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EDITION
2022

TASKS AND RESPONSIBILITIES CHECKLIST

A Reference Guide to Action

SANGGUNIANG PANLUNGSOD



Sangguniang Panlungsod Tasks and Responsibilities
Checklist: A Reference Guide to Action

7th Edition

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MESSAGE FROM THE EXECUTIVE DIRECTOR



First of all, let me extend my warmest congratulations to you! Winning an election is indeed worth celebrating!

Now that the people have chosen you as their leader, you must continuously choose to serve them. Public service is an enormous responsibility that requires passion, skills, and determination, and we at the Local Government Academy are ready to support you with programs that will build and strengthen your capacities as a local leader. Through our program for Newly-Elected Officials, we continue to provide capacity-building activities that will help you govern effectively. We have designed activities and resources that can guide you in creating and implementing plans for a more competitive, inclusive, and sustainable community.

As such, we are pleased to present the *Sangguniang Panlungsod Tasks and Responsibilities Checklist: A Reference Guide to Action* to you. We hope this will help you navigate your way through your first days in office. May this guide not only equip you with useful knowledge in governing your community better, but also further ignite your passion to be the best servant-leader for your community.

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

Dir. Thelma T. Vecina, CESO IV
Executive Director, LGA

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ABBREVIATIONS

AIP	Annual Investment Program
CCA	Climate Change Adaptation
CDP	Comprehensive Development Plan
DBM	Department of Budget and Management
DENR	Department of Environment and Natural Resources
DILG	Department of the Interior and Local Government
EME	Extraordinary and Miscellaneous Expenses
ESWMA	Ecological Solid Waste Management Act
GAD	Gender and Development
IRA	Internal Revenue Allotment
JMC	Joint Memorandum Circular
LCE	Local Chief Executive
LDIP	Local Development Investment Plan
LGC	Local Government Code of 1991
LGPMS	Local Governance Performance Management System
LGU	Local Government Unit
LTS	Legislative Tracking System
MC	Memorandum Circular
OIC	Officer-in-Charge
MRF	Materials Recovery Facility
PWD	Person with Disability
RA	Republic Act

FOREWORD

Local governance draws strength and focus from quality local legislation. More than a mere procedural act or legislative formality, legislation is concerned primarily with substance, where its main objective is general welfare and well-being.

Legislation requires not only the skills of a legislator but also sensitivity to the challenges, pressures, and inadequacies of governance. It cannot be emphasized enough that central to the concerns of local legislation is development with a human face.

Local Sanggunian exercises only delegated legislative powers conferred on them by Congress. Thus, as representatives of the people in the local legislative branch, legislators must be adept with existing national laws and policies so that they do not contradict the intentions of the national legislature. A mere ordinance cannot undo an act of Congress. Likewise, it is incumbent upon the legislator to be guided by parliamentary rules and procedures and local legislative processes in the passage of important legislation needed by their constituencies.

This Task and Responsibilities Checklist for Sangguniang Panlungsod (SP) members is an important reference guide in producing quality legislation related to administrative, social, economic, and environmental governance.

PART 1

**STARTING UP:
THE FIRST 6
MONTHS**

I GUIDE FOR CITIES CREATED BEFORE OR AFTER THE EFFECTIVITY OF THE LOCAL GOVERNMENT CODE (LGC)

If your city was created prior to the effectivity of the LGC, then the LGC applies to you. If your city was created after the LGC of 1991, the city charter applies. However, if the city charter does not have a provision regarding the Sanggunian, the LGC applies.

The Internal Rules of Procedure of the Sanggunian is a mandate under Section 50 of LGC. It is a legislative tool to ensure the orderly conduct of sessions and quality legislation. Revisiting, updating, and adopting the rules have to be completed within 90 calendar days from the first regular session following the election of the SP Members.

The basic contents of the Rules of Procedure are as follows:

- The organization of the Sanggunian and the election of its officers, as well as the creation of its standing committees;
- The order and calendar of business for each session;

- The legislative process;
- The parliamentary procedures, which include the conduct of Members during sessions;
- The disciplining of Members for disorderly behavior and absences during sessions, including the imposition of penalties;
- The standing committees and their areas of responsibility; and
- The assignment of the geographical area of responsibility of each Sanggunian Member.

Each Sanggunian Member is required to:

- Subscribe to an oath of office upon assumption [Section 92, LGC];
- File a Sworn Statement of Assets and Liabilities and Net Worth (SALN) [Section 91, LGC];
- Disclose business and financial interests [Section 51, LGC];
- Declare the names of relatives working in government; and
- Be familiar with the dynamics of local legislation and information related to it. This is particularly true for the newly-elected members. The Local Legislative Toolkit published by the Philippine Councilors League in partnership with the Department of the Interior and Local Government (DILG) is a helpful reference material for local legislators.

II ORGANIZING THE SANGGUNIANG PANLUNGSOD

1. Standing Committees

The need to structure the Sanggunian to ensure optimum performance is crucial. It is important to create standing committees and their functions as embodied in the Internal Rules of Procedure include but are not limited to the following:

- Committee on Rules;
- Committee on Ways and Means;
- Committee on Appropriations;
- Committee on Tourism, Trade, and Industry;
- Committee on Health and Sanitation;
- Committee on Education, Culture, and Sports;
- Committee on Women, Youth, and Family Welfare;
- Committee on Social Welfare and Community Development;
- Committee on Environment Protection;
- Committee on Labor and Employment;
- Committee on Public Order and Safety;
- Committee on Food and Agriculture;
- Committee on Transportation and Communications;
- Committee on Public Works and Infrastructure; and
- Committee on Good Governance, Public Ethics, and Accountability.

The Sanggunian may create sub-committees under each standing committee to ensure extensive and exhaustive deliberations on all issues that are within the competence and authority of a particular standing committee to address.

2. Legislative Offices and Staff Complement

Paperless Session

This innovative and notable move of the City Council of Marikina gives Members of the Sanggunian access to legislative documents in digital form. In particular, the move to conduct paperless sessions led to the electronic distribution of legislative documents such as agenda, minutes, committee reports, and other large analogous attachments to the city councilors as their reference materials for legislation.

The City Council significantly reduced paper usage by 80%. The documents are saved in android-tablets by the personnel of the Marikina City Council Information and Technology Center, an office established for such purpose.

