



6TH
EDITION

THE CITY MAYOR

A REFERENCE GUIDE TO ACTION
Tasks and Responsibilities
Checklist

TASKS AND RESPONSIBILITIES
CHECKLIST:
A Reference Guide to Action

The City Mayor

6TH EDITION

The **City Mayor Tasks and Responsibilities**
Checklist: A Reference Guide to Action

6th Edition

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Message

Being a public servant can be overwhelming. Multidimensional issues beset local communities, and urgent needs warrant attention and action simultaneously. Days will be filled with situations that will require you to adapt and will test your resolve. Stay focused and be steadfast with the priorities you have for your community.

Peace and order is one of the most crucial areas where you can focus on. I appeal to you to continue and intensify the fight against illegal drugs, corruption, and criminality. Equally important, strengthen your community's resilience by improving disaster preparedness and by ensuring that you have the systems in place to meet basic needs such as water, shelter, nutrition, and health. Channel your efforts into moving people from the margins into the mainstream by providing opportunities for sustainable livelihood and development.

To support you in your role, we at the Department of the Interior and Local Government present this material to serve as your guide and strengthen your capacity in public office. We trust that under your leadership will arise peaceful, resilient, and capable communities that can help take us a step closer to building a stronger nation.


GEN. EDUARDO M. AÑO (RET.)
Secretary
Department of the Interior and Local Government


Message



The strength of a nation lies in its local government units. Being the closest to the people, LGUs are more understanding of the plight of their communities and can maximize this proximity in order to effectively address community needs. Almost three decades ago, the Local Government Code was passed in order to provide for meaningful local autonomy. It intends to enable LGUs to attain their fullest development as self-reliant, peaceful and secure communities, and transform themselves into active partners in the attainment of national goals. Consequently, because you are the leader of your community, you have a pivotal role in propelling your LGU toward progress and development.

One of the major thrusts of the Department is to develop the capacities of local governments to fulfill their mandate. The Program for NEOs is one of our undertakings in our commitment to provide harmonized and holistic capacity development mechanisms for LGUs all over the country.

To help you develop an understanding of your duties, responsibilities and accountabilities in your initial months in office, we present this quick reference developed by the Department's training arm, the Local Government Academy. We are behind you as you embark on this enormous and worthwhile undertaking. We are one with you in your actions to improve the efficiency and morale in the LGU. Together, let us build a *matatag, maginhawa at panatag* na buhay for all Filipinos.


MARIVEL C. SACENDONCILLO
Undersecretary
Local Government



Message

Allow me to extend my sincerest congratulations to you for winning in the 2019 elections. It is not an easy feat as it requires a great deal of passion and determination, two things that you will continually wield in your new post. We, at the Local Government Academy (LGA), stand ready to support you with capacity building programs as you progress into becoming a more competent public servant. The LGA, through its Program for Newly-Elected Officials, provides you with training and development activities on effective local governance.

The LGA also supports you as you prepare your community for ASEAN integration. We have a package of programs to guide you in developing and implementing plans for building a more competitive, inclusive, and sustainable local economy that is ready to compete in the regional playing field.

In line with this, we are pleased to present this material to help you navigate the initial days of your assumption in office. May the subject matter contained herein help you learn the ropes quickly and provide you with guidance in decision and policy making. We wish you well and all the best in your journey in public office.


THELMA T. VECINA
Executive Director
Local Government Academy

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ABBREVIATIONS

A.O.	Administrative order
BDRRMC	Barangay Disaster Risk Reduction and Management Committee
BFAR	Bureau of Fisheries and Aquatic Resources
CLUP	Comprehensive Land Use Plan
CTC	Community tax certificate
DBM	Department of Budget and Management
DILG	Department of the Interior and Local Government
E.O.	Executive Order
ECCD	Early Childhood Care Development
ELA	executive-legislative agenda
EMB	Environmental Management Bureau
FIDA	Fiber Industry Development Authority
FMB	Forest Management Bureau
FPA	Fertilizer and Pesticide Authority
IPRA	Indigenous Peoples' Rights Act
IRA	Internal Revenue Allotment
IRR	Implementing rules and regulations
JMC	Joint Memorandum Circular
LCE	local chief executive
LDRRMF	Local Disaster Risk Reduction and Management Fund
LGC	Local Government Code of 1991
LGPMS	Local Governance Performance Management System
LMB	Land Management Bureau
LSB	Local Special Bodies
LTFRB	Land Transportation Franchising and Regulatory Board
MARINA	Maritime Industry Authority
MC	Memorandum Circular
NGO	nongovernment organization
PCG	Philippine Coast Guard
PNP	Philippine National Police
PO	People's organization
RBA	rights-based approach
SALN	Statement of Assets, Liabilities and Net worth
SGLG	Seal of Good Local Governance
TIN	tax identification number

1

Starting Up Tasks and Responsibilities for the First 100 days in the office

General Administrative Matters

- ☐ Read the Local Government Code of 1991. It is the law that applies to cities that were created prior to the effectivity of the Code. Know the powers, duties, and functions of the city mayor as enumerated in Sec. 455 of the Code. For cities created after the effectivity of the Code, the city charter applies. Read the charter and know the powers, duties, and functions of the city mayor as provided in the charter.
- ☐ Exercise general supervision and control over all programs, projects, services, and activities of the City Government [Section 455 (b) (1), LGC]
- ☐ Present the program of government and propose policies and projects for the consideration of the Sangguniang Panlungsod [Section 455 (b) (1) (iii), LGC]

REMINDERS

- ☐ Take an **Oath or Affirmation of Office**, together with other elective and appointive city officials and employees [Section 92, LGC].
- ☐ File a sworn Statement of Assets, Liabilities and Net worth (SALN), list relatives in government service and financial and business interests, and submit Personal Data Sheet, as required by law (Section 91, LGC).
- ☐ The SALN and Disclosure of Business Interest and Financial Connections shall be filed within 30 days from assumption to office. The same should be filed with the Office of the Deputy Ombudsman in the region where the mayor's LGU is located.
- ☐ Call upon any national official or employee stationed in or assigned in the city to seek the official's advise on matters affecting the city and to make recommendations thereon [Section 455 (b) (1) (xvi), LGC].

Organization of Local Special Bodies

The city mayor shall organize (or re-organize, if one is already in place) the following local special bodies:

- ☐ City Development Council [Section 106, LGC]
- ☐ City School Board [Section 98, LGC]
- ☐ City Health Board [Section 102, LGC]
- ☐ City Bids and Awards Committee [R.A. 9184]
- ☐ City Peace and Order Council [Section 116, LGC; E.O. 309, as amended by E.O. 773]
- ☐ People's Law Enforcement Board [R.A. 6975, Article 187, IRR, LGC; DILG MC No. 06-59, s. 2006]
- ☐ City Disaster Risk Reduction and Management Council (R.A. 10121)

Formulation of the Executive-Legislative Agenda

- ☐ The city mayor shall lead the formulation of a term-based
- ☐ ELA [DILG MC No. 04-64, s. 2004, DILG MC 2007-114.

NOTES ON THE EXECUTIVE-LEGISLATIVE AGENDA

1. The Executive-Legislative Agenda identifies the priority areas for improvement or reform.
2. The ELA is structured as follows:
 - *Governance* – financial accountability; transparency; citizen participation; equity; and local legislation
 - *Administration* – development planning; revenue generation; revenue allocation and utilization; human resources management and development; and customer services
 - *Social Services* – health and nutrition; education; housing and basic utilities; peace, security and disaster preparedness
 - *Economic Development* – agriculture and fisheries development; business, enterprise, and industry promotion
 - *Environmental management* – natural resources management; waste management and pollution control
3. In the formulation of the ELA, involve civil society and the business community [DILG MC No. 2007-114, s. 2007].

On Other Plans

- ☐ Formulate or update the Comprehensive
- ☐ Land Use Plan [DILG MC No. 2007-114, s. 2007].
- ☐ Formulate the City Development Plan [Section 455 (b) (1) (ii), LGC].

Personnel Actions

- ☐ Ensure that all personnel actions are in accordance with the civil service laws, rules and regulations [Section 77, LGC].
- ☐ Appoint all officials and employees whose salaries and wages are wholly or mainly paid out of city funds and whose appointments are not otherwise provided for in the Local Government Code [Section 455 (b) (1) (v), LGC].
- ☐ The city treasurer and the assistant city treasurer are appointed by the Secretary of the Department of Finance from three recommendees of the city mayor.
- ☐ The Secretary to the Sangguniang Panlungsod and the officials and employees of the Sangguniang Panlungsod are appointed by the city vice mayor unless the city charter provides otherwise (Section 445 of the LGC of 1991).

NOTES

- ☐ Determine, according to law or ordinance, the time, manner and place of payment of salaries or wages of officials and employees [Section 455 (b) (1) (viii), LGC].
- ☐ Allocate and assign office space to officials and employees [Section 455 (b) (1) (ix), LGC].

