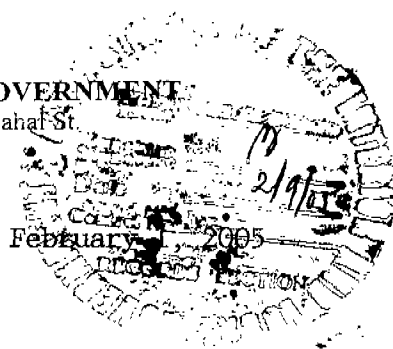




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
A. Francisco Gold Condominium II EDSA cor. Mapagmahal St.
Diliman, Quezon City



MEMORANDUM CIRCULAR

No. 2005-07

TO : ALL PROVINCIAL GOVERNORS, CITY/MUNICIPAL MAYORS, PUNONG BARANGAYS, DILG REGIONAL DIRECTORS/ FIELD OFFICERS AND OTHERS CONCERNED

SUBJECT : GUIDELINES IN MONITORING THE FUNCTIONALITY OF THE LOCAL COUNCIL FOR THE PROTECTION OF CHILDREN (LCPC) AT ALL LEVELS AND FOR OTHER PURPOSES

Pursuant to DILG MC No. 2002-121 dated August 5, 2002, LGUs are encouraged to organize/reorganize their respective LCPCs per provisions of PD 603 as amended and RA 8980. The LCPC shall be responsible in planning and spearheading programs for children in the locality with the end in view of making the locality child friendly.

To sustain national efforts in the localization of the National Strategic Framework for Plan Development for Children or Child 21, there is a need to make the LCPC functional.

PRESENCE OF THE FOLLOWING INDICATES THAT THE LCPC IS OPERATIONAL OR FUNCTIONAL:

A. Records or minutes of meetings

To be active and dynamic, the LCPC must conduct regular and special meetings at least once in every two (2) months. Such meetings shall discuss or tackle program implementation strategies, issues and problems on children that should be given utmost attention or solution and monitoring of children's P/P/As that are being implemented in the locality.

B. Approved Action Plan of the LCPC with corresponding budget proposal

The plan should be based on activities the LCPC is going to undertake as a Council which include, but not limited to the following:

1. Preparation and updating of situationer or current database on children in their areas of jurisdiction as basis for the local planning for children.
2. Preparation of the Work and Financial Plan (WFP) of the LCPC and its approval by the Sanggunian concerned;
3. Monitoring of the four (4) gifts for Children namely: (a) Local Development Plan for Children (LDPC); b) Local Investment Plan for Children (LIPC); c) Local Code for Children (LCC); and d) Local State of Children Report (LSCR);
4. Referral to agencies/NGOs of children in need of assistance/protection and follow-up on action taken;
5. Ensuring and monitoring of the enforcement of laws/policies for the survival, development, protection and participation of children; and
6. Monitoring and assessment of the programs, projects and activities (PPAs) on children being undertaken by the LGUs which include, but not limited to the following:
 - a. Early childhood education, i.e. establishment or improvement of the standard daycare centers, recruitment of trained/capacitated daycare workers, etc.;
 - b. Elimination of all forms of child abuse/worst forms of child labor;

- c. Prevention of juvenile delinquency and operationalization of justice system for children in the locality;
- d. Health and nutrition program, i.e. immunization, salt iodization, feeding programs, micronutrient supplementation, etc.;
- e. Programs for pregnant and lactating mothers;
- f. Community infrastructures like children's playground, children's library, youth centers, separate detention cell for women and children from adult offenders, etc.;
- g. Strengthening the family, such as parental care and guidance, family week celebration, parent education;
- h. Potable water supply;
- i. Legal Protection Program; and
- j. HIV/AIDS Prevention Program.

Approved budget for LCPC Integrated into the Provincial/ City/ Municipal/ Barangay Budget

The LCPCs, through their Secretariat as provided for in MC 2002-121, should be provided with funds from the LGUs Maintenance and Other Operating Expenses (MOOE) i.e., meetings, traveling expenses, supplies, materials & equipment through an ordinance.

D. Accomplishment report of the LCPC which include:

- 1. Activities undertaken showing the implementation of the LCPC Action Plan;
- 2. State of the Children Report which the local chief executive (LCE) shall deliver every month of October of every year in celebration of Children's Month.
- 3. Other activities undertaken not reflected in the LCPC's Action Plan.

