



PUNONG BARANGAY TASKS AND RESPONSIBILITIES

Checklist

NOT FOR SALE

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Checklist

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Local Government Academy (LGA)

Department of the Interior and Local Government (DILG)

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MESSAGE



The public offices are public trusts. They are a manifestation of the will of the people. This is at the very core of democracy that we enjoy today. Both local and national officials are in the same situation, they are accountable to the people, the constituents that voted for them. The funds that are utilized are from the people and the natural resources that belong to the nation and its future generations.

The barangay officials are not exempt from all of this. While the national figures are thrust more into the spotlight of governance, the barangays have intensive duties of their own at the community level. They must be able to know and execute these tasks and responsibilities; otherwise, they would have failed their mandate and disappointed the people.

The Department of the Interior and Local Government through the efforts of the Local Government Academy present this material to help avert the potential failure that barangays know their tasks and responsibilities. It is with urgency that this is presented to all *Punong Barangays* to not just read but to execute.

GEN. EDUARDO AÑO

Secretary



MESSAGE

It is essential for barangay officials to understand what is expected of them as government officials nearest to people, families and communities. Apart from performing mandated functions and roles, for which barangay officials are held accountable, there is also a range of tasks that requires leadership and teamwork for meaningful change to take place in the communities.

Barangay officials have been elected by their own families and neighbours. This degree of proximity puts barangay interaction with the people a very personal engagement.

This tasklist combines legal responsibilities of barangay officials drawn from the Local Government Code and existing policies, and the expectations of the Duterte Administration that require personal commitment and strong leadership.

By making this task list available, we hope that this helps new barangay officials embark in their governance journeys and commit themselves in bringing about communities that are *matatag, maginhawa at panatag*.

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

AUSTERE A. PANADERO, CESO I
Undersecretary for Local Government

MESSAGE



The *Punong Barangays* are the captains of the ship at the community level. They are given much powers in multiple ways and as such are given much responsibilities. These duties are not merely given to them wantonly, they are in fact entrusted to them to ensure that their constituent's best interests are served. Every task and responsibility of the barangay governments and especially their respective *Punong Barangays* are there to help uplift the quality of life of the constituents.

Punong Barangays are first liners and are responsible for: the provision of basic health at the community level through supporting the Barangay Health Workers; for peace and order via leading the Tanods; dispute resolution as chairman of the lupon tagapamayapa, and; leading the barangay government as head of the legislative, executive, and quasi-judicial functions of the barangay government in the community.

These are monumental tasks focused on a small area. As such, the Department of the Interior and Local Government through the efforts of the Local Government Academy supports the barangays and their respective Punong Barangays through various programs such as the Barangay Newly Elected Officials (BNEO) Program, to which this material is in support of. We present this *Task and Responsibilities Checklist* as a reference for action for *Punong Barangays*. May their actions reflect the love of public service and the country.

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

MARIVEL C. SACENDONCILLO, CESO III
Executive Director, Local Government Academy



MESSAGE

The Barangay as the political unit is the primary planning and implementing unit of government policies, plans, programs, projects and activities in the community. With this mandate, the Punong Barangay as the chief local executive and the presiding officer of the Sanggunian, has a very significant role in advancing good governance at the barangay level.

The call for good governance becomes imperative, as the barangay officials are expected to advocate active community involvement and broader multi-sectoral partnership in pursuing local development in the communities, considering that the foundation for effective and efficient governance begins with the strong leadership at the barangay level.

We, at the National Barangay Operations Office (NBOO), are one with the Local Government Academy (LGA) in enhancing the capacity of the barangay officials. This “Punong Barangay Tasks and Responsibilities Checklist” enumerates the duties and responsibilities of the Punong Barangay mandated by the Local Government Code and other pertinent laws and issuances. This serves as a quick guide for our Punong Barangays in ensuring that they are fulfilling their duties as chief executive and presiding officer as well.

Through this material, the Punong Barangay can be provided with basic and necessary information on how to take the lead and serve as a good example in the service for the others, may this material, with other BNEO learning aids, help the Punong Barangay in performing its duties with outmost accountability, integrity and loyalty to whom he really is serving—the people.

SA BARANGAY NAGSISIMULA ANG PAG-UNLAD!

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

LEOCADIO T. TROVELA, CESO IV
OIC-Director, NBOO

LIST OF ACRONYMS

BADAC	Barangay Anti- Drug Abuse Council
BCPC	Barangay Council for the Protection of Children
BDC	Barangay Development Council
BDP	Barangay Development Plan
BDRRMC	Barangay Disaster Risk Reduction Management Committee
BESWMC	Barangay Ecological Solid Waste Management Committee
BPOC	Barangay Peace and Order Committee
CSO	Civil Society Organization
DBM	Department of Budget and Management
DepEd	Department of Education
DILG	Department of the Interior and Local Government
DOH	Department of Health
DSWD	Department of Social Welfare and Development
EO	Executive Order
FARMC	Fisheries and Aquatic Resources Management Council
HIV/AIDs	Human Immunodeficiency Virus/ Acquired Immune Deficiency Syndrome
IEC	Information Education Campaign
IRA	Internal Revenue Allotment
LB-ES	Labor-Based Equipment Supported
LDRRMF	Local Disaster Risk Reduction and Management Fund
LDRRMP	Local Disaster Risk Reduction and Management Plan
LGC	Local Government Code
LGU	Local Government Unit
MC	Memorandum Circular
MRF	Materials Recovery Facility
NGO	Non- Government Organization
NSA	National Sports Association
PB	Punong Barangay
PO	Peoples' Organization
POC	Peace and Order Council
POPS Plan	Peace and Order and Public Safety Plan
PSC	Philippine Sports Commission
RA	Republic Act
RBI	Registry of Barangay Inhabitants
SB	Sangguniang Barangay
TB	Tuberculosis
TIN	Tax Identification Number
VAW	Violence Against Women