Part of organizing the Sanggunian is ensuring that legislative offices and staff are in place. The Sanggunian must have the following:

- Session hall with appropriate fixtures and equipment for the Presiding Officer, Sanggunian Members, Secretariat, and the public;
- Office of the Sanggunian Secretary; and
- Offices for individual Members with appropriate fixtures and equipment, with at least one staff per Member, other than the Sanggunian Secretary.

III INSTITUTIONALIZING LEGISLATIVE TRACKING AND BACKSTOPPING COMMITTEES

1. Install a Legislative Tracking and Analysis System

The Legislative Tracking and Analysis System is an essential tool in quality legislative work. Beyond the confines of the basic legislative process, its principal aim is to assess the effectiveness of an enactment with the information generated factored into the review of the legislative measure.

2. Create Backstopping Committees

Backstopping Committees are particularly useful in the sense that such mechanisms ensure focused analysis of issues, with responsive legislative remedies easily worked out. Since it is the professional research arm of the legislative body, quality results free the Sanggunian Members from lengthy, time-consuming, and costly debates on legislative action to take in the face of a particular issue. The leadership of the committee is based on sectoral concerns. If it is an issue on health, necessarily the head should be the City Health Officer.

Legislative Monitoring and Tracking System

Legislative Monitoring and Tracking System: Marikina Model was jointly developed in-house by the City Council Information and Technology Center. LMTS digitizes the legislative documents and processes of the City Council and likewise makes available legislative history of approved resolutions and ordinances.

The purpose of the LMTS is to allow users to identify and track legislative documents and proposals throughout the legislative process, starting from the time they are referred to the appropriate committees up to the point that they are given executive response, posted, or published, as the case may be.

With LMTS, users can do the following:

- Encode, keep, and print a computerized database of all legislative documents and proposals, such as letters, petitions, endorsements, ordinances, resolutions, and
- Do an automated search of all legislative documents and proposals, including their attachments, by typing a particular keyword or reference number.

IV FAMILIARIZATION WITH EXISTING LEGISLATIVE ENACTMENTS

The Sanggunian Members are expected to be familiar with ordinances already enacted by the previous Sanggunians. This familiarity guides them in identifying which ordinances require further analysis, amendment, or enactment as new legislation. Consultations with law enforcement agencies, barangay officials, and the general public would be helpful.

Fundamental to this are those ordinances that support social development, economic development, and environmental health:

- Code of General Ordinances;
- GAD Code;
- Investment and Incentive Code;
- Revenue Code;
- Zoning Ordinance;
- Environment Code; and
- Sanitation Code.

Note: Be sure to update the legislative database regularly and conduct legislative review periodically.

V FIRMING UP OF THE EXECUTIVE-LEGISLATIVE AGENDA (ELA)

The Executive-Legislative Agenda, also known as ELA, [DILG Memorandum Circular (MC) No. 64, s. 2004] is a joint agreement of the Executive and Legislative. It is a roadmap for complementary executive and legislative actions in local governance. While it is true that there is a separation of powers and functions between the mayor (Executive) and the Sangguniang Bayan (Legislative), there is a need to identify areas of cooperation.

In coming up with the ELA, the following references and considerations are useful:

- State of Local Governance Report;
- Citizen's views or opinions; and
- Implications of emerging local government trends brought about by a complex interplay of various socio-economic and physical environment variables in the locality.

VI CRUCIAL LEGISLATION WITHIN THE FIRST SIX MONTHS

Within the first six months in office, the Sanggunian must review, modify, adopt, or approve the term-based plans and the following year's budget of the city government, as well as review the annual budget of its component barangays. Among others, the SP shall undertake the following legislative measures, to wit:

- **CDP** - October-November (election year)-Sanggunian Resolution adopting the CDP [RA 7160 Section 106, DILG MC No. 2008-156, DILG MC No. 2019-172, DILG Local Planning Illustrative Guide];
- **ELA** - Sanggunian Resolution adopting the ELA [DILG MC No. 2007-114];
- **Local Development Investment Program (LDIP)**-July- Sanggunian Resolution adopting the LDIP [DILG MC No. 2007-114; DILG Local Planning Illustrative Guide];
- **Annual Investment Program (AIP)** for the ensuing year- Not later than the first week of August-Sanggunian Resolution adopting the AIP for the ensuing year [DILG MC No. 2008-154; DILG Local Planning Illustrative Guide];
- **Annual Appropriations Ordinance for the ensuing year** - Between October 17 to the end of the current year; and
- **Review of Barangay Appropriations Ordinances for the ensuing year** - Within 60 days from receipt of the Annual Budgets or Supplemental Budgets of barangays.



IMPORTANT ITEMS IN THE ANNUAL BUDGET

- Total appropriations-shall not exceed the estimates of income]Section 324, LGC];
- Full provision-shall be made for all contractual and statutory obligations of the city [Section 324, LGC];
- Gender and Development (GAD) Fund-shall be at least 5% of the General Fund [RA No. 9710]
- Senior Citizen Fund-shall be at least 1% of the General Fund [DILG-DSWD Joint Memorandum Circular (JMC) No. 2003-01];
- Anti-Drug Abuse Campaign Fund-substantial allocation in the budget [RA No. 9165];
- Debt servicing -shall not exceed 20% of the regular income of the city [Section 324 (b), LGC];
- Aid to component barangays-shall not be less than One Thousand Pesos (P1,000) per barangay [Section 324 C, LGC];
- Disaster Risk Reduction and Management (DRRM) Fund-shall be at least 5% of the estimated revenue from regular sources [Sec 324 (d), LGC & RA No. 8185];
- Development Fund -at least 20% of the city Annual Internal Revenue Allotment (IRA) to be appropriated for development projects [Section 287, LGC];

POINTERS IN THE REVIEW AND APPROVAL OF THE ANNUAL BUDGET



- Be guided by DILG-Department of Budget and Management (DBM) JMC No. 1, s. 2011 on the utilization of the 20% component of the annual IRA for development projects, and the use of 20% component of the annual IRA shares;
- Personal services-shall not exceed 45% for 1st -3rd class Local Government Units (LGUs), and 55% 4th-6th class LGUs [Section 325 (a), LGC];
- Discretionary Purposes-shall not exceed 2% of the actual receipts derived from basic real property tax [Section 325 (h), LGC]; and
- 1% of the IRA of the city government shall be allocated for strengthening the Local Council for the Protection of Children [RA No. 9344].

