



REPUBLIC OF THE PHILIPPINES

## NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

### MEMORANDUM

**FOR :** All National Government Agencies, Government-Owned and/or Controlled Corporations, Government Financial Institutions, Other National Government Offices and Instrumentalities, and State Universities and Colleges

**SUBJECT :** Updating of the Public Investment Program (PIP) 2023-2028 and Formulation of the Three-Year Rolling Infrastructure Program (TRIP) for Fiscal Years (FYs) 2025-2027 as Input to the FY 2025 Budget Preparation: Nomination of Authorized Agency PIP/TRIP Focal(s)

**DATE :** September 4, 2023

**Action requested.** This is to request your Office to nominate your PIP/TRIP Focal(s), who will be authorized to access the PIP Online (PIPOL) System and encode the data requirements for priority programs and projects (PAPs), including those identified during the recently held Regional-National Investment Programming (RNIP) Dialogue attended by pilot agencies<sup>1</sup>, to be included in the updating of the PIP 2023-2028 and formulation of the TRIP FYs 2025-2027 as input to the FY 2025 budget preparation.

### Background.

1. In submitting priority PAPs and Agency Regional-National Investment Programs and Projects (ARNIPAPs) for inclusion, agencies shall use the PIPOL System, which is accessible at <https://pipol.neda.gov.ph>. The PIPOL System is a web-based project database system that manages data entry and updates on PAPs, including report generation. Access to the system will be granted only to authorized users of agencies/offices.

<sup>1</sup> Twelve pilot national government agencies, i.e., DA, DepEd, DENR, DHSUD, DICT, DILG, DOE, DOH, DOST, DOTr, DSWD, and DPWH which were selected based on the top agencies which have the highest region-specific investment targets based on the formulated PIP 2023-2028, and as recommended by the NEDA Regional Offices representing the Area Committees.

**Updating of the Public Investment Program (PIP) 2023-2028 and Formulation of the Three-Year Rolling Infrastructure Program (TRIP) for Fiscal Years (FYs) 2025-2027 as Input to the FY 2025 Budget Preparation: Nomination of Authorized Agency PIP/TRIP Focal(s)**

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2. To ensure accountability, accuracy, and timeliness of submission of agency inputs to NEDA, we request you to nominate your Agency PIP/TRIP Focal(s) – one (1) with at least Director IV level position and two (2) additional technical staffs – who will be authorized to access the PIPOL System and encode the data requirements for PAPs to be included in the PIP/TRIP.
3. Guided by the **Terms of Reference of the Authorized Agency PIP/TRIP Focal(s) (Attachment 1)**, agencies are expected to do the following for the nomination of authorized Agency PIP/TRIP Focal(s):
  - a. Register the Agency PIP/TRIP Focal(s)' information (**Attachment 2**) using the PIPOL System Sign-up Page (at <https://pipol.neda.gov.ph/sign-up>). The PIPOL System will **automatically generate an electronic copy of the Authorization Form for the Agency PIP/TRIP Focals** based on the details entered;
  - b. Review the details on the Authorization Form and obtain the signature<sup>2</sup> of the respective Head of Agency and, if applicable<sup>3</sup>, the Head of Parent Agency. Account credentials (username and password) will be issued via the nominated email addresses of the Focal(s) after approval by the PIP Secretariat; and
  - c. Upload a copy of the duly signed Authorization Form **no later than Monday, September 15, 2023**.
4. PIPOL System usernames and passwords for the Focal(s) will only be processed through the PIPOL System Sign-Up Page from September 4 to September 15, 2023. Existing user accounts issued since October 2022 and used during the PIP and TRIP formulation as input to the FY 2024 budget preparation will be automatically disabled on September 15, 2023.

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<sup>2</sup> Both wet and digital signatures are acceptable to the PIP Secretariat.


<sup>3</sup> To identify which agencies are required to have authorization forms signed by its respective Head of Parent Agency, kindly note the following considerations:

- a. **Agencies attached to parent agencies** - the Head of the Parent Agency shall sign the parent agency field of the authorization form of the concerned attached agency;
- b. **Agencies under the Office of the President and Other Executive Offices (OEOs)** - the signature of the head of the concerned agency will suffice; and
- c. **GOCCs/GFIs attached to NGAs under issuances** - the Head of the Parent Agency shall sign the parent agency field of the authorization form of the concerned GOCC/GFI.

