares issued by an individual/organization.
- f. Financial Assistance** - is any types of monetary help or aid that an individual person, organization, or government will receive.
- g. Funding** - money provided, especially by an organization or government, for a particular purpose.
- h. Livestock** - farm animals, cattle, sheep, horses, goats and other domestic animals ordinarily raised or used on the farm with the exception of poultry.
- i. Mechanism** - a natural or established process by which something takes place or is brought about.
- j. People's Organization** – are duly registered association of persons, it could be by the Securities and Exchange Commission (SEC), Cooperative Development Authority (CDA), Department of Labor and Employment (DOLE) and other registering body recognized by the implementing agencies.

- k. Regulations** – are rules made by a government or other authority in order to control the way something is done or the way people behave.
- l. Rules** - one of a set of explicit or understood regulations or principles governing conduct within a particular activity or sphere.
- m. Trust Fund** – is a separate and distinct fund which shall be managed, utilized, and accounted for by the Institutionalized Offices aforementioned and in a manner provided for in this Ordinance.

**RULE III
THE PROGRAM MANAGEMENT COMMITTEE (PMC)**

SECTION 5. COMPOSITION

Chairperson : City Mayor
 Vice Chairperson : Chairperson, S.P. Committee on Cooperatives and People’s Participation

Members :

- a. Head, City Cooperative Development Office
- b. Head, City Veterinarian’s Office
- c. Head, City Agriculturist Office
- d. Head, City Social Welfare and Development Office
- e. Head, City Mayor’s Office – Integrated Gender and Development Division

Secretariat : City Cooperative Development Office

SECTION 6. FUNCTIONS

1. Oversee the over-all operation, implementation and evaluation of the Davao City Sustainable Livelihood and Entrepreneurial Program;
2. Formulate and institute policies and procedures not covered by the said ordinance that prescribes the Implementing Rules and Regulations (IRR) of the various Livelihood Programs implemented by each Department as contained in the said Ordinance;
3. Approval of all loans from various departments as contained in the said Ordinance and sign Loan Agreement (LA) and all instrumentalities as needed thereof;
4. Institute safety measures in the regulation of the trust fund accounts;
5. Grant condonation and/or amnesty to the beneficiaries in times of fortuitous event or force majeure that renders the repayment of a beneficiary impossible;

6. Cooperate and collaborate partnerships and networking with international, national and local government and funding agencies as well as non-government and private sector organizations in support of the program; and,
7. Provide alternative access to funds that will help target beneficiaries to start, sustain and expand their socio-economic enterprise;

RULE IV

DUTIES AND FUNCTIONS OF IMPLEMENTING DEPARTMENTS/OFFICES

- a. Sangguniang Panlungsod (SP)/Committee on Cooperatives and People's Participation – shall accredit cooperative, associations and non-government organizations as provided for by DILG MC No. 2019-72, Series of 2019.
- b. City Cooperative Development Office (CCDO) – shall process and evaluate loan applications for cooperatives (CFAP) and cooperative members (CLDP-SUCA) and conduct monitoring and evaluation of all approved project beneficiaries. And, act as secretariat to the Program Management Committee (PMC).
- c. City Social and Welfare Development Office (CSWDO) – shall process and evaluate loan applications for self-employment assisted projects and conduct monitoring and evaluation of approved project beneficiaries.
- d. City Veterinarian's Office (CVO) – shall process and evaluate applications for livestock and poultry dispersal and conduct monitoring and evaluation of approved project beneficiaries.
- e. City Agriculturist Office (CAgrO) – shall process and evaluate loan applications for crops and fisheries and other related projects and conduct monitoring and evaluation of approved projects.
- f. City Legal Office (CLO) – shall review all Loan Agreements (LA)/Memorandum of Agreements (MOA) and endorse it to the Program Management Committee (PMC) for approval.
- g. City Accountant's Office (CAO) – shall process and evaluate vouchers of loan applications and capability building/training activities and in case of loan renewal it shall issue a certificate of No Outstanding Loan Balance.
- h. City Budget Office (CBO) – shall process and evaluate all request for obligation on loans assistance and certify to the availability of appropriations and allotment.
- i. City Treasurers Office – shall prepare and release check of the loan proceeds and shall be the collecting office of all loan repayments.

