



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 A. Francisco Gold Condominium II EDSA cor. Mapagmahal St.
 Diliman, Quezon City

January 31, 2005



MEMORANDUM CIRCULAR
NO. 2005 - 06

TO : ALL PROVINCIAL GOVERNORS, CITY MAYORS,
 MUNICIPAL MAYORS, DILG REGIONAL DIRECTORS
 AND OTHERS CONCERNED

SUBJECT : EXECUTIVE AND LEGISLATIVE AGENDA (ELA)
 IMPLEMENTATION MONITORING

Department Memorandum Circular No. 2004-64 dated June 1, 2004, provides for the regular monitoring of the effective and efficient implementation of the Executive and Legislative Agenda (ELA) by the local governments. Pursuant to the directive, a National Monitoring and Report Form shall be distributed to all Local Government Units nationwide to cause the preparation of an ELA national data base and for possible enhancement of its implementation policies, systems and procedures.

Relative to the above, all LGUs are encouraged to accomplish the said form, through their respective Provincial/City/Municipal Planning and Development Coordinator, and to submit the accomplished form to the Regional ELA Focal Person, through the DILG Provincial/City Director or City/Municipal Local Government Operations Officer, not later than the end of February 2005.

For compliance of all concerned.

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 EDUARDO R. SOLIMAN JR.
 Undersecretary, LG

CSEC 2/1
ONSA 2/1/05
ONSCG 2/1
CSHRA 2/2
CASPP-Tampun 2/2
BLCOS 2/2/05

RDS-MAKUD - 2/4/05

NCA
REGION IV-A 2-1-2005
B qau

FORM
MSD
SUB

ELA National Monitoring and Reporting Form

- The NMRF distributed to all LGUs will cause the preparation of an ELA national data base and for possible enhancement of its implementation policies, systems and procedures.
- This Form shall be accomplished by the concerned Provincial/City/Municipal Planning and Development Coordinator, and to be submitted to the Regional ELA Focal Person, through the DILG Provincial/City Director or MLGOO, on or before the end of February 2005.

Identifying Information:

- I. Region _____
- II. Province _____
- III. City/Municipality _____

Please answer the following questions:

1. Do you have an Executive and Legislative Agenda (ELA)?
 - Yes _____ ELA is completed.
 - In the process of _____ What step in the ELA formulation are you in?
 ELA formulation _____ Please check.
 - _____ Step 1 Planning to Plan
 - _____ Step 2 Prioritizing Issues
 - _____ Step 3 Consulting with Multi-Stakeholders
 - _____ Step 4 Defining/Revisiting the LGU Vision and Mission
 - _____ Step 5 Formulating Goals and Objectives
 - _____ Step 6 Prioritizing Programs, Projects and Capacity Development Needs
 - _____ Step 7 Determining Legislative Requirements
 - _____ Step 8 Building Commitment
 - _____ Step 9 Securing Endorsement, Adoption and Approval
 - _____ Step 10 Moving the ELA to Action
 - _____ Step 11 Popularizing the ELA
 - No _____ If none, state the reason.

2. (a) Does your LGU have an ELA Team? YES _____ NO _____

If Yes, identify the members of your ELA Team by their position/designation.

- o Executive: _____

- o Legislative: _____

- o Civil Society Organizations _____

- (b) What documents did you utilize in the preparation of ELA?

- _____ Local Governance Performance Management System
- _____ Comprehensive Development Plan
- _____ Comprehensive Land Use Plan
- _____ Annual Investment Program
- _____ Local Poverty Reduction Action Plan
- _____ ELA Manual and Facilitator's Guide
- _____ Others, please enumerate
 1. _____
 2. _____

- (c) In what ways and to what extent are the civil society organizations (CSOs) involved in the formulation of your ELA?

Remarks

- _____ Membership in the ELA _____
- _____ Involvement in consultation process _____
- _____ Review and endorsement of the ELA to the Sanggunian _____
- _____ Others (Please specify) _____

(d) Did you avail of any technical assistance from the DILG Regional or Provincial Coaching Teams in the preparation of your ELA? Yes _____ No _____

▪ If Yes, what form/s of assistance was/were extended to your LGU by the DILG Regional or Provincial Coaching Teams. (Please Check)

- _____ Social Marketing (IEC materials such as brochure, flyers, posters,)
- _____ Training
- _____ Coaching
- _____ provision of ELA reference materials (ELA kit)
- _____ Others (please specify)

1. _____
2. _____

▪ If No, please state why the province/city/municipality did not avail of any assistance _____

(e) Were LGU resources utilized in the formulation of your ELA? Yes _____ No _____

If Yes, specify the sources: _____

At present, identify 3 major issues encountered in formulating your ELA and measures taken to resolve them. (Please use additional sheet of paper, if necessary.)

	<i>ELA Formulation Issues</i>
a.	_____
b.	_____
c.	_____
d.	_____
e.	_____

	<i>Measures Taken to Resolve Issues</i>
a.	_____
b.	_____
c.	_____
d.	_____
e.	_____

For LGUs that have completed the twelve steps, what mechanisms have been installed to ensure the implementation, monitoring and evaluation of the ELA?

Accomplished by:

Provincial/City/Municipal Planning
Development Coordinator

Noted by:

Provincial Governor or City/Municipal Mayor

Start the journey through ELA! Start building the future of your communities now!