POINTERS IN THE PREPARATION OF THE ANNUAL BUDGET

- ☐ **Total Appropriations** - shall not exceed the estimates of income [Section 324 (a), LGC]
- ☐ **Full Provision** - shall be made for all statutory and contractual obligations of the city [Section 324 (b), LGC]
- ☐ **Debt Servicing** - shall not exceed 20% of the regular income of the city
- ☐ **Aid to Component Barangays** - shall not be less than One Thousand Pesos (₱1,000) per barangay [Section 324 (c), LGC]
- ☐ **Calamity Fund** – shall be 5% of the estimated revenue from regular sources [Sec 324 (d), LGC; R.A. 8185]
- ☐ **Development Fund** - at least 20% of the annual IRA shall be appropriated for development projects [Section 287, LGC; E.O. No. 189 s. 1999; DILG; and DBM JMC No. 1, s. 2005]
- ☐ **Personal Services** - shall not exceed 45% for 1st–3rd class local governments, and 55% 4th -6th class local governments
- ☐ **Intelligence or Confidential Undertakings** - shall not exceed 30% of the total annual amount allocated for peace and order efforts or 3% of the annual appropriations, whichever is lower [DILG MC No. 99-65, s. 1999, as amended; COA-DBM-DILG Joint Circular No. 2015-01 dated January 8, 2015]
- ☐ **Discretionary Purposes** - shall not exceed 2% of the actual receipts derived from basic real property tax in the preceding calendar year (Section 325 (h) of the LGC of 1991)
- ☐ 1% of the Internal Revenue Allotment of the city government shall be allocated for strengthening the Local Council for the Protection of Children [R.A. 9344, April 23, 2006, Juvenile Justice and Welfare Act]
- ☐ **Senior Citizen and PWD** - 1% of regular income
- ☐ **GAD** - 5% of regular income

On Peace and Security

- ☐ Formulate, or update, and implement the City Peace and Order Annual Action Plan for the preservation and maintenance of peace and order [DILG MC No. 97-142, s. 1997; DILG MC 2015-128].
- ☐ Formulate, or update, and implement the Integrated Area/Community Peace and Order and Public Safety Plan [DILG MC No. 02-162, s. 2002; DILG MC 2015-128].

Other Concerns

- ☐ Prepare the executive budget for the ensuing fiscal year and its submission to the Sangguniang Panlungsod not later than the 16th day of October of the current fiscal year [Section 318, LGC].

REMINDER

The city mayor is to direct the city accountant and barangay officials to submit the **Monthly Financial Statements** to the Sangguniang Panlungsod 30 days after the close of each month, and the **Year-End Statement of Accounts** 60 days after the 31st of December [DILG MC No. 96-161, s. 1996]

- ☐ Establish a local revenue management information system [DILG MC No. 98-51, s. 1998].
- ☐ Institute administrative or judicial proceedings for violation of ordinances in the collection of taxes, fees or charges, and for the recovery of funds and property [Section 455 (b) (3) (ix), LGC].
- ☐ Formulate, or update, and enforce the City Environmental Code [DILG MC No.97-267, s. 1997].

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Gearing Up for the Continuing Tasks and Responsibilities

LOCAL ADMINISTRATIVE GOVERNANCE

- ☐ Enforce all laws and ordinances relative to the governance of the city, and in the exercise of its corporate powers, and cause the implementation of all approved policies, programs, projects, services and activities of the city [Section 455 (b) (2), LGC].
- ☐ Call conventions, conferences, seminars or meetings of elective or appointive officials of the city [Section 455 (b) (2) (ii), LGC].
- ☐ Exercise general supervision over component barangays [Section 32, LGC].
 - » Ensure that the acts of component barangays and their officials and employees are within the scope of their prescribed powers, duties and functions [Section 455 (b) (2) (i), LGC].
 - » Visit component barangays at least once every six months to deepen your understanding of their problems and conditions, to listen and give appropriate counsel to local officials and inhabitants and to inform the component barangay officials and inhabitants of general laws and ordinances [Section 455 (b) (1) (xiii), LGC].
 - » Ensure that all barangays have complete or updated Registry of Barangay Inhabitants [DILG MC No. 06-134, s. 2006].
 - » Upon the determination of the Sangguniang Panlungsod, whose decision shall be final and executory, impose a preventive suspension on erring elective barangay officials (Sec. 61 (c) of the LGC and Sec. 63 (a) (3) of the LGC of 1991).

- ☐ Acts as disciplinary authority over all city appointive officials and employees, except the city treasurer, the assistant city treasurer, and the officials and employees of the Sangguniang Panlungsod (*Sec. 85, 86, 87, LGC*).
- ☐ Establish cooperative undertakings with other local government units [*Section 33, LGC*].
- ☐ Lead the replication of exemplary practices of other local governments, as appropriate [*DILG MC No. 04-152, s. 2004*].
- ☐ Ensure that the city is defended against all suits to ensure that its interests, resources, and rights are adequately protected [*Section 455 (b) (3) (ix), LGC*].
- ☐ Represent the city in all its business transactions and sign in its behalf all bonds, contracts and obligations, and other documents, upon the authority of the Sangguniang Panlungsod, pursuant to the law or pursuant to the ordinance [*Section 455 (b) (1) (vi), LGC*].
- ☐ Have the Annual Report prepared. The report should contain a summary of all matters pertinent to governance, administration, social services, economic development and environmental management, including supplemental reports when unexpected events and situations arise at any time during the year [*Section 455 (b) (1) (xx), LGC and DILG MC No. 07-24, s. 2007*].
- ☐ Organize the SGLG-LGPMS Team and give directives on compliance with national and international standards as envisioned in the SGLG (*DILG MC 2018-49*).
- ☐ Ensure that the Annual Report, also referred to as the State of Local Governance Report, is optimally utilized as a principal source document in the formulation and implementation of programs or projects, or administrative reforms that are within the competence and authority of city officials to undertake [*DILG MC No. 07-24, s. 2007*].
- ☐ Apply and secure permission from the authorities before going on official travel outside of the city [*Section 96, LGC*].

On Transparency

Implement an **Open-Door-Policy Type of Governance** to bring the government closer to the people.

- ☐ To ensure transparency in the financial transactions of the city, ensure that the Full Disclosure Policy is complied with (DILG MC 2010-083; 2011-008-A; DILG MC 2011-134; DILG MC 2012-141; DILG MC 2013-140).
- ☐ Institutionalize a policy that gives people equal access to city government offices.
- ☐ Designate a Citizens' Desk, at the lobby of the city hall, properly identified and completely manned at least eight hours a day to provide information and other forms of assistance.
- ☐ Conduct regular informative tours of city offices for the youth to familiarize them on the workings of the city government.
- ☐ Establish semi-permanent bulletin boards or billboards containing information such as duties and functions of city offices, programs and services [DILG MC No. 96-45, s. 1996, as amended].
- ☐ Lead the implementation of Republic Act No. 9485, otherwise known as the 'Anti-Red Tape Act Of 2007 by:
 - ✓ Creating a Citizen's Charter that describes the step-by-step procedure for availing of a particular service, and the guaranteed performance level that citizens may expect for that service. It could come in the form of published materials written in English, Filipino, or in the local dialect (Section 6, R.A. 9485, Rule IV, IRR).
 - ✓ Implementing appropriate working schedules or mechanisms to ensure the uninterrupted delivery of frontline services, such as rotation system among office personnel, sliding flexi-time, and reliever system.
 - ✓ Prescribing, through an appropriate office order, the rules on the proper authority to sign in the absence of the regular signatory (Section 3, Rule III, IRR).

- ✓ Reviewing the Citizen's Charter whenever necessary, but not less than once every two years. *(Section 4, Rule IV, IRR)*
- ✓ Undertaking on a continuing basis, programs to promote customer satisfaction and improve service delivery:
 - a. Promptly acting on the applications and requests by either accepting or denying them. No application or request shall be returned to the client without appropriate action *(Section 2, Rule VI, IRR)*.
 - b. For all officers and employees transacting with the public, wearing proper identification cards during office hours *(Section 4, Rule VI, IRR); (Section 4, Rule VI, IRR)*.
 - c. Establishing a public assistance desk/complaints desk where an officer or employee shall be available for consultation and advice. Other mechanisms may be instituted, such as hotline numbers; text messaging; information and communications technology; one-stop shops or walk-in service counters; and special lanes for pregnant women, senior citizens, and persons with disabilities *(Section 5, Rule VI, IRR)*.

On Participation

- ☐ Promote the establishment and operation of people's organizations and nongovernment organizations (POs and NGOs) to become active partners in the pursuit of local autonomy [Section 34, LGC].
- ☐ Enter into joint ventures and other cooperative arrangements with POs and NGOs to engage in the delivery of basic services, capability-building and livelihood projects in the city [Section 35, LGC].
- ☐ Provide assistance, financial or otherwise, to accredited city-based POs and NGOs for economic, social, environmental, or cultural projects to be implemented in the city [Section 36, LGC].

On Indigenous and Cultural Communities

- ☐ Uphold and ensure the free exercise of the rights of indigenous and cultural communities or indigenous peoples in the city [DILG MC No. 02-89, s. 2002].
- ☐ Integrate indigenous peoples' rights and related concerns within the framework of gender and development [DILG MC No. 05-34, s. 2005].
- ☐ Ensure that Sec. 16 of R.A. 8371 or the Indigenous People's Rights Act (IPRA) is complied with. The IPRA provides that indigenous peoples must be represented in all local legislative bodies.

On Development Planning

- ☐ Formulate or update the Comprehensive Land Use Plan and ensure that the zoning ordinance is strictly enforced [DILG MC No. 04-133, s. 2004; DILG-MC No. 2010-112].
- ☐ Seek assistance from the Housing and Land Use Regulatory Board or directly contract the services of private technical experts or consultants to ensure transparency and to fast-track the formulation or updating of the CLUP [DILG MC No. 01-76, s. 2001]

REMINDERS FOR COMPONENT CITIES

If the CLUP is not acted upon by the Sangguniang Panlalawigan within the prescribed three-month period:

1. Issue a certification that the CLUP was not acted upon by the Sangguniang Panlalawigan.
2. Submit to the DILG central office, through the DILG regional office, the CLUP, together with such certification on the inaction by the Sangguniang Panlalawigan.

On Other Plans

- ☐ Direct the formulation and implementation of the city development plan [Section 455 (b) (1) (ii), LGC; DILG-NEDA-DBM-DOF JMC No. 1, series of 2016].
- ☐ In the formulation and implementation of youth-oriented programs and policies, adopt the Medium-Term Youth Development Plan for CY 2019-2024 and every five years thereafter (E.O. No. 438, s. 2005).