RULE V

PROJECT MENU

The Project Menu shall serve as guide for prospective beneficiaries to be eligible for assistance under the Davao City Sustainable Livelihood and Entrepreneurship Program (DCSLEP).

EO NO. 56 s. 2022 - AN ORDER PROMULGATING AND ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF THE CITY ORDINANCE NO. 0855-22, SERIES OF 2022 OTHERWISE KNOWN AS THE DAVAO CITY SUSTAINABLE LIVELIHOOD AND ENTREPRENEURSHIP PROGRAM (DCSLEP)

SECTION 7. COOPERATIVE AND PEOPLE'S ORGANIZATION (CFAP, LDP AND AGDEP)

- Credit and Lending Services
- Consumers Store
- Production of Agricultural and Non-agricultural Products
- Marketing of Agricultural and Non-agricultural Products
- Financial Services
- Transport and Allied Services
- Food Processing
- Plant Nursery Operation
- Livestock and Poultry production
- Animal Breeding/fattening Services
- Small Feed Mill operation
- Fishing Gears (Banca)
- Fish Cage
- Inland Fishpond Operation
- Herbs and spices production
- Food Vending
- Cottage industries, novelty items manufacturing
- Dressmaking/tailoring
- Garments production
- Housing Services

SECTION 8. INDIVIDUAL (CLDP-SUCA)

- Bread and Pastry Production
- Meat Processing
- Candle Making
- Fruits and Vegetables Processing
- Perfume Making
- Tablea Making
- Home Care Products Preparation
- Herbal Plants Production and Processing
- Food Processing
- Mushroom Production and Processing
- Fish Processing
- Duck Production
- Balut Making
- Salted Egg making
- Agricultural crop production

SECTION 9. INDIVIDUAL /ASSOCIATION/GROUPS (SEAP)

- Food Processing
- Manufacturing (Garments,etc.)
- Baking Goods/Pastries
- General Merchandise/Small Scale Sari-sari Store
- Agro forestry
- Services (Beauty Parlor, Massage, Vulcanizing etc.)
- Cottage Industry

SECTION 10. INDIVIDUAL/ASSOCIATION/COOPERATIVES (LDP)

- Livestock Dispersal

EO NO. 56 s. 2022 - AN ORDER PROMULGATING AND ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF THE CITY ORDINANCE NO. 0855-22, SERIES OF 2022 OTHERWISE KNOWN AS THE DAVAO CITY SUSTAINABLE LIVELIHOOD AND ENTREPRENEURSHIP PROGRAM (DCSLEP)

SECTION 11. Other livelihood program activities or goods not listed above but eligible and within the framework of the City's thrusts and priorities, however subject to the approval of the PMC upon recommendation of the TWG.

**RULE VI
DOCUMENTARY REQUIREMENTS**

The following are the documentary requirements of each implementing departments for their respective programs to wit:

SECTION 12. CITY COOPERATIVE DEVELOPMENT OFFICE

A. Cooperative Financial Assistance Program (CFAP)

1. Letter of Intent with Board of Directors (BOD) Resolution
2. Project Proposal/Business Plan
3. Preliminary Evaluation of the District Officer
4. Certification of no outstanding loan balance/account issued by the City Accountant's Office (CAO)
5. Certificate of LGU Accreditation
6. Certificate of Cooperative Development Authority (CDA) Registration (Latest amendments)
7. Certificate of compliance issued by CDA
8. Articles of Cooperation and By-laws (Latest)
9. Organizational Profile
10. List of Officers and members
11. List of beneficiaries
12. Latest Audited financial Statement
13. BOD resolution of authorized person to represent the cooperative
14. BOD resolution on the allocation of 25% equity based on total project cost
15. Bank certification of savings and current account showing the 25 % equity
16. Barangay certification as to the existence/operation of the cooperative
17. Official receipt

