



**DEPARTMENT OF FINANCE
DEPARTMENT OF BUDGET AND MANAGEMENT
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY**

Agency Asset Management Plan (AAMP) Template

Background and Context

Per the Department of Finance-Department of Budget and Management-National Economic and Development Authority (DOF-DBM-NEDA) Joint Memorandum Circular (JMC) No. 2020-1¹, the agencies covered by the Philippine Government Asset Management Policy (PGAMP) shall submit their respective AAMPs.

The AAMP is a two (2)-year roadmap that aims to demonstrate how the agency's intended investment strategy will achieve its development activity and agency goals through its asset management system (AMS). It is the agency's written representation of intended capital maintenance and operational programs for its existing asset base, and investment in new infrastructure which is based on its understanding of demand, customer requirements, and the details of its network or portfolio of assets.

Per the National Asset Management Plan (NAMP) 2022-2023², the Department of Education, Department of Health, and Department of Public Works and Highways were identified as the pilot agencies to be at the fore in formulating their respective AAMPs based on the principles enunciated and template provided under the PGAMP. Further, per item 8.7 of the PGAMP, the entirety of the composition of the agency-level working group on asset management (WG-AM) shall oversee the overall implementation of the AAMP. Similarly, the Departments of Social Welfare and Development, Information and Communications Technology, Transportation, and Science and Technology, as well as the National Irrigation Administration and Power Sector Assets and Liabilities Management Corporation, as the agencies involved in the population of the National Asset Registry System, were identified as the 2nd batch of agencies for the PGAMP roll-out and formulation of AAMPs for 2022.

In view of the foregoing, provided herein is the AAMP template containing the required minimum information, for the guidance of the agencies concerned. It must be noted that the template relies heavily on the agency's inputs and available information. Hence, the same may be customized or simplified by the agency based on available data/information, with remarks/justification as to the non-inclusion of the other parts of the template. Finally, the agency must refer to the NAMP for further guidance on the various parts of the AAMP template.

¹ "Implementation of a Philippine Government Asset Management Policy (PGAMP)" dated 24 September 2020

² Adopted through DOF-DBM-NEDA JMC No. 2022-1 dated 28 January 2022 with subject, "Adoption of a National Asset Management Plan (NAMP) as Part of the Implementation of the Philippine Government Asset Management Policy (PGAMP)"

Recommended Contents	Description/Guidance/ Minimum Information Required
<p>Table of Contents</p>	<p>Complete tabulation of the sections and subsections covered in the AAMP, including a separate list of the tables and figures, for the reference of readers. Please refer to NAMP 2022-2023 as pattern.</p>
<p>1.0 Executive Summary</p> <ul style="list-style-type: none"> • The agency's mandate/role with respect to the management of government's assets and key levels of service (covers Sections 2.0 to 5.0 of the AAMP); <i>should be supported with legal bases for said mandate/role and its levels of service</i> • The agency's key AM programs (covers Sections 2.0 and 3.0 of the AAMP) • The agency's strategic issues and risks (covers Sections 6.0 to 9.0 of the AAMP) • The agency's demand growth and financial forecasts (covers Section 10.0 of the AAMP) • The agency's AM continual improvement plan (covers Section 11.0 of the AAMP) 	<p>At the outset, AM plans should provide a logical flow through the asset management process and 'tell the asset management story'.³</p> <p>The story sets the scene with the state of the assets and key issues, followed by what is expected from the assets and services (levels of service [LoS] and demand), how the agency intends to provide the service, the financial implications, and the tasks required to improve asset management planning capability over time.⁴</p> <p>The executive summary is a concise stand-alone document aimed at non-technical readers⁵ that provides an overview of the main aspects of the plan, as well as highlights the main points covered under the subsequent sections of the AAMP, particularly on the levels of service, growth forecasts, key AM issues, significant works programs and financial forecasts of the agency concerned.</p> <p>The summary of the AAMP shall provide the highlights and overview of each of the succeeding sections through a single narrative. Considering the overarching scope of the section, it shall be accomplished upon the completion of the other sections of the AAMP.</p> <p>Similar to the NAMP 2022-2023, the executive summary of the AAMP need not be divided into specific subsections.</p> <p>Instead, each subsection may be discussed within the paragraphs of one narrative, considering the interconnectedness and high level of linkages in the sections of the AAMP.</p>

³ AM 203 Lifecycle Planning, Institute of Public Works Engineering Australasia (2022)

⁴ Ibid.

⁵ Ibid.

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	<p>Nonetheless, the agency may opt to provide subsections, which meet the aforesaid minimum information for an executive summary, as shown in the bullet points.</p> <p>To avoid repetitive messages and promote conciseness of texts, the summary may be limited to the overview of the main aspects of the plan. The detailed discussion on the aspects of the plan should be reserved within their respective sections.</p> <p>Further, for a quick-look and to encapsulate the main points of the AAMP, the agency is highly encouraged to develop an infographic or similar visual elements to summarize the AAMP. The visual summary should contain a concise overview of the agency's assets, expected LoS, growth and demand factors, financial summary, and the key outcomes or challenges in asset management.</p> <p>The executive summary may be limited to a maximum of four (4) pages.</p>
<p>2.0 Introduction</p> <p>2.1 The [Agency] Asset Management Plan 2022-2023: Purpose, Strategic Alignment, and Key Partners and Stakeholders</p> <p>2.2 The Organizational Set-up in AM and the Agency Working Group on Asset Management (WG-AM)</p> <p>2.3 AM Objectives, Measures, and Indicators</p> <p>2.4 Our Successes, Issues, Opportunities, and Risks</p>	<p>This section documents the agency's strategic objectives, intended outcomes, and AM activities/processes, and identifies key partners, customers and stakeholders relevant to its assets.</p> <p>It also provides the strategic alignment of the plan and the agency's service delivery with national key strategic documents of the government and other development plans (i.e., <i>AmBisyon Natin 2040</i>, PDP 2017-2022, United Nations Sustainable Development Goals, etc.).</p> <p>On the organizational set-up in AM, the template also includes the roles of the agency WG-AM in supporting and developing maturity in AM practices, processes and systems. It may also feature the linkages and coordination of the WG-AM with the DBCC TWG-AM in the achievement of their goals and objectives.</p> <p>The section further requires discussion on the agency's strategic goals and objectives, as well as documents asset information and data that can be used to measure asset performance. To determine and report the</p>

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	<p>successes and issues on the performance of assets and identify gaps and challenges in service delivery, the template also requires the documentation of agency indicators for the purpose.</p> <p>Reference to local issuances should be properly indicated in the footnotes. For instance, when referencing the PGAMP, the DOF-DBM-NEDA JMC No. 2020-1 must be properly cited in the footnotes.</p> <p>In view of the foregoing, the introduction should contain the minimum information required under the pertinent items in Annex A of the PGAMP JMC, i.e., I (Objectives), II (Organizational Set-up in Asset Management), and III (Agency Working Group on Asset Management); a background of where the agency is now in terms of AM; its goals and objectives for AM (its commitment to community vision); the plan framework (how the AAMP fits in the organization⁶; and the AAMP structure (see recommended subsections 2.1 and 2.2), timeframe, and responsibilities (see recommended subsection 2.2) and its interactions with the PGAMP, NAMP, and other documents (see recommended subsection 2.1).</p>
<p>3.0 Asset Management Practice</p> <ul style="list-style-type: none"> 3.1 The Philippine Government Asset Management Policy (PGAMP) 3.2 Asset Management Practice Overview 3.3 Asset Management Systems 3.4 Implementation of the National Asset Registry System (NARS) 3.5 Building Capabilities and Capacity in Asset Management 	<p>This section covers item X (Capacity Building) of Annex A of the PGAMP JMC.</p> <p>The section requires the discussion on the PGAMP and the AM principles espoused therein, as well as the interaction or linkage of the AAMP and current agency AM processes with the AM policies and strategies in the PGAMP and NAMP.</p> <p>The section also provides an overview of the agency's AM practice components, which include policies, plans, documentation defining or guiding AM policy and strategy, data sources supporting AM decision making, and capacity building efforts.</p> <p>It documents the application of the agency's existing AMS, as well as emphasizes its role in the population of the NARS. On building AM capabilities and capacities, the agency shall outline the AM responsibilities and the</p>

⁶ International Infrastructure Management Manual

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	<p>corresponding capacities and capabilities required. This shall aid in planning relevant programs/activities for the purpose.</p>
<p>4.0 State of [Agency] Assets</p> <ul style="list-style-type: none"> 4.1 Assets Included in the AAMP 4.2 Managing Our Asset Data 4.3 Our Asset Information 4.4 Asset Condition 	<p>This section covers item V (Summary of the Inventory of Assets) of Annex A of the PGAMP JMC.</p> <p>Apart from the summary of the inventory of assets, Section 4.0 looks into the management of asset information, performance, and condition.</p> <p>The section defines and lists the critical and strategic assets covered in the AAMP, as well as the agency's role in determining the same. Relatedly, it shall provide a discussion on the management of asset data or information, particularly on the technical standards that the agency relies on to ensure completion, accuracy, consistency, reliability, and confidence of asset data and information.</p> <p>The agency shall describe its existing Asset Management Information System (AMIS) and its link to the information available in the NARS. Further, the section requires a description of the condition of assets managed by the agency, as well as background on the processes for collecting asset condition data.</p> <p>In sum, this section should contain minimum information on the agency's critical and strategically important non-financial assets which are included in the plan, as well as other information about said assets and their condition; and how the agency manages its asset data.</p>
<p>5.0 Levels of Service</p> <ul style="list-style-type: none"> 5.1 Levels of Service Drivers 5.2 Levels of Service Overview 	<p>This section covers item VI (Asset Performance) of Annex A of the PGAMP JMC.</p> <p>The section defines the drivers of LoS, such as customer feedback/expectations (what customers want), and legislation, issuances, or compliance requirements (what we have to do).</p> <p>Relative thereto, the agency must also discuss its</p>