Notes: The accomplishment report of the LCPC must include the end results of the activities undertaken, i.e. % of Reduced Infant Mortality Rate (IMR), % of Reduced Maternal Mortality Rate (MMR), % of increase access to services, % of increase access to education, Improved quality of education, decreased number of malnourished / underweight children, absence of street children / child abuse cases and trafficked children, % of increase in the number of students who passed the qualifying exam.

MONITORING/EVALUATION

A. Creation of Inter-Agency Monitoring Task Force (IMTF)

IMTF shall be created in every level (Municipal, City, Provincial/HUC and Regional) to monitor and evaluate the functionality of the LCPC.

IMTF Composition :

City/Municipal IMTF

- Chair : DILG/MLGOO
- Co-chair : C/M Social Welfare & Dev't. Officer
- Members : C/M Planning Officer
C/M Health Officer

Provincial/HUC IMTF

- Chair : DILG Provincial/HUC Director
- Co-Chair : Provincial/HUC Social Welfare & Dev't. Officer
- Members : Provincial/HUC Health Officer
Provincial/HUC Planning Officer

Regional IMTF

- Chair : DILG Regional Director
- Co-Chair : NEDA Regional Director
- Members : DSWD Regional Director

DepEd Regional Director
DOH Regional Director
NNC Regional Director

B. Documents to be submitted

1) Barangay Council for the Protection of Children (BCPC)

The BCPC shall prepare/submit the following documents to the City/Municipal IMTF:

- a. Reports/Minutes of meetings;
- b. Action Plan with corresponding budget proposal;
- c. Brgy. Ordinance providing funds for BCPC or brgy. budget indicating funds for BCPC; and
- d. Sangguniang Barangay Ordinances and Resolutions issued on children's concerns.

2) City/Municipal Council for the Protection of Children (C/MCPC)

The C/MCPC shall prepare/ submit the following documents to the Provincial IMTF:

- a. Reports/ Minutes of Meetings;
- b. Action plan with corresponding budget proposal;
- c. Sangguniang Panlungsod/ Bayan Ordinance providing funds for C/MCPC or city/municipal budget indicating funds for the C/MCPC;
- d. Ordinances and other City/Municipal issuances concerning children; and
- e. Accomplishment Report.

3) Provincial/Highly Urbanized City Council for the Protection of Children (P/HUCCPC)

The P/HUCCPC shall prepare/submit the following documents to the Regional IMTF:

- a. Reports/ Minutes of Meetings;
- b. Action plan with corresponding budget proposal;
- c. Sangguniang Panlungsod/Panlalawigan Ordinance providing funds for P/HUCCPC or Provincial/City budget indicating funds for the P/HUC CPC;
- d. Ordinances and other Provincial/HUC issuances concerning children; and
- e. Accomplishment Report.

C. Process

1) City/ Municipal Inter-Agency Monitoring Task Force (IMTF):

The C/M IMTF shall:

- a. Review the documents;
- b. Evaluate/ rate the reports of the BCPC based on the standard rating provided herein;
- c. Meet with the concerned brgy. officials for feed backing on the strengths/weaknesses of the BCPC;
- d. Confer with the concerned City/Municipal Mayor on the outcome of the report including their suggested recommendations; and
- e. Submit report to the Provincial IMTF, copy furnished the DILG City/Municipal Office.

Note: In case of HUC, the report shall be submitted directly to the Regional IMTF.

2) Provincial IMTF (P IMTF)

The P IMTF shall:

- a. Review and validate the C/M IMTF report and recommendations;
- b. Consolidate the reports by City/Municipality;
- c. Evaluate/ rate the reports of the C/MCPC based on the standard rating provided herein;
- d. Confer with the Governor or the HUC Mayor concerned on the outcome of the C/M IMTF report and recommendations; and
- e. Submit report to the DILG Regional Office, copy furnished the DILG Provincial Office.

Regional IMTF:

The Regional IMTF shall:

- a. Review and validate the consolidated reports of the P/HUC IMTF;
- b. Evaluate/rate the reports of the P/HUC CPC based on the standard rating provided herein;
- c. Confer with concerned Governors and member agencies re findings;
- d. Come up with recommended actions; and
- e. Submit report to DILG Planning Service thru the National Barangay Operations Office (NBOO) copy furnished RSCWC.