TASKS AND RESPONSIBILITIES AS MANDATED BY THE LOCAL GOVERNMENT CODE (LGC)

- Ensure the delivery of the following basic services mandated to be delivered by the barangays (Sec. 17):
 - Agricultural support services, i.e., planting materials distribution system, operation of farm produce collection and buying stations;
 - Health and social services, i.e., Barangay Health and Day Care Center;
 - Services and facilities related to hygiene and sanitation, beautification and solid waste collection and disposal;
 - Maintenance of Katarungang Pambarangay;
 - Maintenance of barangay roads and bridges and water supply systems;
 - Infrastructure facilities such as multipurpose hall, multipurpose pavement, plaza, sports center, and other similar facilities;
 - Information and reading center; and
 - Satellite of public market, where viable.

- Chair the Barangay Development Council (BDC) and its Executive Committee and implement the barangay development plan (BDP), projects and activities (Sec. 107; E.O. 309, Series 1987)

- 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 the LGC, the PB shall (Sec. 389 [b]):

- Enforce all laws and ordinances which are applicable within the barangay;
- Negotiate, enter into and sign contracts for and in behalf of the barangay, upon authorization of the Sangguniang Barangay;
- 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;
- Call and preside over the sessions of the sangguniang barangay and the barangay assembly, and vote only to break a tie;
- Upon approval by a majority of all the members of the sangguniang barangay, appoint or replace the barangay treasurer, the barangay secretary, and other appointive barangay officials;
- Organize and lead an emergency group whenever the same may be necessary for the maintenance of the peace and order or on occasions of emergency or calamity within the barangay;
- In coordination with the BDC, prepare the Annual Executive and Supplemental Budgets of the barangay;
- Approve vouchers relating to the disbursements of barangay funds;
- Enforce laws and regulations relating to pollution control and protection of the environment;
- Administer the operation of the Katarungang Pambarangay in accordance with the provisions of the LGC;
- Exercise general supervision over the activities of the Sangguniang Kabataan;

- Conduct an Annual Palarong Barangay which shall feature traditional sports and discipline included in national and international games, on coordination with the department of education;
 - Promote the general welfare of the barangay; and
 - Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.
-
- Exercise, through an ordinance of the Sangguniang Barangay (SB), the power of eminent domain for the taking of private property for public use or purpose, or welfare for the benefit of the poor and the landless, upon payment of just compensation, pursuant to the provisions of the constitutions and pertinent laws (Sec.19).
 - Report to the President and to both Houses of Congress within 30 days, the nature, amount and terms of assistance, after the signing of a deed of grant or donation to the barangay (Sec. 23).
 - Act on leaves of absence of Sangguniang Barangay members (Sec. 47).
 - Establish a procedure whereby complaints and grievance of barangay employees may be inquired into, acted upon, resolved or settled (Sec. 83).
 - Cause the administrative proceedings against any barangay appointive employee who may have committed an offense in their official function (Secs. 84-86).
 - Submit an annual report to the SB on the socio-economic, political and peace and order conditions and other matters concerning the barangay which shall cover the immediate preceding calendar year, copy furnished the Department of the Interior and Local Government (Sec. 97).

- Prepare an Annual Procurement Program for the ensuing fiscal year on or before the 15th day of July of each year (Sec. 373 as amended by RA 9184).
- Render a public accounting of the funds raised for any fund-raising activity undertaken by the barangay (Sec. 391).
- Represent the barangays in all meetings and deliberations called by the different chapters of the Liga ng mga Barangay (Sec. 492).

TASKS AND RESPONSIBILITIES

Pursuant to Presidential Directives

DEVELOPMENT PLANNING

- For the President of Liga ng mga Barangay, as member of the Labor-Based Equipment Supported (LB-ES) Infrastructure Program Committee, as appropriate and may be necessary (E.O 94, Series of 1999)
 - Formulate a National Program on LB-ES to provide the framework that will guide the implementation of LB-ES methods and technology at the national and local levels, including the specific guidelines to implement the various components of the program thereof;
 - Coordinate and monitor all programs and activities related to implementation of LB-ES;
 - Resolve policy and operational issues and problems which may arise relative to the implementation of the program, in close coordination with concerned agencies or entities;
 - Determine training and technical assistance requirements for both the public and private sector involvement in the program;
 - Submit quarterly reports to the president on the status of the implementation of the National Program, including issues and attendant recommendations thereon; and
 - Perform other functions as may be directed by the president.
 - Adopt and implement the Comprehensive and Integrated Delivery of Social Services (CIDSS) approach in coordination with the Department of Social Welfare and Development;
 - Cause the issuance of local ordinance to this effect; and
 - Designate community-based implementers (EO No. 443).
 - Cause or initiate the creation of environmental corps

or Green Brigade which shall be responsible for the formulation and implementation of the local youth environmental action plan which addresses the specific environmental concerns of the barangay (EO No. 52).