5. By authorizing your Agency PIP/TRIP Focal(s), it is understood that all information entered into the PIPOL System regarding PAPs on or before the specified deadline are correct, complete and duly endorsed/approved by both the Head of Agency and, if applicable, the Head of Parent Agency.
6. For State Universities and Colleges (SUCs), the registration process for PIP/TRIP Focal(s) involves coordination with the Commission on Higher Education (CHED) through the Office of Planning, Research and Knowledge Management (OPRKM) with email address: [oprkm.prmd@ched.gov.ph](mailto:oprkm.prmd@ched.gov.ph). The CHED-OPRKM will facilitate the submission of SUCs' PIP/TRIP Focals to NEDA, endorsed by their respective Governing Board Chairs. NEDA will then issue the PIPOL System account credentials to the nominated SUC Focal(s).
7. Please be guided by the attached *Calendar of Activities (Attachment 3)*.
8. For queries and technical concerns, you may contact us through the following channels:

<b>PIP Secretariat</b> (for PIP-related matters)	<a href="mailto:&amp;PIP@neda.gov.ph">&amp;PIP@neda.gov.ph</a>
<b>TRIP Secretariat</b> (for TRIP-related matters)	<a href="mailto:tripsecretariat@neda.gov.ph">tripsecretariat@neda.gov.ph</a>

Thank you.

  
**ARSENIO M. BALISACAN**  
 Secretary



**Attachments:**

1. Terms of Reference of the Authorized Agency PIP/TRIP Focal(s);
2. PIPOL System-Generated Authorization Form for Agency PIP/TRIP Focal(s) Template; and
3. Calendar of Activities for the Updating of the PIP 2023-2028 and Formulation of the TRIP for FYs 2025-2027 as Input to the FY 2025 Budget Preparation

**Terms of Reference of the Authorized  
Agency Public Investment Program (PIP)/  
Three-Year Rolling Infrastructure Program (TRIP) Focal(s)  
for the Updating of the PIP 2023-2028 and Formulation of the TRIP  
for Fiscal Years (FYs) 2025-2027 as Input to the FY 2025 Budget Preparation**

To ensure accountability, accuracy and timeliness of submission of Agency/Office<sup>1</sup> inputs to NEDA, all concerned agencies/offices are required to designate their authorized Agency Public Investment Program (PIP)/Three-Year Rolling Infrastructure Program (TRIP) Focal(s) who will access and encode the data requirements in the PIP Online (PIPOL) System using the PIPOL System-generated<sup>2</sup> **Authorization Form**. The Authorization Form should be duly signed by the Head of Agency/Office<sup>3</sup> and, if applicable, by the Head of Parent Agency<sup>4</sup>.

Based on the authority granted by the Head of Agency/Office and, if applicable, the Head of Parent Agency, it is understood that all information on the priority programs and projects (PAPs) encoded by the authorized Agency PIP/TRIP Focal(s) are **correct, complete** and **duly endorsed/approved** by both the Agency and, if applicable, its Parent Agency. For reporting purposes and in response to request for information on the priority PAPs under the Updated PIP 2023-2028 and TRIP FYs 2025-2027, the information encoded in the PIPOL System by the Agency PIP/TRIP Focal(s) will be deemed by NEDA as **official and can be used for quotation**.

The Agency Lead PIP/TRIP Focal to be authorized should at least be of Director IV level position or its equivalent who will oversee the submission of PAPs of the other Agency PIP/TRIP Focal(s) in the PIPOL System. The duties and responsibilities of the authorized Agency PIP/TRIP Focal(s) shall include the following:

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<sup>1</sup> All National Government Agencies, Government-Owned and Controlled Corporations (GOCCs), Government Financial Institutions (GFIs), Other National Government Offices and Instrumentalities, and State Universities and Colleges (SUCs)

<sup>2</sup> The Authorization Form for the Agency PIP/TRIP Focal(s) shall be automatically generated from the PIPOL System reflecting the details encoded in the PIPOL System Sign-Up Page (<https://pipol.neda.gov.ph/sign-up>).