REMINDERS IN FORMULATING PLANS

- ☐ Integrate the rights-based approach (RBA) in the City Government Plan of Action.
- ☐ Participatory in its formulation. Encourage participation of children and other vulnerable groups.
- ☐ Allocate funds for RBA programs and use RBA in development planning, programming, budgeting, and policy formulation.
- ☐ Ensure that access improvement interventions based on Integrated Rural Accessibility Planning (IRAP) analysis, findings, and recommendations are included in the Annual Investment Plan.
- ☐ Ensures that the plans are based on a comprehensive and evidence-based risk assessment as part of the development of the local development plans, specifically for Disaster Risk Reduction and Climate Change Adaptation (DRR-CCA) related plans.
- ☐ Ensure that DRR-CCA are mainstreamed in the local development plans (DILG Memorandum Circular 2015-77).

- ☐ Incorporate development projects on culture and the arts in the short and long-term development plans.
- ☐ Incorporate in the annual development plan, programs or projects that will enhance the development and management of fisheries and other aquatic resources [DILG MC No. 98-68, s.1998; DILG MC No. 01-131, 2001].

REMINDERS IN SUBMITTING PLANS

- ☐ Submit the updated Comprehensive Medium-Term Annual Investment Plan and Land Use Plan to the DILG regional office. The plans should include the approved zoning ordinances [DILG MC No. 97-221, s. 1997].
- ☐ Submit the Annual Development Plan to the DILG, copy furnished DBM. Release of the 20% Development Fund shall be in accordance with the procedures and guidelines issued by the DBM for the speedy and effective enforcement of the provisions of Section 288 of R.A. 7160 and its implementing rules and regulations [DILG MC No. 01-55, s. 2001; E.O. No. 189, s.1999]

On Revenue Generation

- ☐ Generate resources and revenues to finance the implementation of development plans, programs, objectives and priorities [Section 455 (b) (3), LGC and DILG MC No. 99-111, s. 1999].

Enhance tax enforcement and collection efforts through the following actions:

- ☐ Ensure the collection of correct taxes and remitting the same to the appropriate bodies;
- ☐ Include the tax account number in all applications for government permits, community tax certificate, and other official papers and documents.
- ☐ Submit updates about the current and fair market value of a property

- ☐ Provide the Bureau of Internal Revenue with an alphabetical list of taxpayers.
- ☐ Provide the Revenue District Office with a list of contractors who are engaged in government contracts and the list of professionals who are required to pay profession or occupation tax.
- ☐ Require the presentation of proper documents prior to the renewal of a business permit.
- ☐ Assist in the dissemination of tax reminders, promotion of BIR programs and other reminders or campaigns on the issuance of official receipts for every purchase that a taxpayer makes.
- ☐ Submit requirements to BIR, which will be useful in the issuance of BIR certificates.
- ☐ Assist the Revenue District Office in locating unregistered taxpayers and delinquent taxpayers.
- ☐ Give the BIR authorized personnel access to the assessment, collection and remittance records, subject to the pertinent provisions of applicable laws, rules and regulations [DILG MC No. 01-33, s. 2001].
- ☐ Strictly implement withholding tax laws and regulations and advise all officers-in-charge concerned that failure to comply is subject to administrative and penal liabilities as provided for by the law [DILG MC No. 99-151, s. 1999; DILG MC. No. 95-164, s. 1999; Revenue Memorandum Orders 14-98 and 70-98].
- ☐ Impose terminal, parking, and other similar fees and enforce regulations on the routing of PUVs in strict conformity with the approved route mandated by the LTRFB [DILG MC No. 02-17, s. 2002].
- ☐ Include operational and logistical support to the PNP in the annual budget appropriations [E.O. No. 546, s. 2006].
- ☐ Have revenue ordinances codified with the aim of improving local revenue administration [DILG MC No. 98-51, s. 1998].

On Illegal Fees and Charges

- ☐ Do not enforce an ordinance authorizing the levy of fees and taxes on inter-province transport of goods; regulatory fees from passengers in local ports; and other additional taxes, fees or charges on transporting goods and passengers (DILG MC No. 2006 70, s. 2006).
- ☐ Repeal ordinances authorizing the levy and collection of fees, taxes and other charges on transporting goods and passengers carried into or out of, or passing through, the territorial jurisdiction of the local government unit concerned (Sec. 133 (e), LUC); (DILG MC No. 2006-70, s. 2006).
- ☐ Adhere to the fundamental principles, limitations, and requisites of the exercise of the taxing powers of a local government unit (DILG MC Nos. 2009-42 and 2009-76, s. 2009).
- ☐ Rectify defective tax ordinances that levy fees on passing through vehicles, especially those carrying agricultural goods and products (DILG MC Nos. 2009-42 and 2009- 76 s. 2009).

On Resource Allocation and Utilization

REMINDER

Prior to the issuance of a tax declaration, require a certification from the directors of FMB and LMB, or their duly authorized representatives, that the area declared for taxation purposes is alienable and disposable [DILG MC No. 99-165, s. 1999; PD No. 705].

- ☐ Ensure that the 20% component of the Internal Revenue Allotment is optimally utilized for development projects, such as the following:

1. Social Development

- ☐ Construction or rehabilitation of health centers, rural health units or hospitals, and purchase of medical equipment
- ☐ Construction or rehabilitation of local government-owned potable water supply system
- ☐ Establishment or rehabilitation of manpower development centers
- ☐ Construction or rehabilitation of evacuation centers
- ☐ Purchase or repair of area-wide calamity-related alarm or warning system
- ☐ Rehabilitation of cultural and historical sites
- ☐ Purchase or repair of appropriate calamity-related rescue operations equipment such as inflatable boats, breathing apparatus, extraction tools, safe line rescue ropes, fire extinguishers, chainsaws, and two-way handheld radios
- ☐ Purchase and development of land for the relocation of informal settlers and relocation of survivors of calamities
- ☐ Construction or rehabilitation of facilities such as multi-purpose hall for the use of out-of-school youths, women, senior citizens, minors, displaced families, indigenous people, and persons with disabilities
- ☐ Installation and maintenance of a street lighting system, excluding payment of electric bills

2. Economic Development

- ☐ Construction or rehabilitation of communal irrigation or water impounding system and purchase of post-harvest facilities such as farm or hand tractor with trailer, thresher and mechanical drier
- ☐ Construction or rehabilitation of local roads or bridges and purchase of appropriate engineering equipment such as dump trucks, graders and payloaders
- ☐ Capital expenditures related to the implementation of livelihood or entrepreneurship and local economic development projects
- ☐ Amortization of loans used to finance development projects cited in the JMC No. 1, s. 2011, subject to a 20% debt service cap

3. Environmental Management

- ☐ Reforestation and urban greening
- ☐ Construction or rehabilitation of sanitary landfills and materials recovery facilities; purchase of garbage trucks and similar equipment

REMINDER

Prioritize funding or resource allocation to devolved projects, services, and facilities, particularly those that affect health, agriculture, social welfare and the environment [DILG MC No. 95-14, s. 1995].

- ☐ Implementation of flood and erosion control projects such as rehabilitation and construction of drainage systems, desilting of rivers, and declogging of canals
- ☐ Other environmental management projects that promote air and water quality, as well as productivity of the coastal or freshwater habitat, agricultural land, and forest land

On Financial Accountability

- ☐ Provide efficient and effective property and supply management in the city; protect its funds, credits, rights and other city properties [Section 455 (b) (3) (viii), LGC].

NOTE

Organize or reorganize
a City Finance Committee
[Section 316, LGC

- ☐ Direct the city accountant and barangay treasurers to submit monthly accounts to the city auditor [DILG MC No. 96-161, s. 1996].
- ☐ Have a bookkeeper appointed for every 15 barangays, subject to the approval of the Sangguniang Panlungsod and the availability of funds [DILG MC No. 96-161, s. 1996].
- ☐ Ensure that the city government and component barangays submit their financial reports and comply with rules and regulations regarding financial transactions.
- ☐ Direct the city accountant and barangay officials to submit Monthly Financial Statements to the Sangguniang Panlungsod 30 days after the close of each month, and the Year-end Statement of Account 60 days after the 31st of December [DILG MC No. 96-161, s. 1996].
- ☐ Require an annual physical inventory of properties and equipment in all barangays every year-end and have the reports submitted to the city auditor (DILG MC No. 2018-12).
- ☐ Direct the city accountant to submit Monthly Bank Reconciliation Statement on Barangay Depository Account to the city auditor for verification and review.

- ☐ Direct the punong barangays or barangay treasurers to post itemized revenues and expenditures within 30 days after the end of each year. This information should be posted in at least three conspicuous places in the barangay, as required in Section 352 of the Local Government Code.
- ☐ Cause legal actions against barangay officials who misuse barangay funds or properties [DILG MC No. 96-161, s. 1996].
- ☐ Before entering into a contract, exert all efforts to determine that the private contracting party is free and clear of all tax liabilities to the government [Section 2, E.O. No. 398, s. 2005].
- ☐ Strictly adhere to the government policy on austerity and economy measures [DILG MC No. 2000-13, s. 2000; A.O. No. 339, NBC No. 446-A].

TIMELINE IN THE ISSUANCE OF ENDORSEMENT

- ☐ **Consultation with NGOs, POs and other sectors concerned** – not more than 1 week upon hearing other merits of the project proposal from the proponent, and upon evaluation that such is supportive of the development agenda of the LGU
- ☐ **Enactment of the requisite Sanggunian resolution** – not more than 2 weeks upon receipt of the results of the consultation accepting or endorsing the proposed project
- ☐ **Preparation, approval, and release of the endorsement** – not more than 1 day upon receipt by the Sanggunian [DILG MC No. 03-58, s. 2003]

On Customer Service

Implement the Anti-Red Tape Program for Local Governments, now called Simplification of Civil Application Systems, focusing on the **Simplification of Internal Regulatory Systems**.