B. Cooperative Livelihood Development Program - Start-Up Capital Assistance (CDLP - SUCA)

1. Letter of Intent
2. Duly accomplished CLDP-SUCA availment form with recommendation and Certificate of Eligibility issued by CCDO District Office
3. Certificate of completion of skills training attended conducted by CCDO/CLTC
4. Barangay certification
5. 2 pcs 2x2 ID picture
6. Any valid government issued ID
7. Community tax certificate
8. Certificate of good standing as coop member issued by the coop Chairperson
9. Sketch map of residence
10. Duly notarized loan agreement and promissory note

EO NO. 56 s. 2022 - AN ORDER PROMULGATING AND ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF THE CITY ORDINANCE NO. 0855-22, SERIES OF 2022 OTHERWISE KNOWN AS THE DAVAO CITY SUSTAINABLE LIVELIHOOD AND ENTREPRENEURSHIP PROGRAM (DCSLEP)

SECTION 13. CITY VETERINARIAN'S OFFICE

A. Livestock Dispersal Program (LDP)

a. Individual Farmer

1. Letter of Intent (1 original copy)
2. Barangay Certification (residency)
3. Barangay Certification (No record of previous dispersal program from local & national government agencies)
4. 2 pcs – 1 X 1 Picture
5. Community Tax Certificate

b. Farmers Association/Cooperative

1. Letter of Intent (1 original copy)
2. Certificate of Registration with CDA/SEC (1 photocopy)
3. Certificate of No Outstanding Loan Balance from the City (1 original copy)
4. Board Resolution duly signed by the Board of Directors (1 photocopy)

SECTION 14. CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE

A. Self-Employment Assistance Program (SEAP)

a. New Entrants

1. Intake Sheet
2. Livelihood Availment Form
3. Barangay Certification (residency)
4. Medical Certificate (if project is food related)
5. Simple project plan/feasibility study
6. Certificate of Attendance (Basic Business Management Training/Entrepreneurship/Financial Literacy)
7. Social Welfare Indicator Result

b. Renewal

1. Livelihood Availment Form
2. Barangay Certification (residency)
3. Medical Certificate (food related business)
4. Simple project/feasibility study

SECTION 15. CITY AGRICULTURIST OFFICE

A. Agricultural Development Program (AgDeP)

a. Rural Based Organizations (Farmers and Fisherfolk Cooperative & Associations, RICs and 4H Clubs);

1. Newly Organized/Registered and viable farmers/fisherfolk cooperatives and associations, RICs and 4H Clubs;
2. Duly organized/registered and viable farmers/fisherfolk cooperatives and associations, RICs and 4H Clubs and
 1. Letter of Intent with loan amount applied;
 2. Simplified business plan;
 3. Certificate of Registration;
 4. Organizational profile with list of officers and members;
 5. Resolution to avail loan program and authorize the

- chairman/president to engage/sign loan agreement or memorandum agreement with the Local Government Unit;
6. Constitution and By-laws;
 7. Barangay Certification;
 8. Viable project with marketable surplus and/other confirmed sources of Income for payment certified by Municipal Agricultural Officer where the project is located;
 9. MAFC Endorsement
 10. MAO Endorsement
 11. LGU Accreditation Certificate
 12. City Agriculturist Office Endorsement

RULE VII QUALIFICATIONS

SECTION 16. COOPERATIVE (CFAP) - The following are the qualifications of the cooperative beneficiary to avail of the Cooperative Financial Assistance Program (CFAP) to wit:

A. For New Applicants

1. Must be duly registered with Cooperative Development Authority (CDA);
2. Must have an office address located in Davao City;
3. Must have an LGU Accreditation issued by Sangguniang Panlungsod;
4. Must be in operation for two (2) years or more;
5. Must not have encountered net Loss in its financial operations for the preceding year as shown in their Audited Financial Statement;
6. Must have no outstanding loan balance duly certified by the City Accountant's office;
7. Must have 25% equity of the total project cost in the form of cash as shown in the coop bank certification duly signed by the bank manager or in form of equipment, building, land and goods/stocks as shown in their latest financial condition; and,
8. Must be implemented in Davao City.