<sup>3</sup> The President or the counterpart highest level official for GOCCs and GFIs

<sup>4</sup> Kindly note the following considerations:

**Agencies attached to parent agencies** - the Head of the Parent Agency shall sign the parent agency field of the authorization form of the concerned attached agency;

**Agencies under the Office of the President and Other Executive Offices (OEOs)** - the signature of the head of the concerned agency will suffice; and

**GOCCs/GFIs attached to NGAs under issuances** – the Head of the Parent Agency shall sign the parent agency field of the authorization form of the concerned GOCC/GFI.

- a. ***Coordinate within their respective agencies, particularly with their offices involved in planning, budgeting, and implementation of priority PAPs to ensure that the priority PAPs to be endorsed for inclusion in the Updated PIP 2023-2028 and TRIP FYs 2025-2027 as input to the FY 2025 budget preparation, through the PIPOL System, are **correct, updated and with complete and accurate information**.***
- b. ***Coordinate with the respective agency regional offices (AROs) to ensure that all respective national government (NG)-implemented PAPs under the Regional Development Investment Program (RDIP), and Regional Development Council (RDC)-endorsed NG PAPs (if available), are included in the submission of the agency for inclusion in the Updated PIP 2023-2028 and TRIP FYs 2025-2027. The agency shall provide feedback to the concerned RDCs on the reasons for the non-inclusion in the PIP of the priority NG PAPs in the RDIPs, and RDC-endorsed NG PAPs.***
- c. ***Coordinate with respective attached agencies/offices, if applicable, to ensure that PAP submissions of attached agencies/offices are included in the submission endorsed by the parent agency for inclusion in the Updated PIP 2023-2028 and TRIP FYs 2025-2027.***
- d. ***Encode and validate the completeness of the data of the agency's endorsed/approved priority PAPs for inclusion in the Updated PIP 2023-2028 and TRIP FYs 2025-2027, through the PIPOL System, **on or before the set deadline**.***
- e. ***Know the guidelines on the PIP updating and TRIP formulation and the PIPOL System, participate in the briefing, and refer to the online briefers/materials to be shared by the PIP Secretariat. The authorized Agency PIP/TRIP Focal(s) are expected to echo the briefing and share the briefers/materials with their respective regional offices and attached agencies, as needed.***
- f. ***Coordinate with the concerned NEDA PIP Chapter Focals, as necessary, on the validation of the submitted inputs, and with the PIP Secretariat for any concerns on submissions of inputs using the PIPOL System.***

**Authorization Form for Agency Public Investment Program (PIP)/  
Three-Year Rolling Infrastructure Program (TRIP) Focal(s) for the  
Updating of the PIP 2023-2028 and Formulation of the TRIP for Fiscal Years  
(FYs) 2025-2027 as Input to the FY 2025 Budget Preparation**

This is to authorize the following from (Name of Department/Agency/Office/SUC) as the Agency PIP/TRIP Focal(s) who will ***encode and submit the duly endorsed/approved priority programs and projects (PAPs)*** for updating of the PIP 2023-2028 and formulation of TRIP FYs 2025-2027 as input to the FY 2025 budget preparation through the PIP Online (PIPOL) System.

It is understood that all information on the PAPs encoded by the following Agency PIP/TRIP Focal(s) in the PIPOL System on or before the set deadline are **correct, complete and duly endorsed/approved by the Head of Agency and , if applicable, the Head of Parent Agency**. For reporting purposes and request for information on the priority PAPs under the Updated PIP 2023-2028 and TRIP FYs 2025-2027, the information encoded in the PIPOL System by the Agency PIP/TRIP Focal(s) will be considered by NEDA as **official and can be used for quotation**.

