Honorable Cesar Purisima  
Secretary  
Department of Finance  
Department of Finance Building  
Bangko Sentral Complex  
Roxas Blvd.  
Manila, Philippines  

Dear Secretary Purisima:  

Re: Philippines: IDF Grant for Capacity Building of MMDA to Formulate and Implement the Metro Manila Green Print 2030 Project (IDF Grant No. TF014355)  

Additional Instructions: Disbursement  

I refer to the Letter Agreement ("Agreement") between the Republic of the Philippines ("Recipient") and the International Bank for Reconstruction and Development ("World Bank"), for the above-referenced project, dated July 17, 2013. The Agreement provides that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of Grant TF014355 ("Grant"). This letter ("Disbursement Letter"), as revised from time to time, constitutes the additional instructions.  

This Disbursement Letter is the First Restatement of the Disbursement Letter dated July 17, 2013 for the above referenced project, restating Section I (i) to include Advance as additional Disbursement Method, restating Section II (v) for minimum value of Application and Section III (i) for the supporting documentation. All other provisions of the Disbursement Letter dated July 17, 2013, except as amended, shall remain in force and effect.  

The attached World Bank Disbursement Guidelines for Projects, dated May 1, 2006, ("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  

(i) Disbursement Methods (section 2). The following Disbursement Methods may be used under the Grant:  
   - Advance  
   - Reimbursement  
   - Direct Payment  

(ii) Disbursement Deadline Date (subsection 3.7). The Disbursement Deadline Date is four (4) months after the Closing Date specified in the Grant Agreement. Any changes to this date will be notified by the
World Bank.

(iii) Disbursement Conditions (subsection 3.8). Please refer to the Disbursement Condition(s) in the Grant Agreement.

II. Withdrawal of Grant Proceeds

(i) Authorized Signatures (subsection 3.1).
A letter in the Form attached (Attachment 2) should be furnished to the World Bank at the address indicated below providing the name(s) and specimen signature(s) of the official(s) authorized to sign Applications:

The World Bank
26th Floor, One Global Place
5th Avenue corner 25th Street
Bonifacio Global City
Taguig City 1634, Philippines
Attention: Loan Department

(ii) Applications (subsections 3.2 - 3.3). Please provide completed and signed applications for withdrawal, together with supporting documents, to the address indicated below:

The World Bank
26th Floor, One Global Place
5th Avenue corner 25th Street
Bonifacio Global City
Taguig City 1634, Philippines
Attention: Loan Department

(iii) Electronic Delivery (subsection 3.4) The World Bank may permit the Recipient to electronically deliver to the World Bank Applications (with supporting documents) through the World Bank’s Client Connection, web-based portal. The option to deliver Applications to the World Bank by electronic means may be effected if: (a) the Recipient has designated in writing, pursuant to the terms of subparagraph (i) of this Section, its officials who are authorized to sign and deliver Applications and to receive secure identification credentials (“SIDC”) from the World Bank for the purpose of delivering such Applications by electronic means; and (b) all such officials designated by the Recipient have registered as users of Client Connection. If the World Bank agrees, the World Bank will provide the Recipient with SIDC for the designated officials. Following which, the designated officials may deliver Applications electronically by completing Form 2380, which is accessible through Client Connection (https://clientconnection.worldbank.org). 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.

(iv) Terms and Conditions of Use of SIDC to Process Applications. 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 (“Terms and Conditions of Use of SIDC”) provided in Attachment [3]; and (b) to cause such official to abide by those terms and conditions.
(v) Minimum Value of Applications (subsection 3.5). The Minimum Value of Applications for Reimbursement and Direct Payment is USD 35,000.

(vi) Advances (sections 5 and 6).

- **Type of Designated Account (subsection 5.3):** Segregated
- **Currency of Designated Account (subsection 5.4):** United States Dollars
- **Financial Institution at which the Designated Account Will Be Opened (subsection 5.5):** Land Bank of the Philippines
- **Ceiling (subsection 6.1):** US$ 50,000.

III. Reporting on Use of Grant Proceeds

(i) Supporting Documentation (section 4). Supporting documentation should be provided with each application for withdrawal as set out below:

- **For requests for Reimbursement:**
  - Interim Financial Report in the form attached (Attachment 4)
  - List of payments against contracts that are subject to the World Bank’s prior review, in the form attached (Attachment 5)

- **For reporting eligible expenditures paid from the Designated Account:**
  - Interim Financial Report in the form attached (Attachment 4)
  - List of payments against contracts that are subject to the World Bank’s prior review, in the form attached (Attachment 5)
  - A reconciliation of the Designated Account, in the form attached (Attachment 6), with a copy of the bank statement

- **For requests for Direct Payment:** records evidencing eligible expenditures, e.g., copies of receipts, supplier invoices

IV. Other Important Information


From the Client Connection website, you will be able to download Applications, monitor the near real-time status of the Grant, and retrieve related policy, financial, and procurement information.
If you have any queries in relation to the above, please contact LOA-TF by sending an email to loa-tf@worldbank.org using the trust fund number as reference.

Yours sincerely,

Vidya Narasimhan
Finance Officer, CTRLD

Attachment

6. Designated Account Reconciliation Statement

Other Attachments with original DL.
DESIGNATED ACCOUNT RECONCILIATION STATEMENT

TRUST FUND NUMBER ____________________________
ACCOUNT NUMBER ______________ WITH (BANK) ____________________________

1. TOTAL ADVANCED BY WORLD BANK (OR COFINANCIER) $ __________________
2. LESS: TOTAL AMOUNT RECOVERED BY WORLD BANK - $ __________________
3. EQUALS PRESENT OUTSTANDING AMOUNT ADVANCED TO THE DESIGNATED ACCOUNT (NUMBER 1 LESS NUMBER 2) = $ __________________

4. BALANCE OF DESIGNATED ACCOUNT PER ATTACHED BANK STATEMENT AS OF DATE ____________________________ $ __________________
5. PLUS: TOTAL AMOUNT CLAIMED IN THIS APPLICATION NO. ____________________________ + $ ____________________________ *
6. PLUS: TOTAL AMOUNT WITHDRAWN AND NOT YET CLAIMED REASON: ____________________________ + $ ____________________________ *
7. PLUS: AMOUNTS CLAIMED IN PREVIOUS APPLICATIONS NOT YET CREDITED AT DATE OF BANK STATEMENTS

APPLICATION NO. AMOUNT *
____________________________________ ____________________________
____________________________________ ____________________________

SUBTOTAL OF PREVIOUS APPLICATIONS NOT YET CREDITED + $ __________________

8. MINUS: INTEREST EARNED - $ ____________________________ *
9. TOTAL ADVANCE ACCOUNTED FOR (NO. 4 THROUGH NO. 9) = $ __________________

10. EXPLANATION OF ANY DIFFERENCE BETWEEN THE TOTALS APPEARING ON LINES 3 AND 9:

__________________________________________________________________________________________

11. DATE: ____________________________ SIGNATURE: ____________________________
    TITLE: ____________________________

* ALL ITEMS SHOULD BE INDICATED ON THE BANK STATEMENT