



**6<sup>TH</sup>**  
EDITION

A REFERENCE GUIDE TO ACTION  
**Tasks and Responsibilities**  
**Checklist**

**THE MUNICIPAL  
MAYOR**



**TASKS AND RESPONSIBILITIES**  
**CHECKLIST:**  
*A Reference Guide to Action*

**The Municipal Mayor**

**6<sup>TH</sup> EDITION**

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

6th Edition

Copyright © 2019

All rights reserved.

All rights reserved. No portion of this book may be retyped, photocopied, or reproduced in books, pamphlets, or in any other form for distribution or sale, without permission from the Academy.

ISBN No.:

Printed and bound in Manila, Philippines

Published by:

Local Government Academy  
Department of the Interior and Local Government  
8/F Agustin I Building, F. Ortigas Jr. Road, Ortigas Center Pasig City 1605,  
Philippines  
Tel. No. (632) 634-8430 / 634-8436 [www.lga.gov.ph](http://www.lga.gov.ph)



## Message

Being a public servant can be overwhelming. Multi-dimensional 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, through the Local Government Academy, 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 Philippines.

A handwritten signature in black ink, appearing to read 'Eduardo M. Año', with a long horizontal line extending to the right.

**EDUARDO M. AÑO**

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 their needs. Almost three decades ago, the Local Government Code had been 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, being that 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 and its people in order to deliver the expectations of 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 efficiency and morale in the LGU. Together, let us provide a matatag, maginhawa at panatag na buhay for all Filipinos.

  
**MARIVEL C. SACENDONCILLO**

Undersecretary for 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.

A handwritten signature in black ink that reads "Thelma T. Vecina".

**THELMA T. VECINA**

Executive Director

Local Government Academy





## TABLE OF CONTENTS

- I. Settling in the First 100 Days in Office, 1**
- II. Gearing Up for the Continuing Tasks, 15**
  - o Local Administrative Governance, 15
  - o Local Social Governance, 41
  - o Local Economic Governance, 55
  - o Local Environmental Governance, 59
- III. Officer-in-Charge Municipal Mayor, 66**

## ABBREVIATIONS

BDRRMC	Barangay Disaster Risk Reduction and Management Committee
BFAD	Bureau of Food and Drugs
BFAR	Bureau of Fisheries and Aquatic Resources
BIR	Bureau Of Internal Revenue
BPLO	Business Permits And Licensing Office
BPLS	Business Permits And Licensing System
BUB	Bottom-Up Budgeting
CLUP	Comprehensive Land Use Plan
COA	Commission on Audit
COER	Certificate of Employer Registration
CPAM	Certificate of PAG-IBIG Active Membership
CSC	Civil Service Commission
CTC	Community tax certificate
DA	Department of Agriculture
DBM	Department of Budget and Management
DDB	Dangerous Drugs Board
DENR	Department of Environment and Natural Resources
DILG	Department of the Interior and Local Government
DND	Department of National Defense
DOF	Department of Finance
DOH	Department of Health
DRRM	disaster risk reduction and management
DTI	Department of Trade and Industry
E.O.	Executive Order
ECCD	Early Childhood Care Development
ELA	Executive-Legislative Agenda
EWS	Early Warning System
FDP	Full Disclosure Policy
GAA	General Appropriations Act
GAD	Gender and Development
GOCC	Government-Owned and Controlled Corporations
HLURB	Housing and Land Use Regulatory Board
IACPOSP	Integrated Area Community Peace and Order and Public Safety Plan

ICC	Indigenous Cultural Communities
IP	Indigenous People
IRA	Internal Revenue Allotment
IRR	Implementing rules and regulations
JC	Joint Circular
JMC	Joint Memorandum Circular
LCE	Local Chief Executive
LDRRM	Local Disaster Risk Reduction and Management
LGC	Local Government Code of 1991
LGU	Local Government Unit
MARINA	Maritime Industry Authority
MC	Memorandum Circular
NDRRMC	National Disaster Risk Reduction and Management Council
NEDA	National Economic and Development Authority
NGO	Non-Governmental Organization
OIC	Officer-In-Charge
OMB	Optical Media Board
OSY	Out-of-School Youth
PCG	Philippine Coast Guard
PCW	Philippine Commission on Women
PDEA	Philippine Drug Enforcement Agency
PhilHealth	Philippine Health Insurance Corporation
PNP	Philippine National Police
PO	People's organization
POPS	Peace and Order & Public Safety
QAS	Quality Assurance System
R.A.	Republic Act
RDO	Revenue District Office
SALN	Statement of Assets, Liabilities and Net worth
SEF	Special Education Fund
SGLG	Seal of Good Local Governance
SOP	Standard Operating Procedure
SSS	Social Security System
TIN	Tax Identification Number



# 1

## Settling in the First 100 Days

### Upon Assumption to Office

*The Municipal Mayor shall:*

- Take an **Oath of Office** together with other newly elected municipal officials before an authorized administering officer (Section 92 (a), LGC);
  - The officers authorized to administer an oath under the Admin Code of 1987 as amended by R.A. 6733 and further amended by R.A. 10755 (Sec. 1) includes, among others, the Punong Barangay as an authorized administering officer of the oath of office of any government official, including the President of the Philippines.
- File a sworn **Statement of Assets and Liabilities and Net Worth (SALN)**, disclose relatives in government service, financial and business interests, and submit personal data sheets. These must be filed with the Deputy Ombudsman within 30 days after assumption in office (Section 91, LGC; Section 8A, R.A. 6173);
- Faithfully exercise the powers and perform the duties and functions as provided by the Local Government Code of 1991 and other laws (Section 444, LGC);
- Refrain from directly or indirectly engaging in any business transaction with the local government unit (LGU) (Section 89, LGC);
- Refrain from practicing his profession or engage in any occupation other than the exercise of his function as a local chief executive (LCE); and

**NOTE:** As a general rule, there is no impropriety or violation of Sec. 90 regarding ownership of a business as long as the local chief executive does not actively participate in its management and daily operations. However, the practice of a profession is absolutely prohibited.

- Hold office in the municipal hall during his incumbency (Section 444 (c), LGC).

### *General Administrative Concerns*

- Exercise general supervision and control over all programs, projects, services and activities of the municipal government (Section 444 (b) (1), LGC);
- At the opening of the regular session, present the program of government and propose policies and projects for the consideration of the Sangguniang Bayan (Section 444 (b) (1) (iii), LGC);
- Call on any national official or employee stationed in the municipality or assigned there for a briefing on matters affecting the municipality and to discuss recommendations thereon (Section 444 (b)( xvi), LGC);
- Exercise general supervision over all component barangays. General supervision means the Mayor shall ensure that all component barangays, including its officials, act within their prescribed powers (Section 4, Art. X, 1987 Constitution, Sections 25 and 32, LGC 1991); and
- Review all executive orders (EO) promulgated by the Punong Barangay within his jurisdiction to check whether such E.O.s are within the powers granted by law and in conformity with provincial and municipal ordinances (Section 30, LGC 1991).

## *Organization of Committees, Boards, and Councils*

The Municipal Mayor shall organize, if none is still in place, or re-organize, if one already exists, the following local special bodies:

- Municipal Development Council (Section 106, LGC);
- Municipal Bids and Awards Committee ( R.A. 9184);
- Municipal School Board (Section 98, LGC);
- Municipal Health Board (Section 102, LGC);
- Municipal Peace and Order Council (Section 116, LGC 1991; E.O. No. 309. S. 1988 as amended by E.O. No. 729 and further amended by E.O. No. 773, s. 2009);
- Municipal Disaster Risk Reduction and Management Council (Sections 1-2, Rule 5, IRR, R.A. 10121; DILG MC No. 2010-143);
- Municipal Board of Assessment Appeals (Section 227, LGC);
- Municipal Finance Committee (Section 316, LGC);
- Municipal Fisheries and Aquatic Resources Management;
- Council (DILG MC No. 99-142, s. 1999; Section 75, R.A. 8550; and DILG MC No. 2018-59);
- Municipal People’s Law Enforcement Board (Article 187, IRR, LGC; DILG MC No. 06-59, s. 2006; DILG MC No. 2017-154);
- Municipal Ecological Solid Waste Management Board (R.A. No. 9003; DILG MC No. 01-19, s. 2001; DILG MC No. 01-38, s. 2001);
- Municipal Council for Women (DILG MC Nos. 2002-167 and 2006-125);
- Municipal Tourism Council (MC No. 95-162, s. 1995); and
- Municipal Council for the Protection of Children (DILG MC No. 02-121, s. 2002);

- Municipal Price Coordinating Council (DILG MC No. 05-130, s. 2005; DILG MC No. 04-75, s. 2004; DILG MC No. 98-81, s. 1998; DILG MC No. 2018-128);
- Municipal Small and Medium Enterprise Development Council (DILG MC No. 02-107, s. 2002);
- Municipal Council for Culture and the Arts (DILG MC No. 2017-133);
- Municipal Gender and Development (GAD) Anti-Drug Abuse Council (DILG-DDB JMC No. 2018-01);
- GAD Focal Point System (R.A. 9710);
- Municipal Physical Fitness and Sports Development Council (DILG MC No. 96-97, s. 1996; E.O. No. 63; E.O. No. 64; DILG MC No. 2003-33); and
- Municipal Public Safety and Emergency Office (DILG MC No. 06-20, s. 2006).