- ☐ Simplify and rationalize local rules and procedures for processing business permits, building permits, certificates of occupancy, civil registry and real property documents.
- ☐ Prepare for the eventual computerization of internal regulatory systems, such as manual-based rules and procedures.
- ☐ Display step-by-step application procedures in the form of flowcharts in publicly accessible and conspicuous places within the city hall premises.
- ☐ Publish primers or flyers about the simplified rules and procedures and distribute them to the public [DILG MC No. 01-120, s. 2001; DILG MC No. 04-50, s. 2004; DILG MC No. 04-65, s. 2004].
- ☐ Establish a One-Stop-Shop or One-Stop Processing Center [DILG MC No. 01-120, s. 2001].

FUNCTIONS OF A ONE-STOP-SHOP

1. Facilitate processing and issuance of business permits, building permits, certificates of occupancy, civil registry and real property documents
2. Address problems about the delivery of basic services or refer such problems to competent local authorities for resolution
3. Maintain a record of permits and other documents processed
4. Recommend measures to the city mayor on how to improve its operation

- ☐ Require the One-Stop Shop to extend operations through 9:00 in the evening, as may be necessary, within the months of January through March [DILG MC No. 03-10, s. 2003].
- ☐ Set up a customer complaints desk [DILG MC No. 01-120, s. 2001].

FUNCTIONS OF A CUSTOMER COMPLAINT DESK

1. Act on red tape-related complaints and queries that are within its authority and capability to handle.
2. Refer to the city mayor all red-tape related complaints against any local government personnel
3. Maintain a database of queries or complaints and actions taken
4. Give the city mayor regular update on customer feedback about the implementation of the internal regulatory system and One-Stop Shop.

- ☐ Require the prompt issuance of a barangay clearance and city permit or license in accordance with the LGC and its implementing rules and regulations [DILG MC No. 02-11, s. 2002]
- ☐ Require the prompt issuance of a locational clearance for proposed ecozones, provided that the application for such clearance is consistent with the approved Land Use Plan and Zoning Ordinance of the city [DILG MC No. 97-220, s. 1997]
- ☐ Require the submission of a certificate of SSS coverage prior to the issuance of an annual business license or permit [DILG MC No. 2000-164, s. 2000; Section 24 (g), Social Security Act of 1997]
- ☐ Require the employers of business establishments to always display their SSS certificates of registration next to their licenses or permits, and provide the SSS with an annual list of business establishments that have not renewed their business license or permit [DILG MC No. 96-181, s. 1996]

REMINDER TO CITY MAYORS IN THE NATIONAL CAPITAL REGION

Require newly-registered employers or contractors to present a Certificate of Employer Registration, and require actively paying and remitting employers or contractors to present a Certificate of PAG-IBIG Active Membership issued by the PAG-IBIG Fund, prior to the issuance or renewal of business permits [DILG MC No. 04-29, s. 2004].

On the Issuance of Business Permits

- ☐ Do not issue a business permit or license to any pest control operator, pesticide dealer or distributor, as well as individuals or entities that would like to engage in a similar business enterprise, unless they are duly registered with the Fertilizer and Pesticide Authority, or covered by a numbered provisional permit issued by the Authority [DILG MC No. 95-147, s. 1995].
- ☐ Instruct the city engineer to issue a building permit only to hospital projects with a Permit to Construct Certificate issued by the DOH [DILG MC No. 96-26, s. 1996].
- ☐ If your city is within an airport zone, do not issue a building permit unless a permit is first secured from the Air Transportation Office [DILG MC No. 2000-118, s. 2000].
- ☐ Enforce a 30-day time standard prescribed under E.O. 258 for the issuance of a development permit for a housing project, consistent with the CLUP and investment program of the city [DILG MC No. 2000-136, s. 2000].
- ☐ Require a contractor to secure a development permit issued by the HLURB, prior to the issuance of a building permit for a condominium project [E.O. No. 71 s. 93 and DILG MC No. 97-106, s. 1997].
- ☐ Require the owner of an illegally constructed house, building or other structure to obtain the necessary permit, or to make the necessary change in the construction of the same when said construction violates any law or ordinance, or to order the demolition or removal of said house, building or structure within the period prescribed by law or ordinance [Section 455 (b) (3) (vi), LGC].

On Human Resource Management and Development

- ☐ Ensure that all city officials and employees discharge their mandated duties and functions [Section 455 (b) (1) (x), LGC].
- ☐ Act on the leave applications of appointive officials and employees and the commutation of the monetary value of their leave credits [Section 455 (b) (1) (xiv), LGC].
- ☐ Authorize official trips of city officials and employees outside of the city for a period not exceeding 30 days [Section 455 (b) (1) (xv), LGC].
- ☐ Determine the time, manner and place of payment of salaries or wages of officials and employees, according to law or ordinance [Section 455 (b) (1) (viii), LGC].
- ☐ Authorize the payment for medical care, necessary transportation, subsistence, hospital or medical fees of city officials and employees who are injured while in the performance of their official duties and functions, subject to the availability of funds [Section 455 (b) (1) (xvii), LGC].
- ☐ Initiate the formulation and implementation of a City Human Resource Development Program [DILG MC No. 96-171, s. 1996; PD No. 284].
- ☐ Allocate and assign office space to officials and employees [Section 455 (b) (1) (ix), LGC].
- ☐ Ensure the occupational health and safety, proper sanitation and environmental conditions of local government workers, and that the workers' well-being is adequately maintained through regular annual mental, physical or medical check-up, clean and adequate comfort rooms, potable water, safe building or office facilities and safety measures against fire and other hazards [DILG MC No. 98-54, s. 1998].
- ☐ Order a review of the job descriptions of midwives; fill up all vacant midwife positions; and create or retain midwife positions in the plantilla [DILG MC No. 03-89, s. 2003].

SOCIAL PROTECTION BENEFITS OF BARANGAY OFFICIALS

- ☐ Encourage barangay officials and their personnel and volunteers to enroll in the PhilHealth program and to allocate barangay funds for the enrollment [DILG MC No. 02-66, s. 2002].
- ☐ Encourage them to register for membership in the Pag-IBIG Fund [DILG MC No. 06-178, s. 2006].

LOCAL SOCIAL GOVERNANCE

- ☐ Provide the following basic services and facilities [Section 17, LGC]:

1. Social welfare services, which include the following programs and projects:

- Child and youth welfare, family and community welfare, women's welfare, welfare of the elderly and persons with disabilities
- Community-based rehabilitation programs for vagrants, beggars, street children, scavengers, juvenile delinquents, and victims of drug abuse
- Livelihood and other pro-poor projects
- Nutrition services
- Family planning services

2. Infrastructure facilities to serve the needs of city residents and which are funded out of city funds

- School buildings and other facilities for public elementary and secondary schools
- Clinics, health centers, and other health facilities
- Artesian wells, spring development, rainwater collectors and water supply systems
- Traffic signals and road signs
- Public cemetery
- Tourism facilities and other tourist attractions, including the acquisition of equipment, regulation, and supervision of business concessions, and security services for such facilities

- Communication and transportation facilities
- Sites for police stations, fire stations, substations, and city jail
- City buildings, cultural centers, public parks including freedom parks, playgrounds, sports facilities and equipment, and other similar facilities
- ❑ Ensure that appropriations for social welfare services are optimally utilized and supportive of the poverty alleviation thrust of the government [DILG MC No. 02-19, s. 2002].
- ❑ Encourage full participation of constituents to ensure the success of activities sponsored by the Commission on Filipinos Overseas [DILG MC No. 01-67, s. 2001].
- ❑ Solemnize marriages as prescribed by law [Section 455 (b) (1) (xviii), LGC].
- ❑ Beyond the customary activities of wreath-laying, flag raising, parades, and similar activities, celebrate Philippine Independence Day through activities that address the concerns of the poor such as medical missions, job fairs, and other special programs or activities in government cultural facilities [DILG MC No. 99-87, s. 1999].
- ❑ Enjoin constituents to actively participate in sports activities [Section 455 (b) (1) (xix), LGC; DILG MC No. 98-26, s. 1998].
- ❑ Strictly enforce the law or ordinance that prohibits the selling of obscene and pornographic materials, publications, pictures, literature and other similar articles, including the exhibition or giving away of indecent, immoral or obscene plays, scenes, acts or shows, whether live or on film [DILG MC No. 99-213, s. 1999; Article 201 of the Revised Penal Code].
- ❑ Have the violator of such law or ordinance apprehended and have the obscene pictures, materials, articles, publications, literature and other materials confiscated [DILG MC No. 99-213, s. 1999; Article 201 of the Revised Penal Code].
- ❑ Exert effort to dispel the public perception that illegal gambling thrives because local and police officials either tolerate or connive with gambling lords, by being unrelenting in the campaign against jueteng and other forms of illegal gambling [DILG MC No. 02-105, s. 2005; DILG MC No. 01-161, s. 2001].

- ☐ Ensure the efficient and effective implementation and administration of Katarungang Pambarangay [Section 421, LGC].
- ☐ Implement a program or service in favor of children in conflict with the law [DILG MC No. 06-104, s. 2006].

Strengthen efforts against human trafficking

- ☐ Call for the enactment and enforce a city ordinance against human trafficking.
- ☐ Conduct an information dissemination campaign [DILG MC No. 05-26, s. 2005; DILG MC No. 06-172, s. 2006].
- ☐ Enforce the Anti-Sexual Harassment Act of 1995 [DILG MC No. 01-37, s. 2001].

