

**GUIDE FOR  
PUNONG  
BARANGAY  
AND  
SANGGUNIANG  
BARANGAY  
OFFICIALS  
2018**



NOT FOR SALE



**Guide**  
*for*  
**Punong Barangay**  
*and*  
**Sangguniang**  
**Barangay Officials**

Prepared by the Local Government Academy (LGA)  
Department of the Interior and Local Government

NOT FOR SALE

# **Guide for Punong Barangay and Sangguniang Barangay Officials**

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Local Government Academy (LGA)

Department of the Interior and Local Government (DILG)

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## **MESSAGE**

Barangay Governments are the leaders in the frontlines of the government. Relative to the size of their jurisdiction, their responsibilities are immense. They serve as the head of local government in the area and this entails much work encompassing the executive, legislative and quasi-judicial areas. On top of this, external pressures and community realities are very much felt in governance in the community level as much as it is felt nationally.

National development needs strong leadership from the localities to help us build stronger communities as its bedrock. The Punong Barangays and the Sangguniang Barangays are crucial in making sure that their communities are well-managed and aligned with national development goals.

We present to all barangay officials this material to help guide them in achieving their goals while fulfilling their role as development managers at the community level. The road ahead in community-level development may be difficult, but the Department of the Interior and Local Government is with the barangays and their Punong Barangays through programs like the Local Government Academy's Barangay Newly Elected Officials (BNEO) Program.

**GEN. EDUARDO AÑO**  
**Secretary**

## MESSAGE



The Department of the Interior and Local Government, through the Local Government Academy, is pleased to share with you this Guide for Punong Barangay and Sangguniang Barangay as part of our Barangay Newly- Elected Officials (BNEO) Orientation Program.

Malaki ang ambag ng mga barangay sa makabuluhang pagbabago sa komunidad, lalo na sa pagpapanatili ng kaayusan, kapayapaan, at kaligtasan. The barangay, as the closest government to the people, remains our arena for meaningful change, especially for meeting the most profound needs of our people for *matatag, maginhawa, at panatag na pamumuhay*.

This Guide contains not only the functions and roles of the Punong Barangay and the Barangay Council, but also the expectations of President Duterte, to keep communities free of illegal drugs, criminality and corruption.

When people feel safe in communities, they are in a better position to work, go to school, be productive, and contribute to community-building. Kaya napakahalaga ng papel ng mga barangay sa pagtugon sa pagbabagong inaasam ng mga mamamayan: ang maging matatag, maginhawa at panatag ang pamumuhay.

I therefore call on all barangay officials to take seriously the work ahead of us in bringing about meaningful change in the lives of people at the community level.

A handwritten signature in black ink, appearing to read 'Auster'.

**AUSTERE A. PANADERO, CESO I**

Undersecretary for Local Government



## MESSAGE

Every Filipino belongs to a barangay. While they belong to a larger city, municipality, province, and the country as a whole, the immediate face of government that the citizenry sees are the barangay governments. As the primary face of public service, the barangays, headed by the Punong Barangays, are in a crucial position as the first responders to all matters of governance—both the urgent and the rudimentary.

In this case, the Punong Barangays must always be ready to lead the way. The scope of the powers of the Punong Barangay is all encompassing in his/her community, and it must be handled with utmost care and guidance. The Local Government Academy understands this and has, along with other DILG efforts, ventured into the strengthening of their ability to lead effectively and efficiently.

The Barangay Newly Elected Officials (BNEO) Program is one of such efforts. This material is one of the many which we hope can be used by the Punong Barangays in their daily efforts in leadership and governance. May it be used well for the benefit of all.

A handwritten signature in black ink, appearing to read 'Marivel C. Sacendoncillo'.

**MARIVEL C. SACENDONCILLO, CESO III**  
Executive Director

## MESSAGE



Public office is a public trust.

The Punong Barangay and Sangguniang Barangay Members, as public officers, must always exhibit accountability, integrity and loyalty to the people who elected them. As elected officials, they commit to represent the people they are serve by providing them with commendable service and responsive programs and projects.

The barangays have become one of the main enablers in pursuing the national development agenda. Thus, this indicates demand for local officials to perform their duties in these changing times. In this light, the National Barangay Operations Office (NBOO) is in solidarity with the Local Government Academy (LGA) in the conduct of the Barangay Newly-Elected Officials (BNEO) program, as a comprehensive capacity development program for barangay officials.

This “Guide of Punong Barangays and Sangguniang Barangay Officials” enumerates the roles and responsibilities of the Punong Barangays and Sangguniang Barangay Officials mandated by the Code and other pertinent laws and issuances. As elected officials, the Punong Barangay and Sangguniang Barangay Members must prove themselves worthy of the trust given to them by their constituents by performing their mandates with commitment and exemplary performance.

SA BARANGAY NAGSISIMULA AND PAG-UNLAD!

A handwritten signature in black ink, appearing to read 'L. Trovela'.

**LEOCADIO T. TROVELA, CESO IV**  
Officer-In-Charge, NBOO



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# LAYING THE GROUNDWORK: Guide for the First 100 Days in Office



Congratulations for winning the barangay elections! The hard part of campaigning will now give way to the harder part—carrying out your duties and functions as punong barangay. Your first 100 days in office is crucial, as these set the tone on how you would play your role as the father or mother of your barangay. It is often said that first impressions last, and the impressions you create will influence your relationships with your fellow community members and barangay officials.

This guide provides you with suggested steps on how to make your first 100 days productive, useful and effective.

## **1. “Sharpen” Yourself for Effective Leadership**

You are now the chief executive of your barangay, and you are expected to perform the tasks of an area manager. You are the government official closest to your community. You are expected to be at the forefront of public service delivery, and to be on call 24 hours a day, 7 days a week. Your duties and responsibilities are enormous. To perform them well, you must make yourself prepared and “sharpened.”

Do some homework by reading on barangay governance (suggested readings among other materials, will be from Sec. 384 - Sec. 422 [barangay governance] and Sec. 329-334 [barangay budgeting] of the Local Government Code of 1991), offering conciliatory gestures to rival candidates and opposition, consulting people you consider as effective leaders, and learning from observations of your community. Reflect on lessons that can be learned from great community leaders and from the past administration. Lessons could be ideas and programs that had been found effective in addressing problems in your barangay, or those that should be discontinued because they cost money but do not have perceived benefits in the near or immediate future. Broaden your knowledge and skills by participating in relevant seminars and training programs for barangay leaders.

At the same time, remember that being a barangay chair can be physically taxing. So, sharpen not only your mind but also your body. You cannot perform your functions well if you are not physically fit. Get yourself in the groove.

## **1.1 Know Your Powers, Duties and Functions as Chief Executive of the Barangay**

First and foremost, know your primary mandate as chief executive of the barangay government and how you can fulfill such mandate by reading Section 389 of the Local Government Code.

The Local Government Code of 1991 (RA 7160) says that your primary mandate as chief executive is to promote the general welfare of your barangay and its inhabitants. To be able to carry out your mandate, you need to effectively exercise your powers and perform your duties and functions as chief executive of the barangay government. Your powers, duties and functions as chief executive are enumerated under Section 389 of RA 7160 otherwise known as the Local Government Code of 1991.

Read and understand the provisions of this section of the Local Government Code. When in doubt, or whenever you encounter problems in understanding your executive powers, duties and functions, seek assistance from the following:

- Barangay Operations Center (BOC) of your city or municipality
- Field office of the Department of the Interior and Local Government (DILG), and
- Officers of the Liga ng Mga Barangay.



**SECTION 389. Chief Executive: Powers, Duties, and Functions.**

- (a) The punong barangay, as the chief executive of the barangay government, shall exercise such powers and perform such duties and functions, as provided by this code and other laws.
- b) For efficient, effective and economical governance, the purpose of which is the general welfare of the barangay and its inhabitants pursuant to Section 16 of this code, the punong barangay shall:
  - (1) Enforce all laws and ordinances which are applicable within the barangay;
  - 2) Negotiate, enter into, and sign contracts for and in behalf of the barangay, upon authorization of the sangguniang barangay;
  - 3) Maintain public order in the barangay and, in pursuance thereof, assist the city or municipal mayor and the sanggunian members in the performance of their duties and functions;
  - 4) Call and preside over the sessions of the sangguniang barangay and the barangay assembly, and vote only to break a tie;
  - 5) Upon approval by a majority of all members of the sangguniang barangay, appoint or replace the barangay treasurer, the barangay secretary, and other appointive barangay officials;
  - 6) Organize and lead an emergency group whenever the same may be necessary for the maintenance of peace and order or on occasions of emergency or calamity within the barangay;
  - 7) In coordination with the barangay development council, prepare the annual executive and supplemental budgets of the barangay;
  - 8) Approve vouchers relating to the disbursement of barangay funds;
  - 9) Enforce laws and regulations relating to pollution control and protection of the environment;
  - 10) Administer the operation of the katarungang pambarangay in accordance with the provisions of this Code;
  - 11) Exercise general supervision over the activities of the sangguniang kabataan;
  - 12) Ensure the delivery of basic services as mandated under Section 17 of this Code;
  - 13) Conduct an annual palamong barangay which shall feature traditional sports and disciplines included in national and international games, in coordination with the Department of Education, Culture and Sports;
  - 14) Promote the general welfare of barangay; and
  - 15) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinances
- (c) In the performance of his peace and order functions, the punong barangay shall be entitled to possess and carry the necessary firearm within his territorial jurisdiction, subject to appropriate rules and regulations.

## **1.2 Know also your Powers, Duties and Functions as Presiding Officer of the Sangguniang Barangay (Legislative)**

SECTION 390. Composition. The sangguniang barangay, the legislative body of the barangay, shall be composed of the punong barangay as presiding officer, and the seven (7) regular sangguniang barangay members elected at large and sangguniang kabataan chairman, as members.

Please note that you are not only the chief executive of the barangay government, but you are also the presiding officer of the sangguniang barangay. As such, you also need to be familiar with the scope and limitations of your legislative powers, duties and functions. The Sangguniang Barangay is the local legislative

body of the barangay which is the one given the power to make local laws called barangay ordinances. It is not enough to know your role as presiding officer. You must know also the provisions of the law concerning local legislation processes and the powers, duties and functions of the sangguniang barangay. You need to read and understand, among others, the following sections of the Local Government Code:

- Sections 48 to 59 – On Local Legislation, and
- Sections 391 and 392 – On the Powers, Duties and Functions of the Sangguniang Barangay
- Section 132 – power to impose tax, fee, charges or to generate revenues, to be exercised by the sangguniang barangay through an ordinance
- Section 152 – Scope of Taxing Powers of the Barangay is operationalized through an ordinance of the barangay
- Section 153 – 155 – Common Revenue Raising Powers of LGUs (done through passage of ordinance).
- Section 329 – 334 – Barangay Budgets

In addition, you need to be familiar with the relevant provisions of the Implementing Rules and Regulations of RA 7160 (IRR of RA 7160), particularly the following articles:

- Article 101 – On the Powers, Duties and Functions of the Sangguniang Barangay
- Article 102 – On the Presiding Officer
- Article 103 – On Internal Rules of Procedure
- Article 104 – On Full Disclosure of Financial and Business Interests of Sanggunian Members
- Article 105 – On Regular and Special Sessions
- Article 106 – On Quorum to Transact Business;

- Article 107 – On Enactment of Ordinances and Resolutions
- Articles 108(c) and 109(b) – On Approval of Ordinances and Veto Power of the Local Chief Executive
- Article 111 – On Review of Barangay Ordinances by the Sangguniang Panlungsod or Sangguniang Bayan
- Article 112 – On Enforcement of Ordinances or Resolutions After Disapproval by Reviewing Authority
- Article 113 – On Effectivity of Ordinances and Resolutions
- Article 114 – On Posting and Publication of Ordinance with Penal Sanctions, and
- RA 8185 – The power and session of the sangguniang barangay for the purpose of determining and declaring a state of barangay calamity.

*Important Reminders:*

- As presiding officer of the sangguniang barangay, you can vote only to break a tie [Article 102, IRR of RA 7160].
- The Internal Rules of Procedure must be either adopted or updated by the sangguniang barangay following the election of its members and within 90 days thereof [Article 103, IRR of RA 7160]. The reason for this is that the IRP of the previous sangguniang barangay is not automatically carried over in the present set of sangguniang barangay. The term of office of barangay officials is separate and distinct.
- You have no veto power [Articles 108(c) and 109(b), IRR of RA 7160], that is, you cannot set aside or disapproved an ordinance approved by the sangguniang barangay as voted by majority of the members present their being quorum.  
  
The reason for this is the fact that LGU does not require that a barangay ordinance be approved by the punong barangay because as member of the sanggunian, he is bound by approval of the majority. Through the Code requires him to sign the ordinance, it is only for the purpose of attestation and certification as presiding officer.
- You are mandated to sign the ordinances enacted by the sanggunian upon approval by the majority of the sangguniang barangay members [Articles 108(c) and 109(b), IRR of RA 7160].
- You can be suspended or dismissed from office if you enforce any disapproved ordinance or resolution adopting your barangay development plan and/or public investment program [Article 112, IRR of RA 7160].
- Distinction between ordinance and resolution.

Aside from the presiding officer (PB), the sangguniang barangay is composed of seven (SB) regular members who are elected at large and the Sangguniang Kabataan chairperson as ex-officio member (Sec. 390, LGC).

Take note of the following powers, duties and functions of the Sangguniang Barangay (Sec. 391, LGC):

- Enact the ordinances needed to:
  - carry out the sanggunian's responsibilities (Section 391)
  - promote the general welfare of the people (Section 16)
  - impose and collect taxes/revenues (Section 132), and
  - approve the barangay's annual and supplemental budgets (Section 331)
- Provide for the construction and maintenance of barangay facilities and other public works projects
- Submit suggestions/recommendations to the sangguniang panlungsod/bayan in order to improve the welfare of the residents and of the barangay as a whole
- Assist in the development and promotion of cooperative enterprises that will improve the economic condition and well-being of the residents
- Regulate the use of barangay facilities and charge reasonable fees for their use (Section 17, LGC)
- Solicit or accept monies, materials and voluntary labor for specific public works and cooperative enterprises of the barangay
- Seek and accept the cooperation of national, provincial, city or municipal agencies in implementing public works and cooperative enterprises
- Provide compensation, reasonable allowances or per diems as well as travel expenses for sangguniang barangay members and other barangay officials, within the budgetary limitations prescribed by RA 7160
- Hold fund raising activities for barangay projects without the need to secure permits from any national or local office or agency

- Authorize the punong barangay to enter into contracts in behalf of the Barangay
- Authorize the barangay treasurer to make direct purchases in an amount not exceeding One Thousand Pesos (P1,000.00), at any one time, for the ordinary and essential administrative needs of the barangay
- Prescribe fines in amounts not exceeding One Thousand Pesos (P1,000.00) for violation of barangay ordinances  
  
(Note: a barangay ordinance cannot provide a penalty of improvement for violation thereof).
- Provide for the administrative needs of the lupong tagapamayapa and the pangkat ng tagapagkasundo
- Provide for the organization of community brigades, barangay tanod, or community service units as may be necessary
- Organize regular lectures, programs, or forums on community problems, such as sanitation, nutrition, literacy, and drug abuse. Convene assemblies to encourage citizen participation in government
- Adopt measures to prevent and control the proliferation of informal settlers and mendicants in the barangay
- Promote and support activities for the protection and total development of children, particularly those below seven (7) years of age
- Adopt measures towards the prevention and eradication of drug abuse, child abuse, and juvenile delinquency
- Initiate the establishment of a barangay high school, whenever feasible
- Provide for the establishment of a non-formal education center in the barangay, whenever feasible, in coordination with the Department of Education (DepEd)
- Provide for the delivery of basic services mentioned in Section 17
- Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance [Article 101, IRR of RA 7160]

- Create additional barangay positions/offices if the need arises for the efficient and effective operation of the barangay per Section 387, LGC.

**Important Reminders:**

- Monies or properties donated by private agencies and individuals for specific purposes shall be accounted for by the barangay as trust fund [Article 101(a)(8), IRR of RA 7160]. This means the donation can only be used for the purpose that was intended by the donor. If there is an urgent need to realign, the consent of the donor should be secured.
- When implementing public works or any cooperative enterprises with national, provincial, city or municipal agencies, the sangguniang barangay shall not pledge any sum of money beyond what is currently in the barangay treasury or assigned for other purposes [Article 101(a)(9), IRR of RA 7160].
- An increase in the compensation or honoraria of the punong barangay and sangguniang barangay members shall be effective only after the full term of all the members of the sangguniang barangay that approved the increase had been completed. [Article 101(a)(10), IRR of RA 7160]. Thus, if you are part of those who approved the ordinance, you can never enjoy the increase unless you get re-elected for another term. This does not apply to barangay appointive officials. If there is an increase for them, it is effective immediately. This will not also apply if the increase is granted by law or ordinances from the municipality, city or province.
- Proceeds from fund-raising activities shall be **tax-exempt** and shall go to the barangay's **general fund**. **Note, however, that in appropriating the fund, the specific purpose for which such fund-raising activity has been held shall be first satisfied** [Article 101(a)(11), IRR of RA 7160].
- **No fund-raising** activities shall be held **within 60 days** immediately **before and after** a national or local **election, recall, referendum, or plebiscite** [Article 101(a)(11), IRR of RA 7160].
- Fund-raising activities shall comply with national policy standards and regulations on morals, health, and safety of the persons participating therein.
- At the completion of the project for which the fund-raising activity was undertaken, the sangguniang barangay, through the punong barangay, shall render a public accounting of the funds raised [Article 101(a)(11), IRR of RA 7160].

### **1.3 Know the other duties of the Sangguniang Barangay members (Section 392, RA 7160)**

Section 392, RA 7160 - Other Duties of Sangguniang Barangay Members. - In addition to their duties as members of the Sangguniang Barangay, Sangguniang Barangay members may:

- Assist the punong barangay in the discharge of his/her duties and functions
- Act as peace officers in the maintenance of public order and safety; and
- Perform such other duties and functions as the punong barangay may delegate (Section 392, RA 7160).

In addition to their legislative functions under Section 39, LGC, sangguniang barangay members are mandated to perform quasi-executive functions.

This is precisely the reason why under Section 388, LGC, sangguniang barangay members are considered persons in authority. This has impact on the filing of direct assault cases against those who attack, intimidate or resist the punong barangay or sangguniang barangay members while in the performance of their duties. Note here that there is no similar grant with respect to sangguniang panlalawigan, sangguniang panlungsod and sangguniang bayan members because they perform purely legislative functions and they have no "other duties" which are in the nature of executive functions.

### **1.4 Know the Mandatory Basic Services and Facilities that the Barangay should Deliver/Provide to its People under Section 17, LGC.**

Take note of the following responsibilities as chairperson of the Lupon (Sec. 399, LGC):

- Prepare, within 15 days from the start of your term, a notice to constitute the lupon which shall include the names of proposed members who have expressed their willingness to serve;
- Ensure that the notice is posted in 3 conspicuous places for a period of not less than 3 weeks;

- Within 10 days after the period of posting of the notice to constitute the lupon, appoint lupon members whom you find to be suitable to the position and taking into consideration opposition to the proposed members during the period of posting; and
- Ensure that the list of appointed members of the lupon is posted in 3 conspicuous places in the Barangay for the entire duration of their term of office.

## 1.5 Compile and Read All Relevant Laws and Ordinances

As Punong Barangay, you have the duty to enforce all laws and ordinances. By laws, we mean those laws passed by Congress and by ordinances, we mean those ordinances passed by the province, city/ municipality, and the barangay.

You cannot effectively enforce the national laws and local ordinances that are applicable to your barangay without reading and understanding these laws and ordinances. Compile these laws and ordinances so that you can readily refer to them whenever necessary. Request the barangay secretary and any other barangay personnel to assist you in the collection and compilation of said laws and ordinances.