### *Formulation of the Executive-Legislative Agenda*

- Formulate of a term-based Executive and Legislative Agenda (ELA) (DILG MC No. 04-64, s. 2004)
  - Organize a team that will lead the multi-stakeholder consultations and the preparation of the ELA;
  - Provide funds for the formulation and implementation of the ELA; and
  - Use the following documents as references in formulating the ELA.
    - Local Governance Performance Management
    - System's State of Local Governance Report



- Comprehensive Development Plan
- Comprehensive Land Use Plan
- Three-year Peace and Order and Public Safety Plan
- Local Poverty Reduction Action Plan
- ELA Manual and Facilitators' Guide
- Annual Investment Plan

**NOTES:**

- Involve civil society and the business community in formulating the ELA (DILG MC No. 02-91, s. 2002)
- Avail of technical support from the DILG Regional or Provincial Coaching Teams in the preparation of the ELA
- The ELA should prioritize the basic services that are to be delivered by municipalities pursuant to Sec. 17, ( b)(2), LGC

***Review Plans and Budget***

- Review, formulate, and update the Comprehensive Land Use Plan (CLUP) and strictly enforce the zoning ordinance to ensure efficient allocation, utilization, management and development of the municipality's land (DILG MC No. 04-133, s. 2004);
- Formulate the Municipal Development Plan (Section 444 (b) (1) (ii), LGC);

## At-A-GLANCE

*The ELA contains the following information, 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; road network; and 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, subject to DENR and provincial policies

- Formulate the Annual Investment Program and the Municipal Development Investment Program (DBM, DOF, DILG, NEDA Joint Memorandum Circular No. 1 s. 2007);
- Formulate the Annual GAD Plan & Budget and GAD Annual Accomplishment Report (R.A. 9710; PCW-DILG-DBM-NEDA JMC 2016-01);

**NOTE:**

In the formulation of the CLUP, for transparency and to facilitate the CLUP updating, the Municipal Mayor may seek assistance from the HLURB or may get the services of private technical experts and consultants (DILG MC No. 01-76, s. 2001)

### AT-A-GLANCE

#### *Characteristics of a Quality Comprehensive Land Use Plan*

- Participatory in its formulation. Encourage participation of children and other vulnerable groups;
- Defines land utilization based on best use;
- Consistent with the Physical Framework 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);
- Financing scheme is an integral component of the plan; and
- Monitoring and evaluation is an integral component of the plan.

## AT-A-GLANCE

### *Characteristics of a Quality Municipal Development Plan*

- Participatory in its formulation.
  - Sets socio-economic development thrusts to achieve the vision of the local government;
  - Supports overall provincial, regional and national development thrusts;
  - Clearly states development targets and strategies;
  - Ensures that a financing scheme is an integral component; and
  - Emphasizes monitoring and evaluation as an integral component.
- 
- Establish a local revenue management information system (DILG MC No. 98-51, s. 1998);
  - Prepare the Executive Budget for the ensuing fiscal year and its submission to the Sangguniang Bayan not later than the 16th day of October of the current fiscal year (Section 318, LGC)

### Reminders:

- Direct the Municipal Accountant and barangay officials to submit the 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 December 31.
- Direct the Municipal Accountant and the Barangay Treasurer to submit monthly accounts to the Municipal Auditor (DILG MC No. 96-161, s. 1996).
- Fully disclose financial transactions by posting them in the Full Disclosure Policy Portal and in three conspicuous places to keep constituents informed of how the LGU budget is managed, disbursed and used (DILG MC No. 2013-140).

### AT-A-GLANCE

#### ***FULL DISCLOSURE POLICY***

Financial documents required to be posted in the FDP portal and in three conspicuous places:

#### **QUARTERLY REPORTS** (to be posted in the next/ensuing quarter):

- Trust Fund Utilization
- 20% Component of the IRA Utilization
- LDRRM Fund Utilization
- Quarterly Statement of Cash Flow
- Bid Results of Civil Works, Goods and Services and Consulting Services

- Special Education Fund (SEF) Utilization
- Unliquidated Cash Advances
- Manpower Complement
- Supplemental Procurement Plan

**ANNUAL REPORTS** *(to be posted in the FIRST QUARTER POSTING PERIOD):*

- Annual Budget
- Annual Procurement Plan
- Annual GAD Accomplishment Report
- Statement of Debt Service
- Statement of Receipts and Expenditures

**NOTE:**

DBM-DOF-DILG JMC No. 2018-1 provides for the adoption of the modified format for the Statement of Receipts and Expenditures of LGUs and updated guidelines on the preparation and submission thereof

## AT-A-GLANCE

### *Pointers in the Preparation of the Executive 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 municipality (Section 324 (b), LGC)
- Debt Servicing** - Shall not exceed 20% of the regular income of the municipality (Section 324 (b), LGC)
- Aid to Component Barangays** - Shall not be less than ₱ 1,000.00 per barangay (Section 324 (c), LGC)
- Local DRRM Fund** – Shall not be less than 5% of the estimated revenue from regular sources (Section 324 (d), LGC as amended by Section 21, R.A. 10121, Rule 18, Section 1, IRR of R.A. 10121)
- Development Fund** - At least 20% of the annual IRA shall be appropriated for development projects (Section 287, LGC and DILG-DBM JMC No. 2017-1)
- Personal Services** - Shall not exceed 45% for 1st – 3rd class, and 55% for 4th to 6th class municipalities (Sec 325 (a), LGC)
- Confidential Fund** - Total amount shall not exceed 30% of the total annual amount allocated for the LGU's Peace and Order Programs (Item 5.1.3.1, COA-DBM-DILG-GCGOCC-DND JC No. 2015-01)
- Discretionary Purposes** - Shall not exceed 2% of the actual receipts derived from basic real property tax in the next preceding calendar year (Sec 325 (h), LGC)

- Child Protection** - 1% of the Internal Revenue Allotment of the municipal government shall be allocated for the strengthening of the Local Council for the Protection of Children (R.A. 9344, April 23, 2006, Juvenile Justice and Welfare Act)
- GAD Budget**- Shall be at least 5% of the total LGU budget appropriations, to be used for the activities supporting GAD (R.A. 7192, R.A. 9710 and PCW-DILG-NEDA-DBM JMC No. 2016-01)
- Persons with Disabilities Budget Allocation**- Program, projects, activities, services and facilities that will address the concerns and needs persons with disabilities (R.A. 7277 as amended by R.A. Nos. 9442 and 10070 and BP Blg. 344)
- Senior Citizens Budget Allocation** - Programs, projects, activities, services, and facilities that will address the concerns and needs of senior citizens pursuant to the applicable provisions in the annual General Appropriations Acts (GAA) and R.A. 7432 and R.A. 7876
- Advances and Loans to Local Economic Enterprises and Public Utilities (Section 313 [last par], LGC)
- Community-Based Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS) Prevention and Care Services (R.A. 8504)
- Programs for Public Social Workers (R.A. 9433)



## Personnel Action

- ❑ Ensure that all personnel actions such as appointments, transfer, reassignment are in accordance with the civil service law, rules and regulations (Section 77, LGC);
- ❑ Appoint all officials and employees whose salaries and wages are wholly or mainly paid out of the municipal funds and whose appointments are not otherwise provided for in the Local Government Code, as well as those the Municipal Mayor may be authorized by law to appoint (Section 444 (b) (1) (v), LGC);
  - The Municipal Treasurer is appointed by the Secretary of the Department of Finance from a list of at least three recommendees of the mayor.
  - Officials and employees of Sangguniang Bayan, including its secretary, are appointed by the Vice Mayor subject to the Civil Service Law per Sec. 445 (a)(2) of the LGC.
  - Head the personnel selection board (Section 80 (c), LGC)
  - If the salary of an employee or official is charged against the municipal funds, even if this employee reports to the Vice Mayor or is assigned to his office, the Mayor retains the authority to appoint the said employee pursuant to the LGC. Accordingly, the appointing power of the Vice Mayor is limited to those employees of the Sanggunian, as well as those of the Office of the Vice Mayor, whose salaries are paid out of the funds appropriated for the Sanggunian (ATIENZA v VILLAROSA, 2005)
  - No person shall be appointed in the career service of the local government if he is related within the fourth civil degree of consanguinity or affinity to the appointing or recommending authority (Section 79, LGC).
  - No elective or appointive local official shall be eligible for appointment or designation in any capacity to any public office or position during his tenure (Section 94, LGC).

- No elective or appointive local official or employee shall receive additional, double, or indirect compensation unless specifically authorized by law, nor accept without the consent of Congress, any present, emoluments, office, or title of any kind from any foreign government. Pensions or gratuities shall not be considered as additional, double, or indirect compensation (Section 95, LGC).
- Act on leave applications of officials and employees appointed by him and the commutation of the monetary value of leave credits according to law (Section 444 (b) (1) (xiv), LGC);
- Authorize the official trips outside of the municipality of municipal officials and employees for a period not exceeding 30 days (Section 444 (b) (1) (xv), LGC); and
- The official local travels of local government personnel for 30 days or more shall be approved by the Secretary of the DILG or his authorized representatives (Title I, Section 4 (c)(iii), E.O. No. 77).

**NOTES:**

- Determine, according to law or ordinance, the time, manner, and place of payment of salaries or wages of the municipal officials and employees (Section 444 (b) (1) (viii), LGC).
- Allocate and assign office space to officials and employees (Section 444 (b) (1) (ix), LGC).
- Officials and employees of the Sangguniang Bayan, including its Secretary, are appointed by the Vice Mayor subject to Civil Service Law.

## 2

## Gearing Up for the Continuing Tasks

### LOCAL ADMINISTRATIVE GOVERNANCE

- Enforce all laws and ordinances relative to the governance of the municipality and, in the exercise of its corporate powers, implement all approved policies, programs, projects, services and activities of the municipality (Section 444 (b) (2), LGC);
- Call conventions, conferences, seminars or meetings of any elective and appointive official of the municipality, including provincial and national officials and employees stationed in or assigned in the municipality, whenever necessary (Section 444 (b) (2) (ii), LGC);
- Provide appropriate authorities with copies of executive orders, within 72 hours after their issuance (Section 444 (b) (1) (xii), LGC);
- Defend the municipality against all suits to ensure that its interests, resources and rights shall be adequately protected (Section 444 (b) (3) (ix), LGC);
- Apply and secure written permission from proper authorities before going on official travel outside of the municipality (Section 96, LGC);
- Exercise general and operational control and supervision over the local police forces in the municipality (Section 444 (b) (2) (v), LGC).