- Support the implementation of the Urban Development and Housing Act of 1992 (RA 7279) by preventing the construction of any kind of illegal dwelling units or structures within their territorial jurisdiction.

PEACE AND ORDER

- Organize and chair the Barangay Peace and Order Committee (BPOC) as the implementing arm of the city/municipality POC at the barangay (EO 366 dated 5 September 1996).
- Sustain functionality of the BPOCs by conducting regular meetings, trainings and other capability-building activities.
- Lead the formulation of the Barangay Peace and Order and Public Safety (POPS) Plan in accordance with DILG MC 2015-128.
- Include in the annual budget the funding requirement for the implementation of the POPS Plan.
- Coordinate with the municipal/city POCs and other concerned agencies in the implementation of the POPS Plan.
- As a requirement for the maintenance of peace and order in the barangay, cause the preparation of the following:
 - List of members of barangay assembly and have the same posted in conspicuous place within the barangay;

- Records of all inhabitants of the barangay containing the following items of information: name and address, place and date of birth, sex, civil status, citizenship, occupation, and such other items of information as may be prescribed by law or ordinances; and
 - A report of the actual number of barangay residents as often as may be required by the sangguniang barangay.
- Ensure that the BPOC (as the implementing arm of the city/municipality POC) attend to the following functions:
- Monitor and coordinate the implementation of peace and order programs and projects at the barangay level;
 - Serve as an information-gathering mechanism;
 - Monitor and check the nefarious activities of criminal elements;

 - Identify barangay constituents with strong deviant behavior for referral to appropriate authorities;
 - Maintain continuing dialogue, close coordination and rapport with higher levels of the peace and order councils and law enforcements units;
 - Formulate plans and recommend such measures which will improve or enhance peace and order and public safety in their areas of responsibility;
 - Monitor, coordinate and supervise the operation of all community-based anti-crime movements within the barangay;
 - Periodically assess the prevailing peace and order situation in their respective areas of responsibility and submit report with appropriate recommendation to the higher peace and order councils (MC No. 2001-136).

- Perform such other function which may be assigned by higher level of peace and order councils. (MC No. 2002-141).

- Organize and chair the Barangay Anti-Drug Abuse Council (BADAC), create the different Committees under BADAC and ensure its functionality (DILG MC 2015-63).

- Intensify action against illegal drugs through organizing and strengthening the BADAC which shall be responsible for: advocacy and information campaign; provide assistance to ensure that pushers and users are brought to justice, serve as focal point for various organizations and individuals to work together in the planning, implementation and evaluation of illegal drug prevention (Presidential Memorandum dated 01 August 2000; MCs No. 2000-98, 98-227, and 97-35).

GOOD GOVERNANCE

Promote transparency, responsiveness, accountability and participation thru, but not limited to, the following activities (MC No. 2010- 122):

- Conduct semestral Synchronized Barangay Assembly Day for the purpose of reporting semestral accomplishments of the barangay about its activities, finances, problems and concerns;
- Post the following documents in an area inside the barangay hall that can easily be viewed by the public (DILG MC 2014-81):
 - i. Barangay Budget
 - ii. Summary of Income and Expenditures
 - iii. 20% Component of the IRA Utilization
 - iv. Annual Procurement Plan or Procurement List
 - v. List of Notices of Award
 - vi. Itemized Monthly Collections and Disbursements
- Formulate and implement a Manual of Operations/ Barangay Citizens' Charter to guide barangay officials and personnel on effective day-to-day operations of barangay government and on the efficient performance of their respective duties and responsibilities; and to enlighten the public on how their requests for documents and public services are properly handled by the barangay officials.
- Carry out an Open-Door-Policy-Type of governance to bring the government closer to the people by way of:

- Causing the enactment of an ordinance allowing people from all walks of life access to barangay government offices;
 - Designating a Citizens' Desk, at the lobby of the barangay hall, properly identified and completely manned at least 8 hours a day to provide information and other forms of assistance to barangay residents;
 - Conducting regular informative activities for the youth to familiarize them on the workings of the barangay government; and
 - Establishing semi-permanent bill/bulletin boards containing information such as: duties and functions of barangay officials, programs and services, and regular barangay reports, among others. (MC No. 96-45).
-
- Monitor compliance of Local Government concerning financial transactions, and shall:
 - Submit Monthly Financial Statements to the Sangguniang Bayan 30 days after the close of each month and the Year-end Statement of Accounts 60 days after the 31st of December;
 - Direct the Barangay Treasurer to submit monthly accounts to the Municipal Treasurer;
 - Conduct physical inventory of all barangay properties every year-end and submit reports to the municipal accountable officer; and
 - Submit a Monthly Bank Reconciliation Statement concerning barangay Depository Account to the City/ Municipal Treasurer for verification and review.

- Provide mechanisms for the public to express opinions and ideally exert influence regarding decisions and actions made at the local level which may be thru activities such as, but not limited to:
 - Symposium, forum or public hearing wherein the general public particularly those representing different sectors that may be interested or affected by a proposed measure are invited to attend, hear and be heard on the matter;
 - Membership of NGOs/ CSOs/ POs in barangay- based institutions (BBIs) such as the BDC, BPOC, BCPC, and BADAC;
 - Maintenance/Updating of Registry of Barangay Inhabitants (RBIs) as a tool for planning and as a reference in the identification and determination of the number of inhabitants of a barangay (MC No. 2005-69);
 - Formulation of a BDP thru participatory approach; and
 - Establishment of feedback mechanism (such as suggestion box or small gatherings) to enable barangay residents to express their opinions, comments and suggestions on matters, issues and concerns affecting them and their constituents.