Start with what is available in the files of your barangay. Take note of their effectivity as some of them may no longer be in force. Subsequently, direct the barangay secretary and any other barangay personnel to obtain copies of other relevant laws and ordinances (including barangay, city/municipal/provincial ordinances) from various sources, such as the following:

- Barangay Operations Center (BOC)
- Liga ng mga Barangay
- Sangguniang Bayan/Panlungsod/Panlalawigan, and
- Field office of the Department of the Interior and Local Government (DILG).

Most importantly, see to it that you have your own copies of the Local Government Code of 1991 (RA 7160) and of the Rules and Regulations Implementing the Code. There are 536 sections of the Code. Hence, give priority reading the following:



- Section 16 General welfare clause
- Section 17 Basic services to be delivered by the barangay
- Section 18 Power to generate resources, revenues and apply the same to programs/projects
- Section 19 Eminent domain
- Section 48-59 Local legislation
- Section 60-68 Administrative cases against elective local officials
- Section 132 Authority of the sanggunian to levy a tax, fee, charge through ordinance
- Section 152 Scope of taxing authority of the barangay
- Section 329-334 Preparation of the barangay budget
- Section 387-396 Barangay officials and offices
- Section 399- 422 Katarungang pambarangay
- Section 423-438 Sangguniang Kabataan, though provisions have already been repealed. Refer to RA 10742 and its IRR.

## **1.6 Know the Mandatory Basic Services and Facilities that are now devolved to the Barangay to deliver/provide to its people under Section 17, LGC.**

It is your duty to ensure the provision of basic services and facilities that each barangay is mandated to provide. This could be the measurement of your performance for the next three years. These services and facilities include, among others, the following: [Section 17 (b)(1)]

- Agricultural support services which include planting materials distribution system and operation of farm produce collection and buying stations;
- Health and social welfare services which include maintenance of Barangay health center and day-care center;
- Services and facilities related to general hygiene and sanitation, beautification, and solid waste collection;
- Maintenance of Katarungang Pambarangay;
- Maintenance of barangay roads and bridges and water supply systems;
- Infrastructure facilities such as multi-purpose hall, multipurpose pavement, plaza, sports center, and other similar facilities;
- Information and reading center; and
- Satellite or public market, where viable.

Compare the preceding list of basic services and facilities with what your barangay actually and presently provides. This may give you an idea of what barangay development projects or programs can be focused on in the immediate future. You may also visit the existing facilities of the barangay and meet the people manning these facilities to determine what improvements need to be done.

It is very important that you direct your newly appointed Barangay Secretary to prepare the list of inhabitants of the Barangay.

## 1.7 Familiarize Yourself with the “Dos and Don’ts” in Public Service and the Characteristics of Good Governance

First rule – always adhere to the rule of law. Best intentions cannot justify deviation from the observance of the rule of law.

Read and understand the laws and regulations embodying the “dos and don’ts” in public service. Ignorance of these laws and regulations land/ get you in hot water. Among these laws and regulations are the following:

- Republic Act No. 6713 – Code of Conduct and Ethical Standards for Public Officials and Employees
- Republic Act No 3019 – Anti-Graft and Corrupt Practices Act

Learn by heart the following indicators of good governance and think of how you can apply these while performing your executive and legislative duties and functions:

1. **Participative governance** – involve all sectors concerned, including the private sector and the civil society (such as the academe, NGOs, POs and communities concerned) in the conceptualization, planning, implementation, monitoring and evaluation of barangay development plans and programs;
2. **Rule of law** – fair and impartial enforcement of local ordinances and policies
3. **Transparency** – publication, display and dissemination of information needed by the constituencies and other stakeholders in understanding and monitoring barangay development programs, processes, activities and institutions. Showcase barangay projects funded out of barangay funds/ funds raised through imposition of tax, fees and charges in order to encourage the barangay constituents to pay promptly local taxes as they could see where their taxes go. Publish all documents that LGC required your LGU to publish or post.
4. **Responsiveness** – barangay development programs, projects, activities and processes should be responsive to the needs and problems of intended beneficiaries

5. **Broad consensus** – reconcile various sectors or groups with varying interests or aspirations resulting from mediation by barangay officials;
6. **Equity** – where the poor and marginalized sectors are given priority or preferential treatment in the provision of services
7. **Effectiveness** – where the goals and objectives of barangay development programs and projects are successfully achieved
8. **Efficiency** – where goals and objectives are achieved in an economical way; outputs are improved without increasing the inputs; or outputs remain the same despite decrease in inputs
9. **Accountability** – barangay officials report their accomplishments to their constituencies, promptly respond to inquiries about their performance, and readily accept the consequences of incompetence or deceit. For the purpose, the Punong Barangay should see to it that the barangay assembly mandated to be held regularly per LGC and DILG Circulars is faithfully observed and done.
10. **Realization of strategic vision** – formulation of a vision statement that would inspire barangay officials and constituencies to strive for a “great leap” from the existing situation of the locality, followed by planning and implementation of strategies, programs and projects that would result in the achievement of the said vision.
11. **Campaign promises** - reflect on the campaign promises made and see to it the same can be delivered.

### **The 8 Norms of Conduct of Public Officials and Employees**

In the discharge and execution of your official functions, you must observe the following:

1. **Commitment to public interest** - Always uphold public interest over personal interest. Avoid wastage in public funds and revenues. Ensure that government resources and powers are employed and used efficiently, effectively, honestly and economically.
2. **Professionalism** - Perform and discharge your duties with the highest degree of excellence, professionalism, intelligence and skill. Enter public service with utmost devotion and dedication to duty. Discourage perceptions of your role as dispenser or peddler of undue patronage.
3. **Justness and sincerity** - Remain true to the people at all times. Act with justness and sincerity, and do not discriminate against anyone, especially the poor and the underprivileged. Refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest. Do not dispense or extend undue favors on account of your office to your relatives, whether by consanguinity or affinity, except with respect to appointments of such relatives to positions considered strictly confidential or as members of your personal staff whose terms are coterminous with yours.
4. **Political neutrality** - Provide service to everyone without unfair discrimination regardless of party affiliation or preference.
5. **Responsiveness to the public** - Extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by the public interest, you shall provide information on your policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas.
6. **Nationalism and patriotism** - Always be loyal to the Republic and to the Filipino people, promote the use of locally produced goods, resources and technology and encourage appreciation and pride of country and people. Endeavor to maintain and defend Philippine sovereignty against foreign intrusion.
7. **Commitment to democracy** - Commit yourself to the democratic way of life and values. Maintain the principle of public accountability and manifest by deeds the supremacy of civilian authority over the military. Always uphold the Constitution and put loyalty to country above loyalty to persons or party.
8. **Simple living** – You and your family shall lead modest lives appropriate to your positions and income. Do not indulge in extravagant or ostentatious display of wealth in any form.

*[Source: Section 4(A), RA 6713]*

Adequate knowledge about the “dos and don’ts” in local financial affairs and transactions is also very important. A number of local officials landed in hot water primarily due to the violation of some principles, laws or regulations concerning local fiscal administration.

Following are some portions of the Local Government Code pertaining to local fiscal administration:

- Section 130            Fundamental Principles Governing Local Government Taxation
- Section 152           Scope of Taxing Powers of Barangays
- Section 305           Fundamental Principles Governing Local Financial Affairs, Transactions and Operations
- Section 334           Barangay Financial Procedures

In Article 437 of the Rules and Regulations Implementing RA 7160, public bidding is required for the purchase of supplies in the following amount:

- More than ten thousand pesos (>P10,000.00) in the case of barangays in cities, in municipalities within the Metropolitan Manila Area, and in other metropolitan subdivisions, and
- More than five thousand pesos (>P5,000.00) in the case of all other barangays.

Take note that some provisions of the Local Government Code concerning supply and property management at the local level have been repealed by RA 9184, otherwise known as the Government Procurement Reform Act. Before purchasing substantial quantity of office supplies and materials, you must first read and understand the provisions of RA 9184 and its implementing rules and regulations. As to the membership of the Barangay Bids and Awards Committee (BAC), Government Procurement Policy.

Board (GPPB) Resolution No. 01-2004 clarified that the Barangay BAC should be composed of the following:

- ❑ The Barangay BAC should be composed of at least five (5), but not more than seven (7) regular members of the sangguniang barangay, except the punong barangay.
- ❑ The punong barangay should designate the members of the bids and awards committee.
- ❑ The members should elect from among themselves the chairman and vice-chairman.
- ❑ Very important that in no case should the punong barangay be a chairman or member of the barangay bids and awards committee.

Read also the applicable memorandum circulars (MC) and other issuances from the Commission on Audit (COA), Department of Budget and Management (DBM) and Department of Finance (DOF). If you see in the title of the MC the phrase “including local government units” LGUs are covered by the MC. If the phrase is not found, or the MC is silent, LGUs are not covered.

## **1.8 Attend Short Courses on Barangay Governance**

Participate in seminars and training programs on barangay governance. These seminars/training programs can enhance your capacity to effectively perform your functions. These can also serve as venues for clarifying issues about your powers and functions, for in-depth discussion of the “dos and don’ts” in public service, and for sharing of knowledge and experience with other barangay officials who may have bright ideas and valuable tips on how to deal with the pressing problems of your barangay. You may inquire from the Barangay Operations Center (BOC) and various training institutions on the availability and schedule of orientation or basic courses for newly elected barangay officials. You may also request the BOC and the Liga ng mga Barangay to cause the development of training programs for barangay officials in your city or municipality.

## **2. Appoint Your Staff and Ensure a Smooth Turnover of Responsibilities**

The mandatory appointive barangay officials include a barangay secretary, a barangay treasurer, 10 to 20 members of the lupong tagapamayapa and not more than 20 barangay tanods. The numbers to appoint will depend on the need of your barangay and the availability of regular funds to support them.

You may also create additional barangay offices such as barangay administrator, barangay accountant and clerk, and provide compensation therefor, and manner of appointment through a barangay ordinance, subject to the availability of funds and the 55% limitation, provided that their appointments are in accordance with Section 396 of RA 7160. Keep in mind, however, that your barangay's ceiling for payment of salaries and cost of other personal services of the barangay is 55% of the total annual income actually realized from local sources during the next preceding year (See Section 331(b) of RA 7160).

All appointive barangay officials are non-career and thus hold a co-terminus appointment. Hence, by November 30, noon, all these appointments will expire together with the expiration of term of office of their appointing authority. The re-elected Punong Barangay or the newly elected Punong Barangay has to issue new appointments to the barangay officials upon assumption to office.

### **2.1 Hire the Best that You Can for Your Team**

In the appointment of the barangay appointive officials, consider always the qualifications stipulated in RA 7160 as minimum requirements, and determine additional qualifications that may be needed to ensure effective and efficient performance of functions.

For instance, Sections 394 and 395 of RA 7160 enumerated the minimum qualifications for barangay secretary and barangay treasurer, as follows:

- Of legal age, a qualified voter and an actual resident of the barangay
- Not a government employee
- Not a relative of the punong barangay within the fourth civil degree of consanguinity or affinity, and
- Not a member of the sangguniang barangay.



Take note that the appointments of the barangay secretary and the barangay treasurer are not subject to attestation by the Civil Service Commission, but have to be concurred to by the majority of all the sangguniang barangay members.

## **2.2 Direct the Closing of the Books of Accounts and Request for Financial Audit**

Make sure that the barangay's books of accounts are closed upon your assumption to office. Refrain from signing any disbursement voucher until such time that you have examined the financial statements ending November 30.

With the concurrence of the majority of the sangguniang barangay members, you may extend the appointment of the outgoing barangay treasurer for a few weeks, if necessary, to ensure a smooth turnover of funds and financial records to the incoming treasurer. To make sure that errors committed in the previous administration are not carried over to your term, request the office of the city or municipal accountant, city or municipal auditor, or hire a private auditor, to conduct a financial audit before allowing the new barangay treasurer to assume office.

## **2.3 Conduct an Inventory and Turnover of Properties and Facilities**

Request the outgoing barangay secretary, barangay treasurer and other outgoing barangay staff to undertake an inventory of barangay properties and facilities under their care, and to turn over such properties and facilities, including relevant barangay records, to you as their respective successors. Instruct the incoming staff to witness the actual conduct of inventory. With the concurrence of the majority of the sangguniang barangay members, you may extend the appointment of the outgoing staff for a few weeks, if necessary, to facilitate the conduct of inventory and to ensure a smooth turnover of records, properties and facilities.

Political differences between you and the person you are replacing may not allow for a proper turnover of assets, properties and facilities. If this is the case, conduct your own inventory. Record all properties, documents, reports, and other facilities. Submit a record of your inventory to the Barangay Operations Center, Office of the Mayor, MLGOO or to the next higher office dealing with barangay affairs, and keep a file for your own records. In this way, you have a record of what you have taken over upon your assumption to office, which then can be compared with your inventory after your term has ended. Request the Municipal Treasurer, through the municipal mayor, to witness your inventory.

### 3. Determine the Financial Health of Your Barangay

Read and analyze financial records and reports on your first day in office. This will enable you to determine how much cash and budget are available for various expenditure items within the current year. To avoid any disallowance of expenses, you should undertake the financial analysis before incurring any expense and before signing any disbursement voucher that will be charged against the barangay funds. You may ask the office of the city or municipal accountant, or hire a private accountant, to help you interpret and analyze the financial records and reports. Following are some of the financial records and reports that you need to read and analyze upon your assumption to office:

- **Approved annual and supplemental budgets for the current year.** These will tell you what expenditure items can be charged to barangay funds for the current year. Take note that one fundamental principle governing local financial management is that “No money shall be paid out of the local treasury except in pursuance of an appropriations ordinance or law” (Section 305-b of RA 7160). In case you need to spend on something that is not covered by approved annual and supplemental budgets, you first have to work on the immediate preparation and approval of a new supplemental budget or referred to as realignment of funds. The supplemental budget must be supported by funds certified as available by the barangay treasurer or by new revenue sources.
- **Report of cash transactions and funds available as of November 30** following your election. This will tell you how much was disbursed during the period January 1 – November 30 of the current year and how much money was available in the treasury when you assumed office.
- **Statement of income and expenditures from January 1 to November 30 of the current year.** This will give you an idea of the various sources of income accruing to the barangay and the types of expenses incurred by the barangay before you assumed office. When analyzed together with the approved annual and supplemental budgets, this will enable you to determine the balances of appropriations or budgets available for your first month in office (i.e., month of December following your election).

Ensure that the monthly financial statements and year-end statement of accounts, whose deadlines for submission fall within your first 100 days in office, are prepared by the barangay treasurer on time. Review and analyze such financial statements before submitting them to the sangguniang panlungsod/bayan through the Barangay Operations Center.

The deadline for submission of monthly financial statements is 30 days after the close of each month while that of the year-end statement of accounts is 60 days after the 31<sup>st</sup> of December (DILG Memorandum Circular No. 96-161, s. 1996). Hence, within your first 100 days in office, you need to ensure the preparation, review and submission of monthly financial statements for November, December, January and February following your election. You also need to ensure the preparation, review and submission of the year-end statement of accounts not later than the end of February following your assumption to office.

#### **4. Meet Your Official Family and Perform Some Urgent Functions**

As the chief executive of the barangay government, the sangguniang barangay members and the appointive barangay officials are the direct members of your official family. They expect you to meet them within your first few days in office to at least clarify your priorities and your management style. Your first meeting with the members of your official family is the best time to call for unity and team work towards the realization of a common vision for your barangay.

## **4.1 Establish Rapport with the Sangguniang Barangay Members**

Try to make your first meeting with the sangguniang barangay members very pleasant by practicing compassion and diplomacy. Clarify at the outset that the meeting is neither a regular nor a special session of the sangguniang barangay because it is going to be a “getting-to-know-you” occasion for everyone. If resources warrant, host a lunch in a restaurant or in a setting that is conducive enough to establishing rapport with each of them. Allow each one to introduce himself/herself, to talk about his/her main reason for joining the electoral race, his/her vision for the barangay, and his/her expectations of the punong barangay and fellow kagawads. Try to “level off” the expectations which you think are not achievable.

You can also try to make your first meeting a team-building activity. You can ask someone in the community or a professional to facilitate the meeting and provide some team-building activities.

Remember that your aim is to establish rapport with your sangguniang barangay members, know each member personally, and establish the core values that should guide your sanggunian barangay as a team.

You may dwell on the present state of the barangay and where it is heading for the next three years during your term. Hence, you may prepare a “State of the Barangay Address” where you can lay down your vision and get the SB members vision and establish the areas of cooperation to achieve the same. Campaign promises of all newly elected barangay officials can be reconciled and harmonized vis-a-vis availability of resources.

You may also invite a resource person to talk about parliamentary procedures during your first day of meeting with the sangguniang barangay members. It is good to have discussions on parliamentary procedures beforehand to ensure orderly and productive legislative sessions. These can also serve as preliminary inputs to the subsequent adoption or updating of the sanggunian’s Internal Rules of Procedure.

## **4.2 Adopt or Update the Internal Rules of Procedure**

Make sure that the Internal Rules of Procedure is either adopted or updated within 90 days following the first regular session of the sanggunian following their election. Aimed to ensure orderly conduct of sessions, the Internal Rules of Procedure must provide for the following:

- Organization of the sanggunian and election of its officers;
- Creation of standing committees and their respective areas of responsibility;
- Schedule of regular sessions, which should not be less than twice a month, and fixing the place, day and time thereof;
- Order and calendar of business for each session;
- Legislative process or the steps and procedures to be followed in the passage of an ordinance or a resolution;
- Parliamentary rules and procedures to be followed during sessions;
- Discipline of members, including the imposition of penalties for tardiness, absences and disorderly behavior during sessions; and
- Such other rules and procedures as the sanggunian may adopt.

If the previous barangay administration had its internal rules of procedure, the best course is to review this and update when needed. The Internal Rules of Procedure is not a partisan document, so there is no problem even if you adopt the previous one in its entirety.

## **4.3 Form the Mandatory Standing Committees**

To further promote optimal performance, the sangguniang barangay members have to be organized into mandatory standing committees as stated in the Section 50 of the Local Government Code:

**Section 50. Internal Rules of Procedure.** (a) On the first regular session following the election of its members and within ninety (90) days thereafter, the sanggunian concerned shall adopt or update its existing rules of procedure.

(b) The rules of procedure shall provide for the following:

- (1) The organization of the sanggunian and the election of its officers as well as the creation of standing committees which shall include, but shall not be limited to, the committees on appropriations, women and family, human rights, youth and sports development, environmental protection, and cooperatives; the general jurisdiction of each committee; and the election of the chairman and members of each committee
- (2) The order and calendar of business for each session;
- (3) The legislative process
- (4) The parliamentary procedures which include the conduct of members during sessions
- (5) The discipline of members for disorderly behavior and absences without justifiable cause for four (4) consecutive sessions, for which they may be censured, reprimanded, or excluded from the session, suspended for not more than sixty (60) days, or expelled: Provided, further, That a member convicted by final judgment to imprisonment of at least one (1) year for any crime involving moral turpitude shall be automatically expelled from the sanggunian, and
- (6) Such other rules as the sanggunian may adopt.

Depending upon the needs of your barangay, you may consider additional committees, such as combine two or more of the mentioned committees.

Normally, the chair, vice chair and members of each regular committee are elected by the sangguniang barangay members. Allow each barangay kagawad to choose the committee that he/she would like to head, but make sure that the chair and majority of the members of the committee on appropriations are loyal to you as this committee is crucial in the approval of barangay budgets. In case two or more kagawads have the same choice of standing committee, you may request the kagawads concerned to draw lots or to defer to your choice. Respect the mandate of the law that the SK chairman is automatically the chair on committee of youth.