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	<p>existing practices (current levels of service/what we provide now) in accessing its current LoS in relation to standards of service (desired levels of service/what our customers would like).</p> <p>The agency shall present the identified opportunities for developing the target LoS, gaps and challenges, as well as options for service delivery to address said gaps. The desired LoS of the agency is represented by targeted improvements to service delivery in the short, medium, and long term.</p>
<p>6.0 Lifecycle Management Planning</p> <ul style="list-style-type: none"> 6.1 Lifecycle Management Systems 6.2 Our Maintenance Plan 6.3 Operating and Maintenance Practices 6.4 Our Asset Rehabilitation and Replacement Plan Considering the Age and Lives of Our Assets 6.5 Our New Asset Requirements 6.6 Our Disposal Plan 	<p>This section covers items IV (Agency Specific Policies and Practices on Asset Management), VII (Intended Actions on the Assets), and VIII (Maintenance Plan) of Annex A of the PGAMP JMC.</p> <p>The section tackles the policies and practices of the agency on asset utilization. It covers discussion on the agency's plan and cost implications/forecasts for the maintenance and operation of assets. Specifically, the section aims to discuss the agency's maintenance program and existing practices. It further summarizes the cost implication or forecasts of maintenance and operation plans necessary to keep the asset operation at the agreed service condition. Separate cost estimates on asset replacement, rehabilitation, and upgrades must also be included in this section.</p> <p>As input to the agency asset rehabilitation and replacement plan, the same shall document information on the asset lifecycle that is useful in the management of the useful life of the asset. Relevant information on age and lives of assets must also be included. The aforesaid information are essential in planning for the management of the asset, particularly for its rehabilitation or replacement.</p> <p>The section shall further discuss the decision-making process of the agency on the process of asset acquisition, replacement, and/or decommissioning.</p>
<p>7.0 Sustainable Planning</p>	<p>This section provides a discussion on the existing growth and demand factors and their implications to AM planning. Understanding, monitoring, and responding to</p>

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<p>7.1 Our Growth and Demand Factors and Implications</p> <p>7.2 Predicting Demand for Infrastructure</p> <p>7.3 Managing and Responding to Demand</p> <p>7.4 Sustainability in Service Planning and Delivery</p> <p>7.5 Economic Sustainability: Projects and Assets</p>	<p>the aforesaid factors is vital in assessing and forecasting the agency's service demand.</p> <p>These factors may refer to economic, social, ecological, and other identified factors that affect government assets demand and management planning.</p> <p>The section considers the impact on the outlined growth factors to the demand on assets, as well as the response of the agency to the demand during the period covered by the AAMP.</p> <p>To meet the current and forecasted demand, this section also features the cost implication of investing in infrastructure projects that address major challenges posed by the aforesaid growth factors.</p> <p>On ensuring sustainability in service planning and delivery, the agency shall discuss sustainable practices in service delivery and AM, if any. To implement greater sustainability, the agency may also develop its sustainability objectives, opportunities, challenges, and action plan. Relative thereto, the agency may identify actions or projects and their respective cost implication in supporting sustainability objectives.</p>
<p>8.0 Natural Hazard Resilience Planning</p> <p>8.1 Summary of Hazard Exposure and Impact on Infrastructure</p> <p>8.2 Current Agency Resilience Improvement Programs</p> <p>8.3 Process Description: Natural Hazard Risk Assessment and Planning</p> <p>8.4 Natural Hazard Risk Assessment Outcomes</p>	<p>This section covers item IX (Risk Analysis) of Annex A of the PGAMP JMC.</p> <p>Sections 8 and 9 seek to understand and document the exposure of the strategic non-financial assets of the agency to natural hazards and other risks, as well as their impact to asset performance and service delivery.</p> <p>In accomplishing these sections, the agency shall take into account existing practices, processes and programs on risk mitigation and management, as well as the supporting legislation, policy and compliance requirements in support thereof.</p>
<p>9.0 Infrastructure Risk Management Planning</p> <p>9.1 Risk Management Context</p> <p>9.2 Risk Assessment Process and Outcome</p>	<p>The agency shall also provide an overview and assessment of its risk management performance and identify the top infrastructure and asset risks that require investments to control or mitigate.</p>

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<p>9.3 Addressing Risk Challenges</p>	<p>This section must likewise emphasize the National Indemnity Insurance Program and its impact to the agency's management of natural hazards and risks.</p> <p>Further, the agency shall also identify planning, management, delivery, and physical asset risks and information relative thereto in order to accomplish the agency Risk Register (Annex 12.1).</p>
<p>10.0 Financial Planning</p> <p>10.1 Financial Summary Review 10.2 Cost and Funding of Our Assets 10.3 Disaster Risk Finance 10.4 Operations and Maintenance Investment 10.5 Capital Investment 10.6 Financial Statements and Projections 10.7 Financial Methodology and Assumptions</p>	<p>This section covers item XI (Budgetary Requirements) of Annex A of the PGAMP JMC.</p> <p>Relative to said item indicated in Annex A of the PGAMP JMC, this section primarily documents financial policies and data to support the agency activities under the AAMP, including the forecasted expenditure and performance.</p> <p>Further it seeks to include more detailed budget information for maintenance forecasts, insurance, capital update program or disposal.</p> <p>It shall contain the funding strategy and cost estimates needed to implement the agency's intended AM actions including, but not limited to, the maintenance and replacement of assets, new capital investments to meet LoS requirements, and capital investment, update, or disposal programs.</p> <p>Moreover, the section delves into the agency's approach to disaster risk finance and reviews financial forecasting assumptions, projections, and methodologies.</p>
<p>11.0 Performance Planning and Continual Improvement</p> <p>11.1 The Purpose of Improvement Planning 11.2 Our Improvement Actions 11.3 Prioritizing Proposed Actions and Timetable</p>	<p>In this section, the agency shall present the summary of the current state of the AM practices and its desired improvements during the duration of the AAMP cycle or in its future iterations.</p> <p>This section primarily aims to link the results of AM maturity assessment to the desired improvement of AM practices. Relatedly, it features the process of documenting improvement items of the agency through the identification of improvement actions and planning.</p> <p>To assist in identifying improvement actions to be</p>

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	<p>delivered in the current and future AAMP cycles, the agency shall consider the Maturity Assessment Questionnaire administered by the World Bank (WB) and its results. The maturity assessment process introduced by the WB may be adopted and customized by the agency for improvement planning in future iterations of the AAMP.</p>
<p>12.0 Annexes</p> <p>12.1 Risk Register Template</p>	<p>The agency is required to include its risk register, if available. Otherwise, the agency may refer to the risk register template affixed herein, for its use. The agency may include other relevant and pertinent data/information to the AAMP, such as, but not limited to, maintenance response service levels, capital works programs, among others, as part of the annexes.</p>
<p>13.0 Glossary of Terms</p>	<p>For the list of terms and definitions, the agency may refer to the Glossary of Terms (Section 13.0) of the NAMP 2022-2023.</p> <p>It must be noted that the glossary, as reference of the readers or stakeholders, shall contain specialized/technical terms or concepts that have a specific, relevant, and unique definition based on the context of the agency. Hence, the agency may customize this section depending on the usage of the terms in the plan.</p>

12.3.4 Risk Category: Management Risk

Risk Type	Specific Risk Description	Consequences					Likelihood	Level of Gross Risk	Mitigation Strategy (Existing Controls)		Residual Risk			Priority	Early Act?	Data Needs	References
		Corporate Image	Financial	Environment	Health & Safety	Service Level/Effective Dates			Consequences Rating	Action	Costs	Consequence Rating	Unmitigated Rating				
Finances																	
People																	
Resources																	
Politics																	

- 1.0 Establishment of the Agency Working Group on Asset Management (WG-AM)
 - 1.1 The Development Budget Coordination Committee Technical Working Group on Asset Management (DBCC TWG-AM) shall transmit to the agencies a letter informing the same of their inclusion in the implementation of the Philippine Government Asset Management Policy (PGAMP), as identified under the phasing of PGAMP implementation in the prevailing iteration of the National Asset Management Plan (NAMP). Likewise, said letter shall mandate the agencies to establish their respective WG-AM that will lead in the preparation and implementation of their AAMPs.
 - 1.2 Agencies covered under the PGAMP are required to establish their respective WG-AM that shall spearhead the formulation, regular updating, and overall implementation of their respective AAMPs, in accordance with the composition prescribed under Section 8.7 of the Department of Finance (DOF)-Department of Budget and Management (DBM)-National Economic and Development Authority (NEDA) Joint Memorandum Circular (JMC) No. 2020-1,¹ as follows:
 - 1.2.1 The WG-AM shall be composed of the (a) head of operations (at least assistant secretary-level for departments, and director-level for agencies lower than a department), and representatives from the (b) finance, (c) planning, accounting, property (or inventory), and (d) disaster risk reduction services/divisions of the agency.
 - 1.2.2 Agencies with technically complex assets (e.g., roads, bridges, dams, among others) may tap representatives from engineering-related services. Each agency may include additional representatives from select divisions as needed.
 - 1.2.3 The agencies with various technically complex assets may establish a WG-AM per type of asset, with members from the technical units concerned.