On Senior Citizens, Women and Children

- ☐ Organize or re-organize the following councils and ensure that they fulfill their functions:
 - Local Council for Women (DILG MC 01-163, S. 2001)
 - Local Council for the Protection of Children (DILG MC 02-121, S. 2002)
- ☐ Support the campaign and advocacy for the elimination of child labor [DILG MC No. 98-81, s. 1998].
- ☐ Enforce the Anti-Violence Against Women and Their Children Act of 2004 [DILG MC No. 04-118, s. 2004].
- ☐ Strengthen the operations of the Local Council of Women [DILG MC No. 02-167, s. 2002; DILG MC No. 06-125, s. 2006].
- ☐ Enforce the rights of Filipino women, especially those in marginalized sectors (R.A. 9710 or Magna Carta of Women).
- ☐ Establish and allocate funds for senior citizens and for daycare centers [DILG MC No. 98-102, s. 1998].

- ☐ Establish, or strengthen the Office for Senior Citizens Affairs [DILG MC No. 05-63, s. 2005].
- ☐ Call for the enactment and enforce an ordinance against the commercial and sexual exploitation of children [DILG MC No. 99-164, s. 1999].
- ☐ Register for free all indigent children [DILG MC No. 2006-86, s. 2006].
- ☐ Promote the general welfare and safety of children, and ensure that their rights are being protected (PD 603 Child and Youth Welfare Code of the Philippines, United Nations Convention on Rights of Children)
- ☐ Ensure the participation of women, children and other vulnerable groups in planning and implementation of various programs.

Implement Early Childhood Care Development (ECCD)

- ☐ Support the organization of parent cooperatives to initiate the establishment of an ECCD program.
- ☐ Ensure that service providers of public ECCD in the city are duly compensated, that adequate funds are made available, and that their working conditions conform with national quality standards.
- ☐ Provide counterpart for the training and continuing education of ECCD service providers, and support the operations of city ECCD Coordinating Committee [DILG MC No. 01-02, s. 2001].
- ☐ Comply with the new set of standards for the accreditation of center-based ECCD Programs and Service Providers [DILG MC No. 06-91, s. 2006].

SUGGESTED ACTIVITIES FOR NATIONAL CHILDREN'S MONTH

- ☐ Symposia, meetings or similar activities about current issues and concerns of Filipino children
- ☐ Child-friendly activities such as parades, children's march, caravans, field trips, photo exhibits, art contests, kid fairs, and similar activities
- ☐ Free mobile services such as medical, dental, food and nutrition services for children in need and their families [DILG MC No. 99-217, s. 1999].
- ☐ Presentation of the Local State of Children Report or "State of the Children's Report" (DILG MC No 2009-106)
- ☐ Children's congress where children and youth present and recommend ways to improve their welfare. Topics that can be discussed during this activity are child rights awareness and promotion, and ways children can participate in government planning and program implementation.
- ☐ Lead activities that empower and support children's participation in government's planning.

On Health and Nutrition

Provide the following basic health services, programs and projects on [Section 17, LGC]:

- ☐ Primary health care, maternal and child care, communicable and non-communicable disease control services
- ☐ Access to secondary and tertiary health services
- ☐ Purchase of medicines, medical supplies and equipment

Promote food safety

- ☐ Call for the enactment of an ordinance to promote food safety, or review an existing ordinance and enforce it to address food poisoning and other food-borne diseases.
- ☐ Adopt a city declaration of commitment to food safety [DILG MC No. 99-194, s. 1999].
- ☐ Perform activities that underscore the importance of food safety such as visits to food handling facilities [DILG MC No. 99-194, s. 1999].

Support the Polio-Free Maintenance Immunization Campaign

- ☐ Direct the city health office to oversee vaccination in the city and coordinate all efforts with the DOH field office.
- ☐ Set up “patak centers” in the area and send paramedical personnel to participate in the door-to-door immunization activities.
- ☐ Inform the public to have children below five years old receive an oral anti-polio vaccine either at home or the nearest patak center [DILG MC No. 02-14, s. 2002].

On smoking

- ☐ In partnership with socio-civic organizations, implement a Youth Smoking Prevention Program in support of the national government’s campaign [DILG MC No. 04-86, s. 2004 and DILG MC No. 02-97, s. 2002].
- ☐ Coordinate with law enforcement agencies in implementing Republic Act No. 9211, otherwise known as the Tobacco Regulatory Act of 2003 [DILG MC No. 04-86, s. 2004].
- ☐ Call for the immediate enactment and enforce an ordinance prohibiting the selling of cigarettes and other tobacco products to persons below 18 years of age [DILG MC No. 02-71, s. 2002]
- ☐ Support the implementation of the comprehensive and unified policy for tuberculosis control in the Philippines and tap or solicit the assistance of the private sector in delivering health care services [DILG MC No. 03-93, s. 2003].

Support and participate in the Voluntary Blood Donation Program

- ☐ Provide funds as may be necessary and appropriate [DILG MC No. 96-66, s. 1996].
- ☐ Integrate Voluntary Blood Donation Services in the City Work and Financial Plan, and include it as an additional function of the City Health Board [DILG MC No. 99-133, s. 1999; DILG MC No. 99-66, s. 1999].

Other Health and Nutrition Services

- ☐ Create a city physical fitness and sports development council in support of the national policy of Sports For All [DILG MC No. 96-97, s. 1996; E.O. Nos. 63 and 64].
- ☐ Establish and operate a Special Drug Education Center for out-of-school youth and street children [DILG MC No. 06-150, s. 2006].
- ☐ Enforce the Code on Sanitation and other related laws and ordinances to prevent the outbreak of water and food-borne diseases and to safeguard the health and safety of the public, particularly students and school personnel [DILG MC No. 97-105, s. 1997; MC No. 99-44, s. 1999; PD 856].
- ☐ Implement measures to further improve dengue case management and services [DILG MC No. 05-86, s. 2005; DILG MC No. 05-74, s. 2005].
- ☐ Call for the enactment of a city ordinance, or amend or supplement an existing ordinance, in support of Republic Act No. 8050, otherwise known as the Revised Optometry Law of 1995 [DILG MC No. 04-148, s. 2004].
- ☐ Ensure that government ambulances are not used for any purpose other than the transport of patients [DILG MC No. 2000-114, s. 2000].
- ☐ Prohibit events or scenes in all shows or carnivals that degrade persons with disabilities [DILG MC No. 98-74, s. 1998].

Education

- ☐ Coordinate and work closely with the DepEd Bureau of Non-Formal Education, DBM, DSWD, DILG and other government agencies and NGOs in the city in developing and implementing programs for literacy and non-formal education [DILG MC No. 2000-120, s. 2000].
- ☐ Include the eradication of illiteracy as one of the priorities in the city development plan, allocate funds and implement the same [DILG MC No. 2000-120, s. 2000].
- ☐ Ensure the participation of NGOs and the community in the eradication of illiteracy [DILG MC No. 2000-94, s. 2000].
- ☐ Provide the necessary school site requirement of at least one-half hectare land area [DILG MC No. 01-167, s. 2001].

Housing and Basic Utilities

- ☐ Provide technical, financial and other possible forms of support or assistance to punong barangays within the city to ensure that the issue of informal settlements is properly addressed [DILG MC No. 98-202, s. 1998]
- ☐ Have an updated report submitted on lands identified for socialized housing and resettlement areas [DILG MC No. 01-21, s. 2001].
- ☐ Ensure the operational autonomy of local water districts [DILG MC No. 05-21, s. 2005].

Peace, Security and Disaster Risk Management

Undertake the following measures to maintain **peace and order** in the city:

- ☐ Act as the deputized representative of the National Police Commission, and formulate and implement the peace and order plan of the city [Section 455 (b) (2) (v), LGC].
- ☐ Strengthen citizens' support and participation in the maintenance of peace and order.
- ☐ Enforce security measures to counter terrorist threats and other forms of lawless violence [DILG MC No. 03-80, s. 2003].
- ☐ Exercise authority as a deputized representative of the National Police Commission in the city. As deputized agents of the Commission, the city mayor can inspect police forces and units, conduct audit, and exercise other functions as may be duly authorized by the Commission [Sec. 64 of R.A. 8551]
- ☐ Choose the chief of police from a list of five eligible recommendees of the provincial police director, preferably from the same province, city or municipality (Section 63, Republic Act No. 8551, amending Section 51(b) (4) of R.A. 6975).

- ☐ Recommend to the provincial director the transfer, reassignment or detail of PNP members outside of their respective city or town residences; (Section 63, R.A. 8551).
- ☐ Recommend the appointment of new members of the PNP from a list of eligible candidates previously screened by the Peace and Order Council. The appointees are to be assigned to their respective cities or municipalities. Whenever practicable and consistent with the requirements of the service, PNP members shall be assigned to the city or municipality of their residence. (Section 63, R.A. 8551).
- ☐ Control and supervise anti-gambling operations. (Section 63, R.A. 8551).
- ☐ Exercise authority as a deputized representative of the National Police Commission in the city. As deputized agents of the Commission, the city mayor can inspect police forces and units, conduct audit, and exercise other functions as may be duly authorized by the Commission. (Section 64, R.A. 8551).

Support **internal security operations against insurgency** and other serious threats to national security

- ☐ Deputize the barangay tanods as force multipliers in the implementation of the peace and order plan in the city.
- ☐ Include in the Peace and Order and Public Safety Plan (POPS Plan) of the city a priority program of action or thrust for resolving insurgency and other serious threats to national security.
- ☐ Appropriate funds in support of peace and order efforts [E.O. No. 546, s. 2006].

