

WHEREAS, LeAPS Program is envisioned to become an integral part in achieving the overall goal of the BARMM government in “uplifting the lives of the Bangsamoro and the establishment of the foundations of self-governance through moral governance”.

WHEREAS, the LeAPS Program will support the Office of the Chief Minister, all BARMM ministries, and local government units (LGUs) in using ICT solutions to simplify business processes, improve local public service delivery, and make them more accessible to Bangsamoro people.

WHEREAS, the MILG and the Municipality of will work hand in hand in the implementation of the LeAPS Program;

NOW THEREFORE, for and in consideration of the above premises, the PARTIES hereby agree on the following:

I. COVERAGE

This **Memorandum of Agreement (MOA)** shall cover the implementation, delivery, and institutionalization of the **Localizing e-Governance for Accelerated Provision of Services (LeAPS) Program** spearheaded by the **Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)** through the **Ministry of the Interior Local Government (MILG)** in providing for the rules & responsibilities of the parties with the local government unit of Cotabato.

II. GOALS AND OBJECTIVES

The LeAPS Program’s long-term goal is to achieve “a highly trusted governance aimed at co-creating and bringing meaningful citizen-centric services towards the digital transformation for an empowered Bangsamoro”.

This will be achieved through the following:

1. Management and optimization of efficient e-services in all LGUs and ministries of BARMM;
2. Capacity building of the LGUs to effectively and efficiently use disaggregated data for development and resilience planning, programming, budgeting, and governance using DevLIVE+;
3. Institutionalization of the LeAPS Program by establishing a five-year Digital Transformation Roadmap for Bangsamoro with sustainability measures.

III. ROLES AND RESPONSIBILITIES

A. BARMM-Ministry of the Interior and Local Government

2. Capacity building of the LGUs to effectively and efficiently use disaggregated data for development and resilience planning, programming, budgeting, and governance using DevLIVE+;
 - a. Provide overall guidance, supervision, and oversight in the implementation of this Agreement regarding DevLIVE+;
 - b. Receive access to and manage the raw and processed DevLIVE+ data from the LGU while ensuring confidentiality and security of individual and household level information and data handling and management are compliant to the provisions of Republic Act No. 10173 or The Data Privacy Act of 2012;
 - c. Facilitate the dissemination of data, compliant to the Data Privacy Act of 2012, and program findings to the BARMM Ministries, the Bangsamoro Planning and Development Authority, the Philippine Statistics Authority, policy makers, legislators, and other interest groups;
 - d. Ensure institutionalization and/or sustainability of data validity and use from the LGU post program implementation; and
 - e. Provide assistance to the LGU in the next data collection schedule.

3. Institutionalization of the LeAPS Program by establishing a **five-year, ten-year, and twenty-year** Digital Transformation Roadmap for Bangsamoro with sustainability measures.
 - a. **Institutionalization**
 - i. Ensure supervision, guidance, and monitoring of LGUs under the LeAPS Program through the creation of the LeAPS Program LGU Task Force, who shall designate a Team Leader and members;
 - ii. Assign the MLGOOs for coordination, monitoring, and evaluation activities of the LeAPS Program;
 - iii. Support, advise, and coordinate with the LGUs in the implementation of the LeAPS Program at the municipal and barangay levels; and
 - iv. Provide guidance to the LeAPS-LGUs in the rollout activities for Outputs 1, 2, and 3 as well as the digitalization initiatives.

 - b. **Five-year (short-term), Ten-year (mid-term), Twenty-year (long-term) Digital Transformation Roadmap for the BARMM LGUs**
 - i. Support, train/capacitate, and prepare the LGUs in the formulation of their Municipal Digital Strategy and the preparation of the **5-Year, 10-year, 20-year** Digital Transformation Roadmap.