## *Barangay Supervision*

- Exercise general supervision over component barangays (Sections 25 and 32, LGC);
- Visit component barangays at least once every six months to better understand 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 444 (b) (1) (xiii), LGC);
- Ensure that the acts of the component barangays and its officials and employees are within the scope of their prescribed powers, functions, duties and responsibilities (Section 444 (b) (2) (i), LGC);
- Order the maintenance and updating of records of all inhabitants of the barangay (DILG MC No. 06-134, s. 2006; DILG MC No. 05-69, s. 2005); and
- Oversee the efficient and effective implementation and administration of the Katarungang Pambarangay (Sec. 421, LGC).

## **LOCAL LEGISLATION**

### *Ordinances in Support of Social Development*

- Initiate and propose legislative measures to the Sangguniang Bayan and, from time to time as the situation may require, provide such information and data needed or requested by the Sanggunian in the performance of its legislative functions and in support of the following:
  - Elimination or prevention of human trafficking (DILG MC 05-26, s. 2005; DILG MC No. 06-172, s. 2006);
  - Promotion of food safety and security (DILG MC No. 99- 194, s. 1999);

- o Disaster management (DILG MC No. 98-94, s. 1998) Disaster risk reduction and management (RA 10121);
- o Intent and provisions of R.A. 8050, otherwise known as the Revised Optometry Law of 1995 (DILG MC No. 04- 148, s. 2004);
- o HIV/AIDS prevention and control (DILG MC No. 99-233, s. 1999);
- o Prohibition of selling cigarettes and other tobacco products to persons below 18 years of age (DILG MC No. 02-71, s. 2002);
- o Regulation of smoking in public places in accordance with the provisions of R.A. 9211, otherwise known as the Tobacco Regulatory Act of 2003 (DILG MC No. 04-85, s. 2004; DILG MC No. 02-27, s. 2002);
- o Campaign against commercial and sexual exploitation of children (DILG MC No. 99-164, s. 1999);
- o Child-friendly and investment-friendly ordinances
- o GAD Code (R.A. 9710);
- o Children and youth participation in local legislation, especially on laws that concerns children and youth welfare, rights and protection (RA 7610, RA 1081, and DILG-NYC JMC 2015-01);
- o Climate Change adaptation and mitigation (RA 9729);
- o Ecological Solid Waste Management Act (RA 9003); and
- o Accessibility Law (Batas Pambansa Blg. 344).

### *Ordinances in Support of Economic Development*

- Propose the codification of revenue ordinances with the aim of improving local revenue administration (DILG MC No. 98-51, s. 1998);

- Propose the enactment of ordinances, if none has been passed, in support of the following:
  - o Philippine Agricultural Engineering Act of 1998 (DILG MC No. 01-25, s. 2001); and
  - o Registration of fishing vessels three gross tonnage and below and imposing penalties for non-registration (E.O. No. 305 s. 2004).
  
- Propose the enactment or amendment, if needed, of a tricycle franchise and regulatory ordinance in consideration of the following:
  - o Physical Requirements – No tricycle shall be issued a franchise unless applicable physical requirements are complied with and certified by a duly authorized authority;
  - o Fares – Should be established at a level that provides the operator a reasonable return of profit, and affordable to the general public;
  - o Load or Capacity Limit – No tricycle should be allowed to carry more passengers and goods than what it is designed for;
  - o For safety reasons, no tricycle should operate on national highways
  - o Zones must be established within the municipality; and
  - o A common color may be imposed on tricycles operating in the same zone (DILG MC No. 07-01, s. 2007).
  
- Propose the formulation of a Local Investment and Incentives Code (DILG-DTI JMC No. 2011-01).

## AT-A-GLANCE

### *Physical Requirements for Tricycles*

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

**Note:** A provision should be incorporated in the ordinance that failure to comply with physical requirements is a ground for revoking the franchise. This is to ensure public safety.

## *Ordinances in Support of Environmental Management*

- Propose the formulation or updating of a Municipal Environmental Code (DILG MC No.97-267, s. 1997);
- Propose the enactment of ordinances, if none has been passed, in support of the following:
  - o Prohibition of the use of a compressor as a breathing apparatus in all fishing activities (DILG MC No. 02-129, s. 2002);
  - o Protection and promotion of animal welfare (DILG MC No. 00-91, s. 2000; R.A. No. 8485);
  - o Implementation of a Comprehensive Solid Waste Management System that highlights waste segregation and storage, waste processing and resource recovery, collection, transportation, and disposal of solid waste (DILG MC No. 98-119, s. 1998);
  - o Prescription of safety measures in all gasoline stations (DILG MC No. 06-66, s. 2006); and
  - o Localization of some provisions of the Agriculture and Fishery Modernization Act, especially the declaration and establishment of a Fish Sanctuary in the Municipal Waters.
- Implementation of the Clean Air Act and localization of some of its provisions, particularly Open Fire Burning and Smoking in Public Places;

## Transparency

Implement an open-door-policy type of governance to bring the government closer to the people by way of:

- Designating a Citizens' Desk at the lobby of the municipal hall, properly identified and completely manned at least eight hours a day to provide information and other forms of assistance;



- Installing a performance billboard or semi-permanent bulletin board containing such information as duties and functions of municipal offices, programs and services, and regular LGU reports;
- Conducting regular informative tour for the youth in municipal offices to familiarize them with the workings of the municipal government (DILG MC No. 96-45, s. 1996, as amended);
- Fully disclose financial transactions by posting them in the Full Disclosure Policy Portal and in three conspicuous places to keep constituents informed of how the LGU budget is managed, disbursed and used. (DILG MC No. 2013-140);
- Implementing the Anti-Red Tape Act of 2007 (R.A. 9485); ensure that the “flow of procedures” is posted in offices; and
- In times of emergency, establish a Disaster Operation Center which shall, among others, properly receive relief goods and assistance.

## **Participatory Governance**

- Seek the advice and recommendations of any national official or employee stationed in the municipality or assigned to it on matters affecting the municipality (Section 444 (b) (1) (xvi), LGC); and
- Establish cooperative undertakings with other local government units (Section 33, LGC).

## ***People’s Organizations and Non-Governmental Organizations***

- Promote the establishment and operation of people’s organizations (POs) and non-governmental organizations (NGOs) and their becoming 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 municipality (Section 35, LGC);
- Provide assistance, financial or otherwise, to accredited municipal-based POs and NGOs for economic, socially- oriented, environmental, or cultural projects in the municipality (Section 36, LGC);
- Ensure the participation of NGOs and the community in planning and implementing programs, projects, and activities (PPAs) for the eradication of illiteracy (DILG MC No. 00-120, s. 2000);
- Institutionalize the participation of youth in the climate change adaptation and disaster risk reduction and management related activities (DILG-NYC JMC No. 01, s. 2015);
- Enforce the guidelines in the accreditation and membership of POs and NGOs in the Municipal Development Council, Municipal School Board, Municipal Health Board, Municipal Peace and Order Council, and Municipal Bids and Awards Committee (DILG MC No. 2016-97);
- Strengthen citizens' support and participation in Peace and Order PPAs (DILG MC No. 02-162, s. 2002);
- Enhance the involvement of all religious organizations, civic organizations, and other NGOs in the Anti-Crime Campaign to complement peace and order efforts (DILG MC No. 02-162, s. 2002); and
- Ensure that all component barangays conduct a barangay assembly at least once a semester (Sec. 397, LGC; Presidential Proclamation 599,s. 2018).

## ***Indigenous Cultural Communities***

- Uphold and ensure the free exercise of the rights of Indigenous Cultural Communities (ICC), or the Indigenous People (IP) in the municipality (DILG MC No. 02-89, s. 2002; R.A. No. 8371);
- Integrate IPs rights and related concerns within the framework of GAD (DILG MC No. 05-34, s. 2005); and
- Ensure the implementation of Mandatory Representation of Indigenous Peoples in local legislative bodies (Section 16, R.A. 8371).

## **Development Planning**

### ***Annual Report***

- Generate an Annual Report or State of Local Governance Report, containing 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 (Section 444 (b) (1) (xx), LGC; DILG MC No. 04-64, s. 2004);
- Submit the annual report to the Sangguniang Bayan on or before March 31 of each year, on the socio-economic, political and peace and order conditions, and other matters affecting the municipality (Section 97, LGC; DILG MC No. 07-24, s. 2007); and
- Ensure that the Annual Report is optimally utilized as a main source document in the formulation and implementation of programs or projects, or administrative reforms, which are within the competence and authority of local authorities to undertake and in support of good local governance and meaningful development (DILG MC No. 07-24, s. 2007).

## *Municipal Development Plan*

- Ensure the full implementation of the Municipal Development Plan (Section 444 (b) (1) (ii), LGC);
- Ensure that the Municipal Development Council is established and functional;
- Direct the formulation of the Municipal Development Plan (Section 444(b)(1)(ii), R.A. 7160);

### **REMINDER:**

- Support the institutionalization of integrated rural accessibility planning procedure in local planning (DILG MC No. 01-8, s. 20015).
- Incorporate the three-year Local POPS Plan in the Municipal Development Plan (DILG MC NO. 2015-13).