ENVIRONMENTAL MANAGEMENT

- Organize and chair the Barangay Ecological Solid Waste Management Committee (BESWMC), and formulate a community solid waste management program consistent with that of the city/municipality. Policies and plans to implement the program shall include but not limited to the following strategies:

- Develop and disseminate information and education campaign (IEC) materials on solid waste management to every household, business establishments, and other institutions in the barangay;
- Conduct community training and seminars on ecological friendly products and packaging
- Provide support mechanism for segregated collection (i.e., push carts, pedicabs, mini-trucks) and composting or pre-treatment of biodegradable wastes (using biological or environment- friendly technologies). This includes setting up of redemption or eco-centers (MRF) within the barangay for non-biodegradable or recyclable materials before selling in bulk to junk shops
- Establish an awards system and other incentives in the barangay as well as sanctions through the enactment of barangay ordinance and other rules and regulations to implement the program. The following can be considered:
 - i. Only segregated waste will be collected
 - ii. Open burning of garbage is not allowed
 - iii. No garbage can be displayed along sidewalks, streets, alleys, and posts
 - iv. No hanging of garbage bags on trees, fences and gate
- Establish a system of buying and selling of recyclable wastes including compost;
- Promote livelihood activities from waste materials;
- Network with the private/ business establishments within barangay; and
- Provide micro-financing for livelihood projects from waste.

- Ensure that segregation and collection of the solid waste specifically for biodegradable, compostable and reusable wastes is implemented; provided, that the collection of the non-recyclable materials and residual wastes shall be the responsibility of the municipal or city local chief executives.
- Establish within the barangay or cluster of barangays a Materials Recovery Facility (MRF), a redemption or eco-centers in a barangay-owned or leased land or any suitable open space to be determined by the SB.
- The MRF shall receive recyclable waste for final sorting, segregation, composting and recycling in a efficient and environmentally sound manner and to be sold in bulk to buy-back centers or “junk shops”. The remaining residual wastes shall be collected by the municipality/city.
- In establishing the MRF the building and/or land layout and equipment must be designed to accommodate efficient and safe materials processing, movement and storage.
- Allocate barangay funds for the barangay ecological solid waste management program approved by the SB.
- Organize a Core of Area or Street Coordinators thru the conduct of trainings for barangays residents on segregation, composting , recycling and livelihood opportunities from use of recyclable waste and to monitor their implementation.
- Integrate the Ecological Waste Management Program in the BDP and/ or Annual Investment Plan.
- Submit a monthly report to the City/Municipal ESWMC on the progress of the program, copy furnished the local DILG Office;

- Ensure that NGOs/POs related to recycling and manufacturing or packaging industries within the barangay have designed a process for the selection of their respective representative to the Barangay SWM committee.
- Call on any other concerned sectors (i.e. market association, industries, sidewalk vendors) within its territorial jurisdiction from time to time, as it may deem necessary.
- Implement the Zero-Waste Management Technology through total recycling such as: conversion of wastes into factory-returnable goods, fertilizers, feeds, fuel, fine crafts and filling materials; adopt methodologies in recycling waste such as: sorting, segregation at source, proper waste packaging and ecologically-sound disposal system; and information campaigns on the benefits derived from the adoption of this technology (MC No. 2000-117).
- Cause the enactment of an ordinance of the implementation of Comprehensive Solid Waste Management System highlighting waste segregation and storage, waste processing and resource recovery, collection and transportation and disposal of solid waste (MC No.96-119).
- Support the National Greening Program (NGP) and Arbor Day.
- Form a barangay ESWM secretariat (from the community or BDC) to assist the Committee in the performance of its functions. It shall provide technical and administrative support to the Committee whenever necessary (MC No. 2001-38).

WELFARE OF SENIOR CITIZENS, FAMILY AND PERSONS WITH DISABILITIES AND OTHER MEMBERS OF THE MARGINALIZED SECTORS

- Establish and allocate funds for Senior Citizen's and Day Care Centers (MC 2012- 120).
- Lead the observance of the Annual Linggo ng Katandaang Pilipino Celebration every last week of October of every year (MC No. 96-191).
- Cause the enactment of an ordinance in support of the campaign against commercial sexual exploitation of children (MC No. 99-164).
- Lead in the observance of the National Children's Month by:
 - Hanging streamers in strategic places accentuating on the children's month;
 - Conducting symposia, meetings or similar activities about current issues and concerns of the Filipino child;
 - Organizing child-friendly activities such as parades, children's march, caravans, field trips, photo exhibits, art contests, kiddie fairs and the like; and
 - Where applicable, sponsoring free mobile services such as medical, dental, food and nutrition services in favor of the less fortunate children and their families. (MC No. 99-217).
- Support the campaign and advocacy for the elimination of child labor by actively participating in sessions and other activities relative to child labor (MC No. 98-81).

- Coordinate and work closely with the Bureau of Non-Formal Education (BNFE) of the Department of Education (DepEd), Department of Budget and Management (DBM), Department of Social Welfare and Development (DSWD), the DILG and other government agencies and non-government organizations in the development and implementation of literacy and non-formal education (MC No. 2000-120).
- Initiate the creation of a Committee to plan and implement programs and activities to ensure a wider and more active participation of the private and public sectors in the nationwide observance of the Family Week every last of September of every year (MC No.96-148).
- Prohibit the featuring of events or scenes in all shows or carnivals that degrade persons with disabilities (MC No. 98-74).
- Implement the Magna Carta for Women (RA 9710) by establishing a Barangay VAW Desk.