- equipment in the digital and call center;
- vi. Provide monthly updates on the upkeep and maintenance of digital center and send recommendations to improve the system;
- vii. Coordinate with MILG, through the LeAPS Program Management Office (PMO), in the matters relevant to the operation of program activities;
- viii. Coordinate with their local CSOs in mobilizing citizens in monitoring the delivery, installation, and use of ICT equipment and digital solutions in their locality and e-services of the LGUs; and
- ix. Ensure compliance to any directives from MILG relating to the Digital and Data Centers.

b. #DigitalBangsamoro Web Portal

- i. Designate qualified (at least Bachelor's Degree holder) personnel, who shall actively participate in all the LeAPS Program activities including trainings, meetings, workshops, and other learning events relating to the web portal's implementation;
- ii. Ensure the roll-out of the knowledge and skills gained to the other LGU personnel and their constituents;
- iii. Provide relevant support and assistance to the LeAPS program activities especially during Business Scoping and User Acceptance Tests activities;
- iv. Ensure that there are dedicated and trained staff who will regularly check and verify the applications submitted by the citizens;
- v. Ensure confidentiality and security of individual information and data handling are compliant with the provisions of Republic Act No. 10173 or also known as The Data Privacy Act of 2012;
- vi. Coordinate with the MILG, through the LeAPS Program Management Office (PMO), to report system errors and/or system enhancement requests; and
- vii. Ensure compliance to any directives from the MILG relating to the web portal.

c. Digital Service Design Lab (DSDL)

- i. Designate qualified personnel or a service provider with Bachelor's degree or TESDA Certificate holder relevant to the job, who are knowledgeable on the nominated service/s who shall actively participate in all DSDL activities;
- ii. Actively participate in the business process scoping and technical assessment as identified by the LGUs concerned for the simplification and prototyping of the service processes;
- iii. Ensure cascade of information to other personnel every after training; and
- iv. Ensure compliance to any directives from the MILG relating to DSDL activities.

B. Management of logistics and other resources in the exigency of service

- i. Provide for the training venue, including projector, projector screen, and audio, during the training sessions on survey implementation planning, data privacy impact assessment (DPIA), geotagging using GPS devices, mobile data collection, data visualization through software application, data cleaning and community validation, data application for e-governance, planning, DRRM, and SDG monitoring, and/or data integration (refer to Attachment 2 – Training Sessions); and
- ii. Ensure the safety and well-being of the Survey Coordinators, Data Validators, and Field Staff throughout the program implementation

C. Coordination with the partners, stakeholders, and other public officials

- i. Take lead in coordination with target participants and barangay officials to ensure efficient and timely data collection and well-represented DPIA, community validation, and public dissemination exercises;
- ii. Mandate to all barangay officials to support the data collection in their locality, particularly in participating and administering the Barangay Profile Questionnaire; and
- iii. Coordinating with the MILG, through the LeAPS Program Management Office (PMO), in the matters relevant to the conduct and completion of program activities.

D. Management of data collection and field activities

- i. Facilitate timely completion of data collection and field activities through regular field coordination, periodic monitoring, and frequent quality assurance of data, where quality of work performed is in accordance with professional and technical standards acceptable to the Parties;
- ii. Make available to all barangay and city/municipality maps which contain the boundaries and location of service facilities, government projects and natural resources;
- iii. Facilitate data cleaning and ensure that the data are presented to, validated with, and shared with all the barangays through the community validation;
- iv. Ensure confidentiality and security of individual and household level information and data handling and management are compliant with the provisions of Republic Act No. 10173 or also known as The Data Privacy Act of 2012;
- v. Facilitate data sharing and use, compliant with the Data Privacy Act of 2012, within the Municipality and with external partners through the Data Sharing Agreement

DURATION OF AGREEMENT

This **Memorandum of Agreement (MOA)** shall be in effect for three (3) years (2023 to 2025) from the date of last signature. Approximately, six months before expiration, all parties will discuss expiration or renewal, based on an assessment of the continuing value of the Agreement to the parties.

The Agreement may be terminated at any time upon written notification by one party to the other parties and approval of all parties.

This MOA is signed and agreed upon by the parties on the 12th day of October, 2023.

SIGNATORIES:

Atty. Naguib G. Sinarimbo
Minister
Ministry of the Interior and Local
Government BARMM

Mayor
City of Cotabato
BARMM

WITNESSES:

Abunawas L. Maslamama
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