B. For Loan Renewal

1. Must have a good track record in its loan repayment;
2. Must not have encountered net Loss in its financial operations for the preceding year as shown in their Audited Financial Statement;
3. Must be duly registered with Cooperative Development Authority (CDA);
4. Must have an office address located in Davao City;
5. Must have an LGU Accreditation issued by Sangguniang Panlungsod;
6. Must have no outstanding loan balance duly certified by the City Accountant's Office;
7. Must have 25% equity of the total project cost in the form of

EO NO. 56 s. 2022 - AN ORDER PROMULGATING AND ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF THE CITY ORDINANCE NO. 0855-22, SERIES OF 2022 OTHERWISE KNOWN AS THE DAVAO CITY SUSTAINABLE LIVELIHOOD AND ENTREPRENEURSHIP PROGRAM (DCSLEP)

- cash as shown in the coop bank certification duly signed by the bank manager or in form of equipment, building, land and goods/stocks as shown in their latest financial condition; and,
8. Must be implemented in Davao City.

SECTION 17. INDIVIDUAL (CLDP-SUCA) - The qualifications for the beneficiary to avail of the Cooperative Livelihood Development Program - Start-Up Capital Assistance (CLDP-SUCA) are as follows:

1. Must be a resident of Davao City;
2. Must be a cooperative member;
3. Must have attended and completed the skills training conducted by CCDO thru CLTC;
4. Must have a good track record in its loan repayment and must have no past due accounts;
5. Must have no outstanding loan balance duly certified by the City Accountant's Office; and,
6. Must have 25% equity of the total project cost in the form of labor, equipment and other quantifiable.

SECTION 18. INDIVIDUAL (SEAP) - The following are the qualifications of the beneficiary to avail the Self-Employment Assistance Program (SEAP) to wit:

1. Must be 18 years old and above;
2. With monthly income of not less than the poverty threshold for a family of six (6) members;
3. Without access to any formal lending institution;
4. Must be physically and mentally capable of implementing the micro-enterprise project being proposed;
5. Must be a resident of present community/barangay for the past 6 months, and who intends to stay in his/her community for the next 2 years;
6. With positive work attitude;
7. Must have good relations with his/her family and community;
8. With a good reputation in his/her community; and,
9. Must be concerned for the welfare of his/her family and community.

SECTION 19. RURAL BASED ORGANIZATIONS, (FAMERS AND FISHERFOLK COOPERATIVE & ASSOCIATIONS, RICS AND 4H CLUBS FOR AGDEP) – The qualifications of the beneficiary for applying the Agricultural Development Program (AgDeP) are as follows:

A. New Applicants

1. Newly Organized/Registered and viable farmers/fisherfolk cooperative and associations, RICs and 4H Clubs;
2. Duly organized/registered and viable farmers/fisherfolk cooperatives and associations, RICs and 4H Clubs; and,
 - Primary members are resident of Davao City
 - Project is operating within Davao City
 - Trained and knowledgeable of the project proposed
 - Duly registered with SEC, CDA, DOLE and other regulatory body

EO NO. Sls. 2022 - AN ORDER PROMULGATING AND ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF THE CITY ORDINANCE NO. 0855-22, SERIES OF 2022 OTHERWISE KNOWN AS THE DAVAO CITY SUSTAINABLE LIVELIHOOD AND ENTREPRENEURSHIP PROGRAM (DCSLEP)

- recognized by the implementing department/office
- Eligible for crop insurance
- LGU accredited
- Must have 20% equity of the total project cost in the form of labor, equipment and other quantifiable

B. Loan Renewal

1. At least 80% loan repayment duly certified by the City Accountant Office;
2. Exhibit remarkable project implementation without deviation from the Simplified business plan

SECTION 20. LIVESTOCK DISPERSAL PROGRAM (LDP) – The following are the qualifications of project beneficiary for Livestock Dispersal Program (LDP) to wit:

A. Individual

1. Must be a member in good standing of a farmer’s cooperative or association;
2. Must have owned a pasture area (goat, cattle, carabao, horse);
3. Must provide housing and shed for the animals;
4. Has the capacity to support the daily feed requirements and other inputs needed by the animal;
5. Has undergone training on livestock production and pasture development and management, swine production and management; and,
6. Must take the responsibility to insure the animal to Philippine Crop Insurance Corporation (PCIC).