PART 2

CONTINUING TASKS AND RESPONSIBILITIES

LEGISLATIVE ACTION ON ADMINISTRATIVE GOVERNANCE

It is understood that legislative work is to be consistent with the ELA.

This guide highlights the continuing tasks and responsibilities of the SP. Such tasks and responsibilities are drawn from the LGC and other pertinent national laws, policies, or city charters for cities created after the effectivity of the LGC.

The continuing tasks and responsibilities of the SP towards effective administrative governance revolve around the enactment, amendment, or supplementation of legislative measures, such as ordinances relating to:

- 1. Organizational Structure, Personnel Matters, and Other Administrative Concerns of the City Government**
 - Functional and organizational structures of the city offices as well as the staffing pattern in the light of changing conditions in the city such as, but not limited to, increase in population, increase in income, and changes in the social, political, and business environment in the city;
 - Enact the appropriate ordinance to create the DRRM Office, including the allocation of funds necessary for staffing or personnel other legitimate expenses [Section 6, Implementing Rules and Regulations (IRR) of RA No. 10121];
 - Powers and duties of city officials and employees;
 - Positions and salaries, wages, allowances, other emoluments, and benefits of officials and employees paid from city funds;

Continuing Tasks and Responsibilities

- Payment of compensation to a qualified person not in government service who fills up a temporary vacancy, or granting honorarium to any qualified official or employee;
- Safety and protection of all city government properties, public documents, or records of public interest;
- Additional allowances and other benefits, as appropriate, to judges, prosecutors, public elementary and high school teachers, and other national government officials stationed in or assigned to the city, when the finances of the city government allow;
- Occupational, health and safety, sanitation, and environmental conditions in the workplace of city government officials and employees [DILG MC No. 54, s. 1998]; and
- Construction, maintenance, or rental of city government buildings.

REMINDERS

- City Vice-Mayors are authorized and empowered to appoint all officials and employees of the SP, including its secretary, except those whose manner of appointment is specifically provided in LGC [DILG MC No. 2003-86] or in the city charter for cities created after the effectivity of LGC.
- The Sanggunian may maintain or create other offices, or consolidate functions of offices of the city government in the interest of efficiency and economy [Section 454, LGC].
- The Sanggunian shall act on the appointments of Department Heads or confirm them within 15 days from the date of their submission of the appointment papers [Section 454, LGC].
- The Sanggunian Member shall refer to DILG MC. No. 2017-30 when traveling abroad. That DILG MC provides for the foreign travel authority online system of local government officials and employees.
- The Sanggunian shall refer to RA No. 9184 and DBM Circular No. 01, s. 2005 concerning the procurement activities of the government.

2. Information and Customer Service

- Open-Door-Policy type of governance that allows people to access city offices, services and public information easily [DILG MC No. 45, s. 1996];
- Information services, which include investment and job placement, tax and marketing information systems, and maintenance of the city library;
- Simplification of Civil Registry Services [DILG-MC No.60, s. 2002];
- Simplification of other Civil Application Systems, i.e., business permit, building permit, certificate of occupancy, and real property documents [DILG MC No. 01-120, s. 2001];
- Creation of a One-Stop Shop [DILG MC No. 01-120, s.2001];
- Establishment of a Customer Complaint Desk [DILG MC No. 01-120, s. 2001];
- Registration of births and foundlings [DILG-MC No. 186, s. 2002]; and
- You may ask the DILG City Director or the City Local Government Operations Officer for information about other relevant and recent issuances of the DILG and other departments.

3. Revenue Generation and Other Fiscal Matters

- Upgrade and modernization of tax information and collection services;
- City taxes, fees and charges, tax exemptions, incentives, or relief;
- Floating of bonds or other instruments of indebtedness;
- Loans or grants to component barangays, or to charitable, benevolent, or educational institutions; and
- Coordination with a Bureau of Internal Revenue (BIR) officer in the city for information-sharing.

4. Maximizing the Use of Resources

Continuation of the Term-Based Plans, Programs, and Budget

- **AIP.** The AIP for the ensuing year is to be approved by the Sanggunian, and should be consistent with the approved term-based LDIP.
- **Annual or Supplemental Budget of the component barangay.** The review of the barangay budget has to be acted upon within 60 days from receipt thereof [Section 333, LGC].
- **Annual Budget or Supplemental Budget.** The Annual Budget of the city for the ensuing year is to be approved between October 17 and December 31 of the current year.

Urban Planning and Development

- CLUP for the city [DILG MC No. 04-133, s. 2004];
- Zoning in accordance with the approved CLUP;
- Reclassification of lands, where necessary;
- Numbering of residential, commercial, and other buildings;
- Subdivision plans for residential, commercial, or industrial purposes and other development purposes; collection of processing fees and other charges; and
- Road networking to improve public access.

Note: The City Development Council is mandated to assist the Sangguniang Panlungsod in setting the direction of economic and social development and in coordinating development efforts within the city.

5. Barangay Affairs

- Review of barangay ordinances [Sections 57 and 333,LGC];
- Legal assistance to barangay officials; and
- Group insurance or additional insurance coverage for all barangay officials—including members of barangay tanod, Lupong Tagapamayapa, and other service units—with public or private insurance companies, when the finances of the city government allow.



LEGISLATIVE ACTION ON SOCIAL GOVERNANCE

The continuing tasks and responsibilities of the SP towards effective social governance revolve around the enactment, amendment, or supplementation of legislative measures relating to:

1. Education, Culture, Arts, and Sports Development

- Financial support to public elementary and secondary schools;
- Financial support to vocational and technical schools and similar post-secondary institutions;
- Scholarship fund for the poor but deserving students;
- Sports facilities and equipment, as well as the conduct of annual palarong panlungsod and other sports development activities; and
- Strengthening the City Engineer's office with proper staffing and equipment so it can handle repairs and constructions of classrooms and school buildings.

Note: The City School Board serves as an advisory committee to the Sanggunian on education matters.