Detailed Procedure, Standards, and Timeline of the Preparation, Submission, Processing, and Review of the Agency Asset Management Plans (AAMPs)

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- 1.2.4 The WG-AM at the central level may establish regional and sub-regional WGs-AM, as they deem necessary. The central level WG-AM shall coordinate, oversee and monitor the activities and outputs of the regional and sub-regional working groups.
- 1.2.5 It is understood that the designation of members and/or representatives shall come from the agency's existing relevant positions with nature as detailed in items 1.2.1 to 1.2.4 hereof, and no additional office nor positions shall be created for the purpose.
- 1.3 The agencies shall submit and, as necessary, update the composition, contact information, and other pertinent details of the agency WG-AM to the DBCC TWG-AM, through the DBM-Systems Productivity and Improvement Bureau (SPIB), as the Secretariat of the DBCC TWG-AM.
- 2.0 **Submission of Data in the National Asset Registry System (NARS)**
 - 2.1 Upon the invitation of the Bureau of the Treasury (BTr), the covered agencies shall identify their respective focal persons for the NARS.
 - 2.2 The BTr shall facilitate, in coordination with other relevant stakeholders, the provision of capacity development interventions needed by the covered agencies in the submission of their respective NARS dataset.
 - 2.3 The process for the submission of the agencies' NARS dataset is as follows:
 - 2.3.1 The agencies shall use the NARS template (*see Annex B of this JMC*) and populate it with the necessary information, for which they have responsibility and accountability according to the NARS Manual (*see Annex A of this JMC*).
 - 2.3.2 The agencies will submit the accomplished NARS template, once completed, to the BTr for assessment and review.
 - 2.3.3 If the agencies' NARS dataset is found to be incomplete, the same will be returned to the agencies for improvement.

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3.0 Preparation of the AAMPs

3.1 The agency WG-AM shall prepare the AAMP in line with the minimum data requirements and outline based on the DBCC TWG-AM-recommended AAMP template that is affixed as **Annex C** of this JMC.

3.2 The DBCC TWG-AM shall facilitate the administration of the Maturity Assessment Questionnaire (MAQ) for the covered agencies and conduct an individual consultation session on the analysis of the MAQ results which shall serve as input in the preparation of the AAMP.

Likewise, the DBCC TWG-AM shall invite the covered agencies for briefing sessions on the PGAMP, NAMP, and AAMP, as well as other capacity development sessions and webinars relative to asset management.

3.3 Further, one-on-one consultation and workshop sessions may be requested by the covered agencies to discuss specific questions and queries relative to the preparation to finalization of the AAMP. Said requests shall be coursed through the DBM-SPIB for coordination and endorsement to the DBCC TWG-AM and its WG.

4.0

Submission of the AAMPs

4.1 The covered agencies must submit their proposed AAMP and other documentary requirements per the AAMP template through a letter signed by the head of the agency concerned. The remarks and justifications on the exclusion of AAMP sections shall likewise be included by the agencies in their submissions.

4.1.1 The covered agencies shall transmit AAMP submissions digitally via electronic mail addressed to the following:

4.1.1.1 **TO:** DBM Central Records Division
dbm-crd-receiving@dbm.gov.ph

4.1.1.2 **CC:** DBM Office of the Secretary
osec@dbm.gov.ph

DBM-SPIB
dbm-spib@dbm.gov.ph

4.1.2 All other communication, coordination, and requests between and among the TWG-AM Secretariat/members and the covered agencies shall be conducted through digital means.

5.0 Processing and Review of the AAMPs

5.1 On the determination of completeness of submission, the following shall be observed:

5.1.1 The DBCC TWG-AM, through the DBM-SPIB, shall receive the proposed AAMP of the covered agencies and, within seven (7) working days from receipt, conduct an initial check on its completeness based on the required documents indicated in the *General Checklist on the Completeness of Submission of the AAMP (Annex D.1)*, and the AAMP sections prescribed in the AAMP template.

5.1.2 If the submitted proposed AAMP is found to be complete and the justification on the exclusion of AAMP section/s, if any, is present, the DBM-SPIB shall distribute the same, together with the AAMP Technical Review and Scoring Tool, to the designated reviewing member-agencies within three (3) working days from its determination of completeness of submission.

5.1.3 If the submitted proposed AAMP has been determined to be lacking complete documents, the same shall be returned by the DBM-SPIB to the submitting covered agencies within three (3) working days after the completeness check on the submission. The submitting covered agencies shall be given a deadline of 10 working days from receipt of the communication from the DBM-SPIB to resubmit the complete documents.

5.2 On the level and scope of review on the submitted AAMPs, the DBCC TWG-AM and its WG shall make use of the AAMP Technical Review and Scoring Tool (*Annex D.2*) to assess the content of an AAMP. Specifically, each designated reviewing member-agency shall conduct the following:

5.2.1 Check if the requirements per the AAMP Technical Review and Scoring Tool have been complied with;

5.2.2 Assess the alignment of the covered agencies' asset management practices indicated in the AAMP vis-a-vis the MAQ results and provide recommendations for the improvement of the same;

5.2.3 Assess the remarks and justifications of the agencies on the exclusion, if any, of AAMP sections for soundness and acceptability;

5.2.4 Review the alignment and interrelatedness of the AAMP sections; and

5.2.5 Review the alignment of the AAMP with the PGAMP and the NAMP.

5.2.6 Additionally, the BTR will use the agencies' NARS dataset in its technical review of the pertinent sections of the proposed AAMPs. The BTR will also use the following criteria in its assessment of the AAMP vis-a-vis the agencies' NARS submission:

5.2.6.1 Summary of agencies assets versus the submitted list to the BTR;

5.2.6.2 Linking of the agencies' internal non-financial asset management system, if any, to the NARS dataset; and

5.2.6.3 Agencies' provision of the required information requested in the NARS Template such as, but not limited to:

5.2.6.3.1 General Information – Asset Name, Asset Type, and Asset Description;

5.2.6.3.2 Location Information – Location of the asset, provided that the information is at least at the regional level;

5.2.6.3.3 Legal and Ownership Information – Ownership of asset identified;

5.2.6.3.4 Financial Information – At least one form of valuation;

5.2.6.3.5 Insurance information – Indication of whether the asset is insured or not; and

5.2.6.3.6 Technical Specifications – Asset condition and structural condition.

5.3 The AAMP Technical Review and Scoring Tool implements a numerical scoring range to reflect the extent and level of compliance (i.e., from 0 [non-compliant] to 5 [fully compliant]) of the AAMP with the criteria and requirements indicating maturity of an agency's asset management practices.

- 5.3.1 The reviewing member-agencies shall refer to the first tab containing the assessment guide that is included in the tool when indicating the rating for the specific requirement under the Technical Review tab.
- 5.3.2 The accomplishment of the scoring in the second tab shall be guided by the following:
 - 5.3.2.1 The DBCC TWG-AM member-agencies shall completely fill out the columns on compliance rating (Columns F to K) and to the findings and recommendations (Column P).
 - 5.3.2.2 For a more holistic review and orderly flow of narrative in the findings and recommendations column of the scoring tool, the reviewing member-agencies shall adopt the following subheadings in the Findings and Recommendations column:
 - 5.3.2.2.1 *Requirement per the template and/or other references* - This shall state the expected content of the AAMP section or subsection based on the requirements of the DBCC TWG-AM template. This section may also cite other references (i.e., PGAMP and NAMP) for the definitions of asset management-related concepts;
 - 5.3.2.2.2 *Findings* - This shall concisely summarize the observations of the reviewing member-agencies relative to the compliance of the AAMP with the criteria and its corresponding requirements listed in the scoring tool; and
 - 5.3.2.2.3 *Recommendations for improvement*- This shall contain suggestions and recommendations to further improve the compliance of the AAMP with the criteria and requirements stated in the scoring tool.
 - 5.3.2.3 The presence or absence of optional data shall not affect the rating of the AAMP criteria and requirements. Rather, the reviewing member-agencies shall indicate in the Findings and

Recommendations column the presence or absence of said data, resulting in a **commendation** for the agencies if the optional data was provided, or in a **recommendation to include** the same in the succeeding iteration of the AAMP if otherwise. The percentage range per numerical score shall reflect, among others, that the achievement of at least 50% equates to basic compliance, and exactly 100% means full compliance.

5.3.3 The third tab will generate a radar graph to provide a visual representation of the summary of the assessment results of the AAMP sections, which shall also be shared with the covered agency concerned.

5.4 On the **timeline of technical review**, the DBCC TWG-AM member-agencies are given **45 working days** from the time of receipt of complete documents to review the proposed AAMP. The DBCC TWG-AM member-agencies shall adhere to the below listed detailed process and prescribed timeline for review:

5.4.1 The member-agencies shall use the AAMP Review and Technical Scoring Tool template that will be provided by the DBM-SPIB during the distribution of the AAMP sections for review by the members. The scoring tool is an MS Excel spreadsheet that shall be opened through Google Sheets to allow the simultaneous provision of inputs through the online platform.

5.4.2 The DBCC TWG-AM member-agencies, through its respective Working Groups (WGs), shall simultaneously undertake its respective technical review of the submitted proposed AAMPs within **thirty-eight (38) working days**.

5.4.3 Each reviewing member-agency shall validate the contents and alignment of the assigned section with the sections assigned to the other member-agencies. The comments and observations of the member-agencies may be indicated under the Findings and Recommendations column in the Technical Review tab.

5.4.4 The WG from each member-agency shall notify the DBM-SPIB that the findings and recommendations on sections for their respective review are already final and fully accomplished. Thereafter, the DBM-SPIB shall consolidate and finalize the tool for transmittal to the WG of each DBCC TWG-AM member-agency who shall facilitate the simultaneous approval and signing of the same by their respective TWG-AM official/s within **seven (7) working days**. This is to ensure that only

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the official and final review will be used for the transmittal of DBCC TWG-AM comments and recommendations on a particular submitted proposed AAMP.

5.5 The results of the technical review shall be relayed to the covered agency concerned with the TWG-AM comments and recommendations. The DBM-SPIB shall prepare and submit to the DBCC TWG-AM Chairperson, within **seven (7) working days** from receipt of the results of the technical review of each DBCC TWG-AM member-agency, the consolidated comments and recommendations from such reviews, for consideration/signature. Said document shall be accompanied by a draft letter containing the following information/attachments:

5.5.1 Signed scoring tool;

5.5.2 Points for improvement and possible areas for revisions observed in the AAMP, if any, and other suggestions/recommendations, as may be necessary;

5.5.3 Depending on the result, the following shall be relayed to the agency concerned:

5.5.3.1 AAMPs with sections that are deemed to have **basic compliance and beyond (50-100%)** shall be recommended for **immediate implementation** (e.g., the AAMP could already serve as basis for the concerned agency to pursue its asset management capacity development activities) with recommendations for its further enhancement during the **next** annual round of review. In this case, the letter template provided as **Annex D.3** herein shall be used to inform the agencies whose AAMP sections have achieved the 50% threshold.