4) National Technical Working Group (NTWG)

The National Technical Working Group (NTWG) composed of CWC, DILG, DSWD, DepEd, DOH, NNC, PIA and two (2) NGOs shall review and consolidate the Regional IMTF reports and provide the Technical Management Committee (TMC) with the Terminal Report. (If validation on the report is needed, an ocular visit shall be done by the National TWG and/or the TMC).

Note: The 2 NGOs shall be identified by the NTWG.

The evaluation or rating given by the IMTF to the concerned LCPC shall not change or affect said rating even before and after the feed backing conference with concerned officials.

5) Technical Management Committee (TMC)

The TMC shall provide a National Situational Analysis during the Board Meeting.

CRITERIA ON THE FUNCTIONALITY OF LCPC

INDICATORS	RATINGS
Reports/Minutes of meetings	25%
Approved Action Plan	25%
Approved budget providing funds for LCPC	25%
Accomplishment Report	25%
Pro-rated as follows:	
- activities undertaken based on the approved action plan - 15%	
- state of children's report - 10%	
- other activities undertaken not reflected in the action plan - (3% bonus rating)	

The scale below shall be used to determine the LCPC's degree of functionality:

Degree	Rating
Functional	76% - 100%
Semi-Functional	56% - 75%
Non-Functional	below 56%

MONITORING INSTRUMENTS

A) Work and Financial Plan

- 1. LCPC Form 001-A - Barangay CPC Work and Financial Plan
- 2. LCPC Form 001-B - Municipal CPC Work and Financial Plan
- 3. LCPC Form 001-C - City CPC Work and Financial Plan
- 4. LCPC Form 001-D - Provincial/HUC CPC Work and Financial Plan

B) Annual Report

- 1. LCPC Form 002-A - Barangay CPC Annual Report
- 2. LCPC Form 002-B - City/Municipal CPC Annual Report
- 3. LCPC Form 002-C - Provincial/HUC CPC Annual Report

C. Assessment Form

1. LCPC Form 003-A – Barangay CPC Assessment Form
2. LCPC Form 003-B – City/Municipal CPC Assessment Form
3. LCPC Form 003-C – Provincial/HUC CPC Assessment Form

D. Consolidated Assessment Form

1. LCPC Form 004-A – Barangay CPC Consolidated Assessment Form
2. LCPC Form 004-B – City/Municipal CPC Consolidated Assessment Form
3. LCPC Form 004-C – Provincial/HUC CPC Consolidated Assessment Form

E. Consolidated Monitoring Report

1. LCPC Form 005 – Consolidated Monitoring Report

WHO SHALL ACCOMPLISH THE MONITORING INSTRUMENTS?

A) City/Municipal IMTF shall:

1. Accomplish LCPC Form 003-A.
2. Consolidate LCPC Form 003-A using Form 004-A to be attested by the Chair, Provincial IMTF.

B) Provincial IMTF shall:

1. Accomplish LCPC Form 003-B.
2. Consolidate LCPC Form 003-B using LCPC Form 004-B to be attested by Chair, Regional IMTF.

In the case of HUC, HUC IMTF shall use LCPC Form 004-C.

C) Regional IMTF shall:

1. Accomplish LCPC Form 003-C.
2. Consolidate LCPC Form 003-C using LCPC Form 004-C.

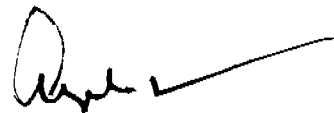
MONITORING REPORT AND THE ROLE OF DILG

Accomplished LCPC Forms 004-A, 004-B and 004-C shall be consolidated at the DILG Regional Office using LCPC Form 005 to be noted by the DILG Regional Director and shall be submitted in diskette or through e-mail (nboo-iind@dilg.gov.ph) to the DILG Central Office thru the **National Barangay Operations Office (NBOO)** not later than April 30, 2005 and every year thereafter copy furnished RSCWC. The NBOO shall maintain and update when necessary, the list and National Summary of Functional LCPCs and furnish the Council for the Welfare of Children (CWC) a copy.

Monitoring the functionality of the LCPCs for the preceding year shall be conducted every 1st quarter of every year starting 2005. However, the IMTF in all levels shall meet regularly to discuss issues and concerns and resolve problems of the LCPCs.

