Re: Grant Numbers TF0A7281 and TF0A7280
(Mindanao Trust Fund Reconstruction and Development Phase II Project)
Additional Instructions: Disbursement and Financial Information Letter

Dear Dr. Muncy:

I refer to the Grant Agreement ("Agreement") between the International Bank for Reconstruction and Development/International Development Association ("World Bank"), acting as administrator of Mindanao Trust Fund, and Community and Family Services International (the "Recipient") for the above-referenced project, dated April 10, 2018. The Agreement provides that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of Grant Nos. TF0A7281 and TF0A7280 ("Grant"). This letter ("Disbursement Letter"), as revised from time to time, constitutes the additional instructions.

I. Disbursement Arrangements, Withdrawal and Reporting of Grant Proceeds

The attached World Bank Disbursement Guidelines for Projects, dated February 1, 2017, ("Disbursement Guidelines") (Attachment 1), are an integral part of the Disbursement Letter. The manner in which the provisions in the Disbursement Guidelines apply to the Grant is specified below. Sections and subsections in parentheses below refer to the relevant sections and subsections in the Disbursement Guidelines and, unless otherwise defined in this letter, the capitalized terms used have the meanings ascribed to them in the Disbursement Guidelines.

(i) Disbursement Arrangements

The table in Schedule 1 sets out the disbursement methods which may be used by the Recipient, information on registration of authorized signatures, processing of withdrawal applications (including minimum value of applications and processing of advances), instructions on supporting documentation, and frequency of reporting on the Designated Account.
(ii) Electronic Delivery

The World Bank may permit the Recipient to electronically deliver applications (with supporting documents) through the World Bank’s web-based portal (https://clientconnection.worldbank.org) “Client Connection”. This option may be effected if the officials designated in writing by the Recipient who are authorized to sign and deliver Applications have registered as users of “Client Connection”. The designated officials may deliver Applications electronically by completing the Form 2380, which is accessible through “Client Connection”. By signing the Authorized Signatory Letter, the Recipient confirms that it is authorizing such persons to accept Secure Identification Credentials (SIDC) and to deliver the Applications and supporting documents to the World Bank by electronic means. The Recipient may continue to exercise the option of preparing and delivering Applications in paper form. The World Bank reserves the right and may, in its sole discretion, temporarily or permanently disallow the electronic delivery of Applications by the Recipient. By designating officials to use SIDC and by choosing to deliver the Applications electronically, the Recipient confirms through the authorized signatory letter its agreement to: (a) abide by the Terms and Conditions of Use of Secure Identification Credentials in connection with Use of Electronic Means to Process Applications and Supporting Documentation, available in the World Bank’s public website at https://worldbank.org and “Client Connection”; and (b) to cause such official to abide by those terms and conditions.

II. Other Important Information

For additional information on disbursement arrangements, please refer to the Loan Handbook available on the Bank’s website (http://www.worldbank.org/) and “Client Connection”. The World Bank recommends that you register as a user of “Client Connection”. From this website you will be able to prepare and deliver Applications, monitor the near real-time status of the Grant, and retrieve related policy, financial, and procurement information. For more information about the website and registration arrangements, please contact the World Bank by email at clientconnection@worldbank.org.

If you have any queries in relation to the above, please contact Ms. Carmenchu Austriaco, Finance Officer at caustriaco@worldbank.org, with copy to Ms. Caroline Cheng, Finance Analyst at echeng2@worldbank.org using the above reference.

Yours sincerely,

By

Mara K. Warwick
Country Director
Brunei, Malaysia, Philippines and Thailand

Attachments
1. World Bank Disbursement Guidelines for Projects dated February 2017
2. Form of Authorized Signatory Letter
3. Statement of Expenditure (SOE)
Schedule 1: Disbursement Arrangements

<table>
<thead>
<tr>
<th>Grant Number</th>
<th>Country</th>
<th>Recipient</th>
<th>Name of the Project</th>
<th>Closing Date: Section III, 3.03 of the Grant Agreement</th>
<th>Disbursement Deadline Date: Two months after the closing date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Philippines</td>
<td>Community and Family Services International</td>
<td>Mindanao Trust Fund Reconstruction and Development Phase II</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disbursement Methods</th>
<th>Methods Available</th>
<th>Supporting Documentation</th>
<th>Subsections 4.3 and 4.4 (**)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Payment</td>
<td>Yes</td>
<td>Copy of Records</td>
<td></td>
</tr>
<tr>
<td>Reimbursement</td>
<td>Yes</td>
<td>Statement of Expenditure in the format provided in Attachment 2 of the DL</td>
<td></td>
</tr>
<tr>
<td>Designated Account:</td>
<td>Yes</td>
<td>Statement of Expenditure in the format provided in Attachment 2 of the DL</td>
<td></td>
</tr>
<tr>
<td>Special Commitments</td>
<td>Yes</td>
<td>Copy of Letter of Credit</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Segregated</th>
<th>Ceiling</th>
<th>Fixed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Institution - Name</td>
<td>To be established at a financial institution acceptable to the Bank</td>
<td>Currency</td>
<td>USD</td>
</tr>
<tr>
<td>Frequency of Reporting, Subsection 6.3 (**)</td>
<td>Monthly</td>
<td>Amount</td>
<td>500,000</td>
</tr>
</tbody>
</table>

The Minimum Value of Applications for Reimbursement, Direct Payment and Special Commitment is USD 100,000.