2. Health and Sanitation

- Health services, such as primary health care, maternal and child care, and communicable and non-communicable disease control service; mental health care; access to secondary and

Continuing Tasks and Responsibilities

tertiary health services; and purchase of medicines, medical supplies, and medical equipment;

- Quarantine to prevent the introduction and spread of diseases;
- Dengue case management and services [DILG MC Nos. 74 and 86, s. 2005];
- Revised Optometry Law of 1995 [DILG MC No. 148, s. 2004];
- Smoking in public places;
- Food safety [DILG MC No.194, s. 19 99];
- Use of city government ambulances [DILG MC No. 114, s. 2000];
- Sanitation Code of the Philippines [Presidential Decree No. 856];
- Disposal of clinical and other wastes from hospitals, clinics, and other similar establishments;
- Preparation and sale of meat, poultry, fish, vegetables, fruits, fresh dairy products, and other food products for public consumption;
- Establishment, operation, and maintenance of funeral parlors and the burial or cremation of the dead; and
- Solid waste management.

Note: The City Health Board serves as an advisory committee to the Sanggunian on health matters.

3. Peace and Order and Public Safety

- Prevention and suppression of lawlessness, disorder, riot, violence, rebellion, or sedition;
- Prevention, suppression, and imposition of appropriate penalties for habitual drunkenness in public places; vagrancy; mendicancy; prostitution; establishment and maintenance of houses of ill repute; gambling and other prohibited games of chance; fraudulent devices and ways to obtain money or property; drug addiction; drug dens; drug pushing; juvenile delinquency; printing, distribution, or exhibition of obscene

Tasks and Responsibilities Checklist: Sangguniang Panlungsod

or pornographic materials or publications; and such other activities inimical to general welfare and public morals;

- Provision of sites and facilities for police, fire stations, and the city jail;
- Safety measures in all gasoline stations [RA No. 8479, DILG MC No. 66, s. 2006];
- Public safety and peace and order during the conduct of any public assembly or rally in any designated freedom park [DILG MC Nos.42 and 79, s. 2006];
- Organization, reorganization, or activation of the People’s Law Enforcement Board and inclusion in the local annual budget of a corresponding appropriation for its operation [RA No. 6975, DILG MC No. 59, s. 2006];
- RANo. 9287 entitled “An Act Increasing the Penalties for Illegal Numbers and Its Implementing Rules”; and
- Enforcement of the National Building Code, particularly Section 2001, Chapter 20—that no advertising billboard, signage, or display media shall be constructed in the city that:
 - › Endangers the safety of a person or property or harms the public interest;
 - › Hinders public order or violates sound social morals;
 - › Contains information that suggests obscenity, indecency, or violence, both in textual and graphical forms;
 - › Conveys messages that are vague and have a double meaning;
 - › Contains messages that mislead or deceive consumers;
 - › Carries racially, sexually, or ethnically abusive, offensive, or objectionable content, or promotes social discrimination and prejudice against gender, beliefs, and convictions;
 - › Obstructs the public view of natural scenery and prevents enjoyment of the view; and
 - › Detracts from the picturesque view of scenery due to lack of harmony with its environmental surroundings by way of colors and tones, structure, size, and location [DILG MC No. 158, s. 2004].

Continuing Tasks and Responsibilities

- Financial support to Barangay Tanods [DILG MC No. 104, s. 2002];

Note: The City Peace and Order Council and the City Disaster Risk Reduction and Management Council serve as advisory committees to the Sanggunian on matters concerning peace and order and public safety.

- Safety of residents and transients and the prevention of freak accidents from occurring in any construction project. Examples of these measures are as follows:
 - › Requiring every contractor to take full responsibility for the proper safekeeping of construction materials and equipment used for the entire duration of the construction project and to assume liability for any accident that may result from failure to observe the necessary precautionary measures, which are to be stipulated in the contract between the city government and the contractor; or requiring contractors prior to the issuance of a building permit to procure third party liability insurance for any injury or damage caused to persons or properties in relation to the construction works;
 - › Requiring every contractor to clear all construction debris that may be possibly tripped on by a passerby in the area; and
 - › Providing visible marks or signs in accident-prone areas such as open canals and manholes; lighting facilities in the construction site; and other precautionary measures [DILG MC No.87, s. 1995].
- Adoption of DRRM Plan embodying the following:
 - › Appropriation of budget for programs, projects, and activities for DRRM and Climate Change Adaptation (CCA) in AIP;
 - › Establishment of an Incident Command system and an Emergency Operations Center for use during a calamity, emergency, or disaster;
 - › Warning and communication systems;
 - › Early evacuation from high-risk areas;
 - › Rescue and emergency operations;

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- › Distribution of relief goods and services;
 - › Reporting of situations and actions taken;
 - › Post-calamity clean-up;
 - › Medical assistance;
 - › Rehabilitation of agricultural and livelihood programs
 - › Localization of the Comprehensive Emergency Program for Children and its integration into the Local DRRM Plan and other development plans of LGUs [DILG MC 2018-196];
 - › Housing assistance;
 - › Burial service; and
 - › Loan assistance [DILG MC No. 94, s. 1998].
- Sale and publication of obscene and pornographic materials, publications, pictures, literature, and other similar articles, including the exhibition or giving away of indecent, immoral or obscene plays, scenes, acts or shows, whether live or on film [DILG MC No. 213, s. 1999; Article 201 of the Revised Penal Code];
 - Display of signs, signboards, or billboards at the place or places where a profession or business is conducted;
 - Maintenance and sanitation in buildings and premises within the city;
 - Establishment and inspection of every steam boiler or heating device in buildings and the storage of inflammable and highly-combustible materials;
 - Impounding of stray animals;
 - Enforcement and implementation of the National Building Code and Fire Code;
 - Regulation of traffic on all streets and bridges and removal of encroachments and illegal obstructions in public places;
 - Franchising of tricycles;
 - › Enact a tricycle franchise ordinance in consideration of the following:
 - » Physical Requirements–no tricycle shall be issued a franchise unless applicable physical requirements are complied with and certified by the the proper authority;

Continuing Tasks and Responsibilities

- » Fares—should be established at a level that provides the operator a reasonable return of profit while remaining affordable to the general public;
 - » Load or Capacity Limit—no tricycle should be allowed to carry more passengers and goods than its capacity limit;
 - » For safety reasons, no tricycle should operate on national highways;
 - » Zones must be established within the city; and
 - » A common color may be imposed on tricycles operating in the same zone (color coding) [DILG MC No. 07-01, s. 2007].
- Franchise shall provide that the same shall be revoked for failure to comply with the rules set in the issuance of the franchise.