#### **4.4 Meet the Appointive Barangay Officials**

Meet the barangay secretary, barangay treasurer, tanods and other appointive barangay officials. Make known to them your management style and what you expect them to accomplish before the end of your first 100 days in office. Stress the importance of unity and teamwork in the performance of their functions. Make sure that those who are new in their jobs are given adequate orientation and training.

#### **5. Determine How Your Barangay's Development Goals Can be Harmonized with those of the City or Municipality**

Pay a courtesy call to your mayor as soon as you can. As much as possible, bring the entire sangguniang barangay members with you during the courtesy call. Apart from showing respect to your chief executive who exercises general supervision over the barangays, the courtesy call may provide an opportunity to discuss the city's or municipality's development goals, and how your barangay and the city/municipality can help one another in achieving such goals and providing good team work in the delivery of basic services.

You and your mayor may be from opposite political fences. This should not prevent you from paying your courtesies to your mayor. Send across the message that you would like to pay your respects to the mayor, and that you would like to work with him for the good of the barangay.

Participate in getting-to-know-you dialogues with the mayor and municipal/city department heads, as well as in city-/municipality-sponsored seminars and fora, and take advantage of any opportunity to discuss how the barangay's development goals can be harmonized with those of the city/municipality.

In addition, ensure that you and your barangay treasurer get to meet the city or municipal treasurer, accountant and budget officer. These are the department heads that you would normally deal with when it comes to barangay finances. Do not hesitate to ask questions as regards the procedures involved and required by their departments when you submit barangay budgets and financial reports, as well as the procedures followed in terms of the barangay shares in local taxes and fees.

## **6. Appoint and Meet the Purok Leaders**

Some barangays are divided into Puroks. If your barangay is one of those with Puroks, make sure to appoint and get to know the Purok Leaders more. The purok leaders are your helping hands in barangay development projects. To make sure that those who will be appointed as purok leaders can be of great help, consult some of the kagawads and appointive barangay officials, particularly your allies, in determining the appropriate persons. You may also consider appointing some of the community volunteer workers such as barangay health workers (BHWs), mother leaders and the *lingkod lingap sa nayon* (LLN) to concurrently serve as purok leaders. Most of these volunteers have had training and experience in community mobilization, which is crucial in promoting a participatory leadership style. In some residential subdivisions, you may also consider some of the officers of homeowners associations as prospective purok leaders.

Issue an executive order to make the appointment of purok leaders official and to delineate their respective areas of responsibility. With the approval of the majority of the sangguniang barangay members through an ordinance, you may also provide for modest incentives on top of those that could be given by the city or municipality if any.

Meet the purok leaders and make known to them your development agenda for the barangay. Ask them about the most pressing problems in their respective puroks. Ask them also about the measures that have been taken to address such problems as well as their proposals on how to speed up the resolution of such problems. Assure them that their proposals will be considered in crafting the next development plan of the barangay.

Encourage the purok leaders to organize their respective neighborhood associations so that they too can serve as representatives of people's organizations which can be considered as members of the barangay development council. Ask them how you can help in organizing their respective neighborhood associations. Ask them also about the best time to visit their respective puroks.



## **7. Build Up Community Support for Participative Governance**

Walk around and make yourself visible to your constituents while conducting an ocular survey of the needs and problems of your barangay. In coordination with the purok leader concerned, schedule your first visit to each purok. Request the purok leader to call a purok meeting on your first visit so that you can also conduct a dialogue with the purok residents.

In your dialogue with purok residents, present your development agenda and vision, but assure the residents that these are subject to revisions based on what they think are the most pressing problems of the barangay and on their proposed measures to address such problems. Consult them on programs and projects that they would like to be included in the development agenda of the barangay, and assure them that their proposals will be tackled by the barangay development council.

Avoid being vindictive. Show to your political rivals and to the people who did not vote for you that you are willing to set aside politics in order to forge unity towards speedy realization of your barangay's progress. Ask them about their vision for the barangay, how their vision can be integrated with your own vision, and what role they would like to assume in the pursuit of such vision. Always bear in mind that political neutrality, which is one of the norms in public service ethics, enjoins you to promote the welfare of every inhabitant of your barangay – not only your supporters but also your rivals and their supporters, and even those who abstained during the latest barangay elections.

Visit the offices of non-government organizations (NGOs), civic organizations and other civil society organizations operating within your territorial jurisdiction. Hold a dialogue with the officers of these organizations. Ask them how the barangay can facilitate the implementation of their respective programs and projects, and how they can help in the realization of your development agenda and vision. Establish partnership with these organizations whenever practicable in pursuing developmental goals and objectives. Look into the possibility of making them members of the Barangay Development Council.

## 8. Reconstitute and Meet the Barangay Development Council

The barangay development council is mandated by law to assist the sangguniang barangay in setting the direction of economic and social development and in coordinating development efforts within the barangay. This is composed of the punong barangay as chair, and the following as members:

- Members of the sangguniang barangay
- Representatives of non-government organizations (NGOs) and people's organizations (POs) operating in the barangay, who shall constitute at least 25% of the total members of the council, and
- A representative of the congressman [Section 107(a), RA 7160].

There is a need to reconstitute the council based on changes in the composition of the sangguniang barangay after the election, change of barangay secretary who will serve as the council's secretariat, performance of NGO representatives in the previous administration, or change of the representative of the congressman. For instance, if in the past, some of the NGO representatives never attended the council's meetings and never participated in the activities of the council; you need to decide if they should remain as members of the council.

The council's frequency of meeting is at least once every six (6) months, and its functions include the following:

- Mobilize people's participation in local development efforts
- Prepare barangay development plans
- Monitor and evaluate the implementation of national and/or local programs and project, and
- Perform such other functions as may be provided by law or competent authority (Section 109-b of RA 7160).

The council's executive committee is chaired by the punong barangay and has two members, namely: (1) a representative of the sangguniang barangay; and (2) a representative of the NGOs represented in the council.

Make sure that the representative of the sangguniang barangay in the council's executive committee is the chair of the sanggunian's committee on appropriations. This will facilitate the preparation and approval of the annual and supplemental budgets as barangay budgets have to operationalize the approved barangay development plan (Section 305-i of RA 7160).

## **9. Review or Develop a Vision for your Barangay**

Meet the barangay development council immediately after its reconstitution to review or discuss the vision for your barangay and the existing barangay development plan. Either propose some changes in the vision and plan or come up with a new vision or development plan, if necessary.

## **10. Ensure that Your Barangay has an Approved Annual Budget for the Succeeding Year**

Each Punong Barangay is mandated by law to prepare the barangay's annual budget for the succeeding year in coordination with the barangay development council and submit such budget proposal to the sangguniang barangay for legislative enactment not later than October 16 of the current year. The budget becomes operational only after the sangguniang barangay has approved it by virtue of an appropriations ordinance. In case the previous administration failed to pass an ordinance approving the annual budget of the barangay before you assumed office on November 30, it is your duty as chief executive of the barangay government and presiding officer of the barangay legislature to ensure that your barangay has an approved annual budget before the end of December following your election.

In the absence of an approved annual budget, your barangay will have to work within the limits of a reenacted budget wherein disbursement of funds is limited to only the following:

- appropriations for salaries and wages of existing positions
- statutory and contractual obligations, and
- essential operating expenses authorized in the annual and supplemental budgets for the preceding year (Section 323 of RA 7160).

In this case, you cannot disburse funds for your development projects within your first 100 days in office, including those that form part of your campaign promises. Also take note that supplemental budgets cannot be authorized to take the place of the annual budget.

The provisions of RA 7160 concerning barangay budgeting are found in the following sections:

- Section 329 – On Barangay Funds: Take note that 10% of the general fund of the barangay has to be set aside for the sangguniang kabataan (SK);
- Section 330 - On Submission of Detailed Statements of Income and Expenditures for the Barangay Budgets: These statements should be submitted by the barangay treasurer to the punong barangay on or before September 15 of each year
- 2<sup>nd</sup> Paragraph, Section 318 – On Deadline for Submission of Budget for Legislative Enactment: The punong barangay must prepare the annual budget for the ensuing year and submit it to the sangguniang barangay for legislative enactment not later than October 16 of the current year. Failure to submit the budget on time will subject the punong barangay to criminal and administrative penalties.
- Section 331(b) - On Appropriations for Personal Services: The total annual budget for personal services should not exceed 55% of the barangay's total annual income from local sources in the preceding year.
- Section 324 – Additional Budgetary Requirements: The total budget should not exceed the estimated income; full provision should be made for all statutory and contractual obligations of the barangay, but the budget for debt servicing should not be more than 20% of the barangay's regular income; other budgetary requirements required by DILG and DBM such as GAD, HES, senior citizen, etc.

## 11. Hold a Barangay Assembly

The barangay assembly is composed of all Filipino citizens actually residing in the barangay for at least six (6) months, (15) years old or over, and duly registered in the list of barangay assembly members. The assembly meets at least twice a year to hear and discuss the semestral report of the sangguniang barangay concerning barangay problems, activities and finances. Its meetings are held upon call of any of the following:

- punong barangay; or
- at least four (4) members of the sangguniang barangay; or
- upon written petition of at least (5%) of the assembly members, which is submitted to, and favorably acted upon by the punong barangay (Section 397 of RA 7160).

As the elected Punong Barangay, you are the presiding officer of the barangay assembly. In your absence, any of the following can take your place:

- the barangay kagawad acting as punong barangay, or
- any assembly member chosen to serve as presiding officer during the meeting.

The barangay secretary is mandated by law to concurrently serve as the secretary of the barangay assembly. In the absence of the barangay secretary, the presiding officer can designate any member of the assembly to act as secretary of the assembly.

One prerequisite for the holding of a barangay assembly is that a written notice of meeting stating the date, time, venue and purpose of the meeting should be posted in three (3) conspicuous places within the barangay at least one (1) week before the actual conduct of the meeting, except for meetings on matters concerning public safety or security, in which case, notice within a reasonable time is considered sufficient. You can request the barangay secretary and/or any other barangay personnel to assist you in the preparation and posting of the notice of meeting.

The barangay assembly has the following powers:

- Initiate legislative processes by recommending to the sangguniang barangay the adoption of measures or ordinances for the welfare of the barangay and the city or municipality concerned
- Decide on the adoption of initiative as a legal process whereby the registered voters of the barangay may directly propose, enact, or amend any ordinance, and
- Hear and approve the semestral report of the sangguniang barangay concerning its activities and finances (Section 398 of RA 7160).

To promote transparency in the operations of the Barangay Government, and to muster people's support for the implementation and monitoring of development programs, it is advisable that the barangay's development plan and investment program be presented and discussed also in the barangay assembly. Make sure that majority, if not all, of the members of the barangay development council are present in the barangay assembly so that they can help you respond to queries concerning the barangay development plan and investment program.

## **12. Be Visible at Special Occasions**

Whenever possible, be visible in special occasions, parties or events in your barangay, even just in terms of giving an opening or closing remarks at the ceremonies, or just gracing the awarding of prizes for parlor games. What is more important is that you make your constituencies feel that you care for them and you are one with them in celebrating special occasions. Consider these parties/ ceremonies as opportunities for "bonding" not only with the members of your official family but with the residents of your barangay on the whole, even with those who did not vote for you. Make these "bonding moments" happy, enjoyable and memorable. Make your people feel that you are approachable so that your constituencies will readily inform you of their needs and problems. This is very crucial in ensuring the responsiveness of your development programs and projects.

### **13. Get into Action and Complete Some Doable Projects**

You barely have one month starting noontime of November 30 following your election to make use of appropriated project funds for the current year. Unless you succeeded in pushing for the approval of a supplemental budget in support of your campaign promises, you have no choice but to work within the current annual budget, which hopefully is not a reenacted budget. This means that, in your first 30 days in office, the only projects that you can implement are those that were financially supported by the previous administration.

Examine the goals, objectives and strategies of the previous administration's unfinished development programs or projects. If these programs/projects jive with some of your campaign promises and are beneficial to your barangay, then, by all means, continue the implementation of these programs/projects. Your constituents will get mad at you if you deliberately stop the implementation of beneficial projects just because these were initiated by the previous administration. You can use the remaining balances of appropriations (both current and continuing appropriations) for these programs/projects to continue what had been started by the previous administration.

Your first 100 days in office ends on the 12<sup>th</sup> of March. By then, you should have fulfilled some of your campaign promises, or at least started some high impact programs that will indicate your sincerity to respond to prevailing community needs and problems. Recall the community problems raised by your constituencies during your dialogues with the purok residents, and start responding to these problems, focusing on the top five (5) in terms of the number of puroks or residents affected.

### **14. Spread the Good News and Celebrate Milestones**

Prepare and disseminate an accomplishment report covering your first 100 days in office. Include in your accomplishment report not only the social and economic programs or projects initiated and/or completed in response to community problems but also improvements that your administration has made in the delivery of frontline services (e.g., for the taxpayers), the legislative measures passed by the sangguniang barangay, the accomplishments of the appointive barangay officials under your direct supervision and control, the barangay programs/projects in the pipeline, and other items which you think your constituencies are eager to know. In the preparation of the accomplishment report, you may request the following to assist you:

- The purok leaders- for the nature of projects implemented within their puroks and the number of people or households benefited
- The barangay secretary- for accomplishments pertaining to the sangguniang barangay and the barangay assembly, including improvements in records management, if any
- The barangay treasurer-for accomplishments pertaining to financial matters including, among others, the preparation and approval of the barangay's annual and supplemental budgets, the income generated during the first 100 days of the current administration, and improvements made in the frontline service for taxpayers, if any
- The lupong tagapamayapa- for accomplishments concerning katarungang pambarangay;
- The chair of the SK- for accomplishments pertaining to the sangguniang kabataan and/or katipunan ng kabataan;
- The executive officer of the barangay tanod- for accomplishments concerning the preservation of peace and order in the barangay; and
- The NGOs, civic organizations, people's organizations and other civil society organizations with whom you have established partnership in the delivery of socio-economic programs and/or projects.
- The Barangay Council for the Protection of Children - for accomplishment concerning the promotion, protection and fulfillment of children's right;
- Barangay Violence Against Women (VAW) Desk Person/Officer for accomplishments pertaining to VAWC cases;

How do you disseminate the information? You can print it and photocopy several copies and deliver them house-to-house. You can prepare a big tarp summarizing your barangay's accomplishments. Or you could have a newsletter or a small newspaper even "komiks," prepared, for distribution.

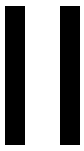
Remember, even if you have done something good for the barangay, nobody will notice it unless you let them know.



Your report may be posted also in conspicuous places within your barangay and you must present it to the sangguniang barangay and barangay assembly. Be prepared to respond to all sorts of queries and comments from various groups. Keep an open mind. Avoid being defensive in your responses. Treat the negative comments as tips on how to improve your subsequent performance, and thank the people concerned for pointing out your weaknesses. At the same time, derive inspiration and strength from people with positive comments and suggestions.

Celebrate your initial victories. Regardless of whether these are big or small, view them as milestones considering the relatively short period within which these were achieved. View these victories not as your own alone but victories of the barangay on the whole. Acknowledge and appreciate the contributions of the sangguniang barangay members, of the appointive barangay officials, of the purok leaders and other community volunteers, of the various organizations and institutions operating within your territorial jurisdiction, and of the municipal or city government. By doing so, you will be promoting teamwork within your official family and will be encouraging continuous support from various sectors throughout your term.





**EXECUTING THE PLAN**



You have finished reading some basic information on what-to-do's and how-to-do's for your first 100 days. Now it's time for you to move on to the guidelines and/or checklists in executing your preferred course of action, specifically your barangay development plan.

We have covered areas critical to the execution of your plan and these areas can be summed up in five P's, namely:

- P**
- P**riority areas of concern in implementing projects
  - P**eso or the financial aspect (obviously referring to budget execution)
  - P**rocedures (observing your internal rules and conducting sessions)
  - P**eople- meaning, strengthening you and your partner's capacities in performing your functions, particularly those involved in the administration of peace and order,
  - P**'pabango' initiatives, especially the preparation of your accomplishment report for your first 100 days in office, and
  - P**articipative Governance meaning that you must consult the barangay constituent of their concerns from time to time.

### ***Wait, wait, wait!***

*Before you start focusing on these P's, you are reminded that at this point your barangay should have already prepared another P, your development Plan. From this plan, you will cull out the council's programs and projects you will implement. Admittedly, some councils do not have the means nor the patience to properly formulate their plans. Some simply draw projects from the air without properly consulting their constituents. Others rely on their years of experience as elected officials in determining the needs and concerns of their barangay. So one may ask – how did you prepare your barangay development plan?*

*Remember that you must reconstitute and meet the barangay development council as the main actor in the preparation of your barangay development plan. This is one of the most effective ways in mobilizing support from your constituents and partners. Try your best effort to gather support and representatives from NGOs and POs. Remember as well to harmonize your development goals with that of your city's / municipality's development agendas.*

## **P**RIORITY AREAS OF CONCERN IN IMPLEMENTING PROJECTS

Given your limited budget, it is a common practice for you to have a list of your priority programs/projects and this forms part of your barangay development plan. How are you going to implement these listed projects? May these be a barangay road maintenance project, a feeding program, or the installation of a reading center in your newly-built multi-purpose hall, what common considerations should you have in mind in the implementation process?

### **1. Timeframe**

A project may just be an item in your barangay development plan but for implementation purposes, you have to have a detailed list of key activities and the duration per activity. You have to ask yourself – how much time should be allotted to complete each task? One of the more critical roles of the barangay council is to coordinate and facilitate the smooth conduct of each task. So if you can, come up with a clear work flow that details all the activities for your reference.

**Section 392. Other Duties of Sangguniang Barangay Members.** *In addition to their duties as members of the sangguniang barangay, sangguniang barangay members may:*

- (a) Assist the punong barangay in the discharge of his duties and functions;*
- (b) Act as peace officers in the maintenance of public order and safety; and*
- (c) Perform such other duties and functions as the punong barangay may delegate*

### **2 Sharing of responsibilities**

You can't do it alone. From the project design up to post-project implementation, it is advisable to rally the support of the civil society and the residents of the barangay. Well, your team can be relatively small or particularly large if the NGOs and POs in the barangay are active but what is essential is for you to clearly define who are involved at what activities in what specific roles. If many people are involved, perhaps an ad hoc project organizational structure can be designed. Some of the people you can involve are the purok leaders who can also be the BHWs, mother leaders, officers of homeowners associations and NGO members.

### 3. Financial schedule

Planning and budgeting should be linked. So, it must be clear to you how much you can spend at each phase of the project or at each activity, given your limited allocation.

### 4. Success metrics

Some projects are easily accomplished, like feeding programs, but others need longer time, especially infrastructural projects. Either way, it is best if you can devise performance measures that can help you in monitoring the progress of the implementation and in establishing project milestones and attainments. For projects that are easily completed, you can generate feedback from the recipients and major project stakeholders to establish if their expectations have been met. For projects that need longer time, you can set targets and see at each month how much you think should have been accomplished versus how much is actually done.

These four implementation components are very much linked together and you can draw up a matrix that gives you a bigger picture of how each project is implemented. A sample template is provided below.

<i>Project Activities</i>	<i>Time Frame</i> (in months or days)	<i>People or Organizations Involved</i> (Their Role and Contribution per activity)	<i>Deliverables</i> (Accomplishment Targets per activity or per period)	<i>Remarks</i> (Problems faced)



What follows are some steps and tips in executing your budget for the current year.

## 1. Check the status of the annual barangay budget.

Before you can start implementing the barangay budget, check whether you have an approved annual budget. An approved annual budget means that it has been:

- authorized/enacted by the sangguniang barangay through an appropriations ordinance; and
- declared operative by the sangguniang bayan/panglungsod after its review.

If there is none, you are forced to implement the previous year's budget. In this case, what you have is a re-enacted budget until such time that the Sang. Barangay shall have approve the budget for the current year.

