

ENGAGING THE BARANGAYS

GUIDE FOR MAYORS



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ABOUT THE PROGRAM

The Program for Newly-Elected Officials (Program for NEOs) is a continuing intervention of the Department of the Interior and Local Government (DILG) through the Local Government Academy (LGA) in its commitment to provide a harmonized and holistic capacity development delivery mechanism for local governments all over the country.

It is in line with the Department's mandate to further strengthen the capability of local governments aimed towards effective and efficient delivery of basic services to the citizenry by helping NEOs effectively discharge their duties and responsibilities and define their development roadmaps.

In support of Local Government Units (LGUs) and their newly elected leaders, the Program for NEOs aims to provide interventions anchored on the LGU Capacity Pillars: structure, competency, management, enabling policies, knowledge

and learning, and leadership. It is composed of Five Components that collectively aim to transform LGUs through a series of interventions spanning from their assumption of office until the end of their terms.

The first two components of the program aim to aid elected officials upon their assumption of office and during the transition of leadership and in familiarizing themselves with their new mandates. The third component of the program is intended to provide support for LGUs in formulating and updating local plans. The fourth component does not just focus on capacitating elected officials, but on other functionaries as well. Finally, the last component will facilitate the assessment and awarding of LGUs.

ABOUT THE GUIDE

There are 42,045 barangays that comprise the 1,489 municipalities, 145 cities, and 81 provinces in the Philippines. Being the closest to the people, these barangays are most attuned to the needs and issues of the common Filipino.

It is important for local officials to realize that as they move forward in the next three years, the development of the sum of the parts of its LGU is crucial in the attainment of a matatag, maginhawa, at panatag na buhay for their constituents.

The LGA, through its Program for NEOs, is pleased to present you this material to help you understand the importance of relationship-building with barangay governments as well as the critical steps that will help foster synergy in the LGU. 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.



No leader, however strong,
can succeed at anything
of national importance or
significance unless they
have the support and
cooperation of the people
they are tasked to lead
and sworn to serve.

PRESIDENT RODRIGO ROA DUTERTE

BARANGAY ADMINISTRATIVE GOVERNANCE

1. In general, the City/Municipal Mayor shall:

- Exercise general supervision over component barangays to ensure that the barangays act within the scope of their prescribed powers and functions [R.A. No. 7160, Sec. 32][A.O. No. 270, Rule XII Art. 60 (a)].
- Review all Executive Orders promulgated by the Punong Barangays within his or her jurisdiction, subject to the concurrence of the Sangguniang Panlungsod or Sangguniang Bayan, except as otherwise provided under the Constitution and special statutes. [R.A. 7160, Sec. 30] [A.O. No. 270 Rule XII Art. 60 (b) (1)].
- In case of permanent vacancy in the Sangguniang Barangay, appoint a new member duly recommended

by the Sangguniang Barangay concerned [R.A. 7160, Sec. 45 (a) (3)].

- Approve leaves of absence of punong barangays under his or her jurisdiction [R.A. No. 7160, Sec. 47 (a) (4)].
- Impose preventive suspension on erring elective barangay officials upon determination by the Sangguniang Panlungsod or Bayan of the propriety thereof [R.A. 7160, Sec. 63 (a) (3)].
- Act on resignation letters filed by elective barangay officials.¹ [R.A. No. 7160, Sec. 82 (a) (4)].¹
- Resignation of Barangay Officials shall be deemed effective only upon acceptance by the City/Municipal Mayors concerned [R.A. No. 7160, Sec. 82 (a) (4)].
- Ensure that the municipal/city local finance committee assists the Sangguniang Panlungsod/ Bayan in the review and evaluation of barangay budgets. [R.A. 7160, Sec. 316 (f)].
- Ensure that the annual city/ municipal budget includes the item of aid to component barangays of not less than One Thousand pesos (PhP1,000.00) [R.A. 7160, Sec. 324 (c)] [A.O. No. 270 Rule XII Art. 60 (b)(4)].

¹ Resignation of Barangay Officials shall be deemed effective only upon acceptance by the City/Municipal Mayors concerned [R.A. No. 7160, Sec. 82 (a) (4)].

2. On Katarungang Pambarangay, the City/Municipal Mayor shall:

- Oversee and ensure the efficient and effective implementation and administration of the Katarungang Pambarangay [Revised KP Law & its IRR, Sec. 4].
- Ensure that the annual budget of the city or municipal government provides financial assistance for the effective implementation of the Katarungang Pambarangay [Revised KP Law and its IRR, Sec. 5].