PHYSICAL REQUIREMENTS FOR TRICYCLES

- Clean windshield;
- Garbage receptacle;
- Functional horn that does not emit an 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 headlight and functional red taillight, visible from 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 lit while plying a designated route;
- Functional anti-noise equipment;
- Sticker containing the body number of the vehicle, placed prominently and identifiable from a distance;

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- Fully operational mufflers; and
- Roadworthiness.

4. Housing and Basic Utilities

Propose or amend legislation to support:

- Low-cost housing and other mass dwellings, except those funded by the Social Security System, Government Service Insurance System, and the Home Development Mutual Fund;
- Waterworks, drainage and sewerage, reclamation projects, and similar facilities;
- Water supply services and facilities such as:
 - › Maintenance, repair and operation of an efficient waterworks system to supply water to the inhabitants;
 - › Construction, maintenance, repair, and use of hydrants, pumps, cisterns, and reservoirs;
 - › Purity and quantity of the water supply of the city; and
 - › Consumption, use, or wastage of water.

Note: The City Housing Board, Housing Task Force, or Housing Coordinating Unit assist the Sanggunian on matters concerning low-cost housing and mass dwellings.

5. Women, Children and Social Welfare in General

Propose or amend legislation to support:

- General welfare and well-being of vulnerable groups in the city, such as:
 - › Caring for persons with disabilities (PWD), indigents, the aged, the sick, persons with mental disabilities, abandoned minors, juvenile delinquents, drug dependents, abused children, and other disadvantaged persons, particularly children and youth below 18 years of age; and
 - › Providing appropriate funds for the subsistence of the city jail inmates.
- RA No. 9344, otherwise known as the Juvenile Justice and

Welfare Act of 2006;

- Actions against human trafficking [DILG MC Nos. 26, s. 2005 and 172, s. 2006];
- RA No. 9710, otherwise known as the Magna Carta of Women, a comprehensive women's human rights law that seeks to eliminate discrimination against women by recognizing, protecting, fulfilling, and promoting the rights of Filipino women, especially those in the marginalized sectors;
- Migrant Advisory and Information Network-procedures in filing cases and programs that address trafficking, legal protection, and other services [DILG MC No. 26, s. 2005];
- Special Drug Education Center for out-of-school youth and street children;
- Senior Citizens Affairs [DILG MC No.63, s. 2005];
- Indigenous Peoples Rights Act [DILG MC No. 89, s. 2002];
- PWD [DILG MC No. 74, s. 1998];
- RA No. 9262, otherwise known as the Anti-Violence Against Women and their Children Act of 2004;
- RA No. 7877, otherwise known as the Anti-Sexual Harassment Act of 1995 [DILG MC No. 37, s. 2001]; and
- Actions against commercial sexual exploitation of children [DILG MC No. 164, s. 1999].

Note: A city council for the elderly is expected to recommend policies and measures mutually beneficial to the elderly and to the community.

6. Other Social Concerns

Propose or amend legislation to support:

- Establishment, licensing, operation, and maintenance of cockpits, as well as cockfighting and commercial breeding of gamecocks;
- Prevention of cruelty to animals and enforcement of the Animal Welfare Act [DILG MC No. 91, s. 2000];

Tasks and Responsibilities Checklist: Sangguniang Panlungsod

- Establishment, operation, and maintenance of cafes, restaurants, beerhouses, hotels, motels, inns, pension houses, lodging houses, and other similar establishments;
- Selling, giving away, or dispensing of any intoxicating malt, vino, mixed or fermented liquors at any retail outlet; and
- Establishment, operation, and maintenance of any entertainment or amusement facility.



LEGISLATIVE ACTION ON ECONOMIC GOVERNANCE

Updates on the Duty to Intensify Action Against Illegal Drugs

- Appropriate funds for the enforcement of RA No. 9165, giving priority to preventive programs or educational programs and the rehabilitation or treatment of drug dependents;
- Ensure that the provisions of Sections 51-53 of RA 9165 shall be strictly and faithfully enforced;
- Enact an ordinance complementing the Comprehensive Drugs Act of 2002, if none has yet been passed, or to amend the same, to be consistent with the pertinent provisions of the said Act, and ensure its effective enforcement; and
- Ensure 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].

The continuing tasks and responsibilities of SP towards effective economic governance revolve around the enactment, amendment, or supplementation of legislative measures relating to the following:

1. Agriculture and Fishery Development

- Extension and on-site research services and facilities related to agriculture and fishery activities, i.e., dispersal of livestock and poultry, fingerlings, and other seeding materials for aquaculture; palay, corn, and vegetable seed farms; medicinal plant gardens; fruit trees, coconuts, and other kinds of seedling nurseries; demonstration farms; quality control of copra and

Tasks and Responsibilities Checklist: Sangguniang Panlungsod

improvement and development of local distribution channels, preferably through cooperatives; inter-barangay irrigation system; water and soil resource utilization and conservation;

- Organization of farmers' and fishermen's cooperatives, including providing them incentives;
- Joint ventures and other cooperative arrangements with People's Organizations and Non-Governmental Organizations relative to agriculture and rural industrialization; and
- Replication of the Maunlad Model Farms [DILG MC No. 62, s. 2000].

2. Tourism, Trade, Business Enterprises, and Industry Promotion

- Construction and maintenance of tourism facilities and other tourist attractions; acquisition of equipment, regulation, and supervision of business concessions; and security services for such facilities;

Construction or provision of basic infrastructure and facilities in areas zoned for business and industry, such as:

- › Physical infrastructure such as roads, bridges or ports;
 - › Communications infrastructure, whether landline or mobile
 - › Port or similar facility;
 - › Solid waste disposal facility;
 - › Wastewater treatment facility; and
 - › Road networking to connect barangays.
- Livelihood opportunities for city residents;
 - Employment opportunities for the willing, able, and unemployed residents of the city in public works projects, whether these projects be locally, nationally, or foreign-funded [DILG MC No. 167, s. 2000 and RA No. 6685];
 - Advocacy, promotion, and development of small and medium enterprises [DILG MC Nos. 13, s. 1996 and 47, s. 1997];
 - Operation of any business or practice of profession within the city;

Continuing Tasks and Responsibilities

- Operation of any public utility by the city government, or by a cooperative, private person, or entity;
- Granting of a franchise to any person, partnership, corporation, or cooperative to do business within the city;
- Establishment of city-operated markets, slaughterhouses, or animal corrals, and regulation of the construction and operation of private markets or other similar buildings and structures;
- Updates on Legislative Matters (Levy, Imposition and Collection of Illegal Fees or Charges);
- Follow the fundamental principles, limitations, and requisites of the exercise of the taxing powers of LGUs [DILG MC Nos. 2009-42 and 2009-76, s. 2009];
- 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]; and
- Repeal ordinances authorizing the levy and collection of fees, taxes, and other charges on transporting goods and passengers carried into or out of, or passing through, the territorial jurisdiction of the LGU [Section 133 (e), LGC].