Intensify **actions against illegal drugs**

- ☐ Organize and strengthen the City Anti-Drug Abuse Council.
- ☐ Ensure that pushers are brought to justice.
- ☐ Serve as a focal point for various organizations and individuals that work together in planning, implementing and evaluating activities for the prevention of illegal drugs.

- ☐ Provide a mechanism for obtaining funds, volunteers, facilities and technical expertise [Presidential Memorandum dated 01 August 2000; DILG MC No. 01-90, s. 2001; DILG MC No. 2000-98, s. 2000; DILG MC No. 98-227, s. 1998; DILG MC No. 97-35, 2007].
- ☐ Ensure the mandatory inclusion in the Local Annual Budget of a substantial appropriation for the enforcement of R.A. 9165, giving priority to preventive or educational programs and rehabilitation or treatment of drug dependents.
- ☐ Ensure that the provisions of Sections 51-53 of R.A. 9165 are strictly enforced.
- ☐ Conduct symposia and dialogues with school authorities and students, owners and employees of business establishments, government officials and employees and the general public.
- ☐ Call for the enactment of an ordinance complementing the Comprehensive Drugs Act of 2002, if none has been passed, or to amend the same, to be consistent with the pertinent provisions of the Act, and ensure its effective enforcement.
- ☐ Ensure the sustainability of rehabilitation or treatment programs for drug dependents.
- ☐ Ensure that the Anti-Drug Abuse Councils at all levels perform their functions and responsibilities as embodied in relevant Department issuances (DILG MC No. 2009-09, s. 2009).
- ☐ Request the local PN P to conduct periodic or unannounced onsite inspection of dens, resorts, bars, karaoke bars, nightclubs and other establishments or houses suspected of being used as drug dens or places where illegal drugs are sold or delivered.
- ☐ Ensure that the Administrative Board under Section
- ☐ 52 (1) of R.A. 9165 is created, performs its mandated tasks, and abates the establishment of drug-related public nuisances related to the sale or delivery of illegal drugs.
- ☐ Revoke the business permit of any business establishment found by the Board created under Section 52 (1) of R.A. 9165 to be the site of the deliveries, sale and use of illegal drugs and substances.

- ☐ Provide support, financial or otherwise, to the local PNP for the sustained operations of the campaign against illegal drugs.
- ☐ Ensure that punong barangays perform their responsibilities (DILG MC No. 2009-09, s. 2009).

Undertake **disaster preparedness, mitigation and prevention** measures that are holistic, comprehensive, integrated and proactive to minimize the impact of natural disasters (R.A. 10121 or Disaster Risk Reduction and Management Act of 2010).

- ☐ Have the city disaster risk management plan updated periodically.
- ☐ Call for the passage of an ordinance in support of disaster risk management [DILG MC No. 98-94, s. 1998].
- ☐ Review latest version of the DILG-LGA's Operation LISTO: Disaster Preparedness Manual for city and municipal LGUs as one of the reference for preparedness actions (NDRRMC Memorandum Circular 2015-052).
- ☐ Lead the implementation of emergency measures during and in the aftermath of man-made and natural disasters and calamities [Section 455 (b) (1) (vii), LGC].
- ☐ Organize in-house and community volunteer fire brigades; conduct fire drills, periodic evaluation and inspection of firefighting equipment and electrical installations; and proper disposal of fire hazard materials [DILG MC No. 96-73, s. 1996].

ITEMS THAT MUST BE INCLUDED IN THE CITY DISASTER PREPAREDNESS PLAN

- ☐ Warning and communication systems
- ☐ Early evacuation from high-risk areas
- ☐ Rescue and emergency operations
- ☐ Distribution of relief goods and services
- ☐ Reporting of situations and actions taken
- ☐ Post-calamity clean-up
- ☐ Medical assistance
- ☐ Rehabilitation of agricultural and livelihood programs
- ☐ Housing assistance
- ☐ Burial assistance
- ☐ Loan assistance [DILG MC No. 98-94, s. 1998]

Prepare for natural disasters

- ☐ Create or activate the Public Safety and Emergency Office.
- ☐ Establish a support mechanism composed of NGOs, volunteer groups or emergency responders, and community organizations.
- ☐ Formulate a preparedness plan to include routes, protocols and standard operating procedures for evacuation.
- ☐ Ensure that the Local Disaster Risk Reduction and Management Council performs its functions.
- ☐ Ensure that the Barangay DRRM plans are reviewed by the members of the review team using the Quality Assurance System for BDRRM plans (QAS) (NDRRMC No. 147 series of 2017, and NDRRMC MC 13 series of 2018).
 - o Use the Quality Assessment Tool to gauge the quality of the submitted BDRRM plans.
 - o Use the Barangay DRRM Plan template as guide for the barangays to prepare their own BDRRM plans.

- ☐ Ensure the protection of the fundamental rights of children before, during, and after disasters and other emergency situations when children are gravely threatened or endangered by circumstances that affect their survival and normal development.
 - o RA 10821 or the Children's Emergency Relief and Protection Act, mandates the provision of emergency relief and protection for children before, during, and after disasters and other emergency situations.
 - o Creation of an Ad Hoc Committee to develop the Local CEPC thru issuance of an Executive Order and Initial Analysis of the Situation of children before, during and after disaster and Development of Local CEPC (DILG Memo No. 2018 – 196)

Ensure that the early warning system works.

- ☐ Identify evacuation centers and possible resettlement areas for affected people. Note the guidelines for strengthening evacuation systems using the Local Disaster Risk Reduction and Management Fund (DILG MC No. 2018-122).
- ☐ Make a damage and needs assessment, and take decisive and immediate action [DILG MC No. 06-20, s. 1996].
- ☐ Ensuring that the BDRRMCs are functional and that they have their updated CDRRM Plans. Follow the guidelines on the utilization of the LDRRMF (DILG MC No. 2012-073).
- ☐ As part of disaster preparedness and mitigation, conduct an infrastructure audit of all local government infrastructure projects and public buildings (DILG MC 2011-47).

Public Safety

- ☐ Enforce the provisions of the National Building Code, and prohibit the following harmful advertising billboards, signages, and display media:
 - Those that endanger the safety of a person or property, or harm public interest
 - Those that interfere with public order or violate sound social morals
 - Those that contain information that suggests obscenity, indecency, or violence, both in text and pictures.
 - Those that convey vague messages and double-meanings.
 - Those that contain messages that mislead or deceive consumers
 - Those that contain racially, sexually or ethnically abusive, offensive or objectionable content, or promote social discrimination and prejudice against gender, beliefs, and convictions
 - Those that obstruct the public view of natural scenery and hinder the enjoyment of such view.
 - Those that obstruct the picturesque view of scenery due to lack of harmony with its environmental surroundings by way of colors and tones, structure, size, and location [DILG MC No. 04-158, s. 2004].
- ☐ Supervise barangays in clearing road obstructions in their areas of responsibility.
- ☐ Ensure the safety of residents and prevent accidents in construction projects.

- ☐ Require the contractor to take full responsibility in the proper safekeeping of construction materials and equipment used for the entire duration of the construction project and to assume liability for any accident that may result from failure to observe the necessary precautionary measures. This should be stipulated in the contract between the city government and the contractor.
- ☐ Require the contractor to clear all construction debris that passersby might trip on.
- ☐ Provide visible marks or signs in accident-prone areas such as open canals and manholes; install lighting facilities in construction sites; employ other precautionary measures [DILG MC No. 95-87, s. 1995].
- ☐ Ensure the strict enforcement of the Firecrackers and Pyrotechnic Devices Regulatory Law [DILG MC No. 02-188, s. 2002].
- ☐ Ensure public safety, peace and order during any public assembly or rally in a designated freedom park [DILG MC No. 06-42, s. 2006; DILG MC. No. 06-79, s. 1996].
- ☐ Demolish illegal structures along rivers or estuaries if the structures impede normal water flow [DILG MC No. 02-64, s. 2002].
- ☐ Employ safety measures in all gasoline stations [DILG MC No. 06-66, s. 2006].

LOCAL ECONOMIC GOVERNANCE

Agriculture and Fisheries Development

- ☐ Have the following agriculture and fishery **extension and on-site research services and facilities** available to residents:
 - Dispersal of livestock and poultry, fingerlings, and other Seedings for aquaculture
 - Palay, corn, and vegetable seed farm
 - Medicinal plant garden

- Fruit trees, coconut, and other seedlings for a plant nursery
 - Demonstration farm
 - Quality control of copra; improvement and development of local distribution channels preferably through a cooperative
 - Inter-barangay irrigation system [Section 17, LGC]
-
- ☐ In the Comprehensive Development Plan and annual implementation plan, include a program or project on the development and management of fisheries and other aquatic resources [DILG MC No. 98-68, s. 1998; DILG MC No. 01-131, s. 2001].
 - ☐ Organize, or reorganize, the Fisheries and Aquatic Resources
 - ☐ Management Council [DILG MC No. 99-142, s. 1999]
 - ☐ Organize or activate an Agri-Credit Desk, and designate a senior staff as agri-credit information officer [DILG MC No. 97-262, s. 199x].
 - ☐ In the Comprehensive Development Plan and annual implementation plan, include a program or project on integrated seaweed industry; give preferential treatment to a seaweed farming cooperative when granting a permit to operate within city waters [DILG MC No. 98-68, s. 1998]
 - ☐ Have an inventory of postharvest facilities and include agricultural mechanization in the Comprehensive Development Plan and annual implementation plan [DILG MC No. 01-20, s. 2001].