DISASTER RISK REDUCTION AND MANAGEMENT

- Organize the Barangay Disaster Risk Reduction Management Committee (BDRRMC) under the BDC. Facilitate and ensure the participation of at least two (2) CSO representatives from existing and active community- based peoples’ organizations representing the most vulnerable and marginalized groups in the barangay.

- Ensure that not less than five percent (5%) of the estimated revenue from regular sources is set aside as the Local Disaster Risk Reduction and Management Fund (LDRRMF); 30% of which shall be allocated as Quick Response Fund while the 70% may be utilized for pre-disaster preparedness programs contained in the Local Disaster Risk Reduction and Management Plan (LDRRMP) duly approved by the Sangguniang Barangay.

- Ensure that the following functions of the BDRRMC are carried out (Section 12, 14 and 15; RA 10121):
 - Design, program, and coordinate disaster risk reduction and management activities consistent with the National Council's standards and guidelines;
 - Facilitate and support risk assessments and contingency planning activities at the local level;
 - Consolidate local disaster risk information which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map;
 - Organize and conduct training, orientation, and knowledge management activities on disaster risk reduction and management at the local level;
 - Operate a multi-hazard early warning system, linked to disaster risk reduction to provide accurate and timely advice to national or local emergency response organizations and to the general public, through diverse mass media, particularly radio, landline communications, and technologies for communication within rural communities;
 - Formulate and implement a comprehensive and integrated LDRRMP in accordance with the national, regional and provincial framework, and policies on disaster risk reduction in close coordination with the local development councils (LDCs);

- Prepare and submit to the local sanggunian through the BDRRMC the annual LDRRM Plan and budget, the proposed programming of the LDRRMF, other dedicated disaster risk reduction and management resources, and other regular funding source/s and budgetary support of the BDRRMC;
- Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the LGUs, CSOs, private groups and organized volunteers, to utilize their facilities and resources for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures;
- Identify, assess and manage the hazards, vulnerabilities and risks that may occur in their locality;
- Disseminate information and raise public awareness about those hazards, vulnerabilities and risks, their nature, effects, early warning signs and counter-measures;
- Identify and implement cost-effective risk reduction measures/ strategies;
- Maintain a database of human resource, equipment, directories, and location of critical infrastructures and their capacities such as hospitals and evacuation centers;
- Develop, strengthen and operationalize mechanisms for partnership or networking with the private sector, CSOs, and volunteer groups;
- Take all necessary steps on a continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, suitably-trained and competent personnel for effective civil defense and disaster risk reduction and management in its area;

- Organize, train, equip and supervise the local emergency response teams, ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;
- Respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there is an efficient mechanism for immediate delivery of food, shelter and medical supplies for women and children, endeavor to create a special place where internally-displaced mothers can find help with breastfeeding, feed and care for their babies and give support to each other;
- Within its area, promote and raise public awareness of and compliance with RA 10121;
- Coordinate other disaster risk reduction and management activities;
- Establish linkage/network with other LGUs for disaster risk reduction and emergency response purposes;
- Recommend the enactment of local ordinances consistent with the requirements of RA 10121;
- Establish a Barangay Disaster Risk Reduction and Management Operations Center;
- Encourage community, specifically the youth, participation in disaster risk reduction and management activities, such as but not limited organizing quick response groups, particularly in identified disaster-prone areas, as well as the inclusion of disaster risk reduction and management programs; and
- Take the lead in preparing for, responding to, and recovering from the effects of any disaster if only their barangay is affected.

AGRICULTURE AND FISHERY DEVELOPMENT

- Mobilize concerned sectors in the barangay to support and participate in the continuing inventory of post-harvest facilities in the barangay (MC No. 2001-21).
- Create a Fisheries and Aquatic Resources Management Council (FARMC) in the barangay, where appropriate, and extend appropriate and necessary support to the said council.
- Assist in the institutionalization of Barangay FARMCs which shall be consulted by the city/municipality in the following areas:
 - Determination of license fees of fishery activities in barangay waters. The council may also recommend the appropriate license fees that will be imposed;
 - Establishment of catch ceiling limitations in barangay waters for conversation and ecological purpose;
 - Establishment of closed seasons in barangay waters;
 - Management, conservation, deployment, protection, utilization, and disposition of all fish and fishery/ aquatic resources with their respective municipal waters;
 - The enactment of appropriate ordinances;
 - Prior consultation in authorizing or permitting small and medium commercial fishing vessels to operate within the ten point one (10.1) and fifteen (15) kilometer are from the shoreline in barangay waters through a public hearing;
 - List of priorities for consideration in determining priorities among those who will be allowed to fish in barangay water;

- Formulation of necessary mechanisms for inclusion or exclusion procedures in limiting entry into the barangay waters that shall be most beneficial to the resident barangay fisher folk;
 - Designation/establishment of zones for the construction of fish pens, fish cages, fish traps and other structures for the culture of fish and other fishery products;
 - Determination of defined migration paths of migratory fish species;
 - Establishment of post-harvest facilities for fishing communities; and
 - Recommend to the Department of Agriculture that portion of the barangay waters be declared as fishery reserves for special or limited use, for educational research, and/or special management purposes.
- Include the Chairperson or representative of the Local Agriculture and Fisheries Council as regular member of the BDC.