IV LEGISLATIVE ACTION ON ENVIRONMENTAL GOVERNANCE

The continuing tasks and responsibilities of the Sp towards effective environmental governance revolve around the enactment, amendment, or supplementation of legislative measures relating to:

1. Waste Management

- Solid waste collection and disposal; and
- Support the Ecological Solid Waste Management Act (ESWMA).
 - › Creation of the City Solid Waste Management Board;
 - › Approval of the Solid Waste Management Plan;
 - › Establishment of Multi-Purpose Environment Cooperatives or Associations; and
 - › Provide an appropriation for the acquisition of lands for the sanitary landfill facility of the city.

2. Natural Resources Management

- Forest management [DILG MC No. 166, s. 2004];
- Department of Environment and Natural Resources (DENR)-DILG-LGU partnership on devolved functions and forest management functions [DENR-DILG MC No. 98-01];
- National Integrated Protected Areas System Act of 1992 and the Wildlife Resources Conservation and Protection Act [DILG MC No. 44, s. 2004];
- Protection of environmental and natural resources through the following measures:

- › Establishment, maintenance, protection, and conservation of communal forests and watersheds, tree parks, greenbelts, mangroves, and other forest development projects;
 - › Demolition of illegal structures along rivers and estuaries if the structures impede normal water flow;
 - › Prevention of overcrowding and congestion of city waters, fish ponds, and fish pens; and
 - › Enforcement of the Code of Practice for Aquaculture [DILG MC No. 64, s. 2002].
- Granting an exclusive privilege of constructing fish corals or fish pens within city waters; or taking or catching the following within city waters: bangus fry, prawn fry or kawag-kawag, or fry of any species of fish.

ROLE OF THE SANGGUNIAN IN CLIMATE CHANGE AND VARIOUS ENVIRONMENT ISSUES

RA No. 9729 (Climate Change Act of 2009)

Section 14. Local Climate Change Action Plan. — Propose legislative initiatives for 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.

Tasks and Responsibilities Checklist: Sangguniang Panlungsod

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 (LCE) 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 IRA necessary to implement said local plan effectively, any provision in the LGC to the contrary notwithstanding.

DILG MC No. 2009-168 (October 27, 2009)

Propose legislation to support the mandate of RA No. 9003 or the ESWMA, especially on the establishment of solid waste and materials recovery facilities, closure of existing dump sites.

Solid Waste Facility

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.

Consider alternative arrangements and enact appropriate ordinances that 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

Continuing Tasks and Responsibilities

- Establish LGU Materials Recovery Facility (MRF) in every barangay or cluster of barangays in a barangay-owned or barangay-leased land or in any suitable open space to be determined by the barangay through its Sanggunian; and
- Allocate 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, a drop-off center, a composting facility, and a recycling facility.

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

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

- 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 jurisdictions to determine whether they have wastewater treatment facilities or hygienic septic tanks as prescribed by existing laws, ordinances, and rules and regulations; and
- 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 closure or imposition of fines and other sanctions.

RA No. 10121 (DRRM Act of 2010)

This Act provides for the development of policies and plans and the

Tasks and Responsibilities Checklist: Sangguniang Panlungsod

implementation of actions and measures pertaining to all aspects of DRRM, including good governance, risk assessment and early warning, knowledge building and awareness raising, reducing underlying risk factors and preparedness for effective response and early recovery. LGUs should ensure that adequate and appropriate measures in DRRM are undertaken.

DILG Memorandum Circular No. 2008-69 dated 28 April 2008

Propose legislation on how to:

- Mainstream CCA and DRRM into local policies, plans, budgets, and investment programs as a priority concern;
- Promote research and extension work on CCA 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, interfaith groups, and local schools in disseminating information on CCA, within the overall framework of sustainable development, to local communities, at the grassroots level;
- Promote dialogues between workers and employers 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.

DILG MC No. 2007-131 dated 2 October 2007

Continuing Tasks and Responsibilities

Support the Philippine Clean Air Act of 1999 and the launch of the Linis Hangin Siyudad Program through the issuance of a city or municipal resolution or enactment of an ordinance on air pollution control.

PART 3

COMMON ISSUES ON LOCAL LEGISLATION: EXCERPTS FROM LEGAL OPINIONS

1. What is the effect of the inaction by the Sanggunian on a vetoed Appropriations Ordinance by the LCE?

The inaction by the Sanggunian on the veto of certain items in the Appropriations Ordinance shall render the vetoed item without force and effect until the veto is overridden by the Sanggunian.

The vetoed item or items shall not take effect unless the Sanggunian overrides the veto in the manner provided in Rules VII of the IRR of LGC. Otherwise, the item or items in the Appropriations Ordinance of the previous year corresponding to those vetoed, if any, shall be deemed reenacted.

(Excerpt from DBM Legal Opinion No. L-B-2001-01)

2. Whether or not the Annual Budget as submitted by the LCE is deemed approved in totality when the Sangguniang Panlungsod fails to override the veto within 15 days.

Only the items in the Appropriations Ordinance enacted by the Sanggunian and approved by the LCE are deemed approved. Items that were vetoed shall have no force and effect until the veto is overridden by the Sanggunian.

The item or items in the Appropriations Ordinance of the previous year corresponding to those vetoed shall be deemed reenacted.

(Excerpt from DBM Legal Opinion No. L-B-2001-01)

3. Whether or not the Sanggunian's power to approve and appropriate annual and supplemental budgets carries with it the power to slash or reduce the same, as proposed by the LCE.

The power of the Sanggunian to approve and appropriate annual and supplemental budget carries with it the power to slash or reduce the budget, as proposed by the LCE.

This can be clearly inferred from Section 319 of the LGC on the Legislative Authorization of the Budget, Article 415 of the law's IRR on Budget Authorization, and Limitations on Legislative Action:

“The Sanggunian may not increase the proposed amount in the executive budget nor include new items except to provide for statutory and contractual obligations that may not have been considered in the preparation of the budget, or that the amounts provided may be deficient. In no case, however, shall such additional provision result in the excess of the total appropriations over the proposal in the executive budget.”