5.5.3.2 Otherwise, AAMPs with sections that are assessed to be **non-compliant (0%) to partially compliant (49%)** shall be required to provide an **action plan** to improve the contents of the concerned section, which shall be submitted to the TWG-AM within a prescribed timeline under the current annual round of AAMP review. In this case, the letter template provided as **Annex D.4** herein shall be used to inform the agency whose AAMP sections failed to meet the 50% threshold.

5.6 It shall be incumbent upon the DBM-SPIB to exercise diligence in ensuring that the results of the review of the DBCC TWG-AM are received and acknowledged by the covered agencies, and the timelines followed.

5.7 The flowchart depicting the procedure and timeline for the preparation, submission and processing and review of the AAMPs is provided herein as **Annex D.5.**

6.0 Measurement of Timelines

6.1 While these guidelines utilize working days in setting the WG's timelines, the WG may set, through an internal agreement, a timeline based on calendar days to account for instances where any member-agency would implement flexible work arrangements during the implementation of the guidelines.

6.2 Likewise, should a member-agency request for extension in the timelines in view of unforeseen contingencies and/or equally important deliverables, the same shall be coordinated with other member-agencies for concurrence. Further, the WG of each member-agency shall duly notify their respective DBCC TWG-AM principals on approved adjustments on the timelines, for information and/or further guidance.

-End-

- Annex:**
- D.1** General Checklist on the Completeness of Submission of the AAMP
 - D.2** AAMP Review and Technical Scoring Tool
 - D.3** Letter Template for NGAs Recommending Immediate Implementation (Basic to Full Compliance)
 - D.4** Letter Template for NGAs on Review Results and Recommendations (Non-Compliant to Partial Compliance)
 - D.5** Flowchart of Procedure and Timeline

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ANNEX D.1
DBCC TWG-AM
[Signature]

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**General Checklist on the Completeness of Submission of the
Agency Asset Management Plan (AAMP)**

Department/Agency: _____

I. Assets according to the National Asset Registry System (NARS)

Assets ¹	Included in the AAMP (YES/NO)	Remarks
1.		

II. AAMP

A. General Comments

1.

B. Specific Comments

1.

¹ Data confirmed by the Bureau of the Treasury (BTr) on _____.

Recommended Contents	Description/Guidance/ Minimum Information Required	COMPLETE (YES/NO)	REMARKS
<p style="text-align: center;">Table of Contents</p>	<p>Complete tabulation of the sections and subsections covered in the AAMP, including a separate list of the tables and figures, for the reference of readers. Please refer to NAMMP 2022-2023 as a pattern.</p>		
<p>1.0 Executive Summary</p> <ul style="list-style-type: none"> The agency's mandate/role with respect to the management of government's assets and key levels of service (covers Sections 2.0 to 5.0 of the AAMP); <i>should be supported with legal bases for said mandate/role and its levels of service</i> 	<p>At the outset, AM plans should provide a logical flow through the asset management process and 'tell the asset management story'.²</p> <p>The story sets the scene with the state of the assets and key issues, followed by what is expected from the assets and services (levels of service [LoS] and demand), how the agency intends to provide the service, the financial implications, and the tasks required to improve asset management planning capability over time.³</p>		
<ul style="list-style-type: none"> The agency's key AM programs (covers Sections 2.0 and 3.0 of the AAMP) 	<p>The executive summary is a concise stand-alone document aimed at non-</p>		
<ul style="list-style-type: none"> The agency's strategic issues and risks (covers 			

² AM 203 Lifecycle Planning, Institute of Public Works Engineering Australasia (2022)
³ AM 203 Lifecycle Planning, Institute of Public Works Engineering Australasia (2022)

Recommended Contents	Description/Guidance/ Minimum Information Required	COMPLETE (YES/NO)	REMARKS
Sections 6.0 to 9.0 of the AAMP)	technical readers ⁴ that provides an overview of the main aspects of the plan, as well as highlights the main points covered under the subsequent sections of the AAMP, particularly on the levels of service, growth forecasts, key AM issues, significant works programs and financial forecasts of the agency concerned.		
<ul style="list-style-type: none"> The agency's demand growth and financial forecasts (covers Section 10.0 of the AAMP) 	The summary of the AAMP shall provide the highlights and overview of each of the succeeding sections through a single narrative. Considering the overarching scope of the section, it shall be accomplished upon the completion of the other sections of the AAMP.		
<ul style="list-style-type: none"> The agency's AM continual improvement plan (covers Section 11.0 of the AAMP) 	Similar to the NAMP 2022-2023, the executive summary of the AAMP need not be divided into specific subsections. Instead, each subsection may be discussed within the paragraphs of one narrative, considering the interconnectedness and high level of linkages in the sections of the AAMP. Nonetheless, the agency may opt to		

⁴ Ibid.

Recommended Contents	Description/Guidance/ Minimum Information Required	COMPLETE (YES/NO)	REMARKS
	<p>provide subsections, which meet the aforesaid minimum information for an executive summary, as shown in the bullet points.</p> <p>To avoid repetitive messages and promote conciseness of texts, the summary may be limited to the overview of the main aspects of the plan. The detailed discussion on the aspects of the plan should be reserved within their respective sections.</p> <p>Further, for a quick-look and to encapsulate the main points of the AAMP, the agency is highly encouraged to develop an infographic or similar visual elements to summarize the AAMP. The visual summary should contain a concise overview of the agency's assets, expected LOS, growth and demand factors, financial summary, and the key outcomes or challenges in asset management.</p> <p>The executive summary may be limited to a maximum of four (4) pages.</p>		
2.0 Introduction 2.1 The [Agency] Asset Management Plan 2022-	<p>This section documents the agency's strategic objectives, intended outcomes, and AI activities/processes, and identifies key partners, customers and stakeholders</p>		

Recommended Contents	Description/Guidance/ Minimum Information Required	COMPLETE (YES/NO)	REMARKS
<p>2023: Purpose, Strategic Alignment, and Key Partners and Stakeholders</p>	<p>relevant to its assets. It also provides the strategic alignment of the plan and the agency's service delivery with national key strategic documents of the government and other development plans (i.e., Ambisyon Natin 2040, PDP 2017-2022, United Nations Sustainable Development Goals, etc.).</p>		
<p>2.2 The Organizational Set-up in AM and the Agency Working Group on Asset Management (WG-AM)</p>	<p>On the organizational set-up in AM, the template also includes the roles of the agency WG-AM in supporting and developing maturity in AM practices, processes and systems. It may also feature the linkages and coordination of the WG-AM with the DBCC TWG-AM in the achievement of their goals and objectives.</p>		
<p>2.3 AM Objectives, Measures, and Indicators</p>	<p>The section further requires discussion on the agency's strategic goals and objectives, as well as documents asset information and data that can be used to measure asset performance. To determine and report the successes and issues on the performance of assets and identify gaps and challenges in service delivery, the template also requires the documentation of agency indicators for</p>		
<p>2.4 Our Successes, Issues, Opportunities, and Risks</p>			

Recommended Contents	Description/Guidance/ Minimum Information Required	COMPLETE (YES/NO)	REMARKS
	<p>the purpose.</p> <p>Reference to local issuances should be properly indicated in the footnotes. For instance, when referencing the PGAMP, the DOF-DBM-NEDA JMC No. 2020-1 must be properly cited in the footnotes.</p> <p>In view of the foregoing, the introduction should contain the minimum information required under the pertinent items in Annex A of the PGAMP JMC, i.e., I (Objectives), II (Organizational Set-up in Asset Management), and III (Agency Working Group on Asset Management); a background of where the agency is now in terms of AM; its goals and objectives for AM (its commitment to community vision); the plan framework (how the AAMP fits in the organization⁵; and the AAMP structure (see recommended subsections 2.1 and 2.2), timeframe, and responsibilities (see recommended subsection 2.2) and its interactions with the PGAMP, NAMP, and other documents (see recommended subsection 2.1).</p>		

Recommended Contents	Description/Guidance/ Minimum Information Required	COMPLETE (YES/NO)	REMARKS
<p>3.0 Asset Management Practice</p> <p>3.1 The Philippine Government Asset Management Policy (PGAMP)</p> <p>3.2 Asset Management Practice Overview</p> <p>3.3 Asset Management Systems</p> <p>3.4 Implementation of the National Asset Registry System (NARS)</p> <p>3.5 Building Capabilities and Capacity in Asset Management</p>	<p>This section covers item X (Capacity Building) of Annex A of the PGAMP JMC. The section requires the discussion on the PGAMP and the AM principles espoused therein, as well as the interaction or linkage of the AAMP and current agency AM processes with the AM policies and strategies in the PGAMP and NAMP.</p> <p>The section also provides an overview of the agency's AM practice components, which include policies, plans, documentation defining or guiding AM policy and strategy, data sources supporting AM decision making, and capacity building efforts.</p> <p>It documents the application of the agency's existing AMS, as well as emphasizes its role in the population of the NARS. On building AM capabilities and capacities, the agency shall outline the AM responsibilities and the corresponding capacities and capabilities required. This shall aid in planning relevant programs/activities for the purpose.</p>		

Recommended Contents	Description/Guidance/ Minimum Information Required	COMPLETE (YES/NO)	REMARKS
4.0 State of [Agency] Assets 4.1 Assets Included in the AAMP	This section covers item V (Summary of the Inventory of Assets) of Annex A of the PGAMP JMC.		
4.2 Managing Our Asset Data	Apart from the summary of the inventory of assets, Section 4.0 looks into the management of asset information, performance, and condition.		
4.3 Our Asset Information	The section defines and lists the critical and strategic assets covered in the AAMP, as well as the agency's role in determining the same. Relatedly, it shall provide a discussion on the management of asset data or information, particularly on the technical standards that the agency relies on to ensure completion, accuracy, consistency, reliability, and confidence of asset data and information.		
4.4 Asset Condition	The agency shall describe its existing Asset Management Information System (AMIS) and its link to the information available in the NARS. Further, the section requires a description of the condition of assets managed by the agency, as well as background on the processes for collecting asset condition data.		