Promoting Entrepreneurship, Business and Industry

Build the following infrastructure facilities, to be funded out of city funds:

- ☐ City roads and bridges
- ☐ Communal irrigation and small water impounding projects
- ☐ Fish ports
- ☐ Public markets, slaughterhouses, and other city enterprises [Section 17, LGC]

Organize, or reorganize, the following:

- ☐ Local Price Coordinating Council [DILG MC No. 98-81, s. 1998; DILG MC No. 04-75, s. 2004; DILG MC No. 05-130, s. 2005]
- ☐ City Small and Medium Enterprise Development Council [DILG MC No. 02-107, s. 2002]
- ☐ Build an environment that will promote the development of small and medium enterprises in the city [DILG MC No. 96-13, s. 1996; DILG MC No. 97-47, s. 1997].
- ☐ Enforce the Consumer Act of the Philippines [DILG MC No. 92-47, s. 1997; R.A. Nos. 7160 and 7394; Art. 62 of the Consumer Act of the Philippines].

Protect consumer welfare

- ☐ Intensify price monitoring and enforce the Price Tag Law.
- ☐ Set up a Timbangan ng Bayan and enforce compliance with the standardized weight.
- ☐ Set up and regularly update the price billboards installed in wet markets [DILG MC No. 06-58, s. 2006; DILG MC No. 98-81, s. 1998; DILG MC No. 05-130, s. 2005].
- ☐ Provide support and assistance to the public market vendors' cooperative [DILG MC No. 02-69, s. 2002].
- ☐ Implement control measures in the slaughterhouses
- ☐ [DILG MC No. 03-52, s. 2003].
- ☐ Ensure that the willing, able and unemployed residents of the city are hired in public works projects, whether the projects are locally, nationally or foreign-funded [DILG MC No. 2000-167, s. 2000; R.A. No. 6685].

Propose to enact or amend a tricycle franchise and regulatory ordinance, with the following considerations:

- ☐ **Physical Requirements** – no tricycle shall be issued a franchise unless applicable physical requirements are complied with and certified by a duly authorized authority

REQUIRED SAFETY FEATURES OF TRICYCLES

1. Clean windshield
2. Garbage receptacle
3. Functional horn that does not emit an exceptionally loud or startling sound
4. Functional two signal lights, front and back for turning right or left or for emergency purposes
5. Functional tail light, including license plate light
6. Top chain extending to the rear wheel
7. Functional white headlight and red tail light, visible at least 50 meters from the front and rear of the tricycle and functioning under all weather conditions
8. Functional light installed inside the sidecar and kept lighted while plying a designated route
9. Functional anti-noise equipment
10. Sticker containing the body number of the vehicle and placed prominently and identifiable from a distance
11. Fully-operational mufflers
12. Roadworthiness of the tricycle unit

- ☐ **Fares** – should be established at a level that provides the operator a reasonable return of profit, and affordable to the general public
- ☐ **Load or Capacity Limit** – no tricycle should be allowed to carry more passengers and goods than its capacity limit
- ☐ For safety reasons, no tricycle should operate in national highways:

- ☐ Zones must be established within the city
- ☐ A common color may be imposed on tricycles operating in the same zone [DILG MC No. 07-01, s. 2007]
- ☐ Coordinate with the Department of Energy on the periodic inspection of gasoline stations to determine whether they comply with the Downstream Oil Industry Deregulation Act of 1998 (R.A. 8479) and its Implementing Rules and Regulations [DILG MC No. 04-113, s. 2004].

TASKS RELATED TO FISHING VESSELS

- ☐ Call for the enactment and enforce an ordinance prescribing the procedure for registration of fishing vessels of three gross tonnages and below.
- ☐ Have the records of fishing vessels of three gross tonnages and below updated regularly; submit a list of city-registered vessels to the MARINA Central Office or MARINA Regional Offices, the PCG Station or Detachment and DA-BFAR [E.O. No. 305, s. 2004].

LOCAL ENVIRONMENTAL GOVERNANCE

Natural Resources Management

Adopt adequate measures to safeguard and conserve land, mineral, marine, forest and other natural resources in the city through the following measures:

- ☐ Implement a water and soil resource utilization and conservation project.
- ☐ Provide seawalls, dikes, drainage and sewerage, and
- ☐ flood control facilities.
- ☐ Enforce fishery laws in city waters, including the conservation of mangroves

- ☐ Implement community-based forestry projects, which should include an integrated social forestry program and similar projects, management and control of communal forests, establishment of tree parks, greenbelts, and similar forest development projects.
- ☐ Establish a solid waste disposal system or environmental management system and services or facilities related to general hygiene and sanitation [Section 17 and Section 455 (b) (3) (vii), LGC].

Implement environmental management projects

- ☐ Coordinate and collaborate with national government agencies for technical assistance.
- ☐ Work with private institutions with a proven track record in local capability-building and environmental management initiatives [DILG MC No. 97-267, s. 1997].
- ☐ Implement **forest management** policies, rules and regulations
- ☐ In coordination with the DENR, monitor the state of forests, report logging activities, arrest illegal loggers, and file appropriate charges against the perpetrators.
- ☐ Lead reforestation activities.
- ☐ Enforce the provisions of Joint DENR-DILG Memorandum Circular No. 98-01, which embodies the manual of procedures for the DENR-DILG-LGU partnership on devolved functions and forest management functions; and strengthens and institutionalizes the partnership [DILG MC No. 04-166, s. 2004]
- ☐ Actively support Anti-Illegal Logging Campaign by ensuring that any business permit applicant that uses wood as a raw material has a certification from the DENR that said materials are from legal sources [DILG MC No. 98-203, s. 1998].
- ☐ Assist in the enforcement of the National Integrated Protected Areas System Act of 1992, and the Wildlife Resources Conservation and Protection Act [DILG MC No. 04-44, s. 2004].

- ☐ Ensure that the Sangguniang Kabataan in every barangay allocates 10% of its annual budget in support of the Green Brigade [DILG MC No. 2000-94, s. 2000; E.O. No. 52, s. 1998].
- ☐ Prior to the issuance of a tax declaration, require a certification from the directors of FMB and LMB, or their duly authorized representatives, that the area declared for taxation purposes is alienable and disposable [DILG MC No. 99-165, s. 1999; PD No. 705].

Undertake the following actions:

- ☐ Adopt measures to prevent overcrowding and congestion in city waters, fish ponds, and fish pens, which may result in fish kills, especially when awarding permits for the construction of fish pens or a sea cage.
- ☐ Call for the enactment, or enforce an ordinance in support of the Code of Practice for Aquaculture [DILG MC No. 02-64, s. 2002].

Role of LGUs in Climate Change and Other Environmental Issues

R.A. 9729 (Climate Change Act of 2009)

SEC. 14. Local Climate Change Action Plan – The LGUs shall be the frontline agencies in the formulation, planning and implementation of climate change action plans in their respective areas, consistent with the provisions of the Local Government Code, the Framework, and the National Climate Change Action Plan.

Barangays shall be directly involved with municipal and city governments in prioritizing climate change issues and in identifying and implementing best practices and other solutions. Municipal and city governments shall consider climate change adaptation, as one of their regular functions. Provincial governments shall provide technical assistance, enforcement and information management in support of municipal and city climate change action plans. Inter-local government unit collaboration shall be maximized in the conduct of climate-related activities.

LGUs shall regularly update their respective action plans to reflect changing social, economic, and environmental conditions and emerging issues. The LGUs shall furnish the Commission with copies of their action plans and all subsequent amendments, modifications, and revisions thereof, within one month from their adoption. The LGUs shall mobilize and allocate necessary personnel, resources, and logistics to effectively implement their respective action plans.

The local chief executive shall appoint the person responsible for the formulation and implementation of the local action plan.

It shall be the responsibility of the national government to extend technical and financial assistance to LGUs for the accomplishment of their Local Climate Change Action Plans.

The LGU is hereby expressly authorized to appropriate and use the amount from its Internal Revenue Allotment necessary to implement said local plan effectively, any provision in the Local Government Code to the contrary notwithstanding.

Memorandum Circular 2009-168 (October 27, 2009)

All Local Chief Executives are directed to strictly comply with the mandate of Republic Act No. 9003 (Ecological and Solid Waste Management Act of 2000), especially on the establishment of solid waste and materials recovery facilities, to wit:

Solid Waste Facility

- ☐ Closure of existing dump sites.
- ☐ Development and operation of sanitary landfill sites as final disposal sites for solid, and, eventually, residual wastes of a municipality or city or a cluster of municipalities or cities.

Pursuant to Section 44 of the Act, in relation to Section 33 of the Code, provinces, cities, municipalities, and barangays, through appropriate ordinances, may consolidate, or coordinate their efforts, services, and resources for purposes of jointly addressing common solid waste management problems or establishing common waste disposal facilities.

Materials Recovery Facility

- ☐ Establishment of LGU Materials Recovery Facility (MRF) in every barangay or cluster of barangays in a barangay- owned or leased land or in any suitable open space to be determined by the barangay through its Sanggunian. Allocation of a certain parcel of land by the barangay or cluster of barangays for the MRF.
- ☐ The MRF includes a solid waste transfer station or sorting station, drop-off center, a composting facility, and a recycling facility.

Memorandum (June 2, 2009) Re: Manila Bay Clean Up, Rehabilitation and Preservation Addressed to All Mayors of Metropolitan Manila, the Governors, City Mayors and Municipal Mayors of and in Rizal, Laguna, Cavite, Bulacan, Pampanga, and Bataan.

In compliance with a Supreme Court EN BANC decision promulgated on December 18, 2008, said LGUs are hereby directed to:

1. Immediately inspect all factories, commercial establishments, and private homes along the banks of major river systems, and other minor rivers and waterways that eventually discharge water into the Manila Bay, including lands abutting the bay, within their jurisdictions to determine whether they have wastewater treatment facilities or hygienic septic tanks as prescribed by existing laws, ordinances, and rules and regulations; and
2. Require non-complying establishments and homes to set up said facilities or septic tanks within a reasonable time to prevent industrial wastes, sewage water, and human wastes from flowing into these rivers, waterways, esteros, and the Manila Bay, under pain a closure or imposition of fines and other sanctions.