3. On the Conduct of Synchronized Barangay Assembly Day, the City/Municipal Mayor shall:

- Ensure compliance and maximum participation of all barangays in the conduct of Barangay Assembly Day [Proclamation No. 260].
- In the exercise of City/Municipal Mayor's general supervision over component barangays [R.A. No. 7160, Sec. 32], the former shall ensure the latter's compliance with Sec. 397 (b) of R.A. No. 7160, which mandates that the Barangay Assembly shall meet at least twice a year to hear and discuss the semestral report of the barangay concerning its activities and finances as

well as problems affecting the barangay.

- The City or Municipal Mayor shall visit and inspect his or her barangays at least once every six months to fully understand the problems and conditions therein, listen and give appropriate counsel to barangay officials and inhabitants, inform them of general laws and ordinances which especially concern them, and conduct visits and inspections to the end that the governance of the city or municipality will improve the quality of life of the inhabitants [R.A. No. 7160 Secs. 455 (B)(1) (13) & 444 (B)(1)(13)] [A.O. No. 270 Rule XII Art. 60 (b)(3)].

4. On Payment of Death Benefits of Deceased Barangay Officials

- Through the appropriate local official, issue a certified true copy of the death certificate of a deceased barangay official who served as such in the barangay within his or her territorial jurisdiction [DILG M.C. No. 2008-124].

5. On Anti-Red Tape Act (On Ease of Doing Business and Efficient Government Service Delivery)

- Provide assistance and ensure that every barangay formulates and implements a Barangay Citizen's Charter [R.A. No. 11032].

6. On the Updating of Registry of Barangay Inhabitants

- Create a task force to monitor the compliance of component barangays in updating the registry of barangay inhabitants [DILG M.C. No. 2005-69].

7. On the Sangguniang Kabataan (R.A. No. 10742)

- Ensure that the barangay appropriates 10% of its general fund in lump-sum to the Sangguniang Kabataan [Section 20 (a)].
- Create the Local Youth Development Office to be headed by a youth development officer with the rank of at least division chief [Section 25].
- Designate existing personnel to serve as a youth development officer in the event where the LGU has exceeded the limitations on personal services [Section 25].
- Conduct an annual activity to be known as Linggo ng Kabataan on the week where the 12th of August coincides with the International Youth Day [Section 30 (a)].

8. On the Barangay Registration of Kasambahay (DILG MC No. 2013-61), ensure that all barangays within their area of jurisdiction:

- Set up a registration system where all employers shall register their Kasambahays.
- Designate a Kasambahay Desk Officer, who shall be tasked to manage the Kasambahay Desk.
- Maintain a Registry of Domestic Workers or a Kasambahay Masterlist in the barangay.
- Submit to the local Public Employment Service Office a Monthly Kasambahay Report which includes data gathered from the registration files of the Kasambahays.

9. On the Turnover and Inventory of Barangay Funds and Properties

- Ensure that there is smooth and orderly turnover of responsibilities for the proper use and care of government funds and properties of their component barangays [DILG MC No. 2013-115].

II BARANGAY SOCIAL GOVERNANCE

1. On Anti-Violence against Women and their Children

- Establish programs such as, but not limited to, education and information campaigns and seminars regarding R.A. No. 9262 focusing among others, on the nature, causes, incidence, and consequences of such violence particularly towards educating the public on its social impact.
- Ensure the sustained education and training of their offices on the prevention of violence against women and children.
- Provide training/seminar for Punong Barangays on their role, duties, and functions under this law.

2. On Anti-Trafficking in Persons

- Support the strengthening, activation, and mobilization of existing committees, councils, similar organizations, and special bodies at the barangay

level to prevent and suppress trafficking in persons.

- Encourage and support community-based initiatives against trafficking in persons.
- Establish coordination and cooperation with the barangays in:
 - › Monitoring and documenting cases of trafficked persons in their areas of jurisdiction;
 - › Undertaking an information campaign against trafficking in persons;
 - › Providing basic social services for the prevention of trafficking in persons in their respective barangays; and
 - › Providing basic social services for the rescue and recovery of victims of trafficking, as well as after-care support services for their rehabilitation and reintegration.

3. On Early Childhood Care and Development (ECCD)

- Coordinate and monitor the delivery of services at the barangay level.
- Support and complement the resources available to barangays in the expansion and improvement of ECCD Programs.
- Develop and implement a Human Resource Development

Program for ECCD service providers and supervisors at the barangay level.

- Organize and strengthen the barangay ECCD Coordinating Committees/Barangay Councils for the Protection of Children.
- Implement the early screening and intervention program for children with disabilities and other special needs at the barangay level.
- Provide support or subsidy for the improvement and expansion of ECCD programs and services in the neediest barangays.
- Ensure accurate reporting and documentation of service delivery [IRR of R.A. No. 8980, Sec. 49].