B. People’s Organization

- Duly registered with SEC, CDA or registering body recognized by CVO

**RULE VIII
LOAN ASSISTANCE SCHEME**

SECTION 21. COOPERATIVE FINANCIAL ASSISTANCE PROGRAM (CFAP)

Category by asset	Loanable Amount	Repayment period	Mode of payment	Interest
1. Micro and Small (Micro Php 3,000,000.00 and below; Small - Php3,000,001.00 up to Php 15,000,000.00)	P 100,000.00 to P 300,000.00	Three (3) Years	Quarterly (For non-agricultural projects first payment will start on the 2 nd quarter after release and for agri-based projects, first payment will start on the 3 rd quarter after release and to issue postdated checks to cover the quarterly payments	Zero Interest
2. Medium and Large (Medium - Php 15,000,001.00 to 100,000,000.00; Large – Php 100,000,001.00 up)	P 301,000.00 to P1,000,000.00	Two (2) years	Monthly, Quarterly and Semi-Annual payment and to issue postdated checks to cover the loan repayments. For Quarterly payments: -Non-agricultural projects first payment will start on the 2 nd quarter after release -Agri-based projects, first payment will start on the 3 rd quarter after release	Zero Interest

EO NO. SUs. 2022 - AN ORDER PROMULGATING AND ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF THE CITY ORDINANCE NO. 0855-22, SERIES OF 2022 OTHERWISE KNOWN AS THE DAVAO CITY SUSTAINABLE LIVELIHOOD AND ENTREPRENEURSHIP PROGRAM (DCSLEP)

**SECTION 22. COOPERATIVE LIVELIHOOD DEVELOPMENT PROGRAM –
START UP CAPITAL ASSISTANCE (CLDP-SUCA)**

Loanable Amount	Repayment period	Mode of payment	Interest
1. Php 10,000.00 to Php 20,000.00	One (1) year	All payments shall be made in cash and/or check with the following options; A. Monthly with 3 mos. grace period after date of release B. Quarterly with 3 mos. grace period after date of release	Zero Interest
2. P 30,000.00 To P 50,000.00	Three (3) years	All payments shall be made in cash and/or check with the following options; A. Monthly with 3 mos. grace period after date of release B. Quarterly with 3 mos. grace period after date of release	Zero Interest

SECTION 23. SELF - EMPLOYMENT ASSISTANCE PROGRAM (SEAP)

Loanable Amount	Repayment period	Mode of payment	Interest
1. P 5,000.00 To P 10,000.00	12 to 24 months	Monthly	Zero Interest

SECTION 24. AGRICULTURAL DEVELOPMENT PROGRAM (AGDEP)

Loanable Amount	Repayment period	Mode of payment	Remarks
Up to P 150,000.00	Three Years (3)	A. Plant now pay later and/or depending on the project earning period. B. Monthly or one-time payment c. Payment at CTO with intended account reference	- Zero Interest - For newly organized/registered viable farmers/ fisherfolk cooperative & association
Up to P 300,000.00	Three Years (3)	A. Plant now pay later and/or depending on the project earning period B. Monthly or one-time payment c. Payment at CTO with intended account reference	- Zero Interest - For duly organized/registered viable farmers/ fisherfolk cooperative & association

EO NO. Su s. 2022 - AN ORDER PROMULGATING AND ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF THE CITY ORDINANCE NO. 0855-22, SERIES OF 2022 OTHERWISE KNOWN AS THE DAVAO CITY SUSTAINABLE LIVELIHOOD AND ENTREPRENEURSHIP PROGRAM (DCSLEP)

SECTION 25. LIVESTOCK AND POULTRY DISPERSAL PROGRAM (LDP)