The DILG shall facilitate and provide technical assistance in the implementation of this Memorandum Circular.

For compliance.



ANGELO T. REYES
Secretary



Republic of the Philippines
DEPARTMENT OF INTERIOR
AND LOCAL GOVERNMENT
IN REPLYING, PLS CITE:
SILG05-003612



**Barangay Council for the Protection of Children (BCPC)
 WORK AND FINANCIAL PLAN**

Calendar Year _____
 Barangay _____

Region : _____
 Province : _____
 City/Municipality: _____

Program/Project/Activity	Brief Description	Objective	Time Frame	Funding		Remarks
				Amount	Source	

Submitted by:

 BCPC Chairperson

**Municipal Council for the Protection of Children (MCPC)
 WORK AND FINANCIAL PLAN**
 Calendar Year _____
 Municipality _____

Region : _____
 Province: _____

Program/Project/Activity	Brief Description	Objective	Time Frame	Funding		Remarks
				Amount	Source	

Submitted by:

_____ MCPC Chairperson

**City Council for the Protection of Children (CCPC)
 WORK AND FINANCIAL PLAN**

Calendar Year _____
 City _____

Region : _____
 Province : _____

Program/Project/Activity	Brief Description	Objective	Time Frame	Funding		Remarks
				Amount	Source	

Submitted by: _____

 CCPC Chairperson

**Provincial/HUC Council for the Protection of Children (P/HUCCPC)
 WORK AND FINANCIAL PLAN**

Calendar Year _____
 Province/HUC _____

Region _____

Program/Project/Activity	Brief Description	Objective	Time Frame	Funding		Remarks
				Amount	Source	

Submitted by:

 PCPC/ HUC CPC Chairperson

**BARANGAY COUNCIL FOR THE PROTECTION OF CHILDREN
BARANGAY _____
FOR THE YEAR _____**

ANNUAL REPORT

Region : _____
 Province : _____
 City/Municipality: _____

NO. OF MEETINGS	APPROVED WORK AND FINANCIAL PLAN				PROGRAM/Project Implementation				AGENCY/ORGANIZATION/ PERSON RESPONSIBLE	ISSUES AND CONCERNS			
	Planned	Actual	PI/PAs	Date Approved	Amount	Source	PROGRAMS/PROJECTS AND ACTIVITIES (PPAs)	OUTCOME/ RESULT			STATUS	ACTUAL PROJECT COST	
										Amount	Source		

Prepared by: _____

Noted: _____

BCPC Secretariat _____

BCPC Chairperson _____

**CITY/MUNICIPAL COUNCIL FOR THE PROTECTION OF CHILDREN
CITY/MUNICIPALITY _____
FOR THE YEAR _____
ANNUAL REPORT**

Region : _____
Province : _____

NO. OF MEETINGS	APPROVED WORK AND FINANCIAL PLAN						PROGRAMS/PROJECTS AND ACTIVITIES (PPAs)	OUTCOME/ RESULT	STATUS	Program/Project Implementation		AGENCY/ORGANIZATION/ PERSON RESPONSIBLE	ISSUES AND CONCERNS
	Planned	Actual	P/P/A	Date Approved	Amount	Source				ACTUAL PROJECT COST	Amount		

Prepared by:

_____ C/MCPC Secretariat

Noted:

_____ C/MCPC Chairperson

PROVINCIAL/HUC COUNCIL FOR THE PROTECTION OF CHILDREN
 PROVINCE/HUC _____
 FOR THE YEAR _____
ANNUAL REPORT

Region : _____

NO. OF MEETINGS	APPROVED WORK AND FINANCIAL PLAN					PROGRAMS/PROJECTS AND ACTIVITIES (PPAs)	OUTCOME/ RESULT	Program/Project Implementation			AGENCY/ORGANIZATION/ PERSON RESPONSIBLE	ISSUES AND CONCERNS
	Planned	Actual	P/P/A	Date Approved	FUNDING Amount			Source	STATUS	ACTUAL PROJECT COST Amount		

Prepared by:

 P/HUCCPC

Noted:

 P/HUC CPC Chairperson

**MONITORING THE FUNCTIONALITY OF BARANGAY COUNCIL
 FOR THE PROTECTION OF CHILDREN (BCPC)**

ASSESSMENT FORM
 Barangay _____

Region : _____
 Province : _____
 City/Municipality: _____

Indicators	Rating	Remarks
I. RECORDS OR MINUTES OF MEETINGS (25%) <i>LCPC must conduct regular and special meetings at least once in every two (2) months. Such meetings shall discuss or tackle program implementation strategies, issues and problems on children that should be given utmost attention or solution and monitoring of children's P/P/As that are being implemented in the community.</i>		
II. APPROVED ACTION PLAN OF THE LCPC WITH CORRESPONDING BUDGET PROPOSAL (25%) <i>The plan should be based on activities they are going to undertake as a council, which include but not limited to the following:</i> a. Preparation of the Work & Financial Plan (WFP) of the LCPC and its approval by the Sanggunian concerned. b. Monitoring of the four gifts for Children. c. Referral to agencies/NGOs of children in need of assistance and protection and follow-up on action undertaken d. Preparation and updating of Situational Analysis of Children in their areas of jurisdiction.		
III. ORDINANCE PROVIDING FUNDS FOR LCPC OR BARANGAY BUDGET ALLOCATING FUNDS FOR LCPC P/P/As (25%) <i>Legislations are needed in order that certain programs, projects and activities can be implemented.</i>		
IV. ACCOMPLISHMENT REPORT BY THE LCPC TO ADDRESS CHILDREN'S CONCERNS (25%) which include: 1. <i>Activities undertaken that address current issues or problems concerning children. Likewise, the result of such intervention shall be based on the situationer or current database on children,;and</i> 2. <i>State of Children Report;</i> <i>The milestone of accomplishments must include end results of the activities undertaken, i.e. % of Reduced Infant Mortality Rate(IMR). % of Reduced Maternal Mortality Rate (MMR), % of increase access to services, etc.</i>		
Over-All Rating		
Degree of Functionality -Functional 76% - 100% -Semi-Functional 56% - 75% -Non-Functional below 56%		

Prepared by:

 Member, City/Municipal IMTF

Noted:

 Chair, City/Municipal IMTF

**MONITORING THE FUNCTIONALITY OF CITY/MUNICIPALITY COUNCIL
 FOR THE PROTECTION OF CHILDREN (C/MCPC)**

ASSESSMENT FORM

City/Municipality _____

Region : _____

Province : _____

Indicators	Rating	Remarks
I. RECORDS OR MINUTES OF MEETINGS (25%) <i>LCPC must conduct regular and special meetings at least once in every two (2) months. Such meetings shall discuss or tackle program implementation strategies, issues and problems on children that should be given utmost attention or solution and monitoring of children's P/P/As that are being implemented in the community.</i>		
II. APPROVED ACTION PLAN OF THE LCPC WITH CORRESPONDING BUDGET PROPOSAL (25%) <i>The plan should be based on activities they are going to undertake as a council, which include but not limited to the following:</i> <i>a. Preparation of the Work & Financial Plan (WFP) of the LCPC and its approval by the Sanggunian concerned.</i> <i>b. Monitoring of the four gifts for Children.</i> <i>c. Referral to agencies/NGOs of children in need of assistance and protection and follow-up on action undertaken</i> <i>d. Preparation and updating of Situational Analysis of Children in their areas of jurisdiction.</i>		
III. ORDINANCE PROVIDING FUNDS FOR LCPC OR BARANGAY BUDGET ALLOCATING FUNDS FOR LCPC P/P/As (25%) <i>Legislations are needed in order that certain programs, projects and activities can be implemented.</i>		
IV. ACCOMPLISHMENT REPORT BY THE LCPC TO ADDRESS CHILDREN'S CONCERNS (25%) which include: <i>1. Activities undertaken that address current issues or problems concerning children. Likewise, the result of such intervention shall be based on the situationer or current database on children, and</i> <i>2. State of Children Report;</i> <i>The milestone of accomplishments must include end results of the activities undertaken, i.e. % of Reduced Infant Mortality Rate(IMR), % of Reduced Maternal Mortality Rate (MMR), % of increase access to services, etc.</i>		
Over-All Rating		
Degree of Functionality -Functional 76% - 100% -Semi-Functional 56% - 75% -Non-Functional below 56%		

Prepared by:

 Member, Provincial/HUC IMT

Noted:

 Chair, Provincial IMTF

**MONITORING THE FUNCTIONALITY OF PROVINCIAL/HUC COUNCIL
 FOR THE PROTECTION OF CHILDREN (P/HUCCPC)**

ASSESSMENT FORM
 Province/Highly Urbanized City (HUC) _____

Region : _____

Indicators	Rating	Remarks
I. RECORDS OR MINUTES OF MEETINGS (25%) <i>LCPC must conduct regular and special meetings at least once in every two (2) months. Such meetings shall discuss or tackle program implementation strategies, issues and problems on children that should be given utmost attention or solution and monitoring of children's P/P/As that are being implemented in the community.</i>		
II. APPROVED ACTION PLAN OF THE LCPC WITH CORRESPONDING BUDGET PROPOSAL (25%) <i>The plan should be based on activities they are going to undertake as a council, which include but not limited to the following:</i> a. <i>Preparation of the Work & Financial Plan (WFP) of the LCPC and its approval by the Sanggunian concerned.</i> b. <i>Monitoring of the four gifts for Children.</i> c. <i>Referral to agencies/NGOs of children in need of assistance and protection and follow-up on action undertaken</i> d. <i>Preparation and updating of Situational Analysis of Children in their areas of jurisdiction.</i>		
III. ORDINANCE PROVIDING FUNDS FOR LCPC OR BARANGAY BUDGET ALLOCATING FUNDS FOR LCPC P/P/As (25%) <i>Legislations are needed in order that certain programs, projects and activities can be implemented.</i>		
IV. ACCOMPLISHMENT REPORT BY THE LCPC TO ADDRESS CHILDREN'S CONCERNS (25%) which include: 1. <i>Activities undertaken that address current issues or problems concerning children. Likewise, the result of such intervention shall be based on the situationer or current database on children,;and</i> 2. <i>State of Children Report;</i> <i>The milestone of accomplishments must include end results of the activities undertaken, i.e. % of Reduced Infant Mortality Rate(IMR), % of Reduced Maternal Mortality Rate (MMR), % of increase access to services, etc.</i>		
Over-All Rating		
Degree of Functionality -Functional 76% - 100% -Semi-Functional 56 %- 75% -Non-Functional below 56%		

Prepared by:

 Member, Regional/HUC IMTF

Noted:

 Chair, Regional IMTF

**FUNCTIONALITY OF BARANGAY COUNCIL FOR THE PROTECTION OF CHILDREN (BCPC)
 CONSOLIDATED ASSESSMENT FORM**

As of _____

Region : _____
 Province : _____
 City/Municipality: _____

Barangay	INDICATORS				Remarks <i>(Total Rating and Degree of Functionality)</i>
	Records or Minutes of Meetings	Approved Action Plan of LCPC	Ordinance providing funds	Accomplishment Report	
	(25%)	(25%)	(25%)	(25%)	
-1-	-2-	-3-	-4-	-5-	-6-

Submitted by: _____
 Chair, City/Municipal IMTF

Attested by: _____
 Chair, Provincial IMTF
 (for barangays under HUCs - Chair, Regional IMTF)

**FUNCTIONALITY OF CITY/MUNICIPAL COUNCIL FOR THE PROTECTION OF CHILDREN (C/MCPC)
CONSOLIDATED ASSESSMENT FORM**

As of _____

Region : _____
Province : _____

City/Mun.	INDICATORS				Remarks (Total Rating and Degree of Functionality)
	Records or Minutes of Meetings	Approved Action Plan of LCPC	Ordinance providing funds	Accomplishment Report	
	(25%)	(25%)	(25%)	(25%)	
-1-	-2-	-3-	-4-	-5-	-6-

Submitted by:

Chair, Provincial IMTF

Attested by:

Chair, Regional IMTF

**LOCAL COUNCIL FOR THE PROTECTION OF CHILDREN (LCPC)
CONSOLIDATED MONITORING REPORT**

As of _____

Region : _____

PROVINCE/HUC	TOTAL SCORE	DEGREE OF FUNCTIONALITY	CITY/MUNICIPALITY	TOTAL SCORE	DEGREE OF FUNCTIONALITY	BARANGAY	TOTAL SCORE	DEGREE OF FUNCTIONALITY

Prepared/Submitted by:

**Regional Focal Person
on Children's Program**

Noted by:

DILG Regional Director