- Incorporate development projects on culture and the arts in the short and long-term municipal development plans (DILG MC No. 95-117, s. 1995);
- Ensure that appropriate access, improvement interventions based on IRAP analysis, findings, and recommendations are integrated in the Municipal Development Plan, particularly in the Annual Investment Plan (DILG MC No. 02-06, s. 2002);
- Include programs that will increase the level of awareness and enhance capacities of the community to the threats and impacts of all hazards (NDPP Volume II); and
- Implement guidelines and mechanisms to monitor and evaluate the implementation of identified PPAs and conduct of regular review.

## Comprehensive Land Use Plan

- Implement guidelines prescribing time periods for the adoption, review, and approval of the CLUP or Zoning Ordinance (DILG MC No. 02-30, s. 2002); and
- Ensure that DRR-CCA is mainstreamed in the local development plans for a disaster and climate-resilient land use plans (Sec. 2 of RA 10121, RA 9729, DILG MC no. 77, s. 2015).

### REMINDERS:

If the CLUP was not acted upon by the Sangguniang Bayan within the prescribed three-month period:

- ✓ Issue a corresponding certification that the CLUP was not acted upon by the Sangguniang Bayan; and
- ✓ Submit to DILG Central Office, through the DILG Regional Office, the CLUP together with such certification on the inaction by the Sangguniang Bayan (DILG MC No. 00-145, s. 2000; DILG MC No. 00- 59, s. 2000).

## Information Management

- Establish a municipal archival system (Section 374, LGC).

### AT-A-GLANCE

#### *Characteristics of a Good Municipal Archival System*

- ✓ Presence of both quantitative and qualitative information;
- ✓ Presence of complete and updated information;
- ✓ Presence of sex-disaggregated and age-disaggregated data;
- ✓ Information is easy to retrieve and available to users upon request; and
- ✓ Data is accessible through electronic means

## Revenue Generation

- Request the Local Treasurer, the Permits and Licensing Officer, and the Local Assessor to develop strategies and systematic schemes for collecting local revenues;
- Ensure that all taxes and other revenues are collected in accordance with law or ordinance (Section 444 (b) (3) (iii), LGC; DILG MC No. 99-111, s. 1999);
- Generate resources and revenues for the implementation of development plans, program objectives, and priorities (Section 444 (b) (3), LGC);
- Order the review of tax classifications and assessment levels;

### **REMINDER:**

Strictly implement withholding tax laws and regulations, and advise all officers in charge of withholding taxes that failure to comply with the requirements is subject to administrative and penal liabilities (DILG MC No. 95-164, s. 1995; DILG MC No. 99-151, s. 1999; Revenue Memo Orders 14-98 and 70-98)

- Propose an ordinance imposing terminal fees, parking fees, and other similar fees, and issue regulations on the routing of private utility vehicles following the approved route as mandated by the Land Transportation Franchising and Regulatory Board (LTFRB) (DILG MC No. 02-17, s. 2002);

### **REMINDER:**

Propose special ordinances establishing municipal parking areas

- Upgrade and modernize tax information and collection services through the use of computer hardware and software and other means (Section 17 (B) 3-x, LGC); and
- Ensure competitiveness and promote ease of doing business for all citizens and potential investors (R.A. 11032).

### AT-A-GLANCE

#### *Ways to Enhance Tax Enforcement and Collection*

- Provide the Bureau of Internal Revenue (BIR) with an alphabetical list of taxpayers. In turn, the local Treasurer may also request necessary information from the local BIR officer;
- Require the presentation of proper documents prior to the renewal of business permit and other licenses;
- Provide the Revenue District Office (RDO) with a list of contractors who are engaged in government contracts and a list of professionals who are levied with profession or occupation tax;
- Include the TIN in all application for government permits, CTC, and other official papers and documents;
- Ensure the withholding of correct taxes and remit the same to the appropriate bodies;
- Submit updates on the current and fair market value of a property;
- 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 made by the taxpayers;

- Submit the BIR requirements that will be used in the computation of certificates;
- Assist the RDO in locating unregistered taxpayers and delinquent taxpayers;
- Allow authorized BUB personnel access to assessment, collection, and remittance of records, subject to the pertinent provisions of applicable laws, rules and regulations (DILG MC No. 01-33, s. 2001); and
- To verify whether the correct records and data are given by a taxpayer of local taxes, fees and charges, the Local Treasurer may ask for records and data from BIR to compare them with the documents submitted by the local taxpayer.

## Resource Allocation and Utilization

- Order the preparation and submission of an executive budget for the ensuing year to the Sangguniang Bayan not later than the 16th day of October of the current fiscal year (Section 318, LGC);

• NOTE: Require each head of office or department to prepare and submit an estimate of appropriations for the ensuing year on or before the 15th of July (Section 444 (b) (3) (i), LGC)

- Provide funds for the implementation of the ELA (DILG MC No. 04-64, s. 2004);
- Prioritize funding or resource allocation to devolved projects, services and facilities under Sec. 17 of the LGC, particularly those that affect health, agriculture, social welfare, and environment (DILG MC No. 95-14, s. 1995);



- Ensure that appropriations for social welfare services are optimally utilized and supportive of the poverty alleviation thrust of the national government (DILG MC No. 02-19, s. 2002);
- Order the preparation of an annual procurement program plan for the ensuing fiscal year (Section 373, R.A. 7160, as amended by R.A. 9184);
- Appropriate funds for the operational and logistical support for the Peace and Order Program of PNP units in the municipality (E.O. No. 546 s. 2006);
- Appropriate funds for Rights-Based Approach programs (DILG MC No. 05-138, s. 2005);
- Allocation of 1% IRA for strengthening of the programs, projects and activities of the Local Council for the Protection of Children (LCPC) (RA 9344 and DILG MC NO 2012-120); and
- Ensure that revenues of the municipality are spent in accordance with law or ordinance (Section 444 (b) (3) (iii), LGC).

### AT-A-GLANCE

***Ensure the quality of the Executive Budget, as characterized by the following elements:***

- Participatory in its formulation;
- Complementary to the budgetary requirements of the provincial government plans;
- Satisfies statutory and mandatory obligations;
- Balanced, with total appropriations covering the operating expenditures and capital outlays not exceeding the estimated income; and
- Approved within the prescribed period.

## **Guidelines in The Utilization of the 20% Development Fund**

Ensure that 20% of the IRA is optimally utilized for the following priority programs and projects:

### ***Social Development***

- o Construction or rehabilitation of health centers, rural health units or hospitals, including the purchase of a lot for the purpose
- o Purchase of ambulance and medical equipment;
- o Construction or rehabilitation of a local government-owned potable water supply system
- o Establishment or rehabilitation of Manpower Development Centers
- o Construction or rehabilitation of evacuation centers, including purchase of lot for the purpose
- o Construction of Special Drug Education Centers, and Drug Treatment and Rehabilitation Centers, including the purchase of a lot for the purpose
- o Rehabilitation of historical sites classified as such by the National Historical Commission of the Philippines
- o Purchase and development of land for the relocation of informal settlers and relocation of victims of calamities
- o Construction or rehabilitation of multi-purpose halls, including purchase of a lot for the purpose
- o Installation of a street lighting system

**NOTE:** It is the responsibility of the LCE to ensure that the 20% Development Fund is optimally utilized to help achieve the desired socio-economic development and environmental outcomes of the LGU (Item 5, DILG-DBM JMC No. 2017-01)

### ***Economic Development***

- o Construction or rehabilitation of a communal irrigation or water impounding system
- o Purchase of post-harvest facilities, such as a farm or hand tractor with trailer, thresher and mechanical driers
- o Construction or rehabilitation of local roads or bridges, including the purchase of appropriate engineering equipment, such as dump trucks, graders and pay loaders
- o Capital expenditures related to the implementation of livelihood, entrepreneurship, or local economic development projects
- o Development of alternative power or energy sources, such as renewable energy power plants
- o Amortization of loans used to finance development projects, subject to the 20% debt service cap prescribed under Section 324 (b) of the LGC

### ***Environmental Management***

- o Reforestation and urban greening
- o Construction or rehabilitation of sanitary landfills and materials recovery facilities
- o Purchase of garbage trucks and related equipment for environmental management and protection

- o Implementation of flood and erosion control projects, such as rehabilitation and construction of drainage systems, de-silting of rivers, de-clogging of canals
- o 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, such as, but not limited to, treatment of wastewater for conservation or re-use purposes, and installation of air pollution control devices

## **Financial Accountability**

- Ensure an efficient and effective property and supply management, and protect the funds, credits, rights and other properties of the municipality (Section 444 (b) (3) (viii), LGC);

### **REMINDERS:**

- ✓ Before entering into a contract, exert all efforts to determine that the private contracting party is free and clear of all tax liabilities from the government.
- ✓ Furnish the BIR regularly with the names of private contracting parties that the municipality has contracts with, as well as the amount of payments made to these private contracting parties (Section 4, E.O. No. 398 s. 2005).

- Represent the municipality in all its business transactions and sign on its behalf all bonds, contracts, and obligations, and other documents, upon authority of the Sangguniang Bayan or pursuant to law or ordinance (Section 444 (b) (1) (vi), LGC); and

- Direct all out-going Punong Barangays, as the primary accountable officers for all government property assigned or issued to his office (Section 375, (a), LGC), to conduct an inventory of property, finances, and records, and turn-over the same to the incoming Punong Barangay on or before his assumption to office (DILG MC No. 2018-02).

**NOTE:** Require all outgoing barangay officials to secure a property clearance from the Barangay Treasurer.

### AT-A-GLANCE

**Ensure the compliance of the municipal government and component barangays with the requirements on financial transactions through the following actions:**

- Directing the Municipal Accountant and barangay officials to 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 December 31;
- Directing the Municipal Accountant and the Barangay Treasurer to submit monthly accounts to the Municipal Auditor;
- Directing the conduct of an annual physical inventory of all barangays every year-end and the submission of reports to the Municipal Auditor;
- Directing the Municipal Accountant to submit to the Municipal Auditor for verification and review of a Monthly Bank Reconciliation Statement on the Barangay Depository Account; and
- Directing the Punong Barangays or the Barangay Treasurers to post the itemized revenues and expenditures in at least three conspicuous places in the barangay within 30 days after the end of each year (DILG MC No. 96-161, s. 1996).