Number of Heads dispersed	Mode of payment	Remarks
<p>1. Swine Dispersal A. Swine (weanling) - One (1) head of female weanling</p> <p>B. Swine (Gilt) - One (1) of ready-to-breed gilt</p>	<p>-Two (2) heads of female weanling will be paid to the City Government</p> <p>- Four (4) heads of weanling or ready-to-breed gilt (6-8 months of age, 80-90 kg body weight will be paid to the City Government</p>	<p>Payment will be dispersed to next-in line beneficiaries</p> <p>Payment will be dispersed to next-in line beneficiaries</p>
<p>2. Goat Dispersal - One (1) buck and five (5) ready-to-breed female goats (does)</p>	<p>-Payment should be equivalent to the number of heads received by the recipient.</p>	<p>Payment will be dispersed to next-in line beneficiaries</p>
<p>3. Cattle/Carabao Dispersal - One (1) head of upgraded female breeder cattle/carabao</p>	<p>After the original stock has produced an offspring (male/female calf) & has reached the age of 10-12 months weighing 150-200 kilograms, the original breeder (cow/caracow) will be released to the next-in-line beneficiary.</p>	
<p>4. Free Range Native Chicken - One (1) head male cockerel and Ten(10) heads female pullets (1 packet)</p>	<p>Payment should be equivalent to the number of heads received by the recipient.</p>	<p>Payment will be dispersed to next-in line beneficiaries</p>

EO NO. 56 s. 2022 - AN ORDER PROMULGATING AND ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF THE CITY ORDINANCE NO. 0855-22, SERIES OF 2022 OTHERWISE KNOWN AS THE DAVAO CITY SUSTAINABLE LIVELIHOOD AND ENTREPRENEURSHIP PROGRAM (DCSLEP)

RULE IX
PROCESSES AND PROCEDURES FOR ALL IMPLEMENTING AGENCIES

Steps	Activities	Person/Office Concern	Remarks
1	Preliminary evaluation to assess the completeness and validity of the submitted documentary requirements for submission to the main office.	District Offices of the implementing departments	
2	Site validation and preparation of final evaluation report.	Division Head concerned	
3	Endorsement of application documents to PMC thru TWG for approval.	Department Head, PMC	Program Management Committee (PMC), Technical Working Group (TWG)
4	Preparation and endorsement of Loan Agreement (LA)/ Memorandum of Agreement (MOA)/ Dispersal Loan Contract to CAoO for review.	Division Head concerned, CAoO	City Administrator's Office (CAoO)
5	Endorsement of LA from CAoO to CLO for legal opinion.	CAoO, CLO	City Legal Office (CLO)
6	Endorsement of the LA legal opinion from CLO to CAoO.	CAoO, CLO	In case there is no legal infirmities
7	Endorsement of LA from CAoO to PMC for signature and approval.	CAoO, PMC	
8	Endorsement of the signed and approved LA from PMC to Implementing Department for loan processing.	PMC, Implementing Department	
9	Preparation of disbursement voucher, transmittal of the said voucher to CBO and CAO for fund control and pre-audit of the documents, respectively and for approval	Implementing department, CBO & CAO	City Budget Office, City Accountant's Office
10	Transmittal of disbursement voucher from CAO to CTO and issuance of crossed check.	CAO & CTO	City Treasurer's Office
11	Conduct of pre-loan release orientation to the beneficiary.	Implementing departments	
12	Releasing of check from CTO and issuance of Official Receipt and post-dated check by the beneficiary.	CTO, Coop Beneficiary	

EO NO. Su s. 2022 - AN ORDER PROMULGATING AND ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF THE CITY ORDINANCE NO. 0855-22, SERIES OF 2022 OTHERWISE KNOWN AS THE DAVAO CITY SUSTAINABLE LIVELIHOOD AND ENTREPRENEURSHIP PROGRAM (DCSLEP)

RULE X FUNDING

Pursuant to Section 6 of DCSLEP, Funding for Project implementation shall come from budgetary appropriation of each implementing departments including those that would be provided under the Annual Development Fund (ADF).

RULE XI CREATION OF TRUST FUND

Pursuant to Section 7 of DCSLEP, a Trust Fund shall be created that would come from all collections from all loans assistance repayment of implementing departments and, even prior to the effectivity of this Implementing Rules and Regulations, shall accrue to the separate and distinct Trust Fund accounts of the said departments. Management, utilization and disbursement of said fund shall be implemented by the department concern subject to existing accounting and auditing rules and regulations.