PHYSICAL FITNESS AND SPORTS DEVELOPMENT

- Organize and Chair the Barangay Physical Fitness and Sports Development Council (EO 63).
- Endorse private sports clubs and associations to the conduction training and other sports related activities provided that the following requirements are fully complied with as follows:
 - Presentation of Certificate of Accreditation or Affiliation from the concerned National Sports Association (NSA) or Philippine Olympic Committee; and
 - That no barangay funds shall be utilized for the purpose (MC No. 2001-108).
- Adopt and implement an Integrated Year-Round Plan of Action on Community-Based “SPORTS FOR ALL” Policy, in coordination with the DepEd, Department of Health (DOH), Philippine Sports Commission(PSC), LGU leagues, NSA, and other cooperating agencies (MC No. 99-20, EO No. 164);

HERITAGE, CULTURE AND ARTS

- Beyond the customary activities of wreath –laying, flag raising, parades, and the like, celebrate Philippine Independence Day by embarking into activities that address the concerns of the poor such as: medical missions, job fairs, and other special programs or activities in government cultural facilities (MC No. 99-97).

IMPROVEMENT OF REVENUE COLLECTION

- Furnish the concerned RDO with a quarterly list of contractors who are engaged in government contracts entered into by the barangay government every 15th day of the month immediately following the end of the quarter.
- The said quarterly list, which to be prepared in a matrix form shall indicate the following information: (a) TIN; (b) name of Contractor; (c) address; (d) project; (e) date Awarded; and (f) Amount of Contract;
- Include the TIN as a part of the essential requirements in all applications for barangay clearances, official papers and documents, as well as, in Community Tax Certificates;
- Pursuant to Revenue Memorandum Order No. 70-98 as amended, ensure that withholding of correct taxes, and remit the same on or before the date prescribed by law and other existing rules and regulations;
- Assist the provincial and municipal assessor in locating unregistered real properties and idle lands.

EMPLOYEES/WORKERS WELFARE

- Ensure that occupational, health and safety, sanitation and environmental conditions in the workplace of local government workers are made available and adequately maintained by having regular annual mental, physical/medical check-up; availability of clean and adequate comfort rooms, potable water, safe building or office facilities and safety measures against fire and other hazards.

AUSTERITY MEASURES

- Discuss thrift and savings measures in meetings and conferences with barangay officials and constituents.
- Put up bulletin boards to display/promote savings consciousness.
- Publish TIPID TIP series, news/photo releases, etc. in local newspapers, in-house publications and local radio stations.
- Encourage participation of barangay officials in the TIPID Movement Programs and Projects.
- Support the activities of the National Savings Consciousness Council Commission (NSCC) jointly organized by the PCCI and Tipid Movement in the implementation of its various programs and projects particularly on advocacy, education development, research and special projects (MC No. 99-60).

- Ensure prudent use of financial resource in relation to attendance to conventions, seminar and training where public fund is utilized. These should be along the Barangay Capacity Development Agenda (DILG MC 2010-139 and DILG-DBM JMC No. 02 s.2016).

HEALTH AND SANITATION

- Help in the conduct of the Anti-TB educational Campaign and extend financial support where necessary and appropriate (MC No.2002-38).
- Coordinate and/ or report to the Department of Agriculture and Department of Health, any clinical signs among the constituents, which may be attributed to “Mad Cow” disease (MC No. 2001-27).
- Strictly enforce the provisions of the Code on Sanitation and other related laws and ordinances in order to prevent and obviate possible outbreak of water and food-borne diseases and to safeguard the health and safety of the public particularly the students and personnel of various schools (MC No. 97-105, PD No. 856).
- Cause the enactment of ordinances, where there is none, or review existing ordinances, in support of overall HIV/AIDS prevention in control efforts (MC No. 99-233).
- Extend full support and participation to the Voluntary Blood Donation Program, to include the provision of funds as may be necessary and appropriate (MC No. 96-66).

- Support the promotion of food safety by way of:
 - Causing the enactment of a local legislative measure to promote food safety, if none has been passed thus far, or to review an existing ordinance on the matter to ensure its relevance in the overall efforts to address food poisoning and other food-borne diseases; and
 - Conducting other appropriate and fitting activities, e.g., dissemination of copies of Proclamation No.160, visits to public markets and other food-handling facilities to underscore the imperatives of ensuring food safety (MC No. 99-194).

ANIMAL WELFARE

- Undertake the concrete steps to help promote and support animal welfare, thru:
 - Causing the enactment of an ordinance aimed at protecting and promoting animal welfare;
 - The conduct of sustained information drive about animal rights, hazards of eating dog and cat meat, and others which may be infected with rabies and heat-resistant parasites; and
 - Apprehending and prosecuting those engaged in the illegal trading of animals (MC No. 2000-91, RA No. 8485).

ETHICS AND PUBLIC MORALS

- Strictly enforce all laws and ordinances prohibiting the selling and publishing of obscene and pornographic materials, publications, pictures, literatures and other similar articles, including the exhibition or giving away of indecent, immoral or obscene plays, scenes, acts or shows, whether live or in film which would tend to offend the morals and, for the purpose, issue appropriate Executive Order(s) as necessary for the proper enforcement and implementation of such laws or ordinances.