## Customer Service

- In consultation with the private sector, NGOs, POs, and other stakeholders, formulate and implement the Anti Red-Tape Program for Local Governments, now called **Simplification of Civil Application Systems**, focusing on the Simplification of Internal Regulatory Systems, by:
  - Simplifying and rationalizing local rules and procedures for the processing of business, permits, building permits, certificates of occupancy and such other application areas as civil registry and real property documents;
  - Working for the eventual computerization of internal regulatory systems, as in the case of manual-based rules and procedure;
  - Displaying step-by-step application procedures in the form of flowcharts in publicly accessible and conspicuous places within the municipal hall premises;
  - Developing primers or flyers on the simplified rules and procedures for distribution to the general public (DILG MC No. 01-120, s. 2001; DILG MC No.04-50, s. 2004 and DILG MC No. 04-65, s. 2004; and
  - Inviting the stakeholders for consultation because they are the clients to be served.
- Set up a One-Stop-Shop or One-Stop;
- Processing Center (DILG MC No. 01-120, s. 2001);
- Operate the One-Stop Shop beyond the usual office hours to extend up to 9:00 in the evening, as may be necessary, within the months of January through March (DILG MC No. 03-10, s. 2003);

## AT-A-GLANCE

### ***ONE-STOP-SHOPS SERVICES***

1. Facilitate the processing and issuance of business permits, building permits, certificates of occupancy and civil registry and real property documents and other licenses
2. Act on problems in the delivery of basic services or refer such problems to competent local authorities for resolution
3. Maintain a record of permits, licenses and other documents that have been acted upon
4. Recommend measures to the Municipal Mayor on how to further improve the workings of the One-Stop Shop

- Install a Customer Complaint Desk (DILG MC No. 01-120, s. 2001);

## AT-A-GLANCE

### ***CUSTOMER COMPLAINT DESK SERVICES***

1. Act on red-tape related queries or complaints that are within its authority and competence to address
2. Refer to the Municipal Mayor all red-tape related complaints against any local government personnel, for appropriate action
3. Maintain a database of queries or complaints and actions taken
4. Provide regular update to the Municipal Mayor on customer feedback about the implementation of the internal regulatory system and One-Stop Shop

## Issuance of a Business Permit

- Ensure that the Business Permit and Licensing System (BPLS) follow the standards set in the DILG-DTI JMC No. 01, Series of 2016, namely: adoption of a unified form; limiting the application procedure; compliance with the prescribed time for processing of business registrations (1-2 days for new business permits and 1 day for business permit renewals); and requiring a maximum of 2 signatories (Mayor or designated representative and BPLO or Treasurer) as recommending approval; and

**NOTE:** Electronic signatures or pre-signed permits with adequate control mechanisms may be used. However, cities or municipalities that prefer the use of manual signatures must designate alternative signatories when the Mayor or principal approving authority is not available.

- Rationalize the documentary requirements for a business permit, and issue a Conditional Permit that is valid for one month to a business where the only lacking clearances are those of SSS, PHILHEALTH, and PAG-IBIG (DILG MC No. 2011-15).

## REMINDERS TO MUNICIPAL MAYORS IN THE NATIONAL CAPITAL REGION

- Require business establishments to present a Certificate of Employer Registration (COER) for newly-registered employers or contractors, or a Certificate of PAG-IBIG Active Membership (CPAM) for actively paying and remitting employers or contractors, prior to the issuance or renewal of a business permit (DILG MC No. 04-29, s. 2004);
- Require the submission of a license issued by the Optical Media Board (OMB) before the release of a business permit to an Optical Media establishment (DILG MC No.2011-56); and



- Cancel or revoke the business permits or licenses of business establishments that violate the pertinent issuances of the DTI, BFAD, and DOH related to the manufacture, import, distribution and sale of consumer products that are declared and published by such agencies as unsafe, substandard, injurious and dangerous to health and safety (DILG MC No. 2006-162).

**WARNING**

Do not issue a business permit or license to any pest control operator, pesticide dealer or distributor, or to individuals or entities who wish to engage in a similar business enterprise, unless the person or entity is duly registered with the Fertilizer and Pesticide Authority, or covered by a numbered provisional permit issued by the said Authority (DILG MC No. 95-147, s. 1995)

**Issuance of a Building Permit**

- Require owners of illegally constructed houses, buildings or other structures to obtain the necessary permits, or to make the necessary changes in the construction of the same when said construction violates a 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 444 (b) (3) (vi), LGC);
- Require contractors to obtain a development permit issued by the HLURB prior to the issuance of building permits for condominium projects (E.O. No. 71 s. 93; DILG MC No. 97- 106, s. 1997);

**NOTE:** Direct the Municipal Engineer to issue a building permit only to a hospital project with a Permit to Construct Certificate issued by the DOH (DILG MC No. 96-26, s. 1996)

- Expedite the issuance of locational clearance for proposed ecozones, provided that the application for such clearance is consistent with the approved Land Use Plan and Zoning Ordinance (DILG MC No. 97-220, s. 1997); and
- Enforce a 30-day standard prescribed under E.O. No. 258 for the issuance of a development permit for a housing project, consistent with the CLUP and Investment Program of the municipality (DILG MC No. 2000-136, s. 2000).

**WARNING**

For municipalities within the airport zones, do not issue building permits unless a permit is first secured from the Air Transportation Office (DILG MC No. 00-118, s. 2000).

### *Issuance of Other Permits and Licenses*

- Issue a municipal permit or license promptly and in accordance with the LG Code and its implementing rules and regulations (DILG MC No. 02-11, s. 2002); and
- Advance and promulgate measures for the adoption of effective registration procedures, including the elimination of fees for the registration of births and foundlings (DILG MC No. 02-186, s. 2002).

### AT-A-GLANCE

#### Timelines for the Issuance of Acceptability Endorsements on Programs and Projects that Require Environmental Clearance Certificates

- ❑ Consultation with NGOs, POs and other sectors concerned – not more than one week upon hearing the merits of the project proposal from the proponent, and upon evaluation that such is supportive of the development agenda of the municipality;
- ❑ Passage of the requisite Sanggunian Resolution– not more than two weeks upon receipt of the results of the consultation accepting or endorsing the proposed project; and
- ❑ Preparation, approval, and release of the endorsement – not more than one day upon receipt of the Sangguniang Bayan (DILG MC No. 03-58, s. 2003).

## Human Resource Management and Development

- ❑ Formulate and implement a Municipal Human Resource and Development Program (DILG MC No. 96-17, s. 1996; PD No. 284);
- ❑ Ensure that all municipal officials and employees faithfully discharge their mandated duties and functions (Section 444 (b) (1) (x), LGC);

### AT-A-GLANCE

For an effective human resource management, ensure that the following systems are in place and operational, as appropriate and consistent with Civil Service laws, rules and regulations:

- Human Resource Planning
- Recruitment and Selection
- Performance Evaluation
- Human Resource Development
- Career Development
- Incentives and Awards System
- Grievance Committee

- Act on leave applications of appointive officials and employees and the commutation of the monetary value of their leave credits (Section 444 (b) (1) (xiv), LGC);
- Authorize payments for medical care, transportation, subsistence, hospitalization or medical fees of officials and employees who are injured while in the performance of their official duties and functions, subject to the availability of funds (Section 444 (b) (1) (xvii), LGC);
- Authorize official trips of officials and employees outside of the municipality for a period not exceeding 30 days (Section 444 (b) (1) (xv), LGC);
- Review the job descriptions of midwives, fill up all midwife positions that were vacated and create or retain the items of midwife in the plantilla (DILG MC No. 03-89, s. 2003); and

### REMINDERS REGARDING BARANGAY OFFICIALS AND PERSONNEL

- ✓ Encourage them to enroll in the PhilHealth Program during their tenure and to set aside barangay funds for the purpose (DILG MC No. 02-66, s. 2002)
- ✓ Encourage them to register as members of Pag-IBIG Fund (DILG MC No. 06-178, s. 2006)

- ❑ Ensure that the occupational health and safety, sanitation and conducive environmental conditions in the workplace of municipal government are available and adequately maintained by having annual mental or physical check-ups for municipal employees, 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. 98).

### LOCAL SOCIAL GOVERNANCE

- ❑ Provide social welfare services, which include programs and projects on:
  - o Child and youth welfare, family and community welfare, women's welfare, welfare of the elderly and persons with disabilities
  - o Community-based rehabilitation programs for vagrants, beggars, street children, scavengers, juvenile delinquents, and victims of drug abuse
  - o Livelihood and other pro-poor projects (Section 17, LGC)

- Provide infrastructure facilities to serve the needs of the residents of the municipality and which are funded out of municipal funds including but not limited to:
  - o School buildings and other facilities for public elementary and secondary schools
  - o Artesian wells, spring development, rainwater collection and water supply systems
  - o Traffic signals and road signs
  - o Public cemetery
  - o Municipal buildings, cultural centers, public parks including freedom parks, playgrounds, sports facilities and equipment, and other similar facilities (Section 17, LGC)
  - o DRRM Facilities such as evacuation center and emergency operations center and its equipment, (Operation LISTO Disaster Preparedness Manual v.2018)
- Solemnize marriages (Section 444 (b) (1) (xviii), LGC);
- Strictly enforce all laws and ordinances against selling, publication, display and distribution of pornography films (DILG MC No. 99-213, s. 1999; Article 201, Revised Penal Code);
- Prohibit events or scenes in shows or carnivals that degrade persons with disabilities (DILG MC No. 98-74, s. 1998);
- Establish the Office of Senior Citizens Affairs (DILG MC No. 05-63, s. 2005)
- Direct Punong Barangays and community leaders to actively support the campaign and advocacy for the elimination of child labor (DILG MC No. 98-81, s. 1998); and
- Lead the observance of the National Children’s month (DILG MC No. 99-217, s. 1999).