4. On Juvenile Justice and Welfare (Juvenile Justice and Welfare Council Resolution No. 2, s. 2014)

- Support capacity-building for Punong Barangays and Lupong Tagapamayapa, especially on their roles and responsibilities in diversion programs.
- Through the Local Council for the Protection of Children, assist the Punong Barangays in conducting diversion proceedings in cases provided under Section 23 (a) of R.A. No. 10630.

5. On Barangay Council for Protection of Children (BCPC)

- Provide technical and recommend financial support to the BCPC [DILG M.C. No. 2002-121].
- Support the monitoring of the functionality of BCPCs [DILG MC No. 2008-126].
- Ensure, through the Local Finance Committee, that at least one percent (1%) of the barangay's internal revenue allotment is allocated and utilized for the strengthening and implementation of programs, projects, and activities of the BCPC [DILG MC No. 2012-120][R.A. No. 9344] [R.A. No. 10630].

6. On Special Protection against Child Abuse, Exploitation, and Discrimination

- Educate the Punong Barangays on their role on Special Protection Against Child Abuse, Exploitation and Discrimination, especially in situations of armed conflict and in filing complaints on cases of unlawful acts committed against children [Sec. 26 and 27, R.A. No. 7610].

7. On Magna Carta of Women

- Ensure and provide assistance for the establishment of a Violence Against Women's Desk

(VAWD) in every barangay that will address Violence Against Women cases in a gender-sensitive manner within the city or municipality [R.A. No. 9710, Sec. 9 (d)].

- Make certain the participation of women in the barangay development planning and program implementation [R.A. No. 9710, Sec. 11 (b)].
- Ensure the participation of grassroots women leaders in decision and policy-making bodies in their respective sectors [R.A. No. 9710, Sec. 26].

8. On Barangay Peace and Order

- Ensure the organization and functionality of the Barangay Peace and Order Committee (BPOC) [E.O. No. 366].
- Appropriate funds for the operation of the BPOCs from any available local funds [NAPOLCOM M.C. No. 2002-05, Sec. 10].
- Provide training programs and other interventions to capacitate the members of the BPOCs.
- Monitor the implementation of the Barangay Public Safety Plan.
- Monitor the submission of quarterly reports on peace and order activities and/or other related matters.

- Create and chair a Recognition Committee in the selection of Outstanding BPOC [DILG M.C. No. 2005-84].
- Create the BPOC Evaluation Task Force [DILG MC No. 2020-047].

9. On Barangay Anti-Drug Abuse Councils (BADACs)

- Ensure the organization and functionality of the BADACs [DILG MC No. 2015-63].
- As the City/Municipality Anti-Drug Abuse Council (ADAC) Chairperson, attest the certification declaring the “drug-cleared” status of an affected barangay, as certified by the Local Chief of Police and validated by the PDEA Regional Director [DILG-DDB JMC 2018-01 V.C.2.a].
- As City/Municipal ADAC Chairperson, monitor and supervise BADACs and BADAC Auxiliary Teams’ details and operations [DILG-DDB JMC 2018-01 V.C.2.b-e].

10. On Disaster Risk Reduction and Management (under the Barangay Social Governance)

- Ensure the establishment and functionality in every barangay of the following:
 - › A Barangay Disaster Risk Reduction and Management Committee, one of the

committees of the Barangay Development Council [Section 12 (a) of PDRRM Act of 2010], and

- › A Barangay Disaster Risk and Management Operations Center in every barangay [Section 12 (c) (23) of PDRRM Act of 2010].
- Ensure that the barangays allocate no less than five percent (5%) of their estimated revenue from regular sources as Barangay Disaster Risk Reduction and Management Fund to support disaster risk management activities. These activities include, but are not limited to, pre-disaster preparedness programs, such as training and purchasing life-saving rescue equipment, supplies, and medicines for post-disaster activities, as well as payment of premiums on calamity insurance [1st Paragraph, Section 21 of PDRRM Act of 2010].
- Likewise, ensure that 30% of the BDRRMF shall be allocated for Quick Response Fund (QRF) or stand-by fund for relief and recovery programs [2nd Paragraph, Section 21 of PDRRM Act of 2010].
- Provide direction and monitor the implementation of a comprehensive and integrated Barangay Disaster Risk

Reduction Management Plan² in accordance with the national, regional, and provincial framework and policies on disaster risk reduction in close coordination with the Barangay Development Council [Section 12 (c) (6) of PDRRM Act of 2010].

11. On the Institutionalization of Community-Based Sports

- Ensure the organization and functionality of the Physical Fitness and Sports Development Council at the barangay level [E.O. No. 457].
- Ensure that annual Palarong Barangay shall be conducted and shall feature traditional sports and disciplines included in the national and international games [R.A. No. 7160, Sec. 444 (xix)].