The World Bank
26th Floor, One Global Place
5th Avenue corner 25th Street
Bonifacio Global City
Taguig City

Attention: Loan Department

1. The funding from TF A7281 shall be disbursed before TF A7280.
Form of Authorized Signatory Letter

[Letterhead]

Community and Family Services International

[Street address]

[City] [Country]

[DATE]

The World Bank

26th Floor, One Global Place

5th Avenue Corner 25th Street

Bonifacio Global City

Taguig City, Philippines 1634

Attention: Mara Warwick, Country Director

Dear Ms Warwick:

Re: Grant Nos. TF0A7281 and TF0A7280

(Mindanao Trust Fund Reconstruction and Development Phase II Project)

I refer to the Grant Agreement ("Agreement") between the International Bank for Reconstruction and Development ("World Bank"), acting as acting as administrator of Mindanao Trust Fund, and Community and Family Services International (the "Recipient"), dated _____, providing the above Grant. For the purposes of Section 3.04 (b) of the Standard Conditions, as defined in the Agreement, any [one] of the persons whose authenticated specimen signatures appear below is authorized on behalf of the Recipient to sign applications for withdrawal [and applications for a special commitment] under this Grant.

For the purpose of delivering Applications to the World Bank, [each] of the persons whose authenticated specimen signatures appears below is authorized on behalf of the Recipient, acting [individually] [jointly], to deliver Applications, and evidence in support thereof on the terms and conditions specified by the World Bank.

[This confirms that the Recipient is authorizing such persons to accept Secure Identification Credentials (SIDC) and to deliver the Applications and supporting documents to

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1 Instruction to the Recipient when sending this letter to the World Bank: Stipulate if more than one person needs to sign Applications, and how many or which positions, and if any thresholds apply. Please delete this footnote in final letter that is sent to the World Bank.

2 Instruction to the Recipient: Stipulate if more than one person needs to jointly sign Applications, if so, please indicate the actual number. Please delete this footnote in final letter that is sent to the World Bank.

3 Instruction to the Recipient: Use this bracket if any of the authorized persons may sign; if this is not applicable, please delete. Please delete this footnote in final letter that is sent to the World Bank.

4 Instruction to the Recipient: Use this bracket only if several individuals must jointly sign each Application; if this is not applicable, please delete. Please delete this footnote in final letter that is sent to the World Bank.
the World Bank by electronic means. In full recognition that the World Bank shall rely upon such representations and warranties, including without limitation, the representations and warranties contained in the Terms and Conditions of Use of Secure Identification Credentials in connection with Use of Electronic Means to Process Applications and Supporting Documentation ("Terms and Conditions of Use of SIDC"), the Recipient represents and warrants to the World Bank that it will cause such persons to abide by those terms and conditions.

This Authorization replaces and supersedes any Authorization currently in the World Bank records with respect to this Agreement.

[Name], [position]  Specimen Signature: ________________

[Name], [position]  Specimen Signature: ________________

[Name], [position]  Specimen Signature: ________________

Yours truly,

/ signed /

[Position]

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5 Instruction to the Recipient:  Add this paragraph if the Recipient wishes to authorize the listed persons to accept Secure Identification Credentials and to deliver Applications by electronic means; if this is not applicable, please delete the paragraph. Please delete this footnote in final letter that is sent to the World Bank.
### Statement of Expenditures

**Payments Made During the Reporting Period From**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Supplier's Name</th>
<th>Brief Description of Expenditure</th>
<th>Prior Review (Y or N)</th>
<th>Contract #</th>
<th>Contract Amount and Nature of Payment (Y or N)</th>
<th>Invoice Number</th>
<th>Date of Payment</th>
<th>Total Amount of Expenditure</th>
<th>% Financed by the Bank (Col 9)</th>
<th>Exchange Rate</th>
<th>Date of Withdrawal from the Designated Account (Col 11)</th>
<th>Amount Withdrawn from the Designated Account (Col 12)</th>
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</table>

**Total:**

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Supporting documents for this SOE are retained at [insert location].

I certify that the percentage financing in above is SOE is in accordance with the Annual Work Plan and Budget and is

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Project Director