**Authorized Agency PIP/TRIP Focal(s):**

Name	Designation and Office/Unit	Contact Number	Email Address
<b>Agency Lead PIP/TRIP Focal (<i>Director IV level and above</i>):</b>			
		Tel. No:	
<b>Agency PIP/TRIP Focal 2</b>			
		Tel. No:	
<b>Agency PIP/TRIP Focal 3</b>			
		Tel. No:	

ATTACHMENT 2

**Contact Information of the Head of Agency:**

Name	Position (Secretary, SUC President, etc.)	Contact Number	Email Address
<b>Head of Agency<sup>1</sup>:</b>			
		Tel. No:	
<b>Head of Parent Agency (If applicable)<sup>2</sup>:</b>			
		Tel. No:	

Name and Signature of the

**Head of Agency:**

Date:

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Name and Signature of the Head of

**Parent Agency (if applicable):**

Date:

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**NOTE:** *Kindly upload the duly signed Authorization Form generated from the PIPOL System in the PIPOL System Sign-up page accessible through this link: <https://pipol.neda.gov.ph/sign-up> no later than September 15, 2023.*

<sup>1</sup>The President or the counterpart highest level official for Government-Owned and Controlled Corporations (GOCCs), and Government Financial Institutions (GFIs).

<sup>2</sup>Kindly note the following considerations:

- Agencies attached to parent agencies** - the Head of the Parent Agency shall sign the parent agency field of the authorization form of the concerned attached agency;
- Agencies under the Office of the President and Other Executive Offices (OEOs)** - the signature of the head of the concerned agency will suffice; and
- GOCCs/GFIs attached to NGAs under issuances** – the Head of the Parent Agency shall sign the parent agency field of the authorization form of the concerned GOCC/GFI.

**Authorization Form for Agency PIP/TRIP Focal(s)**

**Indicative Calendar of Activities for the Updating  
of the Public Investment Program (PIP) 2023-2028 and  
Formulation of the Three-Year Rolling Infrastructure Program (TRIP)  
for Fiscal Years (FYs) 2025-2027 as Input to the FY 2025 Budget Preparation**

<b>Schedule</b>	<b>Responsible Unit</b>	<b>Activity</b>
September 4, 2023	NEDA	Issuance of the Call for the Updating of the PIP 2023-2028 and Formulation of the TRIP FYs 2025-2027: A. Nomination of Authorized Agency PIP/TRIP Focal(s)
September 4 to September 15, 2023	Agencies	Submission of Authorization Forms for Official Agency PIP/TRIP Focal(s) through the PIP Online (PIPOL) System Sign-Up Page  CHED submission to NEDA of the authorized PIP/TRIP Focals of the SUCs endorsed by the CHED Commissioners
September 15, 2023	NEDA	Issuance of the Call for the Updating of the PIP 2023-2028 and Formulation of the TRIP FYs 2025-2027: B. Guidelines for the Updating of the PIP 2023-2028 and Formulation of the TRIP FYs 2025-2027
September 12 – October 13, 2023	Agencies	Submission and endorsement of priority programs and projects (PAPs) for inclusion in the PIP/TRIP through the PIPOL System  The PIPOL System shall be locked on <b>October 13, 2023 (11:59 pm)</b> .
TBA (Week of September 18-22, 2023)	NEDA	NEDA Briefing to the agencies on the Updating of PIP 2023-2028 and Formulation of the TRIP FYs 2025-2027

**Calendar of Activities for the Updating of the Public Investment Program 2023-2028 and  
Formulation of the Three-Year Rolling Infrastructure Program for FYs 2025-2027 as Input  
to the FY 2025 Budget Preparation**

Schedule	Responsible Unit	Activity
October 16- November 17, 2023	NEDA Central Office and Regional Offices	Validation of agencies' PIP and TRIP submissions in the PIPOL System
November 20-29, 2023	NEDA	Preparation of the list of priority PAPs validated by the NEDA PIP Chapter Focals
December 1-15, 2023	NEDA	Presentation of the TRIP FYs 2025-2027 to the NEDA Board Committee on Infrastructure - Technical Board (INFRACOM-TB) and INFRACOM-Cabinet Level for approval
December 1-15, 2023	PCs	Planning Committee (PC) confirmation of the list of priority PAPs as validated by the NEDA PIP Chapter Focals
December 18-29, 2023	NEDA	Submission of the list of priority PAPs under the Updated PIP 2023-2028 and TRIP FYs 2025-2027 as generated from the PIPOL System to the DBM as input to the FY 2025 budget preparation