12. On the Revitalization and Strengthening of a Barangay Human Rights Action Center (BHRAC) Program

- Issue a circular or directive enjoining the barangays to pass or adopt a resolution creating the BHRAC and in selecting a Barangay Human Rights Action Officer (BHRAO)

² Under the new setup, the Barangay Disaster Coordinating Councils shall cease to exist and their powers and functions shall be transferred to the existing Barangay Development Councils. (1st Paragraph of Section 11 of PDRRM Act of 2010).

- Appropriate funds for the operationalization of the BHRAC as well as for mechanisms and incentives for BHRAOs
- Sponsor the BHRAC human rights activities and reproduce information and education materials.
- Maintain directory of services and programs.
- Assist the CHR in monitoring and consolidating reports submitted by BHRAOs.
- Adopt measures for the promotion and protection of human rights at all levels [M.C. No. 06-45].

||| BARANGAY ENVIRONMENTAL GOVERNANCE

1. On Ecological Solid Waste Management

- Ensure the organization of the Ecological Solid Waste Management Committee at the Barangay Level.
- Integrate the solid waste management plan of the barangays, in consultation with the various sectors of the community, in the city/ municipal solid waste plan.
- Adopt measures to promote and ensure the viability and effective implementation of solid waste management programs in its component barangays.
- Convene regular meetings for purposes of planning and coordinating the implementation of solid waste management plans of their respective barangays.

- Provide logistical support and operational support to component barangays.
- Coordinate the efforts of its component barangays in the implementation of the city/municipal solid waste management plan [DILG M.C. No. 2001-19].

2. On Climate Change

- Directly involve the barangays in prioritizing climate change issues and in identifying and implementing best practices and other solutions [2nd Paragraph, Section 14, R.A. No. 9729].
- Ensure that the barangays, as frontline agencies, formulate, plan, and implement climate change action plans in their respective areas [R.A. No. 9729, Sec. 14]; regularly update their respective plans to reflect changing social, economic, and environmental conditions as well as emerging issues; and mobilize and allocate necessary personnel, resources, and logistics to effectively implement their respective action plans [R.A. No. 9729, Sec. 14].
- Guarantee that the Punong Barangay appoints a person

responsible for the formulation and implementation of the Barangay Climate Change Action Plan [R.A. No. 9729, Sec. 14].

- Make sure that barangays submit copies of their action plans and all subsequent amendments and revisions to the Climate Change Commission within one month from their adoption [RA No. 9729, Sec. 14]

IV BARANGAY ECONOMIC GOVERNANCE

1. On the Issuance of Barangay Clearance as a Requirement for Business Permits and Licenses

- Ensure that no business license or permits will be issued unless a barangay clearance is first obtained [R.A. No. 7160, Sec. 152 as amended by R.A. No. 11032, Sec. 11 (f)].
- Ensure that barangay procedures on the issuance of barangay clearances are simplified and consistent with the Anti-Red Tape Act.
- Provide assistance to component barangays and ensure that barangay clearances and permits related to doing business shall be applied, issued, and collected at the city/municipality in accordance with the prescribed processing time in the Rules: Provided, that the share in the collections shall be remitted to the respective barangays [R.A. No. 11032, Sec. 11 (f)] [DILG MC No. 2018-214 Par. 6.3.4.6].

2. On the Exercise of Barangay's Taxing Powers

- Ensure that barangays, in levying taxes, fees, and charges, shall act within the scope of their taxing power as provided for in the LGC of 1991.

3. On Barangay Development Council

- Issue an Executive Order creating the City/Municipal Assessment Team, which shall assess the Barangay Development Council Functionality
- The mayor shall likewise provide technical, administrative, and counterpart support fund [DILG MC Nos. 2019-069 & 2019-112].

4. On Barangay Development Planning

- Ensure that barangays are provided with the necessary technical and administrative assistance in the course of development planning and investing programming [DILG MC No. 2021-087 (13.2.1)].
- Provide a venue for inter-barangay cooperation and collaboration in their development initiatives [DILG MC No. 2021-087 (13.2.2)].
- Ensure that all barangays in the area of jurisdiction formulate their respective Barangay

Development Plans [R.A. No. 7160, Sec. 106] and submit the same to the city/municipal development councils for consideration and reference of the Sanggunian concerned in the budget review [R.A. No. 7160, Sec. 114][DILG MC No. 2021-087 (13.2.3.a)].

- Coordinate with component barangays in the adoption of complementary development plans and programs for a more effective solution of problems or concerns affecting the LGU [IRR of LGC, Art. 60 (b)(5)][[DILG MC No. 2021-087 (13.2.3.b)].



Local Government Academy

Department of the Interior and Local Government
2nd, 8th, and 9th Floors, Agustin I Building
F. Ortigas Jr. Road, Ortigas Center
Pasig City 1605, Philippines
Tel. No. (632) 8634-8430 / 8634-8436
www.lga.gov.ph