## 2. If you have a re-enacted barangay budget, know its limitations

For failure to pass an annual barangay budget for the ensuing year, i.e. within the mandated budget schedule, the re-enacted budget allows you only to spend on:

- salaries and wages of existing positions
- statutory and contractual obligations – such as 5% calamity funds, repayment of loans
- essential operating expenses authorized in the annual and supplemental budgets – lights, water and other utilities

This means that you cannot:

- fill new positions
- acquire new equipment
- embark on new projects
- undertake nonrecurring activities even if these are for general welfare purposes

Further, you cannot enact a supplemental budget to override the limitations of the re-enacted budget, except in times of calamity.



### **3. Know your obligations in budget implementation**

As the Punong Barangay, Section 320 of the LGC vests unto you the accountability and the responsibility of implementing and operationalizing the budget. As such you are responsible for the following:

- Make sure that revenue estimates declared in the budget are realized. In line with this, make sure that the barangay treasurer collects all taxes, fees, charges and other funds due the barangay; and that all collections are covered with officials receipts. You can require the treasurer to make a report of collections on a regular basis: daily, weekly, or monthly. This way, you can also keep track of revenues that enter into the barangay treasury.
- Oversee the implementation of approved programs, projects and activities covered by the budget. See to it that funds are disbursed accordingly. You can also require the treasurer to regularly make a disbursement report: weekly or monthly.
- Disburse barangay funds in accordance with the appropriation ordinance and specific expense resolutions. If the expense item is not in the appropriation ordinance, you can prepare a supplemental budget for it. The process of making a supplemental budget is the same as that of the annual budget.
- Ensure that all financial transactions of the barangay are in accordance with accounting and auditing rules.

### **4. Be conscious of the manner of payment of barangay obligations.**

Disbursements cannot be made directly from the collections of the barangay treasurer. You can use the following ways of disbursement:

- Through the petty cash fund under the custody of the barangay Treasurer. It is important to remember that the petty cash fund should not exceed 20% of the funds available in the barangay treasury. (E.g. if the available fund in the barangay treasury is P50,000, then the Petty Cash Fund should not exceed P10,000 (20% of P50,000).
- Through the cash advances of the barangay treasurer and authorized disbursing officers.
- Through direct withdrawal or by drawing a check charged against the depository bank of the barangay.

## 5. Observe all budgetary requirements and limitations.

In the implementation of the barangay budget, strict adherence to budgetary requirements and limitations is a must. In this regard, see to it that:

- The aggregate amount appropriated in the budget does not exceed the income estimates. This means that you cannot spend beyond your capacity to generate income.
- Section 329, RA 7160. Barangay Funds. - Unless otherwise provided in this Title, all the income of the barangay from whatever source shall accrue to its general fund and shall, at the option of the barangay concerned, be kept as trust fund in the custody of the city or municipal treasurer or be deposited in a bank, preferably government-owned, situated in or nearest to its area of jurisdiction. Such funds shall be disbursed in accordance with the provisions of this Title. Ten percent (10%) of the general fund of the barangay shall be set aside for the sangguniang kabataan.
- Section 287, RA 7160. Local Development Projects. - Each local government unit shall appropriate in its annual budget no less than twenty percent (20%) of its annual internal revenue allotment for development projects. Copies of the development plans of local government units shall be furnished the Department of Interior and Local Government.
- Section 21, RA 10121 Local Disaster Risk Reduction and Management Fund (LDRRMF). - The present Local Calamity Fund shall henceforth be known as the Local Disaster Risk Reduction and Management Fund (LDRRMF). Not less than five percent (5%) of the estimated revenue from regular sources shall be set aside as the LDRRMF to support disaster risk management activities such as, but not limited to, pre-disaster preparedness programs including training, purchasing life-saving rescue equipment, supplies and medicines, for post-disaster activities, and for the payment of premiums on calamity insurance. The LDRRMF shall monitor and evaluate the use and disbursement of the LDRRMF based on the LDRRMF as incorporated in the local development plans and annual work and financial plan. Upon the recommendation of the LDRRMO and approval of the sanggunian concerned, the LDRRMF may transfer the said fund to support disaster risk reduction work of other LDRRMCs which are declared under state of calamity.

- Section 294, RA 7160. Development and Livelihood Projects. - The proceeds from the share of local government units pursuant to this chapter shall be appropriated by their respective sanggunian to finance local government and livelihood projects: Provided, however, That at least eighty percent (80%) of the proceeds derived from the development and utilization of hydrothermal, geothermal, and other sources of energy shall be applied solely to lower the cost of electricity in the local government unit where such a source of energy is located.
- Section 15 of RA 9344 and per DILG Memorandum Circular No. 2012-120 dated July 4, 2012 that One Percent (1%) of the IRA should be allocated for BCPC;
- Another One Percent (1%) of the IRA is for the Senior Citizens and Differently-abled persons (RA 9994)
- The per diems, wages or salaries and other compensation of barangay officials and staff are not higher than what have been provided for under existing laws and executive orders and local budget circulars of DBM.
- The 55% PS limitation is observed. This means that a maximum of 55% of the total annual income of the barangay from local sources during the next preceding year can be used or appropriated for Personal Services. For example, in 2015, the actual income realized from local sources was P25M, then the PS limitation for budget year 2017 should be P13.75M.

## **6. If the annual budget is insufficient to meet exigencies and other needs of the barangay, prepare a supplemental budget**

You can prepare a supplemental budget only if you are not operating under a is not a re-enacted budget. Aside from this precondition, supplemental budgets can be prepared if:

- there are funds actually available (Use Local Budget Preparation Form No. 161- See Annex A)
- there is an additional realized income (Use Local Budget Preparation Form No. 161-A – See Annex B – See Annex C)
- there are new revenue sources ( Use Local Budget Preparation Form No. 162- See Annex D)

- calamity/ties occurred (Use Local Budget Preparation Form No. 163- See Annex E)
- there are funds available for realignment (Use Local Budget Preparation Form No. 163-A – See Annex F)

Follow the same steps as in the preparation of the annual budget.

## **7. Use your power to defer or cancel the implementation of an activity or project in the budget wisely.**

Since you are the ultimate signing authority in the release of any allotment, you have the power to defer the implementation of an activity or project in the budget. However, use this power wisely. If you believe that an activity will no longer benefit the majority of your constituents, you can defer its implementation by not signing the release of fund allotted to that particular activity and ask the sangguniang barangay the possibility of cancelling the project and realigning the fund for a more beneficial purpose. Your bottom line should always be the welfare of your constituents, not personal or selfish reasons.

## **8. In case of doubt in the disbursement of funds, seek advice from the accountant and or budget officer of your municipality/city.**

If you are not sure of the legality and appropriateness of any expenditure item, there is no reason not to consult the proper authorities. You can always visit them in case you are not certain about what expenditure decisions to make.

## PROCEDURES

The Barangay Council is a collegial body and as such, decisions are arrived at collectively by the group expressed through affirmative vote of the majority of the Sangguniang Barangay Members in a session held there being a quorum. These decisions are made at **sangguniang barangay** sessions where the punong barangay presides. For the purpose of knowing the rules, you are to read Section 48 to 59 of the LGC.

A session 'denotes a series of meetings, conducted in close succession and for any length of time'. A session is ended by an 'adjournment sine die'. The LGC of 1991 provides that no two sessions of the local sanggunians can be held in a single day. (Gonzales 2006)

As you know, there are two types of sessions - regular or special. 'Regular sessions are ones convened at scheduled times and deal with both the general and usual business of the sanggunian while special sessions are ones which are called as the need arises to tackle specific item/s or issue/s.' (DILG Guide). Please read Section 52 of the LGC as to the procedural requirements for special sessions. A third type of session is that which is done within 48 hours from the occurrence of calamity in order to determine the need for the Sangguniang Barangay to declare state of calamity in the barangay.

Presented are some tips on presiding a session and also on calling them to order.

### **Presiding a Session/Meeting**

- a) The presiding officer follows a general order of business which normally starts with the call to order and ends with the official adjournment; and
- b) The order of business is a means to provide a logical system for group considerations and the procedure by which the Chair tackles one item after another. The order of business can be revised anytime by a 2/3 vote of the members.

### Calling the Session to Order

- a.) To open the session, the Chairperson rises, raps the gavel and declares: “The session may please come to order.” He may then proceed with the other opening rites or numbers or directly inquire from the Secretary if a quorum is present.
- b.) If there is a quorum, the Chair proceeds with the agenda or order of business.
- c.) If there is no quorum, he says: “As there is no quorum, a motion to adjourn is in order.” A motion has to be made by a member, then duly seconded, and then the chair declares the session adjourned or defer the time to wait for others to arrive.
- d.) If a quorum cannot be obtained, the Chair may conduct a caucus without quorum. However, actions and decisions promulgated during such session (or more appropriately caucus) shall be subject to approval at the next duly constituted session/meeting.
- e.) The Chair usually decides to forego the calling of the roll except in instances where there is a question as to whether there is a quorum, or to identify all individuals present and those not present.
- f.) If the session starts with a quorum, but loses it later in the session, only those item taken up or for which votes were taken while the quorum exists shall be considered officially acted upon.
- g.) For all others, the session shall be converted to a caucus and discussion may continue but no vote can be taken.

Regular or special, **internal rules of procedure (IRP)** are needed for the efficient conduct of sessions. Gonzales (2006) noted Orendain’s (1987) justification for the necessity of an IRP who wrote that these rules are critical in ‘simplifying’ and ‘systematizing the conduct of business for the organization to come up with ‘fast and legally valid decisions’. These rules put order in transactions and clarify the duties and responsibilities of sangguniang barangay members during meetings and sessions (DILG Guide).

If you recall, the first part of this compilation mentions Article 103 of the IRR of RA 7160 which states that Internal Rules of Procedure must either be adopted or updated on the first regular session of the sangguniang barangay following the election of its members and within 90 days thereof. But aside from these mentions of putting order and arriving at decisions, what is so important in adopting an IRP, you might ask? How can you really ensure that the Internal Rules of Procedure you have prepared, reviewed and agreed upon will be observed by barangay council members?

The only way to do this is to highlight the reasons for properly observing the IRP. Members have to be aware and have to really realize how important practicing these rules is. Several reasons can be outlined in expressing the necessity of IRP, like:

- ensuring that proceedings are fair, objective and can withstand public scrutiny. The right of the majority is ensured while protecting the rights of the minority.
- ensuring the integrity and transparency of transactions and decisions by the council, and
- serving as terms of reference for all members and transacting parties when participating in deliberations, discussions, etc.

For seasoned barangay officials, terms used in the IRP are already a given. Some of these terms are adjourn, agenda, assembly, debate, floor, point of information, quorum, among others. A suggested IRP outline is provided at the box following. A short version containing only the minimum requirements of the IRP is also provided (DILG Guide), as follows:

- The organization of the sanggunian and the election of its officers as well as the creation of standing committees which shall include, but shall not be limited to, the committee on (a) appropriations, (b) women and family, (c) human rights, (d) youth and sports development, (e) environmental protection, and (f) cooperatives; the general jurisdiction of each committees, and the election of the chairman and members of each committees;
- The order and calendar of business for each session;
- The legislative process;
- The parliamentary procedures which include the conduct of members during sessions;

- The discipline of members for disorderly behavior and absences without justifiable cause for four (4) consecutive sessions, for which they may be censured, reprimanded, or excluded from the session, suspended for not more than 60 days, or expelled. Provided, That the penalty of suspension or expulsion shall require the concurrence of at least two-thirds (2/3) vote of all the Sanggunian members. Provided, further, That a member convicted by final judgment to imprisonment of at least one (1) year for any crime involving moral turpitude shall be automatically expelled from the sanggunian;
- Such other rules as the sanggunian may adopt.

#### **Suggested Outline of an IRP**

- a) Rule I - Composition
- b) Rule II – Powers, Duties and Functions of the Sanggunian
- c) Rule III – Duties and Responsibilities of Individual Members
- d) Rule IV – Presiding Officer
- e) Rule V – Temporary Presiding Officer
- f) Rule VI – Regular and Special Sessions
- g) Rule VII - Quorum
- h) Rule VIII – Order of Business
- i) Rule IX – Legislative Process
- j) Rule X – Votes and Voting
- k) Rule XI – Rules on Debates and Amendments
- l) Rule XII - Committees
- m) Rule XIII – Committee Reports
- n) Rule XIV – Journal and Record of Proceedings
- o) Rule XV – Rules on Motion
- p) Rule XVI – Disciplinary Actions
- q) Rule XVII – Suspension of Rules
- r) Rule XVIII - Amendments
- s) Rule XIX – Supplementary Rules
- t) Rule XX - Effectivity
- u) Adoption



## **P**EOPLE

The section's title may be very broad – People, but this section only focuses on capacity building and maintaining peace and order. In this way, the internal structure is strengthened (through training) and the situation in the external environment is balanced by recognizing the wisdom of the community members who contribute in establishing a peaceful barangay.

Basically, the first part deals with the need to train barangay officials and stakeholders to aid them in smoothly executing their plan. The second part focuses on the administration of the katarungan pambarangay and the maintenance of peace and order through barangay public safety or peace officers.

### **A. Training Barangay Officials and Stakeholders**

Investing in human resources, particularly in developing and enhancing their capacities is considered a good investment since the benefits derived from such investment redound to the organization where these people belong. At the barangay level, capacity-building programs like trainings could form part of its regular activities. It would be wise for a barangay to adopt a training agenda for its officials and stakeholders. In this regard, the punong barangay may consider the following moves:

#### **1. Conduct a training needs analysis for your staff and other stakeholders**

Capacity-building programs should be targeted and planned so as not to waste the limited resources of the barangay. The training agenda or training plan of the barangay should have a rational basis, i.e. it should be based on the needs of the barangay officials/staff in relation to the discharge of their mandated functions. It is, thus, necessary to conduct a survey of their training needs. For your appointive staff like the treasurer, secretary, members of the lupong tagapamayapa and the like, what particular trainings do they need to make them more effective and efficient in their work? For your elected, what capacity-building programs do they need? These needs should be properly identified.

## **2. Prepare a training plan and set aside a training budget**

Based on the results of the training needs assessment, prepare a training plan or agenda. This should contain the priority training programs identified by your staff. Considering the limited resources of the barangay, you may devise a training schedule for the staff.

## **3. Scout for relevant training programs**

Make it a habit to ask about the availability of courses or training programs on barangay governance and administration from your municipal or city government, from national agencies like the DILG-LGA, COA, DBM, and so on. There are a number of training programs which are offered free if not at subsidized cost.

If the available training programs offered by the local and national government agencies seem inadequate for your identified training needs, do not hesitate to approach other training institutions, e.g. university-based training institutes or centers, which can design short courses tailor fit to your needs.

## **4. Carefully choose what study tours to take**

If your barangay wants to learn from best practices in barangay administration and governance, and if your training budget can afford it, you may want to visit barangays with award-winning programs/projects. Be very mindful, however, that the study tour is truly relevant to your needs, i.e., first and foremost, it is educational—enabling you to pick up lessons, ideas, advice that you can apply in your barangay.

## **B. Maintaining Peace and Order**

You need not be reminded of your role in maintaining public order and in responding to emergency situations. As the main frontline government institution which lives with its people and feels its concerns, aside from health, environment, education and a plethora of other services you have to provide, one critical service is ensuring that community residents feel safe to live and sleep in their homes. Peace and safety encompass the notion of right to life, liberty and property and barangays play a significant role in securing it.

## **1. Administration of the katarungang pambarangay**

The administration of barangay justice (katarungang pambarangay- KP) is one of the more crucial functions of the barangay. It is crucial in the sense that it is instrumental in the promotion of peace, harmony and justice in the community through amicable settlement of disputes among community members. As the Punong Barangay and the Chairman of the Lupong Tagapamayapa, the effective administration of the KP rests largely on your shoulders.

### **1.1 Make sure the lupong tagapamayapa (LT) is organized**

Have you appointed 10 to 20 residents or workers in your barangay to compose the lupong tagapamayapa? This peace-seeking body is chaired by you, the Punong Barangay, and from which the three members of the pangkat ng tagapagkasundo (PT), a conciliation panel for every conflict, shall be chosen.

### **1.2 Familiarize yourself with the different modes of settling disputes**

There are three (3) modes of settling disputes, namely:

- mediation
- conciliation
- arbitration

Mediation is done by you while conciliation is the function of the pangkat. If mediation at your level fails, the pangkat is constituted to do the conciliation. The disputing parties are the ones to choose from the lupon the three (3) members of the pangkat. If they fail to agree on the membership, you, as the lupon chair will determine the members by drawing lots.

Arbitration can happen at any stage of mediation or conciliation when the parties agree to be bound by a decision of a third person. When arbitration happens during your mediation process, then you become the arbiter. On the other hand, when arbitration is agreed upon during the conciliation, then the chair of the PT acts as the arbiter.

### **1.3 Keep a record of all agreements made in the mediation, conciliation and arbitration**

All decisions during the mediation, conciliation and arbitration procedures should be put in writing. See to it that the barangay secretary keeps a record of all these decisions.

### **1.4 Provide for the administrative needs and basic necessities of the LT/PT**

The place where conciliation work is to be done should be equipped with basic facilities like chairs and table/s, typewriter or computer and supplies like paper, pens, coffee, drinking water, tissue paper, among otherthings. The venue for conciliation should also provide some privacy to the disputing parties so that they can openly discuss their problems without anxiety.

### **1.5 Monitor the monthly submission of final reports**

Final reports on settlement of disputes and arbitration awards made by you, the Punong Barangay and the PT, are required by law to be submitted to the city/municipal judge every month. You have to ensure that these reports are submitted faithfully on time. You or the barangay secretary can prepare a monitoring chart for this.

**1.6 Section 421 – Role of the Mayor.** If there is a problem, the punong barangay seeks guidance from the Mayor.

**1.7 Section 422 -** Such amount as may be necessary for the effective implementation of the katarungang pambarangay shall be provided for in the annual budget of the city or municipality concerned.

## **2. Managing Public Safety/ Peace Officers or Tanods**

The Punong Barangay, through an Ordinance, is dutybound to organize community brigades, community service units, or simply barangay tanods as they are familiarly called. These tanods help the

police personnel, especially during busy occasions like fiestas, market days, local holidays and even in traffic rerouting. They usually roam the streets at night especially on critical patrol areas to ensure that crime is at its lowest possible. The tanods do not receive salary but they usually have rather minimal honoraria and some incentives depending on the provisions made for by the Sangguniang Barangay. The Sangguniang Panlungsod or Bayan, may likewise provide additional incentives, like honoraria, rice subsidies and insurance policies.



What have you done in your first three months in office? For transparency and accountability purposes, you need to make an assessment of how you fared in your first 100 days. Communicate your accomplishment to your constituents via a general assembly. In doing so, you have to prepare an accomplishment report for this period. Consider the following:

### **1. Render a financial report**

Your financial report should include the amount of cash available that was turned over by the previous administration. This is contained in the Report of Cash Transactions and Funds Available as of November 30 following your election into office.

Also, present the Statement of Income and Expenditures from December 1 to March 10 of the following year. This will reflect the amount of income that your barangay has generated and or received as well as the amount of expenses incurred during your first 100 days.

Request your barangay treasurer to prepare these financial statements. You can also post these reports in your barangay hall and in all the puroks.

### **2. Present an inventory of properties, facilities and assets of your barangay**

Give an account of all the properties, facilities and assets owned by the barangay including their condition , i.e. serviceable, unserviceable, needs repair, etc.

### **3. Report changes in the personnel complement of your administration**

In your report, include the new appointments that you made, if there is any. If you retained some of the appointive barangay officials, mention it as well. You can also use this forum to formally introduce your team to your constituents.

**4. Present the status of development projects and activities undertaken so far**

What are the projects and activities that you have implemented or have started to implement during your first three months in office? Discuss the status of these projects, how they benefit your constituents, and the cost involved.