## SUGGESTED ACTIVITIES IN THE OBSERVANCE OF THE NATIONAL CHILDREN'S MONTH

- ✓ Symposia, meetings or similar activities about current issues and concerns of the Filipino child
- ✓ Child-friendly activities such as parades, children's march, caravans, field trips, photo exhibits, art contests, and kids' fairs
- ✓ Free mobile services such as medical, dental, food and nutrition services for poor children and their families
- ❑ 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;
- ❑ Enable the free registration of all indigent children (DILG MC No. 06-86, s. 2006);
- ❑ Implement the **Early Childhood Care Development (ECCD)** program by:
  - Supporting the organization of parent cooperatives to initiate the establishment of the ECCD program;
  - Ensuring that service providers of the public ECCD program in the municipality are compensated, that adequate funds are made available, and their working conditions conform with national quality standards;
  - Providing counterpart for training and continuing education of ECCD service providers, and supporting the operations of municipal and barangay ECCD coordinating committees; and

- o Complying with the new set of standards in the accreditation of center-based ECCD Programs and Service Providers (DILG MC No. 06-91, s. 2006; DILG MC No. 01-02, s. 2001).

## Health and Nutrition

- Provide **basic health services** such as the following:
  - o Primary health care, maternal and child care, communicable and non-communicable disease control services;
  - o Access to secondary and tertiary health services;
  - o Nutrition services;
  - o Family planning services;
  - o Clinics, health centers and other health facilities necessary to carry out health services; and
  - o Medicines, medical supplies, and equipment (Section 17, LGC).
- Measures to further improve the system of dengue case management and services (DILG MC No. 05-86, s. 2005; DILG MC No. 05-74, s. 2005)
- Support the **Polio-Free Maintenance Immunization Campaign**:
  - o Direct the Municipal Health Office to oversee the vaccination activities in the municipality and coordinate all efforts with the Department of Health Field Office;
  - o Establish “patak centers” in the area and send paramedical personnel to participate in the door-to-door immunization activities when necessary; and



- o Disseminate information to all sectors in the municipality to have all children below five years old receive an oral anti-polio vaccine either at their homes or at the nearest “patak center” in their community (DILG MC No. 02-14, s. 2002).
- ❑ Strictly enforce the provisions of the Code on Sanitation and other related laws and ordinances to prevent the possible outbreak of water and food-borne diseases and safeguard the health and safety of the public (DILG MC No. 97-105, s. 1997, DILG MC NO. 99-44, s. 1999; PD No. 856);
- ❑ Support the implementation of the comprehensive and unified policy for tuberculosis control and tap the assistance of the private sector involved in health care services to do the same (DILG MC No. 03-93, s. 2003); and
- ❑ Implement a Youth Smoking Prevention Program in partnership with socio-civic organizations (DILG MC No. 02- 71, s. 2002; DILG MC No. 04-86, s. 2004).

**NOTE:**

- ✓ Ensure that Voluntary Blood Donation Services is integrated in the Municipal Work and Financial Plans and include the same as an additional function of the Municipal Health Board (DILG MC No. 99-133, s. 1999; DILG MC No. 99-66, s. 1999)
  - ✓ Ensure that government ambulances are not used for any purpose other than the transport of patients (DILG MC No. 00-114, s. 2000)
- 
- ❑ Coordinate with concerned law enforcement agencies to ensure the implementation of R.A. 9211, otherwise known as the Tobacco Regulatory Act of 2003 (DILG MC No. 04-86, s. 2004)

## Education

- Coordinate and work closely with the Bureau of Non-Formal Education of the Departments of Education, Budget and Management, Social Welfare Development, Interior and Local Government, and other government agencies and nongovernment organizations in the municipality in the development and implementation of literacy and non-formal education (DILG MC No. 00-120, s. 2000); and
- Provide the necessary school site requirement of at least one-half hectare land area, as may be necessary (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 municipality to ensure that the issue of informal settlement is properly addressed (MC No. 98-202);
- Order the submission of an updated report on lands identified for socialized housing and resettlement areas (DILG MC No. 01-21, s. 2001); and
- Ensure the operational autonomy of municipal water districts (DILG MC No. 05-21, s. 2005).

## Peace, Security, and Disaster Risk Reduction and Management

- Formulate or update the Peace and Order Annual Action Plan and implement the same for the preservation and maintenance of peace and order in the municipality (Section 444 (b) (2) (v), LGC; DILG MC No. 2015-130 dtd Nov. 3, 2015);
- Provide the sites for police stations, fire stations and substations, and municipal jail (Section 17, LGC);

- Ensure the efficient and effective administration of the Katarungang Pambarangay (Section 421, LGC);
- Create and strictly implement an Integrated Area Community Peace and Order and Public Safety Plan (IACPOPSP) (DILG MC No. 02-162, s. 2002); and
- Create a Disaster Emergency Response Task Force, headed by the LDRRM Officer who shall immediately convene and establish a Command Operation Center in times of disaster or emergency.

### *Welfare of Women and Children*

- Adopt policies and cultivate programs that promote the rights of women, especially those in the marginalized sector (R.A. 9710 or Magna Carta of Women);
- Lead the implementation of programs for children through the Local Council for the Protection of Children and the Lupong Tagapamayapa (DILG MC 05-95, s. 2005; DILG MC No. 02-121, s. 2002);
- Provide funds and implement programs and services for children in conflict with the law (CICL) (DILG MC No. 06-104, 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); and
- Ensure the participation of women, children and other vulnerable groups in planning and implementation of various programs.

## AT-A-GLANCE

Strengthen efforts against:

- Sexual harassment (R.A. 7877; DILG MC No. 01-37, s. 2001)
- Violence against women and children (R.A. 9262; DILG MC No. 04-118, s. 2004)
- Human trafficking (DILG MC No. 05-26, s. 2005; DILG MC No. 06-172, s. 2006)

### *Illegal Gambling*

- Adopt a concrete Action Plan against illegal gambling, particularly jueteng, in the municipality (DILG MC No. 02- 105, s. 2002). For this purpose, the mayor may call upon the Municipal Chief of Police for operational directives; and
- Dispel the public perception that illegal gambling thrives because local and police officials either tolerate or connive with gambling lords. Be 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).

### *Illegal Drugs*

- Strengthen the Municipal Anti-Drug Abuse Council which shall be responsible for advocacy and information campaign against illegal drugs (DILG-DDB JMC No. 2018-01);
- Ensure that pushers and users are brought to justice;
- Provide for a mechanism to obtain funds, volunteers, facilities and technical expertise (Presidential Memorandum dated 01 August 2000; DILG MC No. 01-90, s. 2001; DILG MC No. 00-98, s. 2000; DILG MC No. 98-227, s. 1998; DILG MC No. 97-35, s. 1997);

- Organize a Municipal Special Drug Education Center Team to establish and operate a Special Drug Education Center for out-of-school youth (OSY) and street children (DILG MC No. 06-150, s. 2006);
- Maintain close coordination with PDEA; and
- Establish and institutionalize drug-free workplace policies (DDB Regulation No. 13, s. 2018).

### *Insurgency and Terrorist Threats*

- Enforce security measures to counter terrorist threats, violent extremism and other forms of lawless violence (DILG MC No. 03-80, s. 2003);
- Support internal security operations against insurgency and other serious threats to national security:
  - o Deputize barangay tanods as force multipliers in the implementation of the peace and order plan in the municipality;
  - o Include in the Integrated Area Community Peace and Order and Public Safety Plan (IACPOPS) of the municipality a priority program of action or thrust in resolving insurgency and other serious threats to national security (E.O. No. 546 s. 2006);
  - o Support Executive Order No. 70 which institutionalizes the whole-of-nation approach in attaining inclusive and sustainable peace, creating a national task force to end local communist armed conflict, and directing the adoption of a national peace framework; and
- Ensure public safety and 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. 2006).

## Disaster Preparedness

- Adopt a disaster risk reduction and management approach that is holistic, comprehensive, integrated and proactive (R.A. 10121 otherwise known as the Disaster Risk Reduction and Management Act of 2010). Per R.A. 10121 and NDRRMC-DILG-DBM MC 2013-01, 70% of the calamity local disaster risk reduction and management fund (LDRRMF) can be utilized for disaster preparedness, prevention and mitigation, response, and rehabilitation and recovery activities;
- Conduct a comprehensive and science-based risk assessment as basis for the identification of the program, projects and activities for DRR-CCA (RA 10121, DILG MC no. 77, s. 2015);
- Formulate or update the Local Disaster Risk Reduction and Management Plan (LDRRMP) and Local Climate Change Action Plan (LCCAP) and implement the same for the strengthening of the disaster risk reduction and management climate change adaptation system of your LGU. (RA 10121, RA 9729);
- Submit an updated Municipal Disaster Management Plan LDRRMP to the National Disaster Risk Reduction and Management Council (NDRRMC);
- Create mechanism for the Local DRRM Council to convene regularly (RA 10121 and its IRR);
- 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).
  - Use the Quality Assessment (QA) Tool to gauge the quality of the submitted BDRRM plans. The QA Tool which is a simple checklist that aids in the identification of gaps, needs, recommendations, and development of participatory action points on how to address them and eventually enhance the plan to effectively implement DRRM projects and activities at the local level. The QA Tool shall be used by a review team in the municipal level to gauge the quality of

the submitted BDRRM plans (NDRRMC No. 147 series of 2017, and NDRRMC MC 13 series of 2018); and

- Use the Barangay DRRM Plan template as guide for the barangays to prepare their own BDRRM plans. This simplified BDRRM Plan template sets the minimum requirements of a BDRRM Plan based on the Quality Assessment Tool but provides opportunities for innovation based on the context of the barangay, municipality, province and region.
- ❑ 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 R.A. 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.