Those provisions of the Code expressly prohibit the Sanggunian from increasing or including new provisions or items in the executive budget, except for statutory and contractual obligations. The purpose of this prohibition is to avoid possible excesses over the budgetary ceilings recommended and prescribed by the Local Finance Committee as adopted by the LCE in the Executive Budget. On the other hand, **there is no prohibition on the reduction of appropriations in the executive budget.**

(Excerpt from DBM Legal Opinion No. L-B-2001-06)

4. Whether or not the item of appropriation for Extraordinary and Miscellaneous Expenses (EME) in the Office of the Mayor already forms part of the Discretionary Fund of the Mayor and therefore, should not have a separate appropriation.

Section 325 (h) of LGC expressly provides:

“The annual appropriations for discretionary purposes of the LCE shall not exceed two percent (2%) of the actual receipts derived from basic real property tax in the next preceding calendar year. Discretionary funds shall be disbursed only for public purposes to be supported by appropriate vouchers and subject to such guidelines as may be prescribed by law. No amount shall be appropriated for the same purpose except as authorized under this Section.”

The law clearly states that no amount shall be appropriated for the same purpose as that of the Discretionary Fund. Hence, the appropriation for EME serves the same purpose as that of the Discretionary Fund. No separate fund for the same purpose shall be appropriated.

What is specifically authorized by law to be appropriated is the Discretionary Fund for the LCE. There is no specific provision in the Code that authorizes appropriation for EME, separate and distinct from the Discretionary Fund, as both have the same purpose.

(Excerpt from DBM Legal Opinion No. L-B-2001-1, s. 2001)

5. Whether or not appropriations for projects to be funded out of the 20% Development Fund can be spent fully and exclusively for salaries, wages and honoraria of casual and “job order” employees.

Appropriations for projects to be funded out of the 20% Development Fund cannot be used and spent fully and exclusively for salaries, wages, and honoraria of casual and “job order” employees. It has to be emphasized that labor costs are merely part of the local development project costs.

(Excerpt from DBM Legal Opinion No. L-B-2001-13, s. 2001)

PART 4

**OFFICER-IN-
CHARGE**

OIC in the Office of the City Mayor as Distinguished from Acting City Mayor

The function of the acting mayor is governed by Section 46 (a) of LGC, while that of the OIC in the Office of the City Mayor is governed by Section 46 (c) of the same Code.

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

If the period exceeds 30 days, the automatic assumption of the City Vice-Mayor as Acting Mayor, even on the first day of temporary incapacity of the City Mayor, is automatic and done by operation of the law. This means that no further order or appointment from the national government or any office is required. As Acting City Mayor, they can exercise all powers and perform all the duties and functions of the City Mayor, subject to limitations provided for in cases of appointment, suspension, or dismissal of employees.

On the other hand, Section 46 (c) of LGC describes a situation where the City Mayor is traveling within the country, but outside their territorial jurisdiction, for a period of not exceeding three consecutive days. In such a case, they may designate, in writing, an OIC in the Office of the City Mayor. Such authorization shall specify the powers and functions that the local official concerned shall exercise in the absence of the City Mayor, except the power to appoint, suspend, or dismiss employees.

In this case, it may be noted that the City Mayor can designate an official of the city government as OIC for three consecutive days while they is outside their territorial jurisdiction but within the country. It should be further noted that in the designation of OIC, there is no temporary vacancy to speak of in the Office of the City Mayor. The City Mayor may designate the Vice-Mayor or any member of the Sanggunian or any appointive official of the city to act as OIC during their absence for three consecutive days. However, if on the fourth day the City Mayor fails to return to their station, Section 46 (d) of the Code will apply. In this case, the City Vice-Mayor shall assume office as Acting City Mayor on the fourth day of absence of the City Mayor, even if the designation of an OIC is beyond three days. This must be so because the designation as OIC is effective only for three days.

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

Section 46 (c) of LGC states that the City Mayor may designate in writing any city official to act as OIC for three days during their absence. The authorization shall specify the powers and functions that the local official shall exercise.

How shall an OIC City Mayor assume their functions?

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

Regarding the post of Acting City Mayor, upon the occurrence of any event leading to the temporary incapacity of the City Mayor, either for physical or legal reasons, the City Vice-Mayor automatically assumes the post as Acting City Mayor [Sec. 46 (9a), LGC]. Accordingly, the Acting City Mayor must issue a memorandum, copy furnished depository banks in the LGU, DILG, and other national offices, informing all department heads

and employees of the province of his assumption as Acting City Mayor, and that henceforth, all orders must emanate from them.

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

An OIC shall stop performing their functions as such on the fourth day of absence of the City Mayor. This must be so because their designation as OIC is effective only during the three consecutive days of absence of the City Mayor, with the latter in a location outside their jurisdiction but within the country. On the fourth day, the designation of OIC ceases by operation of law and the City Vice-Mayor automatically assumes the post as Acting City Mayor pursuant to Section 46 (d) of LGC.

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

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

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

Yes. The situation is different between the OIC and Acting City Mayor. In the acting capacity, there is a temporary vacancy in the Office of the City Mayor. In OIC capacity, there is no temporary vacancy in the Office of the City Mayor. Moreover, OICs

exercise limited powers only as may be contained in the letter-authorization designating them as such. Hence, if incidentally, the City Vice-Mayor is the designated OIC, they can continue to preside over the session of the Sanggunian since the ruling in the Gamboa case will not apply. As an OIC, they has no power to perform all the functions and powers of the City Mayor. More importantly, they is not empowered to approve ordinances. Such being the case, the violation of the separation of powers and functions, which the Gamboa ruling sought to avoid, is not present.

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

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

Is the City Vice Mayor included in the determination of a quorum of the sanggunian?

Yes. In the case of La Carlota City vs. Atty. Rex Rojo [G.R. No. 18137, April 24, 2012] the Supreme Court ruled that the City Vice-Mayor is a member of the SP and should thus be included in determining the presence or absence of a quorum of the SP.

ANNEXES

ANNEX A. STATE OF LOCAL LEGISLATION IN CITIES

The Local Governance Performance Management System (LGPMS) is a DILG program for self-assessment, management, and development of local governments. It aims to determine their overall administrative capabilities, service delivery performance, and development conditions. On local legislation, LGPMS helps ensure high-quality service delivery.