**5. Present the status of peace and order in your barangay**

Discuss the peace and order problems existing in the barangay and how you are dealing with such problems. In addition, encourage your constituents to play an active role in the preservation of peace and order in the barangay, and enjoin them to come up with strategies and measures to solve these problems.

**6. Report the status of the administration of katarungang pambarangay**

The administration of katarungang pambarangay (KP) is a major function of the barangay government. Being the government closest to the people, it is in the frontline of promoting peaceful co-existence among the people in the community and neighboring communities.

Provide statistics on how many disputes have been amicably resolved by the lupon ng tagapamayapa to give your constituents an idea on the effectiveness of this type of dispute resolution.

**7. Share information on the various forums or seminars related to barangay administration you have so far attended**

In your first 100 days as the punong barangay, you most probably attended orientation seminars and other forums conducted for first-term barangay chief executives by government agencies like the DILG. On your own initiative, you may have also attended training programs on barangay governance and administration conducted by academic and other training institutions. Your mayor or even your governor, congressman/woman may also have called for dialogues with barangay leaders like you. Update your constituents concerning your barangay-related activities by sharing relevant information on this matter.

## **8. Explain your medium-term development plan for your barangay**

What development challenges would you like to address under your administration? Explain how you intend to take on these challenges, and how your constituents can participate in crafting a medium-term barangay development plan. Together with your constituents and barangay officials, identify and consequently prioritize the development concerns the body would like to focus on. Further, encourage them to identify strategies and measures to solve the development priorities that have been identified.

## **9. Encourage your constituents to get involved in barangay activities and concerns**

You end your report by appealing to your constituents to participate in various barangay activities and concerns. Communicate your sincerity and commitment to serve them the best that you can but make them understand that you need their help in making development happen in the barangay.

## **REFERENCES**

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# SUSTAINING THE INITIATIVES



## NOTES ON ORGANIZING THE BARANGAY BASED INSTITUTIONS (BBIs)

In realizing the objectives of barangay governance and as provided under existing laws, the punong barangay (PB) together with the sangguniang barangay members shall establish applicable barangay-based institutions (BBIs) as mechanisms in addressing the needs of the barangay and to actualize its development. The various BBIs, together with their legal basis, composition of members, and functions are enumerated as follows:

### (a) Barangay Development Council (BDC)

#### Legal Basis

- Section 106, 1991 LGC

#### Composition

- Chairman
  - Punong Barangay
- Members
  - Barangay Kagawad
  - Representative of NGOs operating in the barangay, constituting not less than  $\frac{1}{4}$  of the members of the fully organized council, and;
  - Representative of the congressman of the district where the barangay is located

#### Functions

- Mobilize a people's participation in local development efforts
- Prepare barangay development plan based on local requirements
- Monitor and evaluate the implementation of national or local programs and projects, and
- Perform such other functions as may be provided by law or competent authority.

### (b) Barangay Peace and Order Committee (BPOC)

#### Legal Basis

- Section 2, EO 366 (Creation of Barangay Peace and Order Committee);
- DILG MC No. 2002-02 (Strengthening the BPOC);
- POC MC No. 2002-05 (Guidelines on the Operationalization of BPOC)

### Composition

- Chairman - Punong Barangay
- Members - SK Chairman
  - Lupon member
  - Barangay tanod
  - Public School teacher
  - Inter-Faith Group representative
  - Senior Citizen representative
  - Three (3) members from existing barangay anti-crime groups, neighborhood watch groups or NGOs well-known in the barangay
  - PNP Officer

### Functions

- Initiate, coordinate and monitor the implementation of peace and order programs and projects at the barangay level
- Serve as an info-gathering mechanism pertaining to peace and order
- Monitor and check the nefarious activities of criminal elements;
- Supervise barangay tanods in identifying barangay constituents with strong deviant behavior for referral to appropriate authorities;
- Maintain continuing dialogue, close coordination and rapport with the city or municipal POC, the city or municipal management coordinating committee and the law enforcement units operating in the barangay
- Formulate plans and recommend measures which will improve or enhance peace and order and public safety in its area of jurisdiction;
- Supervise, coordinate and monitor the operations of all community-based anti-crime activities undertaken within the barangay
- Undertake periodic assessment of the prevailing peace and order situation in the barangay and submit a report with appropriate recommendations to the city/municipal POC, and
- Perform such other functions which may be assigned by higher POCs.

## **(c) Barangay Council for the Protection of Children (BCPC)**

### Legal Basis

- Presidential Decree 603: The Children and Youth Welfare Code, Art. 87
- Civil Code of the Philippines, Articles 359 and 360: The government shall establish Councils for the Protection of Children
- Republic Act No. 7610: Special Protection of Children Against Child Abuse, Exploitation and Discrimination Act

- DILG MC No. 2002-121: Revised Guidelines on the Organization and Strengthening of the LCPC Incorporating thereat Early Childhood Care Development Coordinating Committee (ECCDCC) at the Barangay Level per RA No. 8980, Section 8 (d).

### Composition

- Chairman - Punong Barangay
- Members - Bgy. Kagawad, Chair on Women & Family
  - Barangay Nutrition Scholar
  - Barangay Day Care Worker
  - Barangay Health Nurse/Midwife
  - Barangay Health Worker
  - DepEd Principal/Teacher-In-Charge
  - Chief Tanod
  - SK Chairman
  - Children's representative
  - Parents-Teachers Association (PTA), president or representative
  - NGO/PO representative

### Functions

- Foster education of every child
- Take steps to prevent juvenile delinquency and assist parents of children with behavioral problems
- Adopt measures for the health of children
- Conduct capability-building projects to increase knowledge and skills in handling children's programs
- Encourage the proper performance of the duties and responsibilities of parents, and provide learning opportunities on the adequate rearing of children and positive parent-child relationship
- Promote wholesome entertainment in the community, especially in movie houses
- Prepare Annual Work and Financial Plan (AWFP) for children and recommend appropriations to the sanggunian
- Provide coordinative linkages with other agencies and institutions in the planning, monitoring and evaluation of plans for children
- Establish and maintain a database on children in the barangay
- Advocate for the establishment and maintenance of playgrounds, day care centers, and other facilities for child and youth development
- Advocate for the passage of barangay resolutions/ordinances responsive to child-related issues and concerns and ensure the inclusion of children's program in the executive agenda

- Protect and assist children in need of special protection, and refer cases filed against child abusers to proper agencies
- Monitor situational reports on children, prepare quarterly updates, and
- Perform such other functions and other child related laws especially in matters of child and parent education, health, entertainment, etc.

#### **(d) Barangay Disaster Risk Reduction and Management Committee**

##### Legal Basis

- Presidential Decree No. 1566: Strengthening the Philippine Disaster Control Capability and Establishing the National Program of Community Disaster Prevention
- RA 10121 - Known as Philippine Disaster Risk Reduction & Management Act of 2010

##### Composition

- Same as Barangay Development Council

##### Functions

- Establish the Barangay Disaster Operations Center
- Formulate Disaster Preparedness Plans
- Coordinate with the BDOC the disaster operations activities of its tasked units
- Submits recommendation to the Sangguniang Barangay for the declaration of state of calamity in the barangay

#### **(e) Barangay Anti-Drug Abuse Council (BADAC)**

##### Legal Basis

- DILG MC No. 99-236: Addendum to DILG MC No. 98-227 re: Creation of Provincial, City, Municipal, and Barangay Anti-Drug Abuse Councils

##### Composition

- Chairman                      Punong Barangay
- Vice-Chair                    Barangay Kagawad on Peace & Order
- Members -                    SK Chairman
  - Public School Principal or representative
  - EX-O Tanod
  - NGO/Civil Society representative
  - Parents-Teachers' Association (PTA) President or representative

- Religious Organizations representative
- Adviser - City/Municipal Chief of Police

### Functions

- Plan, strategize, implement and evaluate programs and projects on drug abuse preventions in the barangay
- Coordinate and collaborate with other institutions implementing programs and projects on drug abuse at the barangay level
- Continuously gather and update data on drug abuse and its effect on the peace and order situation in the barangay including listing of drug users and pushers
- Submit a monthly report to the C/M ADAC through the DILG C/M Field Office
- Refers users and pushers to the police and other institutions for corresponding sanctions, rehabilitation and /or counseling, and
- Perform other related functions

## **(f) Lupong Tagapamayapa**

### Legal Basis

- Republic Act No. 7160, Section 399

### Composition

- Chairman - Punong Barangay
- Members - 10 to 20 qualified and actual residents or people working in the barangay

### Functions

- Exercise administrative supervision over the conciliation panels
- Meet regularly once a month to provide a forum for exchange of ideas, and
- Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

## **(g) Barangay Ecological Solid Waste Management Committee**

### Legal Basis

- Republic Act 9003: The Ecological Solid Waste Management Act of 2000
- DILG MC 2001-19: Implementation of RA 9003, otherwise known as the Ecological Solid Waste Management Act of 2000
- DILG MC No. 2001-38: Addendum to DILG MC 2001-19 re Implementation of RA 9003

- DILG MC No. 2004-151: Reconstitution of Local Solid Waste Management Boards Under MC No. 2001-19 and updates on Organized Ecological Solid Waste Management Committees of Barangays

### Composition

- Chairman - Punong Barangay
- Members - Barangay Kagawad, Chair on Environmental Protection and or Health and Sanitation
  - SK Chairman
  - Homeowners Association President
  - Public or Private School Principal or representative
  - Public School (PTA) president or representative
  - Religious organizations representative
  - Business community president or representative
  - NGO Representative (concerned about environment)
  - President of the Market Vendors Association and junkyard owners, if any.

### Functions

- Formulate a community solid waste management program consistent with that of the city/municipality. Policies and plans to implement the program shall include strategies such as, but not limited to, the following: education, engineering, enforcement and entrepreneurial
- Be responsible for the segregation and collection of solid waste
- Establish within the barangay or cluster of barangays a Material Recovery Facility (MRF)
- Allocate barangay funds for the program
- Organize a core of area/street coordinators through the conduct of trainings for barangay residents on segregation, composting, recycling and livelihood opportunities, and monitor their implementation
- Integrate the ESWMC in the barangay development plan and/or annual investment program
- Find alternative sources of funds other than the regular barangay budget, and
- Submit a monthly report to the city or municipal ESWMC, copy furnished the DILG local office.



## (h) Barangay Physical Fitness and Sports Development Council (BPFSDC)

### Legal Basis

- Executive Order No. 63, 64 and 457

### Composition

- Chairman - Punong Barangay
- Vice Chairman - Public School Principal
- Members - SK representative
- Kagawad Sports Coordinator
- Homeowners Association representative
- NGO representatives (2)

### Functions

- Meet at least once a month to plan and formulate a blueprint for the short, medium, and long term for sectoral sports based on the national policy and program of “Sports for All”, including a well-synchronized year round calendar of sports activities and competitions culminating in a national “palarong pambansa”.
- Conduct a local “Sports Summit” in consultation with other public and private entities concerned to identify and prioritize sports programs and activities in their respective localities and areas of concern and to monitor, review and validate their program.
- Oversee and ensure the implementation of the physical fitness and sports program and activities in the respective areas of concern, i.e., DECS for physical education and school sports, DILG and LGUs for community-based sports, Department of National Defense (DND) for military sports, Department Of Labor and Employment (DOLE) for labor sports, Philippine Olympic Committee (POC) and National Sports Association (NSA) for elite sports for international competitions, and Games and Amusement Board (GAB) for professional sports.
- Disseminate proper information on the national policy and program, including their local programs to encourage the active participation of their constituents in physical fitness and sports activities.
- Assist in the identification, recruitment, and training of gifted and talented athletes from their areas to ensure a wide base for the selection of national athletes who will represent the country in international sports competitions.

- Submit a quarterly report to the Chairman of the National Physical Fitness and Sports Development Council (PFSDC) and furnish a copy of the same to the Philippine Sports Commission, and
- Perform other functions deemed necessary to promote and implement the national policy and program.

### **(i) Barangay Nutrition Council**

#### Legal Basis

- DLG MC No. 89-47: Organization/Reorganization of Barangay Nutrition Committees

#### Composition

- Chairman - Punong Barangay
- Members - Rural Improvement Club President
  - PTA President
  - Anak-Bukid (4-H Club) President
  - SK Chapter Chairman (KB)
  - Heads of Religious/Civic organizations
  - Barangay Nutrition Scholar
- Technical resource persons:
  - School personnel
  - Home management technician
  - Rural health midwife
  - Other agency personnel covering the barangay

#### Functions

- Formulate a Barangay Nutrition Action Program
- Coordinate the nutrition activities of the barangay
- Organize the Barangay Network
- Prepare a spot map of the barangay
- Conduct Operation Timbang (OPT) under the supervision of the Rural Health Unit
- Organize specific groups to implement nutrition intervention activities and assess progress, and
- Hold regular quarterly meetings to monitor program performance.

## **(j) Barangay Health Emergency Response Teams (BHERT)**

### Legal Basis

- DILG MC No. 2003-95: Enjoining the Creation of BHERT in all barangays nationwide. There shall be a BHERT for every 5,000 population in the barangay.

### Composition

- Head - Executive Officer, Tanod (appointed by the punong barangay)
- Members - Tanod member
  - Two (2) barangay health workers, one of whom is preferably a midwife or nurse

### Functions

- Conduct visits in the home of every person arriving from Severe Acute Respiratory Syndrome (SARS) - affected countries
- Immediately list down the person(s) the arriving person came in contact with prior to his arrival in his residence
- Take daily temperature of the arriving person and observe any other signs of SARS like cough, difficulty in breathing or shortness of breath
- Provide protective gadgets to the SARS case, including the members of the household. Immediately isolate
- Monitor SARS case, and
- Report to the punong barangay on measures or action taken per arrival.

## **(k) Barangay Fisheries and Agricultural Resources Management Committee (BFARMC)**

### Legal Basis

- Fisheries Administrative Order No. 196

### Composition

- Chairperson of the sangguniang barangay committee on agriculture/ fisheries
- Representative from the BDC
- Representative from an accredited non-government organization
- Representative from the private sector
- At least eight (8) representatives of the fisher folk or fish workers including the youth and women sectors

### Functions

- Assist in the preparation of the barangay or municipal development plan and submit such plan to the barangay or municipal development council;
- Recommend the enactment of municipal fishery ordinances to the sangguniang barangay or bayan through its committee on fisheries;
- Assist in the enforcement of fishery laws, rules and regulations in municipal waters, and
- Advise the sangguniang barangay or bayan on fishery matters through its committee on fisheries.

## **(I) Barangay Agrarian Reform Committee (BARC)**

### Legal Basis

- Executive No. 229 – Providing the Mechanisms for the Implementation of the Comprehensive Agrarian Reform Program (Section 19)
- Republic Act No. 6657 – Comprehensive Agrarian Reform Law (Section 47)

### Composition

- Representative/s of farmer and farm worker beneficiaries;
- Representative/s of farmer and farm worker non-beneficiaries
- Representative/s of agricultural cooperatives
- Representative/s of other farmer organizations
- Representative/s of the barangay council
- Representative/s of non-government organizations (NGOs)
- Representative/s of landowners
- DA official assigned to the barangay
- DENR official assigned to the area
- DAR agrarian reform technologist assigned to the area who shall act as the secretary
- Land Bank of the Philippines representative

### Function

- Participate in and give support to the implementation of programs on agrarian reform
- Mediate, conciliate or arbitrate agrarian conflicts and issues that are brought to it for resolution
- Mediate and conciliate between parties involved in an agrarian dispute including matters related to tenurial and financial arrangements
- Assist in the identification of qualified beneficiaries and landowners within the barangay

- Attest to the accuracy of the initial parcellary mapping of the beneficiary's tillage
- Assist qualified beneficiaries in obtaining credit from lending institutions
- Assist in the initial determination of the value of the land
- Assist the DAR representative in the preparation of periodic reports in the CARP implementation for submission
- Coordinate the delivery of support services to beneficiaries, and
- Perform such other functions that the PARC, its executive committee, or the DAR Secretary may delegate from time to time.

### **(m) Barangay Agricultural and Fishery Council (BAFC)**

#### Legal Basis

- EO 115 s. 2003; Amended Manual of Regulations of the Regional, Provincial, Independent Component City, City/Municipal and Barangay Agricultural and Fishery Councils

#### Composition

- DENR official assigned to the area
- DAR agrarian reform technologist assigned to the area

#### General Functions

- Identify/assess the diverse needs and resources of the area and participate in policy assessment and formulation in consultation with government and non-government organizations in agriculture and fishery development.

#### Specific Functions

- Assist the DA and its attached agencies and the agriculture office of the LGUs in monitoring and evaluation and set up an effective feedback mechanism for its plans and program
- Prepare and submit a work and financial plan for incorporation in the DA-RFUs regular budget, LGU annual appropriations per existing DILG Memorandum Circular 2001-121 dated September 12, 2001 and other entities to sustain AFC operations
- Participate in the review of the approved plans and programs with the corresponding budgetary allocations, including special projects of the DA, its attached agencies and LGUs;
- Identify and refer to appropriate legislative bodies issues which will require legislation after consultation with local and national agencies and stakeholders, and
- Promote capability building among BAFC officers and members.

*In organizing the BBIs, the punong barangay should follow the prescribed steps to ensure that fairness, transparency and participation of the people are adhered to.*

- *Call for a consultative meeting with the sectors represented in the barangay.*
- *Present issues or concerns and explain the need to organize a particular BBI.*
- *The sector representatives to present their suggestions or comments.*
- *Identify the members of BBIs which shall come from among the sector representatives present.*
- *Recommend to the sangguniang barangay for the latter's concurrence as soon as consensus is reached as to whom among the sector representatives will be appointed BBI members.*
- *Have the BBI members take their respective oaths and immediately perform their duties and responsibilities as enumerated in the BBIs functions upon their assumption to office, and,*
- *Attend training and seminars pertinent to the functions, responsibilities and roles of each BBI. The PB should also make an effort to send the members of the BBIs to such seminars in order to equip them with the necessary knowledge and skills to effectively perform their duties and tasks.*

## **1. Supervise the functionality of BBIs**

As chairperson of the various barangay based institutions (BBIs) - such as the barangay development council (BDC), barangay peace and order council (BPOC), barangay council for the protection of children (BCPC), barangay disaster coordinating council (BDCC) - the Punong Barangay (PB) must ensure that these institutions are functioning according to their mandated tasks.

In order to achieve this, the PB should:

- Set, conduct, and chair regular meetings of the various BBIs. If the PB cannot attend the meetings, he/she may delegate the task to preside the session to one of his/her sangguniang barangay member. He/She should review the minutes/records of the meeting and call an ad hoc meeting if there are urgent matters to be discussed and settled;
- Maintain order in BBI meetings. The PB should set an example in maintaining order in BBI meetings so that discussions are clear, matters are settled, and decisions are properly made. Sanctions should be given to unruly members who disrupt BBI meetings;

- Attend trainings pertinent to the functions, responsibilities, and roles of the different BBIs. Members should likewise be given the opportunity to attend such seminars in order to equip them in fulfilling their mandate;
- Ensure that members of the BBIs regularly attend meetings. Notices should be given to members in advance to prepare them for the meeting. The PB, as chair of the BBIs, should also give sanctions to BBI members who are habitually absent or tardy in meetings;
- Remind/direct the BBIs that their efforts, programs and projects should be focused towards their sectoral concern in order to avoid duplication or intervention in other sectoral areas;
- Coordinate with the Secretariat/technical working groups (TWGs) of the various BBIs and ensure that every activity/meeting is properly documented and readily available to the public. This guarantees that transparency is observed by the BBIs;
- Coordinate and seek the advice of experts from national government agencies, private sector, non-governmental organizations, academe, and other stakeholders in the formulation of plans and conceptualization of programs and projects of the various BBIs;
- Ensure that documents such as plans, minutes, and other pertinent papers are properly filed and recorded for easy access and retrieval when needed
- Allocate adequate resources in the barangay budget to finance regular operations of the BBIs and to fund its various programs/projects;
- Lead in resource generation activities to augment the funds of the various BBIs;
- Seek the coordination and participation of national government agencies, private sector, non-governmental organizations, academe, and other stakeholders in the implementation of programs, projects and activities;
- Review the financial records of the various BBIs. The PB should check whether funds are used for its proper purposes. As public institutions, the PB and the BBI members should be accountable and transparent in handling public funds of the various BBIs.

