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Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Francisco Gold Condominium I Bldg.
EDSA, Corner Mapagmahal Street
Diliman, Quezon City

January 30, 2008

MEMORANDUM CIRCULAR

No. 2008-18

TO : ALL DILG REGIONAL, PROVINCIAL AND CITY DIRECTORS

SUBJECT : GUIDELINES FOR THE CONDUCT OF ENHANCING PROFICIENCY OF BARANGAY OFFICIALS TOWARDS EFFECTIVE GOVERNANCE - BARANGAY NEWLY ELECTED OFFICIALS (NEO) PROGRAM

I. Background

A total of forty one thousand nine hundred ninety four (41, 994) new sets of Barangay Officials have assumed office last November 30, 2007. These barangay officials whether newly elected or re-elected officials will take the lead in managing the affairs of their respective barangays. The barangay being the only local government unit that holds the distinction of performing executive, legislative and judicial functions needs a holistic program that touches on various aspects of local governance.

Given this premise, the Department of the Interior and Local Government through the Local Government Academy and National Barangay Operations Office in consultation with the Regional and field offices and the Liga Ng Mga Barangay had conceptualized and developed the Barangay Newly Elected Official (NEO) Program. This is a capability building intervention that aims to enhance the proficiency of barangay officials in performing their mandated tasks and responsibilities in governance.

Flexibility is a vital feature of the Barangay NEO Program, considering the diverse profile of participants (level of technical know-how), their location and also in terms of how content can be accessed and customized to meet individual participant's needs. The program will use appropriate delivery mode selection - distance learning through Radyo Aralan, peer learning, coaching and mentoring. Learning materials are designed to be rich in learning, fit for purpose and inspiring to the participants.

This document aims to provide the direction and guidelines in the preparation of the program - convene the various partners, formulate the necessary guidelines, organize the structures to ensure successful implementation of the program, develop the materials for use in the various components and conduct of the various training programs.

II. Components

The program consists of three (3) parts; Part I - the General Orientation, Part II - Strengthening Barangay Based-Institutions, and Part III - Special Skills Training. The Program will be delivered in partnership with the Local Government Units, Liga ng mga Barangay, Local Resource Institutions, Media and other stakeholders. The DILG serves as the program manager.

Part I : General Orientation on Barangay Governance and Administration

The first part of the program will enable the newly elected barangay officials to understand basic information about barangay government with focus on the role of the barangay as the basic political unit- serving as the primary planning and implementing unit of government policies, plans and programs in the community and a forum where the collective views of the people can be expressed, crystallized and considered. To facilitate their entry to the barangay, they will be informed of their powers, duties and functions and their benefits as authorized by law. Emphasis will be given on the tasks that need to be done immediately. On the operational level, introduction to development planning, legislation and financial management will be made.

Part II : Strengthening the Barangay Based Institutions

Barangay officials should be equipped with resources as they start to embark on the task of barangay governance. One of the important resources that can be tapped by barangay officials are the Barangay-based institutions (BBIs). Priority BBIs for this program are the Barangay Development Councils, Barangay Peace and Order Councils, Barangay Disaster and Coordinating Council and the Barangay Council for the Protection of Children. Primarily, these BBIs act as advisory bodies in setting the direction of economic, social, and political development of the barangay. Part II will provide an orientation on the BBIs-organization, functions, processes and relation to other BBIs and other stakeholders and strategies to strengthen relationship thereby maximizing their potential in barangay governance.

Part III : Special Skills Training

Barangay officials will need special skills to effectively perform their task as policy maker, program planner, implementer and provider of basic services to their constituency. These skills will include but not limited to the following: leadership, development planning, legislation, financial management, community mobilization, local enterprise development, promoting peace and development. These special trainings can be provided by identified national government agencies, local resource institutions and other training institutions.

III. Roles and Responsibilities

1. The DILG Central Office

- Provide guidelines for the conduct of the program;
- Provide technical assistance in the preparation of the design and conduct of the orientation program;
- Develop training and reference materials for the program;

- Provide technical assistance in translating training and reference materials to major dialects;
- Provide technical assistance in the conduct of orientation program for coaches;
- Assist in the conduct of spot monitoring whenever necessary.

2. The DILG Regional/Field Offices

- Market the program and forge partnership with LGUs, various leagues and other stakeholders in the implementation of the Orientation;
- Ensure the completeness of data required in the conduct of training activities;
- In coordination with the local chapter of the Liga ng mga Barangay, manage the implementation of the program;
- Prepare local calendar of program offerings from National Government Agencies, Local Resource Institutes and private sectors that can be accessed or made available to barangays;
- Provide technical assistance in designing the program;
- Organize regional/provincial team of coaches based on the criteria set by the program;
- Monitor conduct of the program;
- Submit report on the conduct of the program to the DILG Secretary through the Local Government Academy.

3. The Local Government Academy

- Prepare the standard program design in consultation with partners;
- Provide counterpart funds to DILG Regional/Field Offices for the conduct of the orientation program.
- Update and translate the course materials into local dialects and provide funds for the printing of the training materials;
- Forge partnership with the Liga ng mga Barangay for the implementation of the program;
- Formulate criteria for the selection of coaches;
- Orient/train coaches and training managers;
- Conduct spot monitoring whenever necessary;
- Tap Local Resource Institutions to monitor and evaluate the implementation of the program;
- Prepare the monitoring and evaluation design of the program in consultation with the regional and field offices;
- Prepare a national report to the secretary based on the reports submitted by the DILG Regional/Field Offices relative to the conduct of the program.

4. The Liga ng mga Barangay

- Provide technical assistance in finalizing the design of the Barangay NEO Program;
- Ensure the participation of new sets of barangay officials in the program;
- Identify training venue, shoulder accommodation and manage the registration and billeting of the participants and training management and staff;
- Promote the program.

IV. Strategy and Schedule of Program Implementation

The conduct of the Orientation Program will utilize practical and doable strategies that will address the different learning styles of participants and ensure the delivery of needed technical know-how of barangay officials.

Part I - General Orientation on Barangay Governance and Administration will be implemented on January to March 2008.

The conduct of the orientation program will be strictly be done "On-Site".

Part II - Strengthening the Barangay Based Institutions will be implemented in April to June 2008


Part III- Special Skills Training will be implemented in July 2008 onward.

V Monitoring and Evaluation

Various modalities of Monitoring and Evaluation (M and E) will be employed to determine if the objectives of the program are achieved - the reaction level, learning level, application level and the impact level. The reaction and learning level will be conducted after each training activity to determine the perception of participants on the contents of the training and the extent of knowledge, skills and attitude gained after the training. The application level will verify the utilization of the Knowledge, Skills and Attitudes (KSAs) gained by the participants in the performance of their job and will be conducted after 1 year. The impact level will examine the benefits of the programs and will be conducted after 2 - 3 years.

Further, the M & E is expected to provide constant feedback on the extent to which the Program is achieving its goal and monitor the efficiency with which the different components of the Program are being implemented and suggest improvements. It will also provide guidelines for the planning of future programs and influence sector assistance strategy where relevant analysis from program and policy evaluation can highlight the outcomes of previous interventions, and the strengths and weaknesses of the implementation.

This Memorandum Circular shall take effect immediately.


RONALDO V. PUNO
Secretary *RP*



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IN REPLYING, PLS CITE:

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