RULE XII GENERAL GUIDELINES

The general guidelines of these rules are as follows;

- a. Projects funded under the (DCSLEP) shall be viable and sustainable and would generate jobs and livelihood opportunities;
- b. The projects must be within the purview/context of the City Government Thrust;
- c. The fund must be utilized only in the implementation of the project and it must not be used for payment of salaries, wages, bonuses, cash gifts and equipment not directly related to the project;
- d. The beneficiary must submit a Loan Utilization report to the Local Chief Executive through the implementing department;
- e. The beneficiary shall keep and maintain a separate Financial Records/Books of Accounts of the fund, comply all reporting, financial management and auditing requirements and shall make them available for inspection and verification of the implementing department;
- f. The implementing departments/offices shall be allowed to do monitoring and do developmental functions to ensure sustainability and viability of the beneficiaries notwithstanding the Law of Subsidiarity as embodied at RA 9520 for cooperatives;
- g. Payments must be made in cash and/or checks in favour of the City Government of Davao through the City Treasurer's Office;
- h. Board of Directors' resolution must be issued authorizing the Treasurer or any BOD member to collect the loan proceeds from the City Treasurer's Office;

EO NO. Sus. 2022 - AN ORDER PROMULGATING AND ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF THE CITY ORDINANCE NO. 0855-22, SERIES OF 2022 OTHERWISE KNOWN AS THE DAVAO CITY SUSTAINABLE LIVELIHOOD AND ENTREPRENEURSHIP PROGRAM (DCSLEP)

i. Delinquent amortization shall be imposed a 1 % surcharge per month of the total amount due (for CFAP beneficiaries);

j. Failure to pay the principal amount and surcharges the beneficiary will be dealt with in accordance with the existing applicable laws;

k. The beneficiary must undergo mandatory trainings required by CDA and other non-mandatory trainings required by the implementing department to ensure sustainability of the project for cooperatives (CFAP beneficiaries); and

l. All undertakings between the Local Government Unit and the beneficiary must be covered by a Loan Agreement (LA) and Memorandum of Agreement(MOA) and Dispersal Loan Contract for loans assistance program containing all the terms and conditions provided in Ordinance No. 0855, series of 2022 and the IRR, the Acknowledgement duly notarized and the Promissory Note of the beneficiary containing the Repayment Schedule duly signed by the authorized representative of the Peoples' Organization/Cooperative.

**RULE XIII
FINAL PROVISIONS**

SECTION 26. PENAL CLAUSE. Any violation of this IRR shall be sufficient ground for cancellation or revocation of the application for the Davao City Sustainable Livelihood and Entrepreneurship Program (DCSLEP), without prejudice to the filing of appropriate charges against violators in a court of competent authority.

SECTION 27. SEPARABILITY CLAUSE. If for any reason or reasons, any provisions of these Rules and Regulations shall be held unconstitutional or invalid, other parts of the provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 28. REPEALING CLAUSE. All other Rules and Regulations, which are inconsistent herewith are hereby deemed amended, repealed or modified accordingly.

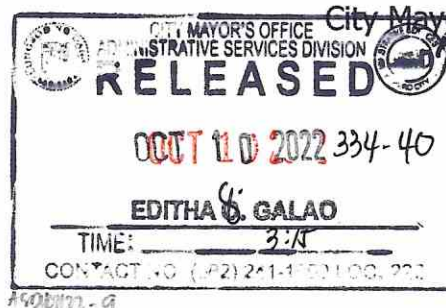
SECTION 29. EFFECTIVITY CLAUSE. These Implementing Rules and Regulations shall take effect immediately.

Done this OCT 10 2022 in Davao City, Philippines.

Attested by:


ATTY. FRANCIS MARK H. LAYOG
Acting City Administrator


SEBASTIAN Z. DUTERTE



Ref. no. ASD101122-9

EO NO. 56 s. 2022 - AN ORDER PROMULGATING AND ADOPTING THE IMPLEMENTING RULES AND REGULATIONS OF THE CITY ORDINANCE NO. 0855-22, SERIES OF 2022 OTHERWISE KNOWN AS THE DAVAO CITY SUSTAINABLE LIVELIHOOD AND ENTREPRENEURSHIP PROGRAM (DCSLEP)