## **2. Supervise and monitor the Pangkat**

As mandated in the Local Government Code, under Section 389 b (10), the PB should administer the katarungang pambarangay which is operationalized through the lupong tagapamayapa and the pangkat ng tagapagkasundo. As stated in the earlier part of this handbook, the lupong tagapamayapa (lupon) is a peace-seeking committee headed by the PB to amicably settle disputes and to exercise supervision over the conciliation panels while the pangkat ng tagapagkasundo (pangkat) is a conciliation panel consisting of three (3) members who shall be chosen by the

parties of the dispute from the list of members of the Lupon if mediation efforts of the PB fail after 15 days.

What the PB should know about the Pangkat ng Tagapagkasundo

- The three (3) members constituting the pangkat shall be chosen from the Lupon members with the agreement of both disputing parties;
- Should the parties fail to agree on the pangkat membership, the same shall be determined by lots drawn by the lupon chairman;
- The three chosen pangkat members shall elect from among themselves a chairman and a secretary;
- The process for the adjudication of disputes is through arbitration, in which the parties agree to be bound by the decision of a pangkat. It should hear both parties and their witnesses, simplify issues, and explore all possibilities for amicable settlement;
- The pangkat shall convene not later than three (3) days from its constitution, on the day and hour set by the lupon chairman. The pangkat may issue summons for the personal appearance of parties and witnesses before it;
- If there is a vacancy in the pangkat, the disputing parties should choose the replacement from among the other lupon members. Should the parties fail to agree on a common choice, the vacancy shall be filled by lot to be drawn by the lupon chairman;
- In the event that a party moves to disqualify any member of the pangkat by reason of relationship, bias, interest, or any other similar grounds discovered after the constitution of the pangkat, the matter shall be resolved by the affirmative vote of the majority of the pangkat whose decision shall be final;
- The pangkat shall arrive at a settlement or resolution of the dispute within 15 days from the day it convenes in accordance with this section. This period shall, at the discretion of the pangkat, be extendible for another period which shall not exceed 15 days, except in clearly meritorious cases;
- The pangkat secretary shall prepare the minutes of the pangkat proceedings and submit a copy duly attested to by the pangkat chairman to the lupon secretary and to the proper city or municipal court. He/she shall issue and cause to be served notices to the parties concerned; and
- The lupon secretary shall issue certified true copies of any public record in his/her custody that is not by law otherwise declared confidential.



With the constitution of the pangkat, the PB should not interfere with their proceedings. However, he/she should:

- Ensure that the pangkat meets as scheduled and without delay for speedy resolution of disputes;
- Provide accessible and suitable venue for pangkat proceedings;
- Provide security to maintain peace and order during pangkat proceedings to prevent any untoward incidence;
- Ensure that all proceedings for settlement shall be made public and informal, except when the case may be *motu proprio*, or upon the request of a party, the public is excluded from the proceedings in the interest of privacy, decency, or public morals; and
- See to it that in all proceedings, the parties must appear in person without the assistance of counsel or representative, except for minors and incompetents who may be assisted by their next-of-kin who are not lawyers. This is to ensure a level playing field for both parties.

### 3. Conduct Assembly Day

The barangay assembly is organized to empower people in the community and to ensure their participation in local governance and development. It is composed of all Filipino citizens actually residing in the barangay for at least six (6) months, 15 years old and above, and duly registered in the list of barangay assembly members. It is thus important for the barangay to update the list so that every eligible barangay resident will be included in the assembly.

The Assembly meets at least twice a year to hear and discuss the semestral report of the sangguniang barangay concerning local problems, activities and finances. As a way of empowering the people and involving them in local governance, the barangay assembly is given the following powers:

- Initiate legislative processes by recommending to the sangguniang barangay the adoption of measures for the welfare of the barangay and the city or municipality concerned;
- Decide on the adoption of initiative as a legal process whereby the registered voters of the Barangay may directly propose, enact, or amend any ordinance; and
- Hear and approve the semestral report of the sangguniang barangay concerning its activities and finances.

The barangay assembly meetings are held upon the call of the punong barangay. It can also be initiated by at least four (4) members of the sanggunian barangay or upon the written petition of at least five percent (5%) of the Assembly members which is submitted to, and favorably acted upon by, the PB.

In 2003, Presidential Proclamation No. 342 was issued by the President declaring the last Saturday of March and the Third Saturday of October every year as barangay assembly day. This is to ensure that the minimum requirement of conducting two barangay assembly meetings per year is complied with by all barangays throughout the country.

In conducting a barangay assembly, the punong barangay should:

- Write a notice of meeting stating the date, time, venue and purpose of the meeting. This should be posted in three (3) conspicuous places within the barangay at least one (1) week before the day of assembly (Note: for assembly meetings concerning public safety and security, notices given within a reasonable time are already considered sufficient);
- Serve as the presiding officer of the barangay assembly. In the absence of the PB, the acting PB or any assembly member chosen to serve as presiding officer during the meeting could serve in his/her stead;
- Designate any member of the assembly to act as secretary if the barangay secretary is absent;
- Elicit and encourage ideas, proposals and suggestions from the assembly members;
- Maintain order during the assembly meeting by reminding the participants not to stray from the relevant issues/agenda during discussions;
- Ensure that the proceedings of the assembly are properly documented, filed and distributed to the officials/parties/offices/agencies concerned. It should also be posted in order to inform those who were not able to attend about what have been discussed during the assembly; and
- Guarantee that comments, ideas, proposals, and suggestions arising from the assembly are considered in the formulation and preparation of policies, programs, projects and activities of the barangay.

#### **4. Prepare the budget for the succeeding year**

Barangay budgeting is the process of translating the barangay development plan (DBP), and its programs, projects and activities into a financial plan. The annual investment plan for the budget year, which is a component of the DBP, shall be the basis in preparing the annual barangay budget. It consists of estimates of income and

the total appropriations for the current operating expenditures and capital outlays. The punong barangay, with the assistance of the barangay treasurer, prepares the barangay budget.

In preparing the barangay budget, the punong barangay should follow these steps:

- Instruct the barangay treasurer to submit on or before September 15 the certified statement of income concerning the actual receipts of the past year and the first semester of the current year as well as the estimated income for the second semester of the current year;
- Immediately conduct a budget forum with barangay officials and stakeholders and discuss how to allocate the net amount available for appropriation to the programs, projects, and activities identified in the barangay development plan;
- Follow the conditions set by the local government code and other pertinent laws in the appropriations for the barangay budget. Among these requirements are the 20% Development Fund, 10% SK Fund, 55% Personal Services limitation, 5% GAD Budget, and 5% Calamity Fund;
- Finalize the barangay expenditure program with the barangay treasurer; and
- Submit the executive budget to the sangguniang barangay on or before October 16. It should contain a budget message of the PB setting forth in brief the significance of the executive budget, particularly in relation to the approved local development plan. It should also contain a brief summary of the functions, projects, and activities to be accomplished in achieving the goals and objectives of the local government unit for the ensuing fiscal year.

*IMPORTANT NOTE: Pursuant to Sec. 318 of R.A. No. 7160 and implemented by DBM-COA Joint Circular No. 93-2 dated June 8, 1993, a Punong Barangay who fails to submit the budget on or before October 16 of the current year shall be subject to such criminal and administrative penalties as may be provided by the Local Government Code and other applicable laws.*

### Important things to consider in the preparation of the barangay budget:

- Barangay budget plans and goals shall, as far as practicable, be harmonized with national development plans, goals, and strategies in order to optimize the utilization of resources and to avoid duplication in the use of fiscal and physical resources;
- The barangay budget shall operationalize the approved barangay development plans;
- The barangay shall ensure that their budgets incorporate the requirements of their communities (puroks) and provide for the equitable allocation of resources among them;
- The barangay shall endeavor to have a balanced budget in each fiscal year of operation. The aggregate amount appropriated shall not exceed the estimates of income;
- Full provision shall be made for all statutory and contractual obligations of the barangay: provided, however, that the amount of appropriations for debt servicing shall not exceed 20% of the regular income of the barangay;
- The budget shall not provide for per diems, wages or salaries and other compensation in excess of those provided for under existing laws and executive orders;
- The total annual appropriation for personal services of a barangay for one (1) fiscal year shall not exceed 55% of the total annual income actually realized from local sources during the immediately preceding fiscal year;
- Only the Punong Barangay is entitled to a discretionary fund to be used for public purposes and for other miscellaneous expenses related to the official functions of the punong barangay. It shall not exceed two percent (2%) of actual receipts derived from the basic real property tax in the immediately preceding calendar year;
- Appropriations for development projects of not less than 20% of the total IRA of the barangay for the budget year (Development Fund);
- Appropriations for Sangguniang Kabataan (SK) programs, projects and activities equivalent to 10% of the general fund of the barangay for the budget year (SK Fund);

- Appropriations for unforeseen expenditures arising from the occurrence of calamities at 5% of regular income for the budget year (calamity fund); and
- Provision for the delivery of basic services pursuant to Section 17 of RA No. 7160, and effective local governance.

*A SAMPLE BARANGAY BUDGET IS PROVIDED AT THE NEXT PAGE*

## **Sample Barangay Budget**

### **ESTIMATED INCOME FOR BUDGET YEAR**

Beginning Balance/Past year's unexpended Balance

Income from Tax Revenue (IRA)

Income from Tax Revenue (RPT)

Income from Operation and Miscellaneous Income

Grants and Aid

Subsidy from the National Government

Borrowings

Total Available Resources:

Less: Continuing Appropriation

Net Amount Available for Appropriation: \_\_\_\_\_

### **PROPOSED EXPENDITURE FOR BUDGET YEAR**

Capital Personnel Maintenance  
Services and Other  
Operating Outlay

Expense (MOOE)

Program, Project, Activity Components:

Agricultural Services

Day Care Services

Health and Nutrition Services

Peace and Order

Administrative and Legislative Services

Statutory Requirements:

Personnel ( 55% of local sources)

Non-Office

Development Fund (20% of IRA)

SK – a trust fund (10% of general fund)

Calamity (5% of regular sources)

GAD (5% of total annual appropriation)

BCPC (1% of IRA)

Senior Citizen and Differently-abled persons (1% of IRA)

Total Expenditures: \_\_\_\_\_

*NOTE: Net Amount for Appropriation should be equal or greater than Total Expenditures to comply with the requirement of a balanced barangay budget.*

# IV

## EVALUATING YOUR PERFORMANCE





The final evaluation of your performance would be during the election, should you run for re-election or for another post. But it is better to self-evaluate periodically and to prepare and make available to interested citizens several documents/reports that they could use in making informed and fair evaluation.

It is best to do a self-evaluation at the end of the year in order to see what could be done better the next year. Some tools for evaluating your performance, as well as tools for analysis and decision-making are the following:

1. Barangay-Based Institutions' Functionality Evaluation Reports
2. Project Evaluation Reports
3. Statement of Income and Expenditure
4. Audit Report
5. Annual Report

## **Evaluate the Functionality of Barangay-Based Institutions**

In evaluation, it is important to set criteria and/or performance indicators to measure performance. Therefore, in this guidebook, the specific functions of each barangay-based institution (BBI) will serve as its respective performance indicators. Please note that this evaluation is self-administered and is therefore subject to personal bias.

You may use the simple evaluation forms in the succeeding pages to determine the functionality or performance of each applicable BBI in your barangay. Then, prepare an action plan based on the self-evaluation and interpretation of score, which is provided at the end of each template/form. Prioritize and implement your action agenda.

## 1. Barangay Development Council (BDC)

<i>Performance Indicator</i>	<i>How to Rate</i>	<i>Self-Rating</i>
Mobilize people's participation in local development efforts	<p><b>2</b> (NGOs, POs and/or barangay constituents are <b>regularly</b> involved in barangay projects and activities)</p> <p><b>1</b> (NGOs, POs and/or barangay constituents are <b>occasionally</b> involved in barangay projects and activities)</p> <p><b>0</b> (NGOs, POs and/or barangay constituents are <b>rarely</b> or <b>have never been</b> encouraged to participate.)</p>	
Prepare barangay development plan (BDP) based on local requirements	<p><b>2</b> (The BDP is prepared according to the needs of the barangay through consultation with constituents)</p> <p><b>1</b> (The BDP is prepared with little or no consultation)</p> <p><b>0</b> (The BDP is not prepared at all)</p>	
Monitor and evaluate the implementation of national or local programs and projects	<p><b>2</b> (The BDC <b>regularly</b> monitors and evaluates the implementation of all programs and projects within its jurisdiction; the BDC has even come up with a monitoring and evaluation form)</p> <p><b>1</b> (The BDC <b>sometimes</b> monitors or evaluates implementation of projects/programs)</p> <p><b>0</b> (The BDC <b>does not</b> monitor nor evaluate the implementation of local/national projects)</p>	
	<b>Score</b>	

### **Interpretation of Score**

- Score of 5 or 6 : The BDC is doing an excellent job. Keep up the good work!
- Score of 3 or 4 : The BDC's performance is fair and could be improved.
- Score of 0, 1 or 2 : The BDC is not doing its functions; it urgently needs to review and carry out its functions on planning, monitoring and mobilizing support.

<b>Actions to be Taken by BDC</b>
1.
2.
3.

## 2. Barangay Peace and Order Committee (BPOC)

<i>Performance Indicator</i>	<i>How to Rate</i>	<i>Self-Rating</i>
Initiate, coordinate and monitor the implementation of peace and order programs and projects at the barangay level	<p><b>2</b> (The BPOC regularly initiates, coordinates and monitors the implementation of peace and order projects in its locality)</p> <p><b>1</b> (The BPOC occasionally initiates, coordinates and/or monitors such projects)</p> <p><b>0</b> (The BPOC does not initiate, coordinate nor monitor the implementation of such programs/projects)</p>	
Serve as an info-gathering mechanism pertaining to peace and order	<p><b>2</b> (The BPOC, through tanods, undertakes periodic assessment of the prevailing peace and order situation, including the monitoring and checking of nefarious activities of criminal elements within its area)</p> <p><b>1</b> (The BPOC sometimes monitors and checks the nefarious activities of criminal elements)</p> <p><b>0</b> (The BPOC does not gather nor monitor nefarious activities)</p>	
Maintain continuing dialogue, close coordination and rapport with the higher Council, the higher Management Coordinating Committee and the law enforcement units operating in the barangay	<p><b>2</b> (The BPOC regularly coordinates—through face-to-face meeting, radio, phone, e-mail or reports—with other law enforcement units operating not just in the barangay but in the municipality/city; it also submits report with appropriate recommendations to the city/municipal POC)</p> <p><b>1</b> (The BPOC occasionally coordinates with other law enforcement units)</p> <p><b>0</b> (The BPOC does not coordinate at all)</p>	
Formulate plan and recommend measures which will improve or enhance peace and order and public safety in its area of jurisdiction	<p><b>2</b> (The BPOC periodically formulates plan and recommend measures to improve peace and order in the barangay)</p> <p><b>1</b> (The BPOC only formulates plan and recommend measures when asked by the higher council)</p> <p><b>0</b> (The BPOC has no plan and measures to improve peace and order in its area of jurisdiction)</p>	
	<b>Score</b>	

### **Interpretation of Score**

- Score of 7 or 8 : The BPOC is doing a great job!
- Score of 5 or 6 : The BPOC's performance is satisfactory
- Score of 3 or 4 : The BPOC performance is poor and could be improved
- Score of 0, 1 or 2 : The BPOC is obviously not performing its functions; it urgently needs to formulate plans, monitor activities and coordinate with higher authorities

<b><i>Actions to be Taken by BPOC</i></b>
1.
2.
3.

### 3. Barangay Council for the Protection of Children (BCPC)

<i>Performance Indicator</i>	<i>How to Rate</i>	<i>Self-Rating</i>
Establish and maintain database on children in the barangay	<p><b>2</b> (The BCPC has established and maintained updated database on all children in its jurisdiction)</p> <p><b>1</b> (The BCPC has partial data of children in the barangay)</p> <p><b>0</b> (The BCPC has no statistics, list or record about children in the area)</p>	
Advocate for the establishment and maintenance of playgrounds, day care centers, and other facilities for child and youth development	<p><b>2</b> (There are well maintained playgrounds, day care centers and other facilities for children in the barangay)</p> <p><b>1</b> (There is a playground and/or a day care center in the barangay, but not well maintained)</p> <p><b>0</b> (Such facilities do not exist in the barangay yet)</p>	
Advocate for the passage of barangay resolutions/ordinances responsive to child-related issues and concerns and ensure the inclusion of children's program in the executive agenda	<p><b>2</b> (Child-related barangay ordinances and resolutions were recently passed)</p> <p><b>1</b> (All child-related barangay ordinances and resolutions are already existing, and were advocated by the former BCPC)</p> <p><b>0</b> (There are no barangay ordinances/resolutions responsive to child-related issues yet)</p>	
Conduct capability-building projects to increase knowledge and skills in handling children's program	<p><b>2</b> (The BCPC conducts continuing projects to increase knowledge and skills of BCPC members in handling children's program)</p> <p><b>1</b> (The BCPC only conducts such projects when immediately needed)</p> <p><b>0</b> (The BCPC has no capability-building activities for its members)</p>	

<p>Encourage the proper performance of the duties and responsibilities of parents, and provide learning opportunities on the adequate rearing of children and positive parent-child relationship</p>	<p><b>2</b> (The BCPC conducts a series of seminars or disseminates information about the duties and responsibilities of parents and about the adequate rearing of children)  <b>1</b> (The BCPC once conducted such seminar or once disseminated information about parenting)  <b>0</b> (The BCPC has not conducted any seminar nor offered learning opportunities for parents)</p>	
<p>Protect and assist children in need of special protection, and refer cases filed against child abusers to proper agencies</p>	<p><b>1</b> (The BCPC has protected children by referring cases of child abuse to proper agencies)  <b>0</b> (The BCPC has not referred any prevailing case of child abuse in its area)</p>	
<p>Take steps to prevent juvenile delinquency and assist parents of children with behavioral problems</p>	<p><b>1</b> (The BCPC has assisted parents in minimizing juvenile delinquency through ordinances/resolutions, seminars, counseling and the like)  <b>0</b> (The BCPC has not taken any action to prevent juvenile delinquency)</p>	
<p>Foster education of every child, adopt measures for the health of children, and promote wholesome entertainment in the community</p>	<p><b>2</b> (The BCPC has implemented several projects that foster education and health of the children, as well as promote wholesome entertainment)  <b>1</b> (The BCPC has implemented one or two projects focusing on the education and/or health of children in the barangay)  <b>0</b> (The BCPC has never implemented nor advocated such projects)</p>	
<p>Prepare Annual Work and Financial Plan (AWFP) for children and recommend appropriations to the Sanggunian</p>	<p><b>2</b> (The BCPC has already prepared AWFP for children and recommend appropriations to the Sanggunian)  <b>1</b> (The BCPC is currently preparing the plan)  <b>0</b> (The BCPC has not prepared such plan)</p>	

Provide coordinative linkages with other agencies and institutions in the planning, monitoring and evaluation of plans for children	<p><b>2</b> (The BCPC regularly coordinates with other agencies in the planning, monitoring and evaluation of plans for children)</p> <p><b>1</b> (The BCPC occasionally coordinates with other agencies)</p> <p><b>0</b> (The BCPC do not coordinate with other institutions at all)</p>	
Monitor situational reports on children, prepare quarterly updates	<p><b>2</b> (The BCPC regularly monitors situational reports on children and prepare quarterly updates)</p> <p><b>1</b> (The BCPC sometimes prepare updates and sometimes monitors reports on children)</p> <p><b>0</b> (The BCPC does not monitor nor prepare updates)</p>	
	<b>Score</b>	

### Interpretation of Score

- Score of 16 - 20 : The BCPC doing a wonderful job. Keep it up!
- Score of 11 - 15 : The performance is very satisfactory, but the BDP could be greatly improved.
- Score of 6 - 10 : The BCPC performance is not at all bad. Much work needs to be done though.
- Score of 0 - 5 : The BCPC's performance is poor; it urgently needs to review and execute its functions, there is no other way.