Recommended Contents	Description/Guidance/ Minimum Information Required	COMPLETE (YES/NO)	REMARKS
<p>5.0 Levels of Service</p> <p>5.1 Levels of Service Drivers</p>	<p>In sum, this section should contain minimum information on the agency's critical and strategically important non-financial assets which are included in the plan, as well as other information about said assets and their condition; and how the agency manages its asset data.</p>		
<p>5.2 Levels of Service Overview</p>	<p>This section covers item VI (Asset Performance) of Annex A of the PGAMP JMC.</p> <p>The section defines the drivers of LOS, such as customer feedback/expectations (what customers want), and legislation, issuances, or compliance requirements (what we have to do).</p> <p>Relative thereto, the agency must also discuss its existing practices (current levels of service/what we provide now) in accessing its current LOS in relation to standards of service (desired levels of service/what our customers would like).</p> <p>The agency shall present the identified opportunities for developing the target LOS, gaps and challenges, as well as options for service delivery to address said gaps. The desired LOS of the agency</p>		

Recommended Contents	Description/Guidance/ Minimum Information Required	COMPLETE (YES/NO)	REMARKS
<p>6.0 Lifecycle Management Planning</p> <p>6.1 Lifecycle Management Systems</p> <p>6.2 Our Maintenance Plan</p> <p>6.3 Operating and Maintenance Practices</p> <p>6.4 Our Asset Rehabilitation and Replacement Plan Considering the Age and Lives of Our Assets</p> <p>6.5 Our New Asset Requirements</p> <p>6.6 Our Disposal Plan</p>	<p>is represented by targeted improvements to service delivery in the short, medium, and long term.</p> <p>This section covers items IV (Agency Specific Policies and Practices on Asset Management), VII (Intended Actions on the Assets), and VIII (Maintenance Plan) of Annex A of the PGAMP JMC.</p> <p>The section tackles the policies and practices of the agency on asset utilization. It covers discussion on the agency's plan and cost implications/forecasts for the maintenance and operation of assets. Specifically, the section aims to discuss the agency's maintenance program and existing practices. It further summarizes the cost implication or forecasts of maintenance and operation plans necessary to keep the asset operation at the agreed service condition. Separate cost estimates on asset replacement, rehabilitation, and upgrades must also be included in this section.</p> <p>As input to the agency asset rehabilitation and replacement plan, the same shall document information on the asset</p>		

Recommended Contents	Description/Guidance/ Minimum Information Required	COMPLETE (YES/NO)	REMARKS
	<p>lifecycle that is useful in the management of the useful life of the asset. Relevant information on age and lives of assets must also be included. The aforesaid information are essential in planning for the management of the asset, particularly for its rehabilitation or replacement.</p> <p>The section shall further discuss the decision-making process of the agency on the process of asset acquisition, replacement, and/or decommissioning.</p>		
<p>7.0 Sustainable Planning</p> <p>7.1 Our Growth and Demand Factors and Implications</p> <p>7.2 Predicting Demand for Infrastructure</p> <p>7.3 Managing and Responding to Demand</p> <p>7.4 Sustainability in Service Planning and Delivery</p> <p>7.5 Economic Sustainability:</p>	<p>This section provides a discussion on the existing growth and demand factors and their implications to AM planning. Understanding, monitoring, and responding to the aforesaid factors is vital in assessing and forecasting the agency's service demand.</p> <p>These factors may refer to economic, social, ecological, and other identified factors that affect government assets demand and management planning.</p> <p>The section considers the impact on the outlined growth factors to the demand on assets, as well as the response of the agency to the demand during the period</p>		

Recommended Contents	Description/Guidance/ Minimum Information Required	COMPLETE (YES/NO)	REMARKS
Projects and Assets	covered by the AAMP. To meet the current and forecasted demand, this section also features the cost implication of investing in infrastructure projects that address major challenges posed by the aforesaid growth factors.		
8.0 Natural Hazard Resilience Planning 8.1 Summary of Hazard Exposure and Impact on Infrastructure	On ensuring sustainability in service planning and delivery, the agency shall discuss sustainable practices in service delivery and AM, if any. To implement greater sustainability, the agency may also develop its sustainability objectives, opportunities, challenges, and action plan. Relative thereto, the agency may identify actions or projects and their respective cost implication in supporting sustainability objectives. This section covers item IX (Risk Analysis) of Annex A of the PGAMP JMC.	Sections 8 and 9 seek to understand and document the exposure of the strategic non-financial assets of the agency to	

Recommended Contents	Description/Guidance/ Minimum Information Required	COMPLETE (YES/NO)	REMARKS
8.2 Current Agency Resilience Improvement Programs	natural hazards and other risks, as well as their impact to asset performance and service delivery.		
8.3 Process Description: Natural Hazard Risk Assessment and Planning	In accomplishing these sections, the agency shall take into account existing practices, processes and programs on risk mitigation and management, as well as the supporting legislation, policy and compliance requirements in support thereof.		
8.4 Natural Hazard Risk Assessment Outcomes			
9.0 Infrastructure Risk Management Planning	The agency shall also provide an overview and assessment of its risk management performance and identify the top infrastructure and asset risks that require investments to control or mitigate.		
9.1 Risk Management Context			
9.2 Risk Assessment Process and Outcome			
9.3 Addressing Risk Challenges	This section must likewise emphasize the National Indemnity Insurance Program and its impact to the agency's management of natural hazards and risks. Further, the agency shall also identify planning, management, delivery, and physical asset risks and information relative thereto in order to accomplish the agency Risk Register (Annex 12.1)		
10.0 Financial Planning	This section covers item XI (Budgetary		

Recommended Contents	Description/Guidance/ Minimum Information Required	COMPLETE (YES/NO)	REMARKS
10.1 Financial Summary Review	Requirements) of Annex A of the PGAMP JMC.		
10.2 Cost and Funding of Our Assets	Relative to said item indicated in Annex A of the PGAMP JMC, this section primarily documents financial policies and data to support the agency activities under the AAMP, including the forecasted expenditure and performance.		
10.3 Disaster Risk Finance			
10.4 Operations and Maintenance Investment	Further it seeks to include more detailed budget information for maintenance forecasts, insurance, capital update program or disposal.		
10.5 Capital Investment	It shall contain the funding strategy and cost estimates needed to implement the agency's intended AM actions including, but not limited to, the maintenance and replacement of assets, new capital investments to meet LOS requirements, and capital investment, update, or disposal programs.		
10.6 Financial Statements and Projections			
10.7 Financial Methodology and Assumptions	Moreover, the section delves into the agency's approach to disaster risk finance and reviews financial forecasting assumptions, projections, and methodologies.		

Recommended Contents	Description/Guidance/ Minimum Information Required	COMPLETE (YES/NO)	REMARKS
<p>11.0 Performance Planning and Continual Improvement</p> <p>11.1 The Purpose of Improvement Planning</p>	<p>In this section, the agency shall present the summary of the current state of the AM practices and its desired improvements during the duration of the AAMP cycle or in its future iterations.</p>		
<p>11.2 Our Improvement Actions</p>	<p>This section primarily aims to link the results of AM maturity assessment to the desired improvement of AM practices. Relatedly, it features the process of documenting improvement items of the agency through the identification of improvement actions and planning.</p>		
<p>11.3 Prioritizing Proposed Actions and Timetable</p>	<p>To assist in identifying improvement actions to be delivered in the current and future AAMP cycles, the agency shall consider the Maturity Assessment Questionnaire administered by the World Bank (WB) and its results. The maturity assessment process introduced by the WB may be adopted and customized by the agency for improvement planning in future iterations of the AAMP.</p>		
<p>12.0 Annexes</p> <p>12.1 Risk Register Template</p>	<p>The agency is required to include its risk register, if available. Otherwise, the agency may refer to the risk register template affixed herein, for its use. The agency may include other relevant and</p>		

Recommended Contents	Description/Guidance/ Minimum Information Required	COMPLETE (YES/NO)	REMARKS
<p>13.0 Glossary of Terms</p>	<p>For the list of terms and definitions, the agency may refer to the Glossary of Terms (Section 13.0) of the NAMMP 2022-2023.</p> <p>It must be noted that the glossary, as reference of the readers or stakeholders, shall contain specialized/technical terms or concepts that have a specific, relevant, and unique definition based on the context of the agency. Hence, the agency may customize this section depending on the usage of the terms in the plan.</p>		

Prepared by:

Reviewed by:

Approved by:

 [Name]
 [Technical Staff Concerned], SPIB

 [Name]
 [Position of Reviewing Authority], SPIB

 [Name]
 Director, SPIB

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ANNEX D.2
DBCC TWG-AM

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COMPLIANCE RATING	ASSESSMENT GUIDE PER REQUIREMENT	RATING EQUIVALENCE FOR SECTION/AMP
0	The minimum information needed per section/criteria/requirement is not present	0%
1	Minimal information is provided and the content is lacking and disjointed	1% to 24%
2	Some information are provided and current AM practice is vaguely documented; Major revisions are recommended	25% to 49%
3	The requirements are mostly addressed and current AM practices are observed in the narrative; With recommended enhancements for further improvement	50% to 74%
4	The requirements are mostly addressed and current AM practices are observed in the narrative; With recommended enhancements for further improvement	75% to 99%
5	The AAMP is fully compliant with the requirements and AM practices articulated in the narrative show high linkages with the AM objectives of the Agency	100%

AAMP REVIEW AND TECHNICAL SCORING TOOL
(Name of Department/Agency)

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Section 3: Executive Summary
Reviewed by the Office of the President (OP)

