



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

March 4, 2005

MEMORANDUM CIRCULAR
NO: 2005-20

TO : ALL PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS, LIGA NG MGA BARANGAY PROVINCIAL/CITY/MUNICIPAL FEDERATION PRESIDENTS, PUNONG BARANGAYS, DILG REGIONAL DIRECTORS AND FIELD OFFICERS AND ALL OTHERS CONCERNED

SUBJECT : ADDENDUM TO MEMORANDUM CIRCULAR NO. 2005-16
RE: BARANGAY ASSEMBLY DAY FOR THE FIRST HALF OF CY 2005

Relative to the scheduled Barangay Assembly Day on March 19, 2005, all Punong Barangays are requested to advocate the establishment of a Barangay Registry of Inhabitants in their respective barangays as provided in Section 394 of the Local Government Code of 1991.

In view thereof, DILG MC 2005-16, dated February 23, 2005 is hereby amended to include as one of the agenda during the Barangay Assembly Day, the advocacy on the registration of barangay inhabitants in their barangays during the assembly day. Emphasis must be given on the functions of the Barangay Secretary as provided in Section 394 (d) of the Code, as follows:

xxx (d) The Barangay Secretary shall:

- (1) Keep custody of all records of the sangguniang barangay and the barangay assembly meetings;*
- (3) Prepare a list of members of the barangay assembly, and have the same posted in conspicuous places within the barangay;*
- (5) Assist the municipal civil registrar in the registration of births, deaths, and marriages;*
- (6) Keep an updated record of all inhabitants of the barangay containing the following items of information: name, address, place and date of birth, sex, civil status, citizenship, occupation, and such other items of information as may be prescribed by law or ordinances;*
- (7) Submit a report on the actual number of barangay residents as often as may be required by the sangguniang barangay. xxx"*


ANGELO T. REYES
Secretary

Republic of the Philippines
DEPARTMENT OF INTERIOR
AND LOCAL GOVERNMENT
IN REPLYING, PLS. CITE:
SILG05-004338