<b>Actions to be Taken by BCPC</b>
1.
2.
3.

#### 4. Barangay Disaster Coordinating Council (BDCC)

<i>Performance Indicator</i>	<i>How to Rate</i>	<i>Self-Rating</i>
Establish the barangay disaster operations center	<p><b>2</b> (The BDCC has established the barangay disaster operations center.)</p> <p><b>1</b> (The BDCC is in the process of establishing an operations center.)</p> <p><b>0</b> (There is no barangay disaster Operations Center yet.)</p>	
Formulates Disaster Preparedness Plan, and coordinates the disaster operations activities of BDOC	<p><b>2</b> (The BDCC has formulated a disaster preparedness plan, and has coordinated the disaster operations activities of BDOC.)</p> <p><b>1</b> (The BDCC is currently formulating a disaster preparedness plan.)</p> <p><b>0</b> (The BDCC has not formulated a disaster preparedness plan yet.)</p>	
Implement within the barangay the guidelines set by MDCC/CDCC	<p><b>2</b> (The BDCC always implements all the guidelines set by the higher council.)</p> <p><b>1</b> (The BDCC selectively implements the guidelines.)</p> <p><b>0</b> (The BDCC does not implement the set guidelines at all.)</p>	
Submit recommendation to the MDCC or CDCC as necessary	<p><b>2</b> (The BDCC has already submitted recommendations to the higher Council.)</p> <p><b>1</b> (The BDCC submits recommendation to the higher council, only when required)</p> <p><b>0</b> (The BDCC does not submit recommendation even if highly necessary.)</p>	
Conduct regular meetings	<p><b>2</b> (The BDCC conducts regular meetings among its members.)</p> <p><b>1</b> (The BDCC irregularly holds meetings.)</p> <p><b>0</b> (The BDCC has not conducted a meeting at all.)</p>	
	<b>Score</b>	



**Interpretation of Score**

- Score of 9 or 10 : Congratulations! The BDCC is a success.
- Score of 6, 7 or 8 : Very good. The BDCC can do much better next time.
- Score of 3, 4 or 5 : The BDCC performance is fair and could be greatly improved.
- Score of 0, 1, or 2 : Wake up! Are you waiting for a disaster to strike before you act?

<b><i>Actions to be Taken by BDCC</i></b>	
1.	
2.	
3.	

## 5. Barangay Anti-Drug Abuse Council (BADAC)

<i>Performance Indicator</i>	<i>How to Rate</i>	<i>Self-Rating</i>
Plan, strategize, implement and evaluate programs and projects on drug abuse preventions in the barangay	<p><b>2</b> (The BADAC planned, has implemented and has evaluated programs/projects on drug abuse preventions in its area)</p> <p><b>1</b> (The BADAC planned and strategized programs/projects, but has not implemented all projects yet)</p> <p><b>0</b> (The BADAC has no such plan or strategy to implement)</p>	
Coordinate and collaborate with other institutions implementing programs and projects on drug abuse at the barangay level	<p><b>2</b> (The BADAC regularly coordinates and collaborates with other similar institutions; it refers users and pushers to the police and other institutions for corresponding sanctions, rehabilitation and/or counseling)</p> <p><b>1</b> (The BADAC coordinates and collaborates with other agencies, only when requested)</p> <p><b>0</b> (The BADAC works on its own and does not coordinate with other agencies)</p>	
Continuously gather and update data on drug abuse and its effect on the peace and order situation in the barangay including listing of drug users and pushers	<p><b>2</b> (The BADAC continuously gathers and updates data on drug abuse, including a list of drug users and pushers)</p> <p><b>1</b> (The BADAC has data but is not updated)</p> <p><b>0</b> (The BADAC has no data on the incidence of drug abuse and on possible users and pushers)</p>	
Submit a monthly report to the C/M ADAC through the DILG C/M Field Office	<p><b>2</b> (The BADAC submits monthly report to the higher council)</p> <p><b>1</b> (The BADAC submits report, but not every month)</p> <p><b>0</b> (The BADAC does not make report nor submit them)</p>	
	<b>Score</b>	

## 6. Lupong Tagapamayapa

<i>Performance Indicator</i>	<i>How to Rate</i>	<i>Self-Rating</i>
Exercise administrative supervision over the conciliation panels	<p><b>2</b> (The lupon successfully supervises the conciliation panels and resolves the issues; every case is solved and both parties are relatively satisfied.)</p> <p><b>1</b> (The lupon is sometimes ineffective that some complainants take their grievances to a municipal court.)</p> <p><b>0</b> (The lupon is always ineffective, or is not active.)</p>	
Meet regularly once a month to provide a forum for exchange of ideas	<p><b>2</b> (The lupon meets regularly once a month to provide a forum for exchange of ideas.)</p> <p><b>1</b> (The lupon sometimes does not conduct a monthly meeting.)</p> <p><b>0</b> (The lupon rarely meets or is not even organized.)</p>	
	<b>Score</b>	

### **Interpretation of Score**

- Score of 4 : The lupon is effectively carrying out all its functions.
- Score of 2 or 3 : The lupon's performance is satisfactory and could be improved.
- Score of 0 or 1 : The lupon is not doing its functions. Reform is highly necessary.

<b><i>Actions to be Taken by the Lupong Tagapamayapa</i></b>
1.
2.
3.

## 7. Barangay Ecological Solid Waste Management Committee (BESWMC)

<i>Performance Indicator</i>	<i>How to Rate</i>	<i>Self-Rating</i>
Formulate a community solid waste management program consistent with that of the city/municipality. Policies and plans to implement the program shall include strategies such as but not limited to the following education, engineering, enforcement and entrepreneurial	<p><b>2</b> (The BESWMC has formulated a community solid waste management program consistent with that of the city/municipality.)</p> <p><b>1</b> (The BESWMC is currently formulating such program.)</p> <p><b>0</b> (The BESWMC has not formulated such program yet.)</p>	
Be responsible for the segregation and collection of solid waste	<p><b>2</b> (The BESWMC is consistently segregating and collecting solid waste in the barangay.)</p> <p><b>1</b> (The BESWMC is collecting, but not segregating, solid waste.)</p> <p><b>0</b> (The BESWMC is not even collecting solid waste in the barangay.)</p>	
Establish within the barangay or cluster of barangays a material recovery facility (MRF)	<p><b>2</b> (The BESWMC has established its own MRF.)</p> <p><b>1</b> (The BESWMC has partnered with other barangays to establish an MRF.)</p> <p><b>0</b> (The BESWMC has no MRF yet.)</p>	
Organize a core of area/street coordinators through the conduct of trainings for barangay residents on segregation, composting, recycling and livelihood opportunities, and monitor their implementation	<p><b>1</b> (The BESWMC has organized area/street coordinators by conducting seminars for barangay residents on segregation, composting, recycling and livelihood opportunities; it is also monitoring their implementation.)</p> <p><b>0</b> (The BESWMC has not organized such pool of coordinators nor has it conducted such seminars.)</p>	
Integrate the ecological solid waste management program in the barangay development plan (BDP) and/or annual investment program (AIP)	<p><b>1</b> (The ecological solid waste management program has been integrated in the current BDP and/or AIP.)</p> <p><b>0</b> (The Program was not integrated in BDP or AIP.)</p>	
Find alternative sources of funds, other than the regular barangay budget	<p><b>1</b> (The BESWMC raised additional funds through fund-raising activities, solicitations, and similar activities.)</p> <p><b>0</b> (The BESWMC is highly dependent on the regular barangay budget.)</p>	

Submit a monthly report to the City or Municipal ESWMC, copy furnished DILG local office.	<p><b>2</b> (The BESWMC submits monthly report to the higher Committee, and furnishes copy to the DILG local office.)</p> <p><b>1</b> (The BESWMC occasionally submits a report.)</p> <p><b>0</b> (The BESWMC does not submit nor prepare a report at all.)</p>	
	<b>Score</b>	

**Interpretation of Score**

- Score of 8 - 11:        The BESWMC is doing an excellent job!  
Keep it up!
- Score of 4 - 7 :        The BESWMC performance is fair and  
could be further improved.
- Score of 0 - 3 :        The BESWMC's poor performance demands  
more positive action and work dedication.

<b>Actions to be Taken by BESCO</b>
1.
2.
3.

## 8. Barangay Physical Fitness and Sports Development Council (BPFSDC)

<i>Performance Indicator</i>	<i>How to Rate</i>	<i>Self-Rating</i>
Meet at least once a month to plan and formulate a blueprint for the short, medium, and long term for the sectoral sports based on the national policy and program of “Sports for All”, including a well-synchronized year-round calendar of sports activities and competitions culminating in a national “Palarong Pambansa”	<p><b>2</b> (The BPFSDC conducts monthly meetings to formulate blueprint and calendar sports activities and competitions.)</p> <p><b>1</b> (The BPFSDC only meets when there are upcoming sports activities and competitions in the barangay.)</p> <p><b>0</b> (The BPFSDC does not meet, or is not even organized yet.)</p>	
Conduct local “Sports Summit” in consultation with other public and private entities concerned to identify and prioritize sports programs and activities in their respective localities and areas of concern, and to monitor, review and validate their program	<p><b>2</b> (The BPFSDC has conducted or has scheduled a local “Sports Summit” to identify and prioritize sports programs and activities in their respective localities and areas of concern; it also monitors, reviews and validates programs.)</p> <p><b>1</b> (The BPFSDC identifies and prioritizes sports programs and activities in their respective localities without consulting other public and private entities.)</p> <p><b>0</b> (The BPFSDC does not have any sports program or activity.)</p>	
Oversee and ensure the implementation of the physical fitness and sports program and activities in the respective areas of concern, i.e., DECS for physical education and school sports, DILG and LGUs for community-based sports, DND for military sports, DOLE for labor sports, POC and NSA for elite sports for international competitions, and GAB for professional sports	<p><b>1</b> (The BPFSDC oversees and ensures the implementation of the physical fitness and sports program and activities in the respective areas of concern.)</p> <p><b>0</b> (The BPFSDC does not oversee nor ensure the implementation of such sports program and activities.)</p>	
Disseminate proper information on the national policy and program, including their local programs to encourage the active participation of their constituents on physical fitness and sports activities	<p><b>1</b> (The BPFSDC—through leaflets, newsletter, barangay assembly and other media—disseminates proper information on national and local programs to encourage the active participation of the constituents on physical fitness and sports activities)</p> <p><b>0</b> (The BPFSDC lacks information dissemination campaign on such programs.)</p>	
Submit a quarterly report to the Chairman of the National PFSDC and furnish a copy of the same to the Philippine Sports Commission	<p><b>1</b> (The BPFSDC submits quarterly report to the chairman of the National PFSDC, and furnishes a copy to the Philippine Sports Commission)</p> <p><b>0</b> (The BPFSDC has never submitted such report)</p>	
	<b>Score</b>	

### **Interpretation of Score**

- Score of 5 or 7 : The BPFSCD is doing an excellent job  
 Score of 2, 3 or 4 : The BPFSCD performance is fair and could be improved.  
 Score of 0 or 1 : The BPFSCD is literally dead; actions must be taken immediately.

<b><i>Actions to be Taken by BPFSCD</i></b>
1.
2.
3.

## **9. Barangay Nutrition Council (BNC)**

<b><i>Performance Indicator</i></b>	<b><i>How to Rate</i></b>	<b><i>Self-Rating</i></b>
Formulate a barangay nutrition action program	<b>2</b> (The BNC has formulated a nutrition action program.) <b>1</b> (The BNC is in the process of completing a Nutrition Action Program <b>0</b> (The BNC has not formulated a Nutrition Action Program yet.)	
Organize the barangay network, and coordinate the nutrition activities of the barangay	<b>2</b> (The BNC coordinates all nutrition activities through an organized barangay network.) <b>1</b> (A barangay network has been organized but is not yet active.) <b>0</b> (No such Network exists; the BNC does not also coordinate the nutrition activities in its area.)	
Prepare a spot map of the barangay	<b>2</b> (The BNC has an updated spot map of the area.) <b>1</b> (The BNC has a spot map, but not updated yet.) <b>0</b> (The BNC has no spot map or any other basis for planning and implementing projects.)	
Conduct operation timbang (OPT) under the supervision of the Rural Health Unit	<b>2</b> (The BNC regularly conducts operation timbang under the supervision of the RHU) <b>1</b> (The BNC rarely conducts such activity.) <b>0</b> (The BNC does not conduct operation timbang.)	
Organize specific groups to implement nutrition intervention activities and assess progress	<b>1</b> (Several groups have been created and organized to implement nutrition intervention activities, as well to assess progress.) <b>0</b> (No such group has been created.)	
Hold regular quarterly meetings to monitor program performance	<b>2</b> (The BNC holds quarterly meetings to monitor program performance.) <b>1</b> (The BNC holds a meeting once or twice a year.) <b>0</b> (The BNC does not meet at all.)	
	<b>Score</b>	

### **Interpretation of Score**

- Score of 8 - 11 : Congratulations! The BNC is a healthy, functional council.
- Score of 4 or 7 : Not bad, but BNC could be further improved.
- Score of 0, 1, 2 or 3 : The BNC's performance is poor; it needs more nourishment

<b><i>Actions to be Taken by BNC</i></b>
1.
2.
3.

## **10. Barangay Fisheries and Agricultural Resources Management Committee (BFARMC)**

<b><i>Performance Indicator</i></b>	<b><i>How to Rate</i></b>	<b><i>Self-Rating</i></b>
Assist in the preparation of the municipal fisheries development plan	<b>1</b> (The BFARMC assisted in the preparation of the municipal fisheries development plan.) <b>0</b> (The BFARMC has never assisted in the preparation of such plan.)	
Assist in the enforcement of fishery laws, rules and regulations in municipal waters	<b>1</b> (The BFARMC assists in the enforcement of fishery laws, rules and regulations in municipal waters.) <b>0</b> (The BFARMC has never assisted in the enforcement of such policies.)	
	<b>Score</b>	

### **Interpretation of Score**

- Score of 2 : The BFARMC is doing an excellent job!
- Score of 1 : The BFARMC's performance could be improved
- Score of 0 : Either BFARMC has never been created by the higher LGU or the BFARMC is deliberately skipping its job.



<b>Actions to be Taken by BFARMC</b>
1.
2.
3.

## 11. Barangay Agrarian Reform Committee (BARC)

<i>Performance Indicator</i>	<i>How to Rate</i>	<i>Self-Rating</i>
Mediate, conciliate or arbitrate agrarian conflicts and issues (including matters related to tenurial and financial arrangements) that are brought to it for resolution	<b>2</b> (The BARC successfully mediates, conciliates or arbitrates agrarian conflicts and issues that are brought to it for resolution) <b>1</b> (Conflicts are sometimes not resolved by BARC) <b>0</b> (The BARC has never mediated, conciliated or arbitrated such conflicts and issues)	
Assist in the identification of qualified beneficiaries and landowners within the barangay	<b>1</b> (The BARC assists in the identification of qualified beneficiaries and landowners within the barangay) <b>0</b> (The BARC has never assisted in such activity)	
Attest to the accuracy of the initial parcellary mapping of the beneficiary's tillage	<b>1</b> (The BARC attests to the accuracy of the initial parcellary mapping of the beneficiary's tillage) <b>0</b> (The BARC has never attested to the accuracy of such mapping)	
Assist qualified beneficiaries in obtaining credit from lending institutions	<b>1</b> (The BARC has successfully assisted qualified beneficiaries in obtaining credit from lending institutions) <b>0</b> (The BARC has never assisted any qualified beneficiary in obtaining credit)	
Assist in the initial determination of the value of the land	<b>1</b> (The BARC has assisted in the initial determination of the value of the land) <b>0</b> (The BARC has never assisted in such activity)	
Assist the DAR representative in the preparation of periodic reports in the CARP implementation for submission	<b>1</b> (The BARC has assisted the DAR representative in the preparation of periodic reports in the CARP implementation for submission) <b>0</b> (The BARC has never assisted in such activity)	
Coordinate the delivery of support services to beneficiaries	<b>1</b> (The BARC coordinates the delivery of support services to beneficiaries) <b>0</b> (The BARC does not coordinate the delivery of support services)	
	<b>Score</b>	

### **Interpretation of Score**

- Score of 5 - 8 : The BARC is very active and is doing a wonderful job!
- Score of 1 - 4 : The BARC is obviously not actively participating in and giving full support to the implementation of the agrarian reform program. The BARC must take affirmative actions.
- Score of 0 : Either the BARC is not applicable in your area, or the BARC is not doing anything, even if there are things to be done.

<b>Actions to be Taken by BARC</b>
1.
2.
3.

## 12. Barangay Agricultural and Fishery Council (BAFC)

<i>Performance Indicator</i>	<i>How to Rate</i>	<i>Self-Rating</i>
Assist the DA and its attached agencies and the agriculture office of the LGUs in monitoring and evaluation and set up an effective feedback mechanism of its plans and program	<p><b>1</b> (The BAFC assists the DA and its attached agencies and the agriculture office of the LGUs in monitoring and evaluation; it also sets up an effective feedback mechanism of its plans and program.)</p> <p><b>0</b> (The BAFC has never assisted the DA and other offices in monitoring and evaluation.)</p>	
Prepare and submit work and financial plan for incorporation in DA-RFUs regular budget, LGU annual appropriations per existing DILG Memorandum Circular 2001-121 dated September 12, 2001 and other entities to sustain AFC operations	<p><b>2</b> (The BAFC prepared and submitted work and financial plan for incorporation in DA-RFUs regular budget, to LGU annual appropriations, and to other entities to sustain its operations.)</p> <p><b>1</b> (The BAFC is currently preparing such plan.)</p> <p><b>0</b> (The BAFC did not submit nor prepare such plan.)</p>	
Participate in the review of approved plans and programs with the corresponding budgetary allocations including special projects of DA, its attached agencies and LGUs	<p><b>1</b> (The BAFC participates in the review of the approved plans and programs with the corresponding budgetary allocations including special projects of the DA, its attached agencies and LGUs.)</p> <p><b>0</b> (The BAFC has never participated in the review of such plans and programs.)</p>	
Identify and refer to appropriate legislative bodies issues which will require legislation after consultation with local and national agencies and stakeholders	<p><b>1</b> (The BAFC identifies and refers to appropriate legislative bodies issues which will require legislation after consultation with local and national agencies and stakeholders.)</p> <p><b>0</b> (The BAFC has never identified nor referred issues to legislative bodies.)</p>	
Promote capability building among BAFC officers and members	<p><b>1</b> (The BAFC has conducted relevant seminar or training programs, or has sent officers and members to such programs.)</p> <p><b>0</b> (The BAFC has never conducted relevant seminar or training programs, or has sent officers and members to such programs.)</p>	
	<b>Score</b>	

### **Interpretation of Score**

Score of 5 or 6	:	The BAFC is doing an excellent job
Score of 1 - 4	:	The BAFC performance is fair and could be greatly improved.
Score of 0	:	Either BAFC has never been created by the higher LGU or the BAFC is deliberately skipping its job.

<b>Actions to be Taken by BAFC</b>
1.
2.
3.