CRITERIA	REQUIREMENTS	Non-Compliance					Partial Compliance					SCORING DATA		SCORING		FINDINGS AND RECOMMENDATIONS
		0	1	2	3	4	5	0	1	2	3	4	5	0	0.0	
1 Format of the Executive Summary	a. Provides a logical flow or summary of the key aspects of the AAMP <i>Optional data: Elucidates the main points of the AAMP through an infographic or visual element</i>											5	5	0	0.0	
2 Mandate and Role of the Agency (Sections 2.0 to 5.0)	a. Narrates the mandate/role of the agency relative to the management of government assets and its key levels of service (LOS) b. Documents the legal bases of the agency's mandate/role with regard to asset management (AM) and its key LOS	a.										5	5	0	0.0	
		b.											5	5	0	0.0
3 Levels of Service (Section 5.0)	a. Shows an overview of the state of the assets and the expected LOS and demand b. Presents how the agency intends to meet the expected LOS and the financial implications of the same	a.										5	5	0	0.0	
		b.											5	5	0	0.0
4 Asset Management Practice (Sections 2.0 and 3.0 of the AAMP)	a. Discusses the key AM programs and presents an explanation on the outcomes they intend to achieve	a.										5	5	0	0.0	
		b.											5	5	0	0.0
5 Resilience Planning and Risk Management (Sections 6.0 to 9.0)	a. Covers the strategic issues, natural hazard and infrastructure risks and how to deal with them	a.										5	5	0	0.0	
		b.											5	5	0	0.0
6 Sustainability and Financial Planning (Sections 7.0 and 10.0)	a. Covers practical and economically sustainable strategies to address growth and demand factors b. Presents an overview of the financial forecasts and cost implications covered in the plan	a.										5	5	0	0.0	
		b.											5	5	0	0.0
7 AM Practices and Improvement Plan (Section 11.0)	a. States the tasks/actions required to improve asset management planning capability over time b. Summarizes the continual improvement plan for asset management <i>Optional data: Presents the maturity of the AM practices based on the Maturity Assessment Questionnaire (MAQ) results of the agency</i>	a.										5	5	0	0.0	
		b.											5	5	0	0.0
<p>Section Average: 0.00% Rating Equivalance: Not-compliant</p>																

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Operational: Addresses the planning/execution of the program. Includes the cost of implementation. Includes the cost of implementation. Includes the cost of implementation.

Section Average:
Rating Equivalence:

0.00%
Non-compliant

CRITERIA	REQUIREMENTS	SCORING DATA					SCORING		FINDINGS AND RECOMMENDATIONS
		Not covered	Partial compliance	Some compliance	Most compliance	Full compliance	Weighted Average Score	Overall Score	
1. Linkages and Alignment with the Philippine Government Asset Management Policy (PGAMP)	a. Provides a discussion of the PGAMP and the asset management principles it espouses						5	0	
	b. Presents the linkage of the AAMP and the current agency/AM processes with the AM policies and strategies in the PGAMP and the NAMP 2022-2023						5	0	0.0
2. Overview of the Agency AM Practice	a. Provides an overview of the agency's AM practice components, such as policies, plans, documentation defining or guiding AM policies and strategies, data sources supporting AM decision making and capacity building efforts						5	0	0.0
	Optional data: Identifies improvements to asset management processes and techniques from current AM practices								
3. Agency Asset Management System (AMS)	Optional data: Documents the identification of AM practice gaps and the desired improvements to address said gaps (to be linked to Section 13: Performance Planning and Contextual Improvement)								
	Optional data: Explains the status of asset management practices relating to description of assets, levels of service, natural hazard and risk management, sustainability, lifecycle management, financial planning, and performance planning								
4. Implementation of the National Asset Registry System (NARS)	Optional data: Quantifies the cost of implementing the improvements to the agency AM practices and AMS								
	a. Documents the application of the agency's existing AMS to achieve its organization objectives						5	0	0.0
5. Capability and Capacity Building Strategies in Asset Management	Optional data: Provides an assessment of which AM practices and processes are being prioritized in the agency's AMS asset management maturity								
	Optional data: Describes the agency's current and target asset management maturity								
6. Agency Asset Management System (AMS)	a. Describes the participation and involvement of the agency in the population of the NARS						5	0	0.0
	b. Outlines the AM responsibilities, roles, and existing and/or required competencies in the agency						5	0	0.0
7. Capability and Capacity Building Strategies in Asset Management	a. Presents the agency's direct and planned capacity development strategies or approach to improve or support AM practices using the information provided in item 5 as guide						5	0	0.0
	Optional data: Demonstrates measures and plans to ensure the continuity of capability and capacity building								
8. Capability and Capacity Building Strategies in Asset Management	Optional data: Quantifies the cost of building and/or developing AM capability and capacity (to be linked with Section 10: Financial Planning)								

Section Average: 0.00%
 Rating Equivalence: Non-compliant

CRITERIA	REQUIREMENTS	SCORING DATA					SCORING		FINDINGS AND RECOMMENDATIONS
		0	1	2	3	4	5	Final Score for Data	
1 Assets Included in the AAMP	a. Provides a list of non-financial assets maintained, used, and/or owned by the agency that are critical in the performance of its mandate						5	0	
	b. Describes parameters used in the identification of critical and strategically important assets included in the AAMP						5	0	0.0
	c. Discusses accountability and validation measures to ensure correctness and completeness of asset data entries						5	0	
	d. Links the Agency Asset Management Information System with the asset data requirements of the NARS						5	0	
2 Management of Agency Asset Data	a. Provides the agency policy and procedure in asset data collection, data warehousing and management, and data sharing						5	0	0.0
	b. Identifies sources of asset data						5	0	
3 Quality of Asset Information	a. <i>Optional data:</i> Establishes a periodic review or audit of asset data to ensure data integrity, completeness, correctness, and validity								
	b. <i>Optional data:</i> Identifies policies for maintenance of asset data security and access hierarchy								
4 Asset Condition	a. Provides minimum information requested in the provided template for assets						5	0	0.0
	b. Provides technical standards that the agency relies on to ensure completion, accuracy, consistency, reliability, and confidence of asset data and information						5	0	
	a. <i>Optional data:</i> Provides the necessary supporting documents to ensure accuracy and validity of asset information submitted								
	b. Provides data on asset condition and usage						5	0	
	c. Defines the process for prioritizing, maintaining and preserving assets						5	0	0.0
	d. <i>Optional data:</i> Identifies the roadmap for preservation and maintenance of asset								
		Section Average: 0.00%					Rating Equivalence: Non-compliant		

CRITERIA	REQUIREMENTS	Performance Level					SCORING DATA		SCORING		FINDINGS AND RECOMMENDATIONS
		0	1	2	3	4	5	5	0	0	
1 Levels of Service Drivers	a. Describes the expectations and feedback of the agency's stakeholders or customers							5	0	0.0	
	b. Records legislation, policies, issuances, and/or compliance requirements regarding asset management, service delivery and performance.							5	0		
	c. Defines the alignment of the agency's LOS with the strategic objectives, national key development documents, and core processes of the Agency (linked to Section 2: Introduction)							5	0		
	<i>Optional data: Documents how stakeholder or customer feedback is collated, analyzed, and reported</i>										
2 Levels of Service Overview	<i>Optional data: Describes agency practices for assessing agency service standards</i>										
	a. Discusses existing service delivery practices or LOS as compared with the service delivery standards of the Agency							5	0		
	b. Presents the identified opportunities for developing target LOS							5	0	0.0	
	c. Presents the known gaps and challenges in service delivery and identifies options to address said gaps							5	0		
	d. Presents the targeted desired improvements on LOS in the short, medium, and long term, including performance measurements and indicators							5	0		
	<i>Optional data: Defines how the gaps and challenges in service delivery were determined</i>										
	<i>Optional data: Presents the Agency's single and understand the performance measures and indicators in service delivery</i>										
	<i>Optional data: Reports the data sources for the performance measures and indicators</i>										
	<i>Optional data: Reports on the historical performance trends of the agency's assets (e.g. condition, utilization, investment outcomes) and links the same to the agency's investment levels</i>										

Section Average: 0.00%
 Rating Equivalence: Non-compliant

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4 Asset Rehabilitation and Replacement Plan Considering the Age and Lives of the Agency's Assets	<p>a. Provides the separate cost estimates on asset replacement, rehabilitation, and upgrades.</p> <p>b. Documents information on asset lifecycle in relation with its rehabilitation and replacement</p> <p>c. Indicates information on the age and lives of assets</p>			5	0	5	0	0.0
5 New Asset Requirements	<p>a. Discusses the decision-making process of the agency on the process of asset acquisition, replacement, and/or decommissioning</p>			5	0			0.0
6 Agency Disposal Plan	<p>a. Provides information on the agency's process and criteria for disposal of assets and the plan for decommissioning/disposal of assets</p>			5	0			0.0
Optional: Management, Renewal and Operations Standards								
Optional: Assumptions								

Section Average: 0.00%
 Rating Equivalency: Non-compliant

CRITERIA	REQUIREMENTS	Partial Compliance					SCORING DATA		SCORING		FINDINGS AND RECOMMENDATIONS
		0	1	2	3	4	5	Weighted Average Score (0.00-1.00)	Weighted Average Score (0.00-1.00)		
1 Information and Knowledge Used to Assess and Monitor Growth and Demand for Services	a.	Provides context for key demand drivers for services						5	0	0.0	
	b.	Presents key population, demographic statistics, and projected changes						5	0		
	c.	Includes development capacity/likely future development trends						5	0		
2 Growth and Demand Implications	a.	Discusses specific demand issues in key areas or regions						5	0	0.0	
	b.	Discusses major factors/drivers such as, among others, urbanization in key areas and Implication of COVID-19/pandemic, that affect growth and demand						5	0		
	c.	Illustrates how demand considers the impact of climate change						5	0		
3 Sustainable Planning for Demand		<i>Optional data:</i> Includes reference to key government strategy documents such as the Philippine Development Plan and AMR/BSYR (Year 2040)									
	a.	Discusses key capital initiatives in addressing growth issues						5	0	0.0	
	b.	Discusses sustainability in service planning and delivery						5	0		
	c.	Considers the economic sustainability of projects and assets						5	0		
d.	Identifies areas that the agency has responsibility for that will be managed differently in responding to changes in demand						5	0			
4 Sustainability Considerations in the Agency		<i>Optional data:</i> Explores options for addressing demand using "top-down" solutions (e.g. school using resending to accommodate more people)									
	a.	Outlines sustainable practices in service delivery and infrastructure within the agency's asset management system						5	0	0.0	
	b.	Identifies opportunities and challenges for addressing sustainability through AAMP						5	0		
	c.	Discusses strategic goals and objectives against which sustainability progress can be measured						5	0		
d.	Identifies funding requirements for projects aligned to the sustainability objectives of the agency						5	0			
Optional data: Assumptions	Documents the assumptions for this section Quantifies/defines the impact of the assumptions on the plan.										
Section Average:		0.00%									
Rating Equivalence:		Not-compliant									