- If circumstances so warrant, coordinate with the appropriate law enforcement agencies to apprehend violators of such laws and ordinances and effect the confiscation of these obscene pictures, materials, articles, publications, literatures and other materials used in furtherance of these illegal and felonious activities.

**LIST OF PRESIDENTIAL DIRECTIVES
AND DILG MEMORANDUM CIRCULAR
(2000-2015)**

MC No. and Date of Issuance	Title	Precis/ Summary
Barangay Council for the Protection of Children (BCPC)		
MC 2012- 120	Allocation of One Percent (1%) Internal revenue Allotment (IRA) for the Strengthening and Implementation of the Programs, Projects and Activities of the Local Councils for the Protection of Children (LCPC) per Section 15 of RA 9344	Enumerates the programs, projects and activities (PPAs) that can be funded by the 1% IRA for the strengthening of LCPC.
MC 2008- 126 <i>August 21, 2008</i>	Revised Guidelines in Monitoring the Functionality of the Local Council for the Protection of Children (LCPC) at All Levels and for Other Purposes	Provides LGUs and other concerned entities guidelines and evaluation tool in assessing the functionality of LCPC.
MC 2005-007 <i>February 1, 2005</i>	Guidelines in Monitoring the Functionality of the Local Council for the Protection of Children (LCPC) at All Levels and for Other Purposes	Specifies the indicators for monitoring the functionality of LCPC
Barangay Full Disclosure Policy (BFDP)		
MC 2014-81 <i>July 15, 2014</i>	Amendment to DILG Memorandum Circular No. 2010-149 Re: Posting the Barangay Budget, Statement of Income and Expenditures and Other Barangay Financial Transactions, and Annual procurement Plan	Amended DILG MC 2010- 149 and decreased the number of financial documents to be posted from eight (8) to six (6) documents. It also encourages Punong Barangays to put up a “Barangay Full Disclosure Board” to post such documents.

MC No. and Date of Issuance	Title	Precis/ Summary
MC 2010- 149 <i>December 14, 2010</i>	Posting the Barangay Budget, Statement of Income and Expenditures and other Barangay Financial Transactions, and Annual Procurement Plan	Directs the Punong Barangay to post eight (8) barangay financial documents in conspicuous places like the entrance of their barangay hall and other public places, and in their websites (if available).
Barangay Anti- Drug Abuse Council (BADAC)		
MC 2015-65 <i>June 16, 2015</i>	Revitalization of the Barangay Anti-Drug Abuse Council (BADAC) and their Role in Drug Clearing Operations	Provides the reorganization of the BADAC before, during and after drug clearing operations. Expanded the BADAC further into two committees, namely: Operations and Advocacy.
MC 2012- 94 <i>May 21, 2012</i>	Strengthening the City, Municipal and Barangay Anti- Drug Abuse Councils	Delineation of Roles and Responsibilities of the PDEA, PNP and LGUs (city/ municipality/ barangay) pre, during, post drug clearing operations
MC 2009-09 <i>January 29, 2009</i>	Unified Action Against Illegal Drugs and Other Substances	Responsibilities of Local Government Officials in support of overall government efforts to address illegal drugs and other substances including the sanctions for violating provisions of RA 9165 or the Comprehensive Dangerous Drugs Act of 2002.

MC No. and Date of Issuance	Title	Precis/ Summary
MC 2004- 07 <i>January 23, 2004</i>	Expansion of the Barangay Anti-Drug Abuse Committee (BADAC) through organization of BADAC Auxiliary Team and for Other purposes	Specifies activities to be undertaken by the Sangguniang Barangay and existing BADAC, as well as the organization of BADAC Auxiliary Team.
MC 2003- 211 <i>October 27, 2003</i>	Clearing Drug- Affected Barangays	Guidelines in the clearing of drug- affected barangays involving the series of activities to be taken in phases by Anti-Drug Abuse Committees at the provincial, city, municipal and barangay government levels, PDEA and PNP.
MC 20003- 131 <i>June 23, 2003</i>	Strengthening of Anti-Drug Abuse Councils	Directs Local Chief Executives to immediately reactivate and strengthen, or cause the creation of (in case there is still none) their respective ADACS.
MC 2000-98 <i>August 1, 2000</i>	Comprehensive Drive Against Illegal Drugs Pursuant to Presidential Memorandum dated May 24, 2000	Organize and Strengthen the City/ Municipal Anti-Drug Abuse Councils thru sustained advocacy campaign against illegal drugs.

MC No. and Date of Issuance	Title	Precis/ Summary
Barangay Peace and Order Committee (BPOC)		
MC 2011- 24 <i>February 17, 2011</i>	Duties and Functions of the Provincial, City and Municipal Peace and Order Councils, and Barangay Peace and Order Committees (BPOC)	Cites the duties and functions of the Barangay Peace and Order Committee (BPOC) as the implementing arm of the City/ Municipal POC and provides suggested outline for the Peace and Order and Public Safety Plan.
MC 2008- 101	Reorganization and Guidelines in Monitoring the Functionality of Barangay Peace and Order Committee (BPOC)	Provides the guidelines in reorganizing the BPOC and the indicators for monitoring its functionality.
MC 2003- 101 <i>May 14, 2003</i>	Formulation of a Simplified Barangay Public Safety Plan	Provides guidelines on the formulation of Barangay Public Safety Plan by the Barangay Peace and Order Committee.
MC 2002-02 <i>January 11,2002</i>	Strengthening the Barangay Peace and Order Committees	Cause the enactment of a barangay resolution organizing the BPOC and implement Barangay Integrated Public Safety Plan in POCs and other agencies.