ADMINISTRATIVE CAPACITIES

Effective Legislative Agenda and Effectiveness of the Legislative Tracking System (LTS) are indicators of the legislative capacities in cities.

Legislative Agenda. Webster defines an agenda as a list of things to do, subjects to discuss, or business to transact. As applied at the local level, the Legislative Agenda is a package of lawmaking initiatives or reforms by local legislative bodies that aim to address the short and long-term needs of local governance and development. Ideally, it is the desired output of an executive-legislative-private sector partnership to set socio-economic development priorities and policy directions in the short, medium, and long-term.

Based on LGPMS's standards, the Legislative Agenda is effective if it satisfies the following performance elements:

- Complements the Executive Agenda
- Incorporates the inputs, reactions, and suggestions of all the stakeholders
- Outlines clear and well-defined legislative intentions during the prescribed period
- Provides legislative action on the CDP
- Promotes provincial, regional, and national priorities

On a higher level, tracking in-aid of legislation goes beyond the stage of enactment and approval. It is, however, not limited to process

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monitoring. LTS is a tool used to assess the effectiveness of the implementation or enforcement of an ordinance or a resolution. Legislative tracking assumes an important role in generating information about the following:

- Whether an enacted and subsequently approved measure satisfies the specific needs of the target groups in the community for which such measure is intended
- A legislative measure that may require further action
- Degree of enforceability of a legislative enactment

Performance Elements

- Complements the Executive Agenda
- Incorporates the inputs, reactions, and suggestions of all stakeholders
- Outlines clear and well-defined legislative intentions during the prescribed period
- Provides legislative action on the CDP
- Promotes provincial, regional, and national priorities

According to LGPMS, however, the effectiveness of the LTS is assessed through the following performance elements:

- Full history of all ordinances is on file
- Ordinances are indexed by title and date
- Index is updated, complete, and codified
- Hard copy of ordinances can be retrieved by inquiry within a reasonable period of time
- Index can be searched and copied by the staff
- Index and copy are computer-based

Productivity

Legislative acts are categorized as administrative in intent, regulatory in focus, developmental in purpose, and corporate in nature. The presence of ordinances or resolutions in a city is the principal criterion of legislative productivity.

Legislation is an essential and exclusive power of the government. The people expect their government to act wisely based on the formulated public policy. The acts of the local legislative bodies are considered to be the voice of the people and therefore, are the direct by-products of political will. This is what quality legislation is all about.

ANNEX B. USEFUL LINKS IN LOCAL LEGISLATION

This section highlights web links and publications of agencies that may be useful when researching or answering relevant queries about local legislation.

1. DILG

Website address: www.dilg.gov.ph

Publication: 1996 Legal Opinions on Local Administration and Other Related Concerns

Contents

Compilation of Legal Opinions on:

- Administrative Complaints
- Administrative Disciplinary Action
- Amending an Ordinance
- Appointment: Sanggunian Membership
- Creation of a New Office
- Local Legislation
- Permanent Vacancy
- Practice of Profession
- Resignation of Elective Local Officials
- Review of Sanggunian Resolutions and Ordinances
- Sessions
- Succession
- Temporary Vacancy

Publication: Local Legislative Toolkit

Contents

Local legislative processes, dynamics on parliamentary procedures, tests for effective local legislation, and other vital information concerning local legislation

2. DBM

Website Address: www.dbm.gov.ph

Contents

Digest of Legal Opinions on:

- Annual Budget and Supplemental Budget
- Appropriations and Re-Appropriations
- Reenacted Budget
- 20% Development Fund
- EME or Discretionary Fund
- Local DRRM Fund
- IRA

3. Local Governance Resource Center

Host: Local Government Academy

Website Address: <http://lgrc.lga.gov.ph>

Contents

A portal that supports the knowledge needs of the local government sector in the Philippines. Relevant publications include:

- ELA Toolkit produced under the Local Governance Support Programme
- A Guide to Effective Local Legislation (Author: Laurora, Antonio R.)

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- Compendium of Decisions, Rulings, Resolutions and Opinions on Local Autonomy and Local Government (Author: Agra, Alberto C.)
- Handbook on Local Legislation (Author: Dihan, Reverendo M.)

4. Congress of the Philippines/House of Representatives

Website address: www.congress.gov.ph

Contents

List of House Bills and Resolutions, RAs, Legislative Researches, Policy Papers, etc.

ANNEX C. REFERENCES USED IN THIS PUBLICATION

1. LGC
Frequently read sections:
 - Section 17-Basic Services
 - Section 458-Functions of the SP
2. National Economic and Development Authority-Department of Finance-DBM-DILG JMC No. 1, s. 2007 on having a Synchronized Local Planning and Budgeting Calendar
3. DILG MCs
4. EOs and RAs
5. Local Legislative Toolkit
6. Criteria for Local Legislative Awards
7. LGPMS
8. State of City Governance Report



ABOUT THE LOGO

The Department of the Interior and Local Government (DILG) implements the Program for Newly-Elected Officials (NEO), through the Local Government Academy (LGA), to assist newly elected Local Chief Executives (LCEs) in transitioning to their posts, taking responsibilities, and managing their respective LGUs. The program consistently intends to assist NEOs in developing their leadership and transformational capacities.

The Program for NEO primarily aims to develop newly elected officials to be strategic leaders who will guide their local governments towards being more competitive, efficient, and responsive development institutions. It is composed of five (5) components; the first two components aim to aid incoming local officials to ensure smooth transition in their LGUs; and jumpstart local governance upon NEOs' assumption to office, and until the end of their terms. The third component is intended to support the LGUs in developing, enhancing or updating their local plans. The fourth component is composed of interventions to further enhance competencies not only of the elected officials, but also of local functionaries. Finally, the last component aims to assist LGUs for their assessment, and be eligible for LGU awards and incentives.

Anchored on the six (6) LGU Capacity Pillars i.e., Structure, Competency, Leadership, Management Systems, Enabling Policies and Knowledge and Learning, the program envisions to

contribute to better quality of life among constituents of local governments as a result of improved leadership and decision-making skills of the newly-elected officials.

The logo takes its cue from the program's new focus on peace and resilience, articulated visually in the elements that build the lettermark itself. 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. 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 it 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.



Local Government Academy

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