Memorandum Circular No. 2008-69 (April 28, 2008)

In order to address the various disaster concerns, all Local Chief Executives as Chairperson of the Local Disaster Coordinating Councils are encouraged to:

- ☐ mainstream climate change adaptation and disaster risk reduction measures into local policies, plans, budgets and investment programs as a priority concern;
- ☐ promote research and extension work on climate change adaptation thru local research institutions, the academe, and other relevant stakeholders;
- ☐ engage in programs, projects and activities particularly in land and water use, land use change and forestry, reducing emissions from deforestation and degradation, coastal zones and fisheries, industry, facilities, farming practices, and indigenous clean energy;
- ☐ encourage greater participation of the local media, interfaith groups and local schools in disseminating information on climate change adaptation, within the overall framework of sustainable development, to local communities, at the grassroots level;
- ☐ promote dialogues between workers and employers (when applicable) to realize the potential for green and decent jobs through positive support from workers and employers in the transition towards environmentally sustainable patterns of production and consumption; and
- ☐ vigorously collaborate with the provincial government and the Regional Development Council to push for more aggressive emission reduction targets and expeditious implementation of adaptation programs, projects and activities that will ensure direct benefits to the local communities.
- ☐ Memorandum Circular No. 2007-131 (October 2, 2007)

All Local Chief Executives are encouraged to actively support the Philippine Clean Air Act of 1999 and the launching of the Linis Hangin Siudad / Munisipyo Program by adopting or initiating appropriate measures such as the following:

1. Issuance of city/municipal resolution or enactment of an ordinance on air pollution control
2. Inclusion of clean air policies in their respective local development plans.
3. Conduct of information campaign on the value of smoke- free communities
4. Encouraging community leaders, civic organizations, religious organizations, and schools to actively support the campaign against air pollution in their localities.

On Waste Management, Pollution Control and Urban Land Quality

- ☐ Organize, or reorganize, the City Solid Waste Management Board [DILG MC No. 01-19, s. 2001; DILG MC No. 01-38, s. 2001].

Implement the Zero-Waste Management Technology through:

- Total recycling such as the conversion of wastes into factory- returnable goods, fertilizers, feeds, fuel, fine crafts, and filling materials
 - Adoption of methodologies in recycling wastes such as sorting, segregation at source, proper waste packaging, and ecologically-sound disposal system
 - Information campaign on the benefits derived from the adoption of the technology [DILG MC No. 200-117, s. 2000]
 - Incentive system for barangays with good solid waste management [DILG MC No. 01-38, s. 2001]
- ☐ Do not grant a permit to pest control operators, pesticide dealers or distributors as well as individuals or entities who would like to engage in a similar business enterprise, unless duly registered with the Fertilizer and Pesticide Authority, or covered by a numbered provisional permit issued by the authority [DILG MC No. 95-147, s. 1995].

- ☐ Call for the enactment of an ordinance on the following:
- ☐ The implementation of a comprehensive solid waste management system highlighting waste segregation and storage, waste processing and resource recovery, collection, transportation, and disposal of solid waste (DILG MC No. 98-119, s. 1998]
- ☐ Smoking inside public buildings or enclosed public places, including public vehicles and other means of transport or in any enclosed area outside of one's private residence, private place of work or any duly designated smoking area [DILG MC No. 02-27, s. 2002]

3

Officer-in-Charge

OIC-Mayor as Distinguished from Acting City Mayor

The function of the acting mayor is governed by Section 46 (a) of the Local Government Code of 1991, while that of the OIC mayor is governed by Section 46 (c) of the same Code.

When the city mayor is temporarily incapacitated to perform his duties due to physical or legal reasons, such as leave of absence, travel abroad and suspension from office, the city vice mayor shall automatically exercise the powers and perform the duties and functions of the city mayor. Exempt from the scope of the vice mayor's functions is the power to appoint, suspend, or dismiss employees which can only be exercised if the period of temporary incapacity exceeds 30 working days.

If the period exceeds 30 days, the automatic assumption of the vice mayor as acting mayor, even on the first day of temporary incapacity of the city mayor, is automatic and done by operation of the law. This means that no further order or appointment from the national government or any office is required. As acting city mayor, he can perform all the functions, power and duties of the city mayor, except the limitations provided for in cases of appointment, suspension or dismissal of employees. (Note: There is a temporary vacancy in the city mayor position. Hence, the vice mayor is the acting city mayor).

On the other hand, Section 46 (c) of the Local Government Code of 1991 describes a situation where the city mayor is travelling within the country, but outside his territorial jurisdiction, for a period of not exceeding three consecutive days. In such a case, he may designate, in writing, an OIC. Such authorization shall specify the powers and functions that the local officials concerned shall exercise in the absence of the city mayor, except the power to appoint, suspend or dismiss employees.

In this case, it may be noted that the city mayor can designate an official of the city government as OIC for three consecutive days while he is outside his territorial jurisdiction but within the country. It should be further noted that in the designation

of OIC, there is no temporary vacancy to speak of in the Office of the City Mayor. The city mayor may designate the vice mayor or any member of the Sanggunian or any appointive official of the city to act as OIC during his absence for three consecutive days. However, if on the fourth day the city mayor fails to return to his station, Section 46 (d) of the Code will apply. In this case, the vice mayor shall assume office as acting mayor on the fourth day of absence of the city mayor, even if the designation of an OIC is beyond three days. This must be so because the designation as OIC is effective only for three days.

Who may be authorized to act as an OIC City Mayor?

Section 46 (c) of the Local Government Code says that the city mayor may designate in writing any city official to act as OIC for three days during his absence. The authorization shall specify the powers and functions that the local official shall exercise.

How shall an OIC City Mayor assume his functions?

Upon presentation of a valid designation in writing, the designated official can assume his functions as OIC in the Office of the City Mayor (Sec. 46 (c), LGC).

Regarding the post of Acting City Mayor, upon the occurrence of any event leading to the temporary incapacity of the city mayor, either for physical or legal reasons, the city vice mayor automatically assumes the post as acting mayor (Sec 46 9a), LGC). Accordingly, the acting city mayor must issue a memorandum, copy furnished depository banks at local DILG and other national offices, informing all department heads and employees of the province of his assumption as acting city mayor, and that henceforth, all orders must emanate from him.

When shall an OIC City Mayor cease to act as such?

An OIC city mayor shall stop performing his functions as such on the fourth day of absence of the city mayor. This must be so because his designation as OIC is effective only during the three consecutive days of absence of the city mayor, with the latter in a location outside his jurisdiction but within the country. On the fourth day, the designation of OIC ceases by operation of law and the city vice mayor automatically assumes the post as acting city mayor pursuant to Section 46 (d) of the Local Government Code.

May the City Vice Mayor, performing as Acting City Mayor, continue to preside over the session of the Sangguniang Panlungsod?

No. In the case of *Gamboa vs. Aguirre* (G.R. No. 14313, July 20, 1999), the Supreme Court ruled that the Vice Governor, who is now acting as Acting Governor, cannot anymore continue to preside over the session as this would violate the principle of separation of powers and functions. The Vice Governor, in his capacity as Acting Governor, is expected to perform fulltime his executive functions, which would include the approval of ordinances. This pronouncement of the Supreme Court equally applies to cities and municipalities.

May the City Vice Mayor, if designated as OIC, continue to preside over the session of the Sangguniang Panlungsod?

Yes. The situation is different between the OIC and Acting. In the acting capacity, there is a temporary vacancy in the Office of the City Mayor. In OIC capacity, there is no temporary vacancy in the Office of the City Mayor. Moreover, OICs exercise limited powers only as may be contained in the letter-authorization designating him as such. Hence, if incidentally, the city vice mayor is the designated OIC, he can continue to preside over the session of the Sanggunian since the ruling in the *Gamboa* case will not apply. As an OIC, he has no power to perform all the functions and powers of the city mayor. More important, he is not empowered to approve ordinances. Such being the case, the violation of the separation of powers and functions, which the *Gamboa* ruling sought to avoid, is not present. Since, anyway, as OIC he has no power to approve ordinances enacted by the Sanggunian.

May the City Vice Mayor, acting as OIC, appoint officials?

No. Under the Civil Service Commission rules on appointment, an OIC cannot issue an appointment.



ABOUT THE LOGO

The new logo takes its cue from the program's new focus on peace and resilience, articulated visually in the elements that build the lettermark itself. While the Newly Elected Officials concept is abbreviated to NEO to streamline brand recognition and recall, the individual components are sewn with graphic cues of people and nature to emphasize not only their inextricable relationship but to remind us whom development is for.

The letter N is an abstraction of two individuals forming a union, which affirms the communal character of peace- and resilience-building that requires a whole-of-nation approach. This clarifies the scope of NEO interventions as well: it frames local chief executives as key individuals situated in the system of local governance. Incidentally, the letter N also depicts leaves dancing in the wind, which strengthen the motif of nature and resilience in the NEO visual identity; and also signify meanings of calmness, tranquillity, and peace.

Meanwhile, the letter E is a visual metaphor to resilience – for the bamboo will not cease to stand tall and still even when the strongest wind tires itself out. Though often ascribed to how Filipinos bounce back stronger in the context of disasters, the metaphor remains potent in peace-building especially with the grit and indomitable spirit of Filipinos to choose hope during periods of threats and violence.

Lastly, the letter O contains a globe insignia to elicit a global character of excellence being pursued in local leadership and governance through the Program for NEO. It also depicts a pair of hands below the globe to evoke a sense of goodwill, support, and care. Overall, these visual elements generate the more grounded and communal visual identity of NEO, complemented with a cool shade of blue.



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