MC No. and Date of Issuance	Title	Precis/ Summary
MC 2001-141 <i>October 16, 2001</i>	Adaption of various measures to ensure the maintenance of peace and order at the barangay level	As part of the overall efforts, to ensure peace and order in the barangay, the MC requires all PBs thru the Barangay Secretary to regularly update the list of barangay residents, including information such as name, address, date of birth, etc. The MC likewise provides measures to ensures that BPOC functions in accordance with established laws and public policies.
MC 2001-136 <i>October 10, 2001</i>	Provision of secretariat services at the Provincial/City/ Municipal Peace and Order Councils and BPOCs.	Enjoins the PBs to designate the barangay secretary as POC secretariat.
Barangay Citizen's Charter		
MC 2010- 142 <i>December 9, 2010</i>	Implementation of the Anti- Red Tape Act at the Barangays	Guides barangays on the adoption and implementation of Barangay Citizen's Charter including the organization and duties and responsibilities of Task Force.

MC No. and Date of Issuance	Title	Precis/ Summary
MC 2008- 164 <i>November 4, 2008</i>	Strict Implementation of Republic Act No. 9485, otherwise known as the Anti- Red Tape Act of 2007 and Its Implementing Rules and Regulation	Enjoins all LCEs to strictly implement the provisions of the Anti- Red Tape Act of 2007 and its IRR to eliminate bureaucratic red tape, avert graft and corruption practices and improve the efficiency of delivery of government frontline services.
Others		
MC 2013- 61 <i>July 8, 2013</i>	Guidelines on the Barangay Registration of Kasambahay Pursuant to Republic Act No. 10361 entitled an Act Instituting Policies for the Protection and Welfare of Domestic Workers	Provides guidelines for the barangay registration of all Kasambahay nationwide.
MC 2012- 61 <i>March 28, 2012</i>	Adoption/ Implementation of the Guidelines in the Establishment and Management of a Referral System on Violence Against Women at the Local Government Unit Level	Encourages all LGUs to adopt/ implement or utilize guidelines in providing response to victims of violence against women.
MC 2012-16 <i>January 30, 2012</i>	Aksyon Barangay Kontra Dengue (ABKD)	An inter-agency cooperation strategy to intensify fight against dengue outbreak in order to reduce dengue cases and control dengue transmission.

MC No. and Date of Issuance	Title	Precis/ Summary
MC 2011- 45 <i>March 25, 2011</i>	Review of Existing ordinances Enacted by the Sangguniang Barangay which impose taxes, fees and charges beyond its taxing powers, which include, but not limited to micro- financing institutions operating thereat	Provides guidelines for all barangay governments in enacting ordinances in the exercise of taxing or revenue- raising powers.
MC 2009- 109 <i>August 7, 2009</i>	Guidelines in Monitoring the Functionality of the Barangay Development Councils (BDC)	Provides the guidelines for the regular monitoring and evaluation of BDCs to assess their performance in relation to their mandated functions and responsibilities, thus determining their functionality.
MC 2002-38 <i>March 13, 2002</i>	CY 2002 Anti-TB Educational and Fund Campaign	Help and extend financial support where appropriate in the conduct of the anti-TB education and information campaign.
MC 2002-11/ <i>January 23,2002</i>	Expeditious Issuance of Barangay Clearance and City License (<i>for punong barangay in Metro Manila</i>).	Enjoins Punong Barangay to expedite the issuance of Barangay Clearance for the immediate repair of roads, pipe leaks and other infra projects.

MC No. and Date of Issuance	Title	Precis/ Summary
<p>MC 2001-131 <i>October 2, 2001</i></p>	<p>Reiteration of DILG MC 99-152 Creation of Fisheries and Aquatic Resources Management Councils (FARMCs)</p>	<p>Reiteration of MC 99-152 dated October 2,2001, to institutionalize the major roles of fisher folks in planning and formulation of policies for the management,conservation, sustainability and protection of the coastal ecosystem.</p>
<p>MC 2001-109 <i>August 15,2001</i></p>	<p>Endorsement of Sports Development Programs and Activities of Private Sports Clubs And Associations</p>	<p>Provides policies on the endorsement of private sports clubs and association.</p>
<p>MC 2001-38 <i>April 10,2001</i></p>	<p>Addendum to DILG MC No. 2001-19 Re: Implementation of Republic Act 9003, otherwise known as the Ecological Solid Waste Management Act Of 2000</p>	<p>Creation of an Ecological Solid Waste Management Committee at the barangay level.</p>
<p>MC 2000-117 <i>August 30, 2000</i></p>	<p>Implementation of Zero- Waste Management</p>	<p>Implement the Zero Waste management technology through the adoption of methodologies in recycling waste and to conduct public consultation for that matter.</p>
<p>MC 2000-91 <i>July 14, 2000</i></p>	<p>Implementation of Republic Act No. 8485, Otherwise known As “The Animal Welfare Act of 1998”</p>	<p>Outline the concrete action steps to undertake to promote and support animal welfare.</p>

MC No. and Date of Issuance	Title	Precis/ Summary
MC 2000-13	Adoption of Austerity and Economy Measures for All Local Government Units from Purchasing Luxury Vehicles utilizing Local Government Funds	Refrain from acquiring luxury vehicles involving government funds

NOT FOR SALE

