



Republic of the Philippines

**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**

DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City  
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ATTENDANCE TO UNITED CITIES AND LOCAL GOVERNMENT ASIA PACIFIC  
CONFERENCE FOR SUSTAINABLE SOCIETIES

MEMORANDUM CIRCULAR NO. 2017-37  
March 1, 2017

1. Background

The United Cities and Local Government Asia Pacific (UCLG ASPAC), a worldwide association of local government organizations recognized by the United Nations is scheduled to conduct its Conference and Executive Bureau (ExBu) Meeting in Catbalogan City, Samar on April 05 – 07, 2017 with a Pre-Conference on April 04, 2017. This year's conference theme is "*Kauswagan Kalibutan: Creating Connections for Sustainable Societies*".

UCLG-ASPAC is expected to draw 300 local and international delegates. On the local front, our League of Cities of the Philippines (LCP) and the League of Municipalities (LMP) along with Makati City, Surigao City and Catbalogan City are counted as members of this organization.

This international conference shall serve as a venue for dialogue and knowledge sharing to advance the concept and practice of sustainable societies taking into account alignment with Sustainable Development Goals and Sendai Framework on Disaster Risk Reduction. The conference aims to facilitate sharing of ideas and experiences about sustainable societies among local leaders in the Asia-Pacific region, to include discussion on new urban agenda, financing and local economic development, and community resiliency.

2. Purpose

The purpose of this Memorandum Circular is to provide guidance and information on the mechanics of registration and participation in the conference.

3. Scope/Coverage

Targeted Governors, City and Municipal Mayors are invited to attend the conference. Due to limited slots, preference is given to the following:

For a Three-Day event (April 4-6, 2017):

- First 50 LMP Mayors to confirm attendance, preference to National Executive Officers or Chapter Presidents;
- All 35 Lady City Mayors; and
- First 15 LCP Mayors to confirm attendance; preference to National Executive Board Officers or Regional Representatives.

For a Four-Day event (April 4-7, 2017):

- 142 Region VIII City and Municipal Mayors; and
- 6 Region VIII Governors.

During the pre-conference on April 4, lady city and municipal mayor-attendees are especially requested to join in the Women's Forum, while the rest can join in other forum as they prefer. Also, Provincial Governors and City and Municipal Mayors in Region VIII are expected to extend attendance on April 7 to participate in the campaign for resilient communities, sponsored by the UNISDR, the United Nations Office for Disaster Risk Reduction.

#### 4. Policy Content and Guidelines

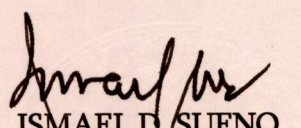
Registration is FREE. Costs for conference kit and meals during the event shall be borne by the organizers. Nevertheless, the payment of applicable travelling expenses and hotel accommodation per participant maybe authorized, chargeable against their respective local funds, subject to the availability thereof, and to the usual accounting and auditing requirements and to all pertinent laws, rules and regulations. Provided, however, that travelling and accommodation expenses shall not be charged against the 20% component of the Internal Revenue Allotment or from whatever source which may prejudice poverty reduction efforts.

For confirmation and further information, interested participants may contact the Conference Secretariat, Ms. Maila De Guia at mobile number 0917-553-4699 and Overall Coordinator, Mr. Dennis Cosmod at 0977-847-9131. Confirmation is until March 3, 2017.

#### 5. Reference

Letter dated February 7, 2017 from Mayor Stephany Uy-Tan, Catbalogan City as host city and organizer for the 2017 UCLG-ASPAC Conference, and letter from OIC Madhavi Malalgoda Ariyabandu of UNISDR Regional Office for Asia and the Pacific as co-organizer, through Undersecretary Ricardo Jalad, NDRRMC Executive Director and OCD Administrator.

#### 6. Approving Authority

  
ISMAEL D. SUENO  
Secretary 