CRITERIA	REQUIREMENTS	Non-compliance					SCORING DATA		SCORING		FINDINGS AND RECOMMENDATIONS
		0	1	2	3	4	5	Max Score Achievable	Maximum Average for the Criteria	Individual Score	
1's Experience/ Exposure to Natural Hazard	Discusses the foreseen risks that may affect the assets and their performance, as well as the geographical location of the assets and the vulnerabilities a. Summarizes the past event analysis and lessons b. Adequately describes hazard assessment for asset planning c. Describes the agency's natural hazard critically framework d. Describes the likely damage that can occur because of natural events e. Describes likely negative impacts on infrastructure and users of the infrastructure (delays, lives lost, etc.) f. Outlines strategies already in place to manage natural hazard risk							5	0		
								5	0		
								5	0		
								5	0		
								5	0		
								5	0		
2 Agency's Natural Hazard Risk Assessment and Planning Process	Outlines the roles and responsibilities of the agency in responding to and recovering from disasters b. Describes the process to identify the top risks which require risk management or mitigation investment c. Illustrates how disaster risk planning considers the options for managing the top risks and make recommendations on which ones require priority investment d. Discusses the objectives and needs for the improvements programs						5	0			
							5	5	0	0.0	
							5	5	0	0.0	
							5	5	0	0.0	
3 Resilience Improvement Programs	Discusses the trade-offs between investment into resilience and other programs (level of service, maintenance, and demand) b. Outlines the agency's process and protocol for emergency response						5	0			
							5	5	0	0.0	
4 Emergency Response – Process to Restore Service Outage	Describes the responsibilities and roles for the different levels in the agency b. Defines the process for planning damage repairs and reconstruction						5	0			
							5	5	0	0.0	
5 Recovery, Damage Repair and Reconstruction Planning	Demonstrates the agency's capacity to deal with post-event planning and execution b. Emphasizes the National Indemnity Insurance Program (NIIP) and its impact to the agency's management of natural hazards						5	0			
							5	5	0	0.0	
6 Insurance of the Critical and Strategically Important Assets	Documents the assumptions for this section Quantifies/clarifies/defines the impact of the assumptions on the plan						5	0			
							5	5	0	0.0	
Optional data: Assumptions											

Section Average: 0.00%
Rating Equivalence: Non-compliant

CRITERIA	REQUIREMENTS	Compliance					SCORING DATA		SCORING		FINDINGS AND RECOMMENDATIONS
		0	1	2	3	4	5	5	5	0	
1 Understanding Risks on the Agency's Physical Assets	a. Describes the risks faced by users of the agency's infrastructure and facilities						5		0		
	b. Includes a risk register						5		0		
	c. Assesses all risk categories (management, planning, delivery, and physical)						5	5	0	0.0	
	d. Describes the likely damage that can occur as a result of the key risks described						5		0		
	e. Describes likely negative impacts on infrastructure and users of the infrastructure (delays, lives lost, etc.)						5		0		
2 Agency's Physical Risk Assessment and Planning process	a. Outlines strategies already in place to manage infrastructure risk						5		0		
	b. Outlines the roles and responsibilities of the agency for managing the risks						5		0		
	c. Describes the process to identify the top risks which require risk management or mitigation investment						5	5	0	0.0	
	d. Considers the options for managing the top risks and makes recommendations on which ones require priority investment						5		0		
6 Insurance of the Critical and Strategically Important Assets	a. Emphasizes the NIP and its impact to the agency's management of infrastructure risks						5	5	0	0.0	
Optional data: Assumptions		Documents the assumptions for this section									
		Quantified/clarify/defines the impact of the assumptions on the plan									

Section Average: **0.00%**
 Rating Equivalence: **Non-compliant**

5 Capital Investment	a.	Includes funding strategy and cost estimates needed to implement the agency's intended AM actions on new capital investments to meet LOS requirements								5	5	0	0.0	
	a.	Includes forecasted expenditure and performance								5	5	0	0.0	
6 Financial Statements and Projections	a.	Reviews the agency's financial forecasting assumptions, projections, and methodologies.								5	5	0	0.0	
7 Financial Methodology and Assumptions														

Section Average: 0.00%
 Rating Equivalence: Non-compliant

Reviewed by the DBM

CRITERIA	REQUIREMENTS	SCORING DATA					SCORING		FINDINGS AND RECOMMENDATIONS				
		None Compliant	Minimal Compliant	Partial Compliant	Basic Compliant	High Compliant	Full Compliant	Final Score		Weighted Score			
1 Purpose of Improvement Planning	Summarizes the current state of AM practices and the overview of the improvements desired during the duration of the AAMP cycle a. Presents the results of the maturity assessment process and links it to the desired improvement of AM practices Features the process of documenting improvement items of the agency through the identification of improvement actions and planning b. <i>Optional data:</i> Documents the maturity assessment that provides a practical assessment of the agency's asset management capabilities and capacities <i>Optional data:</i> Analyzes and discusses the key areas for development based on AM maturity assessment	0	1	2	3	4	5	5	5	0	0.0		
								5	5	0			
2 Our Improvement Actions	a. Considers the MAQ administered by the WG and its results in identifying improvement actions to be delivered in the current and future AAMP cycles <i>Optional data:</i> Includes an identification and timeline of improvement actions to be delivered during the current and future AAMP cycles <i>Optional data:</i> Considers resources, skills, tools and business processes in the agency's improvement plan <i>Optional data:</i> Includes a cost estimate for priority improvement							5	5	0	0.0		
3 Prioritizing Proposed Actions and Timetable													

Section Average: 0.00%
Rating Equivalence: Non-compliant

Prepared by: (Working Group of the DBCC TWG-AM)

Approved by: (DBCC TWG-AM Officials)

(Incoming/New Member/WG Lead)
BTJ

ROSALIA V. DE LEON
National Treasurer, BTJ

KATHLEEN P. MANGUNE
Director, NEDA-Infrastructure Staff (IS)

JOSEPH J. CAPUNO
Undersecretary, NEDA

(Incoming/New Member/WG Lead)
OP-ODESGA

(Incoming/New Member)
Director, OP-ODESGA

MARIA PAULA B. DOMINGO
Director, DBM-SP1B

ACHILLES GERARD C. BRAVO
Assistant Secretary, DBM

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ANNEX D.3
DBCC TWG-AM
DOF-DBM-NEDA-JMC-2023-1-Annex-D.3-Rev.1.0



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

[Date]

[POSITION TITLE + COMPLETE NAME (with middle initial)]

[Agency/Office/Organization Name]

[Address]

Attention : **[Position Title + Complete Name]**
Bureau/Service/Office/Unit/Group
Chairperson, Working Group on Asset Management

Dear **[Position Title + Last Name]**:

This has reference to the preparation of the Agency Asset Management Plan (AAMP) as part of the continued implementation of the Philippine Government Asset Management Policy (PGAMP)¹. Relatedly, the National Asset Management Plan 2022-2023² has identified the **[Agency]** as one of the agencies³ mandated and informed⁴ to formulate its AAMP for Fiscal Year [Year].

At the outset, we would like to commend the [Agency] for submitting its AAMP to the Development Budget Coordination Committee Technical Working Group on Asset Management (DBCC TWG-AM), through the DBM, per letter dated [date] and footnote actual receipt date if different from letter date].

Subsequent to the conduct of a review by the DBCC TWG-AM of the [Agency] AAMP and the maturity of asset management practices indicated therein, we are pleased to inform you that the Department's submission is deemed adequate for **immediate implementation**.

¹ As enunciated under the Department of Finance (DOF)-Department of Budget and Management (DBM)-National Economic and Development Authority (NEDA) Joint Memorandum Circular No. 2020 (*Implementation of a Philippine Government Asset Management Policy [PGAMP]*) dated 24 September 2020
² Adopted through DOF-DBM-NEDA JMC No. 2022-1 dated 28 January 2022
³ Alongside the [name of department/agency]
⁴ Through a letter from the DBCC TWG-AM Chairperson dated [date] which issued the DBCC TWG-AM recommended AAMP template

Relative thereto, may we share with you the results of the review and technical scoring of the [Agency AAMP] through this link: [link to the AAMP Review and Technical Scoring Tool signed by the DBCC TWG Officials and Working Group Members]. Said document provides the complete **recommendations and observations** of the DBCC TWG-AM for the enhancement of the AAMP **to be compiled with before the next annual review** of the AAMP, for your ready reference.

For questions and clarifications, your Office may coordinate with the DBM through the Systems and Productivity Improvement Bureau at dbm-spib@dbm.gov.ph.

Thank you for your continued support in this undertaking.