### **Monitor and evaluate all projects being implemented**

Even at the barangay level, the lowest and smallest local government unit but also the closest to the people, noteworthy programs and projects are being planned and implemented. Some of the barangay programs/projects/activities include the following:

1. Construction/maintenance of pathways and canals
2. Drilling/maintenance of artesian wells
3. Construction/maintenance of farm-to-market roads
4. Construction/maintenance of simple water system
5. Establishment and operation of a botika ng barangay
6. Construction/maintenance of day-care centers
7. Construction/maintenance of playground and other facilities for children
8. Establishment/updating of database on education, health, and peace and order situation in the barangay
9. Barangay Nutrition Action Program
10. Establishment and operation of a material recovery facility
11. Seminars and training programs on responsible parenting, juvenile delinquency, drug addiction, and other important issues
12. Sports activities for the youth
13. Barangay VAW Desk

<i>Performance Indicator</i>	<i>How to Rate</i>	<i>Self-Rating</i>
Respond to gender-based violence cases brought through the barangay	<p><b>1</b>(The barangay VAW Desk Person/ Officer successfully responded to gender-based violence cases brought to the barangay)</p> <p><b>0</b>(The barangay VAW Desk Person/ Officer has never responded to gender-based violence cases brought to the barangay)</p>	
Record the number of gender-based violence handled by the barangay	<p><b>1</b>(The Barangay VAW Desk Person/ Officer records the number of gender-based violence handled by the barangay)</p> <p><b>0</b>(The Barangay VAW Desk Person/ Officer does not record the number of gender-based violence handled by the barangay)</p>	
Keep VAW case records confidential and secured, and ensure that only authorized personnel can access it.	<p><b>1</b>(The Barangay VAW Desk Person/Officer keeps VAW case records confidential and secured, and ensures that only authorized personnel can access it)</p> <p><b>0</b>(The Barangay VAW Desk Person/ Officer does not keep VAW case records confidential and secured, and provide access not only authorized personnel but also to others)</p>	
Assist Victims of VAW in securing Barangay Protection Order (BPO) and access necessary services	<p><b>1</b>(The Barangay VAW Desk Person/ Officer has assisted victims of VAW in securing BPO and in accessing necessary services)</p> <p><b>0</b>(The Barangay VAW Desk Person/ Officer has never assisted victims of VAW in securing BPO and in accessing necessary services)</p>	
Develop the barangay's gender-responsive plan in addressing gender-based violence, including support services, capacity building and referral system	<p><b>2</b>(The Barangay VAW Desk Person/ Officer has developed the barangay's gender-responsive plan in addressing gender-based violence, including support services, capacity building and referral system)</p> <p><b>1</b>(The Barangay VAW Desk Person/ Officer is currently developing the barangay's gender-responsive plan)</p> <p><b>0</b>(The Barangay VAW Desk Person/ Officer has not developed the barangay's gender-responsive plan yet)</p>	

<p>Coordinate with and refer cases to government agencies, non-government organizations (NGO), institutions, and other service providers as necessary.</p>	<p><b>1</b>(The Barangay VAW Desk Person/ Officer coordinates with and refers cases to government agencies, NGO's, institutions, and other service providers as necessary)  <b>0</b>(The Barangay VAW Desk Person/ Officer does not coordinate with and refer cases to government agencies, NGOs, institutions, and other service providers)</p>	
<p>Address other forms of abuse committed against women, especially senior citizens, women with disabilities, and other marginalized groups</p>	<p><b>1</b>(The Barangay VAW Desk Person/ Officer addresses other forms of abuse committed against women, especially senior citizens, women with disabilities, and other marginalized groups)  <b>0</b>(The Barangay VAW Desk Person/ Officer does not other forms of abuse committed against women, especially senior citizens, women with disabilities, and other marginalized groups)</p>	
<p>Lead advocacies on the elimination of VAW in the community</p>	<p><b>2</b>(The Barangay VAW Desk Person/ Officer has conducted advocacies on the elimination of VAW in the community)  <b>1</b>(The Barangay VAW Desk Person/ Officer is conducting advocacies on the elimination of VAW in the community)  <b>0</b>(The Barangay VAW Desk Person/ Officer has never conducted advocacies on the elimination of VAW in the community)</p>	

**Interpretation of Score:**

- Score of 9-10 : The Barangay VAW Desk Person/Officer is doing an excellent job. Keep up the good work!
- Score of 6-8 : Very good. The Barangay VAW Desk Person/Officer can do much better next time.
- Score of 4-5 : The Barangay VAW Desk Person/Officer performance is fair and could be greatly improved.
- Score of 0-3 : The Barangay VAW Desk Person/Officer's performance is poor; it urgently needs to review and execute its functions.

For these projects to be effectively and efficiently implemented in the barangay, monitoring and evaluation of the project implementation or operation are highly required.

As earlier mentioned, evaluation is important in measuring the performance of any activity. Generally, evaluation looks at the output and/or outcome of a project. Specifically, evaluation is concerned with the following:

1. Whether the objectives or specific targets of the program or project have been achieved, and
2. Whether the program/project made an impact in the community, particularly the direct beneficiaries.

Evaluation is normally performed immediately after the completion of the implementation or operation of a project (a few months or a couple of years after completion).

Create a monitoring team for project implementation composed of sangguniang barangay members, so that:

1. Good relations are established
2. Transparency is achieved

In implementing barangay projects, equally important is monitoring. Monitoring is a systematic observation of the progress of a program, project or activity. Generally, monitoring looks at the inputs as well as the initial outputs of a project. Specifically, monitoring examines the following:

1. Whether the activities are completed on time or whether the targets are attained
2. Whether financial resources are still available, and implementation of component activities are within the budget
3. Whether standards of quality are not being sacrificed
4. Whether the tasks are effectively performed by the responsible persons or teams

Monitoring must be performed during the implementation or operation of a project. Periodic monitoring is desirable to be able to chart the progress of a project, to identify potential issues/challenges and the corresponding solutions, and to immediately rectify errors or make corresponding adjustments.

## Monitoring Tools

In monitoring projects and activities, a simple monitoring tool is advantageous for managers or supervisors. A monitoring tool may be in the form of a table or a check list. Samples of simplified monitoring tools are provided below for your consideration. You may, of course, create a much applicable monitoring tool for your specific projects.

### SAMPLE MONITORING TEMPLATE

Program	Project/ Activity	Physical		Financial		Others (Spec- ify)		Remark/ Status
		Target	Actual	Target	Actual	Target	Actual	
Agriculture and Fisheries								
Employment								
Health								
Education								
Peace and Order								
Values								
Others (Specify)								

Monitored by: \_\_\_\_\_ Date: \_\_\_\_\_



## SAMPLE CHECKLIST FOR GENERAL MONITORING

### 1 Title and Location

1-1 Project/Activity: \_\_\_\_\_

1-2 Location: \_\_\_\_\_

### 2 Reporting: Date and Person Responsible

2-1 Monitored by: \_\_\_\_\_ 2-2 Date: \_\_\_\_\_

### 3 Physical Status

3-1 Is the project being implemented according to schedule?

Yes  No Remark: \_\_\_\_\_

\_\_\_\_\_

3-2 Is the project being implemented according to approved design or specification?

Yes  No Remark: \_\_\_\_\_

\_\_\_\_\_

### 4 Financial Status

4-1 Is budget still available?

Yes  No Remark: \_\_\_\_\_

\_\_\_\_\_

4-2 Are materials procured according to projected cost?

Yes  No Remark: \_\_\_\_\_

\_\_\_\_\_

### 5 Quality Monitoring

5-1 Describe procured materials

High quality  Average Quality  Low Quality

Remark: \_\_\_\_\_

5-2 Are the laborers and responsible teams/supervisors present and doing their jobs?

Yes  No Remark: \_\_\_\_\_

6 (Supply Other Possible Items or Questions)

## Evaluation Tools

Likewise, a simple but appropriate evaluation tool is desired. There are several ways to evaluate the outputs and initial outcome or impact of a program, project or activity. For measuring the outputs, it is easier to self-administer an evaluation based on the desired objectives or targets of the project. As for the assessment of the initial outcome or impact, you may perform a self-evaluation or, alternatively, you may conduct interviews and focus group discussions, or use simple questionnaires targeting the project beneficiaries.

Samples of simplified evaluation tools are provided below for your consideration. You may, of course, create an evaluation tool suited for you projects and local condition.

<b>SAMPLE SELF-EVALUATION TOOL</b>		
Program/Project/Activity		
Desired Outputs/Targets	Actual Outputs	Note
1		
2		
Desired Outcome/Impact (if any)	Actual Outcome/Impact	Note
1		
2		

**SAMPLE QUESTIONNAIRE FOR SATISFACTION AND IMPACT SURVEY**

(The questions may also be used as guide questions for interview or focus group discussion)

Program/Project Activity: \_\_\_\_\_

Name of Beneficiary (optional): \_\_\_\_\_ Date: \_\_\_\_\_

1 Are you, in any way, benefited by the project?

Yes  No

1.1 If yes, in what way has it improved your life?

\_\_\_\_\_

1.2 If no, why?

\_\_\_\_\_

2 Have you been consulted during the planning and implementation stages of the project?

Yes  No

3 How satisfied are you with the result of the project?

Very much satisfied  Satisfied  Partially Satisfied  Not Satisfied

4 Would you want the program/project to be sustained? (or would you want similar programs/projects to be implemented in the near future?)

Yes  No Why?

\_\_\_\_\_

5. (Supply other possible questions)

After conducting self-evaluation or after getting the perspective of your constituents and beneficiaries, you are now ready to conclude whether the program/project is a success or a failure.

You may also decide or recommend, after proper evaluation, whether a particular project needs to be retained/sustained, modified or cancelled.

## **Request an audit of all monies and properties**

Government Auditing is defined as the analytical and systematic examination and verification of financial transactions, operations, accounts, and reports of any government agency for the purpose of determining their accuracy, integrity, and authenticity, and satisfying the requirements of law, rules, and regulations (Ursal 2001). The Commission of Audit is mandated to examine the accounts of LGUs, including barangays.

The COA requires provincial/city/municipal auditors to conduct a “general audit” of the accounts of each barangay within their respective audit jurisdiction at least once a year. However, in view of the great number of barangays (41,995 as of September 2007), the Commission on Audit adopted as a policy the so-called “cyclical audit” wherein barangays are audited on an annual, two-year or three-year basis, depending on the option chosen by the auditor to enable him/her to cover the audit of all barangays under his audit jurisdiction without sacrificing the quality of audit.

After each general audit, the auditor is required to transmit to the Sangguniang Barangay concerned the following documents: balance sheet, statement of cash receipts and payments, and in case of adverse findings, a formal audit report which shall include appropriate comments on the accounts, and instructions to rectify the errors, together with recommendations for improvements, where needed.

The COA shall also come out with an audit report on barangays (ARB) as a final output on the results of the audit of barangays, with the following objectives:

- 1) Inform the barangay officials of the problems confronting their barangay
- 2) Provide recommendation to remedy the problems identified
- 3) Serve as an aid to legislation and decision-making of the auditees.

As punong barangay, request an audit of all monies and properties at the end of your first year or at least make sure that your barangay gets audited when it should be. You can then use the audit report as an aid to planning, decision-making, and evaluation.

## **Prepare a Barangay Annual Report**

The Barangay Annual Report could be done at the end of the calendar year and made available or posted in at least three conspicuous places for the information of interested citizens. It could also be done in the form of a State of the Barangay Report, delivered by the punong barangay during a significant date in the barangay, like barangay assembly or barangay fiesta or any similar event.

The Barangay Annual Report may contain the following: brief profile of the LGU, challenges, accomplishments, and next steps. To make the preparation of this report easier, it is suggested that a monthly barangay report be done.

## **Prepare Statement of Income and Expenditure**

Section 395(e.4) of the Code directs the barangay treasurer to “submit to the punong barangay a statement covering the actual and estimated income and expenditures for the preceding and ensuing calendar years, respectively...” Annex 1 contains a sample template of a Statement of Income and Expenditure. This statement is also required in the preparation of the barangay budget.

As punong barangay, make sure the barangay treasurer prepares a Statement of Income and Expenditures for the whole year. You may also ask a Statement for the whole duration of your term just before it ends. In case of technical difficulty, he/she could seek the help of the city/municipal accounting office in the preparation of such document.

Analyze the statement. Look at the sources of income and their contribution. It may be that some income sources are delivering less than they should be and something could be done to increase it. Also look at the expenditures. There may be some expenditure items that could be trimmed later or there may be some statutory items which were not paid.

Section 352 of the Code also mandates the posting of the Summary of Income and Expenditures in at least three conspicuous places. This is done in the spirit of transparency and accountability.

## References:

Ursal, Sofronio B. 2001. *How to Manage Barangay Finances*. Quezon City: Good Governance Books.

Training Materials, 'Kapitan ng Pagbabago- Starter Course for Punong Barangays of Hagonoy, Bulacan.' Conducted by UP-NCPAG-CLRG, 3-7 December 2007.

**V**

**REMINDERS**





## INDICATIVE BUDGET CALENDAR

DATE	ACTIVITY	LEGAL BASIS
On or before Sept. 15	Barangay Treasurer submits to the PB a statement covering the estimates of income and expenditures for the past, current and ensuing fiscal years	Section 330, LGC and p. 44, BOM for Barangays – DBM, July 2006
	Preparation of Barangay Budget by the PB	Section 331, LGC
Sept. 20	Issuance of Budget Call	
Sept. 25	Preparation of Budget Proposal	
Sept. 26	Budget Forum with Barangay Officials and Stakeholders	
Sept. 30	Finalization of Barangay Expenditure Program or Appropriations Bill	
Oct. 10	Preparation of Budget Message	
Oct. 16	Submission of Executive Budget to the Sangguniang Barangay	
Oct. 20 – 31	Deliberation and approval of Barangay Budget into a General Appropriation Ordinance	Sections 332; 391 (a) (3),LGC
Nov.1-Nov. 10	Submission of Approved Barangay Budget to the SPanlungsod or SBayan thru the C/M Budget Officer for review	Sec. 333 of the LGC
Nov. 11-Dec. 31 or within 60 days	SP or SB reviews and advises the PB whether the barangay budget is consistent or inconsistent with existing laws, rules and regulations.	Sec. 333 of the LGC
Jan. 1-Dec. 31	Budget Execution and Implementation of PAPs	Sec. 332, LGC
Jan. 1 – 31	Posting of Summary of Income and Expenditures	Sec. 352, LGC

## CALENDAR OF SPECIAL EVENTS

DATE	ACTIVITY
January 17	Global March Against Child Labor
2 <sup>nd</sup> Week of February	National Awareness Week for the Prevention of Child Sexual Abuse and Exploitation
2 <sup>nd</sup> Week of February	Anti-Sexual Abuse and Rehabilitation Week
February 14	Barangay Hataw Fitness and Sports Day
1 <sup>st</sup> Saturday of February	Adoption Consciousness Day
March	Women's Month; Anti-Rabies Month; Fire Prevention Month
March 8	Women's Day
4 <sup>th</sup> Week of March	Girl Child Week
Last Saturday of March	Barangay Assembly Day
April 7	World Health Day
April 8-22	Earth Day Celebration
April 9	Araw ng Kagitingan Celebration
May	National Family Planning Month
May 1	Labor day
May 28-June 12	Continuous Display of National and Transition Flags
May 9-15	Safe Motherhood Week
May 21	AIDS Candlelight Memorial Day
May 31	World No Tobacco Day
June	National Dengue Awareness Month; Environment Month
June 12	Independence Day; World Day Against Child Labor
July	Nutrition Month; National Voluntary Blood Services Month; National Disaster Preparedness Month
1 <sup>st</sup> Week of July	National Disaster Consciousness Week
July 16-22	National Disability Prevention and Rehabilitation Week
August	National Tuberculosis Month and Buwan ng Wikang Pambansa
August 12	Philippine National Youth Day
September	National Crime Prevention Month; Coastal Clean Up Month; Ozone Month
1 <sup>st</sup> Week of September	National Literacy Week
2 <sup>nd</sup> Week of September	Alay Lakad
3 <sup>rd</sup> Week of September	National Tourism Week; Clean and Green Week
September 15-21	National History Week Celebration
Last Week of September	Family Week
4 <sup>th</sup> Sunday of September	Family Thanksgiving Day
October	National Children's Month; Local Governance Month; National Statistics Month; Scouting Month; Consumer's Welfare Month
1 <sup>st</sup> Week of October	Elderly Filipino Week
October 10	Local Government Code Anniversary

3 <sup>rd</sup> Saturday of October	Barangay Assembly Day
October 20-24	Meat Safety Consciousness Week
November	Clean Air Month
November 12-18	Drug-Abuse Prevention and Control Week
December 1	World Aids Day
December 3-10	Human Rights Week
2 <sup>nd</sup> Week of December	Linggo ng Kabataan
December 10	Human Rights Day Pledging

Annex 1: STATEMENT OF INCOME AND EXPENDITURES SAMPLE  
TEMPLATE

Barangay X, Municipality XX, Province XXX

## Statement of Income and Expenditure Budget Year 2008

Particulars	Past Year 2006 (actual)	Current Year 2007 (Estimate)	Budget Year 2008 (Estimate)
1.0 Beginning Balance Cumulative Results of Operation			
2.0 Income			
2.1 Tax Revenue			
a. Share on real property tax (25%)			
b. Taxes on stores or retailers (1% of gross sales)			
c. Share on sand, gravel and other quarry resources tax (40%)			
d. Community Tax (50%)			
e. Share on Internal Revenue Allotment (IRA)			
f. Share on utilization and development of national wealth (35%)			
Total Tax Revenue			
2.2 Operating and Miscellaneous Revenue			
a. Services/Fees/Charges for use of barangay owned facilities			
b. Barangay Clearance Fee			
c. Public Utility Charges			
d. Voluntary contributions			
e. Others (please specify)			
Total Operating and Miscellaneous Revenue			
2.3 Grants and Aids			
a. Aids from Province/City/Municipality not less than P1,000.00 per barangay			
b. Grants from other levels of Government			
c. Others (please specify)			
Total Grants and Aids			
2.4 Extraordinary Receipts			
a. Subsidies from the National Government			
b. Others (please specify)			
2.5 Borrowings (Please Specify)			
Total Income (2.1 to 2.5)			
Total Available Resources (1.0 + 2.0)			
3.0 Less: Continuing Appropriation			
4.0 Net Available Resources for Appropriation			
5.0 Expenditures			
5.1 Current Operating Expenditures			
5.1.1 Personal Services			
a. Honoraria			
b. PHILHEALTH Contributions			
c. Annual Leave Benefits			
d. Cash Gift			
e. Insurance			
f. Others (please specify)			
5.1.2 Maintenance and Other Operating Expenditures			
a. Travelling Expenses			
b. Communication Services			
c. Repair and Maintenance of Gov't Facilities			
e. Transportation Services			
f. Supplies and Materials			
g. Calamity Fund (5% reserve)			
h. Other Services			
i. 10% SK Fund			
j. Water, Illumination and Power Services			
k. Training and Seminar Fees			
l. Discretionary Expenses			
m. Repair of Equipment			
n. Grants, Subsidies & Contributions			
o. Representation Expenses			
p. Others (please specify)			

5.2 Total Current Operating Exp. (5.1.1 + 5.1.2)			
5.3 Capital Outlay 20% Economic Dev't Fund 5.3.1 Construction/Upgrading of Pathways & Canal 5.3.2 Drilling/Maintenance of Artesian Wells 5.3.3 Building & Structure Outlay 5.3.4 Equipment Outlay 5.3.5 Motor Vehicle 5.3.6 Others (please specify)  Total Capital Outlay			
6.0 Total Obligations (5.2 + 5.3)			
7.0 Unappropriated Balance (4.0 – 6.0)			

Prepared by:

Barangay Treasurer

Approved by:

Punong Barangay



NOT FOR SALE



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AJA17-0068