### AT-A-GLANCE

Disaster Preparedness Programs Per NDRRMC-DBM-DILG JMC NO. 2013-01

- ❑ Training on disaster preparedness and response, search, rescue and retrieval operations
- ❑ Simulation exercises at various levels to test plans and skills
- ❑ Development of information, education and communication campaign and information sharing between LGUs, communities, and the national government
- ❑ Development of standard operations manual for Disaster Operations Centers
- ❑ Development and implementation of standard operating procedures (SOPs) for deployment, evacuation, and coordination with rapid assessment teams

- Development and institutionalization of early warning systems (EWS); information sharing among LGUs, communities, and the national government
- Research on disaster risk reduction and management
- Multistakeholders' dialogue
- Development and conduct of regular reviews of contingency plans
- Development of information and database generation
- Stockpiling of basic emergency supplies
- Other programs or projects of similar nature and considered necessary
- Lead the implementation of emergency measures during and after man-made and natural disasters and calamities (Section 444 (b) (1) (vii), LGC)
- To further guide you in understanding what you should to prepare your communities for the threats and impacts of hazards, take time to review the Operation LISTO: Disaster Preparedness Manual for city and municipal LGUs (typhoon version 3), and National Disaster Preparedness Plan Volume II. These materials can be accessed through the LGA website [www.lga.gov.ph](http://www.lga.gov.ph).

## Public Safety Concerns

- Strengthen the Municipal Engineering Office
- Strictly enforce the applicable provisions of the National Building Code and Fire Code, and ensure that no advertising billboards, signage or display media shall be constructed in the municipality that:
  - o Endanger the safety of a person or property, or harm the public interest
  - o Hinder public order or violate sound social morals



- o Contain information that suggests obscenity, indecency, or violence, both in textual and graphical forms
- o Convey vague and double-meaning messages to the public
- o Carry racially, sexually or ethnically abusive, offensive or objectionable content, or promote social discrimination and prejudice against gender, beliefs and convictions
- o Obstruct the public view and appreciation of natural scenery (DILG MC No. 04-158, s. 2004)

### AT-A-GLANCE

Ensure the safety of residents and prevent freak accidents from occurring in construction projects, through the following measures:

- Require the contractor to assume full responsibility for the proper safekeeping of construction materials and equipment used for the duration of the construction project and to assume liability for any untoward incident that may result from failure to observe the necessary precautionary measures, which shall be stipulated in the contract between the municipality and the contractor
- Require the contractor to clear all construction debris in the areas used by passersby
- Provide visible marks or signs in high-risk areas such as open canals and manholes; lighting facilities in the construction sites; and other precautionary measures (DILG MC No. 95-87, s. 1995)

- In coordination with the Bureau of Fire Protection, initiate the organization of in-house and community volunteer fire brigades to include the conduct of 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)

### **Updates on the Duty to Intensify the Action Against Illegal Drugs**

- Include adequate appropriation for the enforcement of R.A. 9165 in the Local Annual Budget; prioritize preventive or educational programs and the rehabilitation or treatment of drug dependents
- Enforce the provisions of Sections 51-53 of R.A. 9165
- Initiate the formulation of prevention and rehabilitation programs in the LGU
- Initiate the conduct of symposia and dialogues with school authorities and students, owners and employees of business establishments, government officials and employees, and the general public
- Ensure the sustainability of rehabilitation and treatment programs for drug dependents
- 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 said Act, and ensure its effective enforcement thereof
- 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)

- Call on the local PNP—pursuant to the LCE’s power of operational supervision and control over the local PNP under Section 51(2) of R.A. 6975, as amended by Section 62 of R.A. 8551—to conduct periodic or unannounced onsite inspection of dens, resorts, bars, karaoke bars, night clubs and other establishments or houses suspected of being used as drug dens or place of sale or delivery of illegal drugs
- Ensure that the Administrative Board under Section 52 (1) of R.A. 9165 is created, functional and faithfully performs its mandated tasks. This is to address the nuisances contemplated under the said provision of R.A. 9165
- Revoke the business permit of any business establishment found by the Board to be the site of delivery, sale, and use of illegal drugs and substances
- Provide the local PNP with the financial and other support that is necessary in the sustained operations against illegal drugs
- Ensure that the Punong Barangays perform their responsibilities as embodied in relevant Department issuances (DILG MC No. 2009-09, s. 2009)

## LOCAL ECONOMIC GOVERNANCE

### Agriculture and Fisheries Development

- Facilitate the provision of extension and on-site research services and facilities related to agriculture and fishery activities, which include:
  - o Dispersal of livestock and poultry, fingerlings, and other seeding materials for aquaculture
  - o Palay, corn and vegetable seed farm
  - o Medicinal plant gardens

- o Fruit tree, coconut, and other kinds of seedling nurseries
- o Demonstration farms
- o Quality control of copra and improvement and development of local distribution channels, preferably through cooperatives
- o Inter-barangay irrigation system (Section 17, LGC)
- Organize, or activate, an Agri-Credit Desk in the municipality and designate a senior staff as Agri-Credit Information Officer (DILG MC No. 97-262, s. 1997)
- Ensure the maintenance of up-to-date records of fishing vessels with gross tonnage of 3 tons and below and regularly submit the information to the MARINA Central Office or MARINA Regional Offices, the Philippine Coast Guard Station/Detachment, and the DA-BFAR the list of vessels registered (E.O. No. 305 s. 2004)
- Regulate and monitor the fishery activities in the municipal waters (DILG MC No. 2018-59)

## Entrepreneurship, Business, and Industry Promotion

- Facilitate the provision of infrastructure facilities to serve the needs of the residents of the municipality and which are funded out of municipal funds, including but not limited to:
  - o Municipal roads and bridges that connect one barangay to another;
  - o Communal irrigation, small water impounding projects;
  - o Fish ports;
  - o Public markets, slaughterhouses and other municipal enterprises (Section 17, LGC);

- Facilitate the provision of communication and transportation facilities (Section 17, LGC);
- Facilitate the provision of tourism facilities and other tourist attractions, including the acquisition of equipment, regulation, and supervision of business concessions, and security services for such facilities (Section 17, LGC);
- Facilitate the provision of necessary support and assistance to Public Market Vendors Cooperatives, if any, in the municipality (DILG MC No. 02-69, s. 2002);
- Initiate measures to ensure that the willing, able and unemployed residents of the municipality are hired in local, national, and foreign-funded public works projects (DILG MC No. 00-167, s. 2000; R.A. No. 6685);
- Facilitate the development and implementation of a livelihood assistance program for victims of human trafficking (DILG MC No. 06-172, s. 2006; DILG MC No. 05-26, s. 2005);
- Coordinate with the Department of Energy for the conduct of periodic inspection of gasoline stations operating within the municipality to determine whether said establishments comply with the provisions of R.A. 8479, otherwise known as the Downstream Oil Industry Deregulation Act of 1998, and its IRR (DILG MC No. 04-113, s. 2004);
- Facilitate the institution of appropriate charges against erring gasoline stations and suspend or revoke their licenses or permits for violation of the law or conditions upon which said licenses or permits were issued (DILG MC No. 04-113, s. 2004); and
- Designate a Local Economic and Investment Promotion Officer (DILG MC No. 2010-113).

## Consumer Welfare

- Formulate policies and strategies to keep prices of basic consumer goods at reasonable levels (DILG MC No. 05-130 s. 200; DILG MC No. 04-75, s. 2004; DILG MC No. 98-81, s. 1998);
- Ensure an active national-local government collaboration in monitoring the prices of selected prime commodities, incidence of hoarding, violation of Price Tag Law, and other related concerns (DILG MC No. 98-81, s. 1998; DILG MC No. 06-58, s. 2006);
- Strictly enforce the Consumer Act of the Philippines and other related laws to ensure consumer protection by:
  - o Putting in place a Timbangan ng Bayan and enforcing compliance with weighing scale standards; and
  - o Setting up and regularly updating the price billboards in wet markets (DILG MC No. 06-58, s. 2006; DILG MC No. 92-47, s. 1992; Art. 62, R.A. No. 7394; LGC).

### NOTE:

Strictly implement the control measures in all slaughterhouses:

- Conduct an inventory of all markets and slaughterhouses owned or managed either by the municipality or by the Public Market Vendors Cooperative
- Direct the Municipality Veterinarian, or in his absence, the agriculturist, to actively participate in the supervision of the operation of slaughterhouses in the municipality (AO No. 32 s. 2002; DILG MC No. 03-52, s. 2003; DILG MC No. 01-94, s. 2001)

## Updates on Levy, Imposition and Collection of Illegal Fees or Charges, and Other Matters

- Do not enforce any 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 in any form on transporting goods and passengers (DILG MC No. 2006 70, s. 2006);
- Call for the immediate repeal of 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 (Sec. 133 (e), LUC); (DILG MC No. 2006-70, s. 2006);
- Strictly adhere to the fundamental principles, limitations, and requisites of the exercise of the taxing powers of the LGU (DILG MC Nos. 2009-42 and 2009-76, s. 2009); and
- Rectify defective tax ordinances that charge fees on passing through vehicles, especially those carrying agricultural goods and products (DILG MC Nos. 2009-42 and 2009- 76 s. 2009).