Very truly yours,

[COMPLETE NAME (with middle initial)]
[Position Title] and
DBCC TWG-AM Chairperson

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ANNEX D.4
DBCC TWG-AM
DOF-DBM-NEDA-JMC-2023-1-Annex-D.4-Rev.1.0



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

[Date]

[POSITION TITLE + COMPLETE NAME (with middle initial)]

[Agency/Office/Organization Name]

[Address]

Attention : **[Position Title + Complete Name]**
Bureau/Service/Office/Unit/Group
Chairperson, Working Group on Asset Management

Dear **[Position Title + Last Name]**:

This has reference to the preparation of the Agency Asset Management Plan (AAMP) as part of the continued implementation of the Philippine Government Asset Management Policy (PGAMP)¹. Relatedly, the National Asset Management Plan 2022-2032² has identified the **[Agency]** as one of the agencies³ mandated and informed⁴ to formulate its AAMP for Fiscal Year [Year].

At the outset, we would like to commend the [Agency] for submitting its AAMP to the Development Budget Coordination Committee Technical Working Group on Asset Management (DBCC TWG-AM), through the DBM, per letter dated [date and footnote actual receipt date if different from letter date].

Subsequent to the conduct of a review by the DBCC TWG-AM of the [Agency] AAMP and the maturity of asset management practices indicated therein, may we inform the Department of the following **observations and recommendations for improvements** to further develop and enhance its AM maturity (Note: The table below may instead be attached as annex to the letter):

¹ As enunciated under the Department of Finance (DOF)-Department of Budget and Management (DBM)-National Economic and Development Authority (NEDA) Joint Memorandum Circular No. 2020-1 (Implementation of a Philippine Government Asset Management Policy [PGAMP]) dated 24 September 2020
² Adopted through DOF-DBM-NEDA JMC No. 2022-1 dated 28 January 2022
³ Alongside the [name of department/agency]
⁴ Through a letter from the DBCC TWG-AM Chairperson dated [date]

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ANNEX D.4
DBCC TWG-AM
DOF-DBM-NEDA-JMC-2023-1-Annex-D.4-Rev.1.0

TWG-AM Recommendations for Improvement	TWG-AM Observations	AAMP Section

Relative thereto, we are pleased to share with you the results of the review and technical scoring of the [Agency AAMP] through this link: [link to the AAMP Review and Technical Scoring Tool signed by the DBCC TWG Officials and Working Group Members]. Said document provides the complete recommendations and observations of the DBCC TWG-AM, for your ready reference.

In view thereof, we would appreciate receiving your **Action Plan** to address our recommendations, **on or before [date]**, to facilitate the timely implementation of your AAMP.

For questions and clarifications, your Office may coordinate with the DBM through the Systems and Productivity Improvement Bureau at dbm-spib@dbm.gov.ph.

Thank you for your continued support in this undertaking.

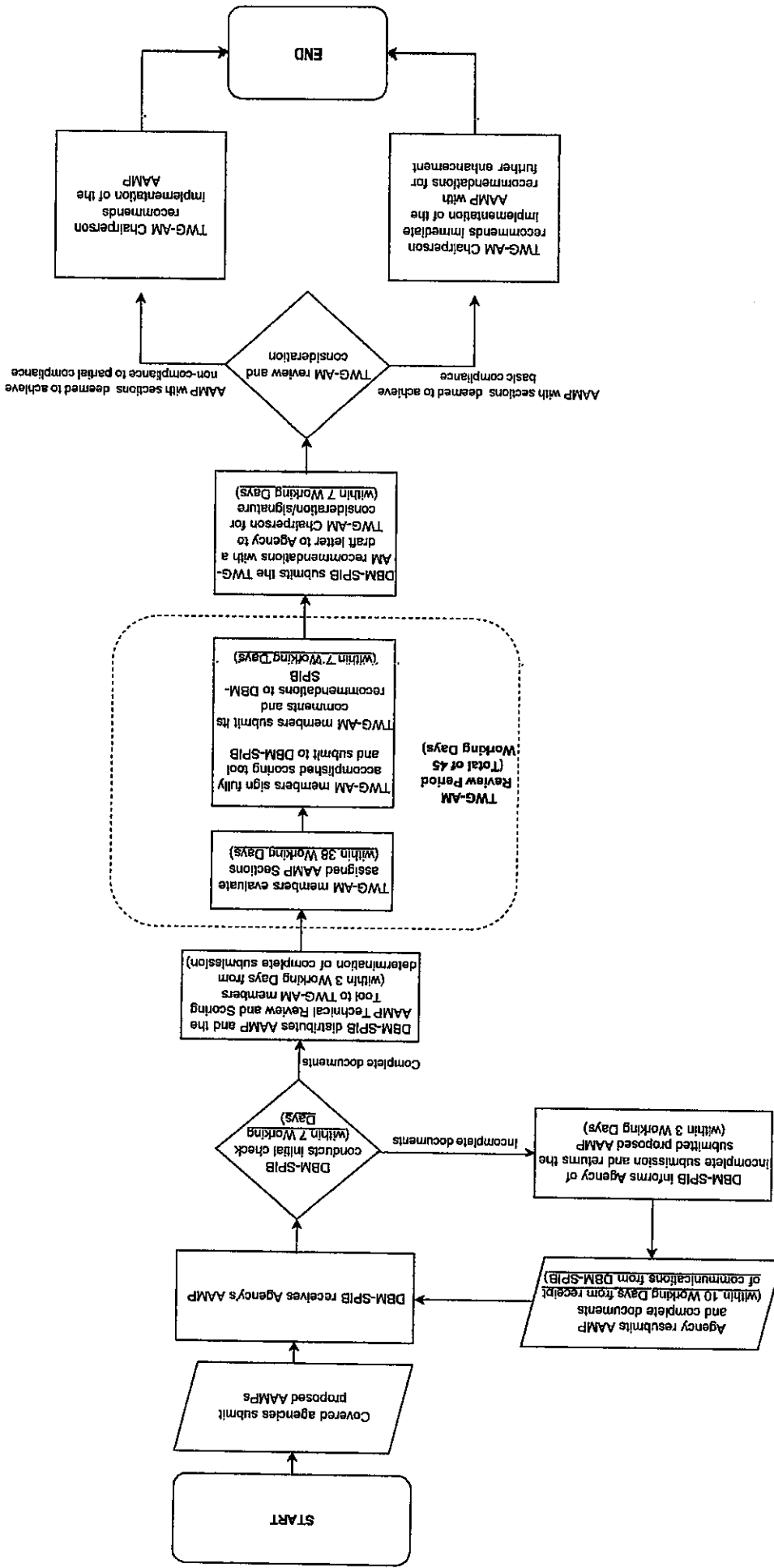
Very truly yours,

[COMPLETE NAME (with middle initial)]
[Position Title] and
DBCC TWG-AM Chairperson

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Annex D.5
 DBCC TWG-AM
 DOF-DBM-NEDA-JMC-2023-1-Annex D.5-Rev.1.0

Flowchart of Procedure and Timeline



Development Budget Coordination Committee Technical Working Group on Asset Management (DBCC TWG-AM) and Its Working Group (WG)

Roles and Responsibilities in the Processing and Review of Agency Asset Management Plans (AAMPs)

Pursuant to items 2.1.2 and 4.2.5 of the Joint Memorandum Circular (JMC) and its Annex D, the sections of the AAMP shall be distributed among the member agencies of the DBCC TWG-AM for technical review by its WG. Further, the rationale for the designation of the sections is based on the general area of concern of each member agency based on the mandate, functions, and/or functional coverage of the same. Hence, the review of the AAMP sections shall be distributed among the respective WGs of the DBCC TWG-AM member agencies, as follows:

DBCC TWG-AM Member-Agency	General Area of Concern	Covered AAMP Section	Other Notes
1. Department of Budget and Management (DBM)	Assessment of the covered agency's asset management practices relative to asset inventory vis-à-vis performance, asset management, asset planning and budgetary policies, and requirements for implementation of asset management strategies indicated in the submitted AAMPs.	3: Asset Management Practice 5: Levels of Service 6: Lifecycle Management Planning 10: Financial Planning 11: Performance Planning and Continual Improvement	The DBM may provide additional comments and recommendations on sections of the AAMP not assigned to them, as deemed necessary.

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Other Notes	Covered AAMP Section	General Area of Concern	DBCC TWG-AM Member-Agency
<p>The NEDA shall review Section 2.1 of the proposed AAMPs, particularly in terms of the plan's alignment with national key strategic documents and thrusts.</p> <p>The NEDA shall provide inputs on Section 10, in relation to its review of Sections 7 to 9.</p>	<p>7: Sustainable Planning</p> <p>8: Natural Hazard Resilience Planning</p> <p>9: Infrastructure Risk Management Planning</p>	<p>Review of covered agency's asset management practices and strategies relative to sustainability, natural hazard and resilience, and infrastructure risk management for its assets.</p> <p>NEDA shall look into the alignment of AAMP's with the national development direction and strategic plans, such as, among others, the National Asset Management Plan (NAMP).</p>	<p>2. National Economic and Development Authority (NEDA)</p>
<p>The NEDA shall be guided by the submission of the agency NARS data in their assessment of this section.</p> <p>The BTR shall review proposed AAMPs vis-a-vis Sections 3, 5, 6, and 10 of (NARS) submitted by the agency.</p> <p>The BTR shall review and its alignment with the data in the National Asset Registry System (NARS) submitted by the agency.</p>	<p>4: State of Agency Assets</p>	<p>Review of the asset information in the proposed AAMPs and its alignment with the data in the National Asset Registry System (NARS) submitted by the agency.</p>	<p>3. Bureau of the Treasury (BTR)</p>

DBCC TWG-AM Member-Agency	General Area of Concern	Covered AAMP Section	Other Notes
			The BTr shall provide inputs in the review of Sections 8 and 9 in relation to the program or initiative for insurance protection for non-financial assets of the government such as the National Indemnity Insurance Program which is under the purview of the Department of Finance, through the BTr.
4. Office of the President (OP)	<p>General review of the overview and broad directions and strategies envisaged by the covered agencies in their submitted AAMPs, as discussed in detail in the subsequent AAMP sections.</p> <p>This would include the logical flow of agency's asset management story.</p>	<p>1: Executive Summary</p> <p>2: Introduction</p>	The OP may provide additional comments and recommendations on sections of the AAMP not assigned to them, as deemed necessary.

-End-