## LOCAL ENVIRONMENTAL GOVERNANCE

### Natural Resources Management

- Adopt adequate measures and standards to safeguard and conserve the land, mineral, marine, forest and other natural resources of the municipality (Section 444 (b) (3) (vii), LGC);
- Implement water and soil resource utilization and conservation projects (Section 17 (b) (2) (viii), LGC);
- Provide seawalls, dikes, drainage and sewerage, and flood control facilities (Section 17 (b) (2) (viii), LGC);

- Strictly enforce fishery laws in municipal waters, including the conservation of mangroves (Section 17 (b) (2) (i), LGC);
- Cancel the business permits of pet shops or file appropriate charges against persons found violating Republic Act No. 9147, or the Wildlife Resources Conservation and Protection Act, and Republic Act No. 7578 or the National Integrated Protected Areas System Act of 1992 (DILG MC No. 04-44, s. 2004);
- Implement the provisions of the Code of Practice for Aquaculture:
  - o Demolish illegal structures along a river or estuary, which impede normal water flow.
  - o When awarding permits for the construction of a fish pen or a sea cage, adopt measures to prevent overcrowding and congestion in municipal waters, fish ponds, and fish pens, which may result in fish kills (DILG MC No. 02-64, s. 2002).
- Apprehend and prosecute those engaged in the illegal trading of animals (DILG MC No. 00-91, s. 2000; R.A. No. 8485).

### *Forest Management*

- Implement community-based forestry projects, which include integrated social forestry programs and similar projects, manage and control communal forests, and establish tree parks, greenbelts, and similar forest development projects (Section 17 (b) (2) (ii), LGC);
- Actively support the Anti-Illegal Logging Campaign by ensuring that any business permit applicant, using wood as raw material, has a certification from the DENR that said materials came from legal sources (DILG MC No. 98-203, s. 1998; E.O. 23, s. 2011); and
- Strictly implement existing policies, rules and regulations on forest management:



- o Enforce the provisions of the Joint DENR-DILG Memorandum Circular No. 98-01, which embodies the manual of procedures of the DENR-DILG-LGU partnership on devolved forest management functions;
- o Mobilize the business community, civil society and the general public in reforestation activities; and
- o In coordination with the DENR, monitor the state of forests, report logging activities, arrest illegal loggers and file appropriate charges against the perpetrators (DILG MC No. 04-166, s. 2004).

## Waste Management, Pollution Control, and Urban Land Quality

- Facilitate the preparation and submission of the Municipal Solid Waste Management Plan (DILG MC No. 01-48, s. 2001);
- Facilitate the establishment of a solid waste disposal system or environmental management system and services or facilities related to general hygiene and sanitation (Section 17 (b) (2) (vi), LGC);
- Facilitate the establishment of an incentive system for barangays that perform well in managing solid waste (DILG MC No. 01-38, s. 2001);
- Implement the Zero-Waste Management Technology through:
  - o Total recycling, such as the conversion of wastes into factory-returnable goods, fertilizers, feeds, fuel, fine crafts, and filling materials;
  - o Adoption of methodologies in recycling wastes such as sorting, segregation at source, proper waste packaging and ecologically-sound disposal system; and
  - o Information campaigns on the benefits derived from the adoption of the technology (DILG MC No. 00-117, s. 2000).

## **ROLE OF LGUs IN CLIMATE CHANGE ADAPTATION AND MITIGATION AND OTHER ENVIRONMENT ISSUES**

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

**Sec. 14.** Local Climate Change Action Plan. — The LGUs shall be 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 Unit, 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 (1) 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 in the case of Metropolitan Manila Development Authority, et al. vs. Residents of Manila Bay, et al., 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 our 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 of a closure or imposition of fines and other sanctions.
  - Promote research and extension work on climate change adaptation through 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, inter-faith 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 Ciudad/Munisipyo Program by adopting 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 smoke- free communities; and
4. Encouraging community leaders, civic organizations, religious organizations and school institutions to actively support the campaign against air pollution in their localities.

### 3

## Officer-in-Charge

### Officer-In-Charge (OIC) as distinguished from ACTING MAYOR

The post of the Acting Mayor is governed by Section 46 (a) of the Local Government Code of 1991, while that of the OIC is governed by Section 46(c) of the same code.

When the Municipal Mayor is temporarily incapacitated to perform his duties due to physical or legal reasons, such as but not limited to, leave of absence, travel abroad and suspension from office, the Municipal Vice Mayor shall automatically exercise the powers and perform the duties and functions of the Municipal Mayor concerned, except the power to appoint, suspend, or dismiss employees, which can only be exercised if the period of temporary incapacity exceeds 30 working days.

In this case, the automatic assumption by the Municipal Vice Mayor as Acting Mayor, even on the first day of incapacity of the Municipal 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 Municipal Mayor, he can perform all the functions, powers and duties of the Municipal Mayor except the limitations provided for in cases of appointment, suspension or dismissal of employees (Note: There exists a temporary vacancy in the Mayor position. Hence, the Acting Vice Mayor.)

On the other hand, Section 46 (c) of the Code Local Government Code of 1991 deals with a situation where the Municipal Mayor is traveling 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 designation shall specify the powers and functions that the local official concerned shall exercise in the absence of the Municipal Mayor, except the power to appoint, suspend or dismiss employees.

In this case, the Municipal Mayor can designate any official of the Municipal 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 case of designation of OIC, there is really, in contemplation of law, no temporary vacancy to speak of in the Office of the Municipal Mayor. The Municipal Mayor may designate the Municipal Vice Mayor or any member of the Sanggunian or any appointive official of the municipality to act as OIC during his absence for three consecutive days. However, if on the fourth day, the Municipal Mayor fails to return to his station, Section 46 (d) of the same Code will now apply, in which case, the Municipal Vice Mayor shall assume as Acting Municipal Mayor on the 4th day of absence of the Municipal Mayor even if the designation of an OIC was beyond three days. This has to be so because the designation as OIC is effective only for three days.

### Who may be authorized to act as an OIC?

Section 46 (c) of the Local Government Code does not distinguish and thus, the Municipal Mayor may designate in writing any Municipal Official to act as OIC during his absence for three days. The authorization shall specify the powers and functions that the local official concerned shall exercise.

### How shall an OIC assume his functions?

With regard to the OIC Municipal Mayor, upon presentation of a valid designation in writing, he can assume the post as OIC in the office of the Municipal Mayor (Section 46 (c), Local Government Code). Accordingly, he must issue a memorandum addressed to all municipal officials and employees of his designation as OIC. With regard to the Acting Municipal Mayor, upon the occurrence of any event leading to the temporary incapacity of the Municipal Mayor, either for physical or legal reasons, the Municipal Vice Mayor automatically assumes as Acting Municipal Mayor.

(Section 46 (a), Local Government Code). Accordingly, he has to issue a Memorandum, copy furnished depository banks, local DILG and other national offices, informing all department heads and employees of the province of his assumption as acting and henceforth, all orders must emanate from him.

### When shall an OIC cease to act as such?

An OIC Municipal Mayor shall stop performing his functions as such on the fourth day of absence of the Municipal Mayor. His designation as OIC is effective only during the three consecutive days of absence of the Municipal Mayor, who is outside his jurisdiction but is within the country. On the fourth day of absence of the Municipal Mayor, the designation of OIC ceases to exist by operation of law and the Municipal Vice Mayor shall now automatically assume as Acting Municipal Mayor pursuant to Section 46 (d) of the Local Government Code.

### May the Municipal Vice Mayor, acting as Municipal Mayor continue to preside over the session of the Sangguniang Bayan?

No more. In the case of *Gamboa vs. Aguirre* (G.R. No. 134213, July 20, 1991), the Supreme Court ruled that the Municipal Vice-Mayor, as Acting Municipal Mayor, cannot anymore continue to preside over the session as this would violate the principle of separation of powers and functions. The Municipal Vice Mayor, in his capacity as Acting Municipal Mayor, is expected to perform full-time executive functions, which would include approval of ordinances. This pronouncement of the Supreme Court equally applies to provinces and municipalities.

### May the Municipal Vice Mayor, designated as OIC, continue to preside over the session of the Sanggunian?

Yes. In an OIC designation, there is no temporary vacancy in the Office of the Municipal Mayor. OICs exercise only limited powers as may be contained in the letter-authorization designating him as such. Hence, if the Municipal Vice Mayor is the one designated as OIC, he can still 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 Municipal Mayor and more importantly, he is not empowered to approve ordinances. Such being the case, the violation of separation of powers and functions, which is what the *Gamboa* ruling sought to avoid, is not present. As OIC he has no power to



approve ordinances enacted by the Sanggunian. The Vice Mayor, designated as OIC, can continue to preside over the session of the Sanggunian. If, however, the Mayor fails to return on the fourth day, the Vice Mayor's OIC status will ripen into Acting Mayor, and therefore, he is already barred from presiding the session.

As an OIC, he has no power to perform all the functions and powers of the Municipal Mayor and more importantly, he is not empowered to approve ordinances. Such being the case, the violation of separation of powers and functions, is not present. As OIC he has no power to approve ordinances enacted by the Sanggunian.

### **May the Municipal Vice Mayor, designated as OIC, appoint officials?**

No. Under CSC rules on appointment, an OIC cannot issue an appointment.

### **What are the tasks and responsibilities of an OIC?**

Act or perform in accordance with the authorization given by the Municipal Mayor, such as, but not limited to the following tasks:

- Sign and approve vouchers for the payment of salaries of municipal employees
- Sign and approve vouchers and requisitions, purchases of essential supplies and hospital subsistence, if any
- Attend conferences as well as other ceremonial functions to represent the office of the Municipal Mayor
- Perform routine and administrative functions such as the supervision of the day-to-day operations of the Office of the Municipal Mayor (Section 46 (a), LGC)



## 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, tranquility, 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.



