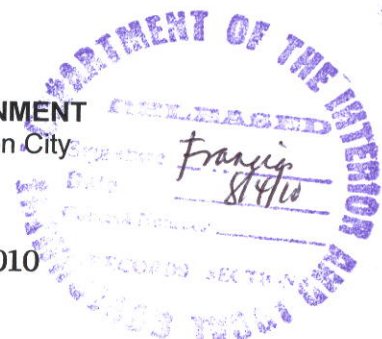


ADM 01-09-44278

Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
A. Francisco Gold Condominium II, EDSA, Diliman, Quezon City  
**OFFICE OF THE SECRETARY**



August 4, 2010

**MEMORANDUM CIRCULAR  
NO. 2010 - 73**

**TO :** ALL PROVINCIAL GOVERNORS, CITY MAYORS, MUNICIPAL MAYORS, PRESIDING OFFICERS OF THE SANGGUNIANG PANLALAWIGAN, SANGGUNIANG PANLUNGSOD AND SANGGUNIANG BAYAN, DILG REGIONAL DIRECTORS, ARMM REGIONAL GOVERNOR, AND OTHERS CONCERNED

**SUBJECT :** ACCREDITATION OF PEOPLE'S ORGANIZATIONS, NON-GOVERNMENTAL ORGANIZATIONS AND SIMILAR AGGRUPATIONS, AND SELECTION OF REPRESENTATIVES TO THE LOCAL SPECIAL BODIES

**Purpose**

To reiterate the provisions of the Local Government Code and its Implementing Rules and Regulations and to provide other clarificatory guidelines relative to the accreditation of people's organizations, non-governmental organizations and other organized groups, and in the selection of their representatives to the local special bodies.

**Coverage**

All local governments, and people's organizations, non-governmental organizations, and business, professional and other organized groups intending to apply for accreditation and to seek representation in the Local Development Councils, Local Health Boards, Local School Boards, and Local Peace and Order Councils are covered by this Circular.

As used in this Memorandum Circular, a non-governmental organization (NGO) is an intermediary organization between the people and the State, and where the principal interest is to promote the welfare of the poor and disadvantaged, and where the members do not necessarily belong to such marginalized sector and live in the same community. On the other hand, a people's organization (PO) refers to an association of residents in a barangay, or barangays, established to promote the public interest and with an identifiable leadership structure and membership. People's organizations are often formed among the disadvantaged sectors of society such as the farmer-peasant, artisanal fisherfolk, workers in the formal sector and migrant workers, workers in the informal sector, indigenous peoples and cultural communities, women, differently-abled persons, senior citizens, victims of calamities and disasters, youth and students, children, and urban poor as defined under Republic Act No. 8425, or the Social Reform and Poverty Alleviation Act of 1997.

People's organizations, non-governmental organizations, socio-civic groups, associations of professionals, and related associations fall under the category of civil society organizations. Business organizations such as the Philippine Chamber of Commerce and Industry or its local chambers or affiliates fall under the category of private sector organizations.

In this Circular, terminologies in the Local Government Code, i.e., people's organizations, non-governmental organizations and business and professional groups are used.

### **Inventory and Directory of People's Organizations, Non-Governmental Organizations and Similar Aggrupations**

1. **Within the month of August**, every Provincial Governor, City Mayor, and Municipal Mayor shall cause the inventory by the Planning and Development Office or by a duly designated appointive official of ALL people's organizations, non-governmental organizations, and business and professional groups, or the updating of such an inventory, if already available, within the local government unit.
2. On the basis of the said inventory, a Directory of People's Organizations, Non-Governmental Organizations and Business and Professional Groups is to be prepared, and shall contain the following information for every people's organization, non-governmental organization, business or professional group:
  - (a) Name, office address, telephone number, fax number and email address, if any;
  - (b) Objectives or purposes and services offered;
  - (c) Community or communities served or currently being served;
  - (d) Project development and implementation track record;
  - (e) Names, addresses, telephone or fax numbers of officials, as well as list of members;
  - (f) National, regional, provincial, city and municipal affiliations, if any; and
  - (g) Whether the organization is registered, and by which government office, or with a pending registration.

Governor or Mayor may enlist the support of the head of the DILG Field Office in the conduct of such inventory and in the preparation of the said directory.

### **Call for Accreditation**

1. **Within the month of August**, the sanggunian, through the Presiding Officer, shall issue a Notice of Call for Accreditation to every organization listed in the Directory of People's Organizations, Non-Governmental Organizations and Business and Professional Groups, whether previously accredited or seeking accreditation for the first time.
2. **A special invitation shall also be sent to all POs and NGOs operating in KALAHI-CIDSS areas, and to all POs and NGOs representing various local boards or councils pursuant to applicable laws and rules and regulations, encouraging these organizations to participate in the accreditation and selection processes.**
3. It shall, likewise, be the responsibility of the sanggunian to see to it that:
  - (a) Copies of the Notice of Call for Accreditation are prominently posted in conspicuous and publicly accessible places within the provincial capitol, city or municipal hall, within the whole month of August; and
  - (b) Application Forms are readily available at the Office of the Secretary to the Sanggunian.

4. Within the first week of August, but not later than the last working day of the said week, every people's organization, non-governmental organization and business or professional group seeking for a new accreditation, or renewal, shall submit one (1) copy each of the following requirements to the sanggunian:

- (a) Letter of Application;
- (b) Duly accomplished Application Form for Accreditation;
- (c) Board Resolution signifying intention for accreditation for the purpose of representation in the local special body;
- (d) Certificate of Registration;
- (e) List of current officers and members;
- (f) Annual Accomplishment Report for the immediately preceding year; and
- (g) Financial Statement, at the minimum, signed by the executive officers of the organization, also of the immediately preceding year, and indicating therein other information such as the source(s) of funds.

Refer to Attachments "A" and "B" for a sample Letter of Application and Application Form for Accreditation, respectively.

#### **Accreditation Proper**

1. Within the last two weeks of August, the sanggunian shall evaluate all applications for accreditation on the basis of the following criteria:

- (a) Registration with the Securities and Exchange Commission, Cooperative Development Authority, Department of Labor and Employment, Department of Social Welfare and Development or any national government agency that is empowered by law or policy to accredit people's organizations, non-governmental organizations or private sector groups. If not formally registered, an organization may be recognized by the sanggunian only for purposes of meeting the minimum requirements for membership of such organization in a local special body;
- (b) Organizational purposes and objectives which include community organization and development, institution-building, local enterprise development, livelihood development, capacity-building, and similar developmental objectives and considerations;
- (c) Community-based with project development and implementation track record of at least one (1) year;
- (d) Reliability as evidenced by the preparation of annual reports and conduct of annual meetings duly certified by the board secretary of the organization; and
- (e) Such other related information which the concerned sanggunian may deem essential in the evaluation process.

In addition, the following criteria shall apply insofar as the following local special bodies are concerned:

- (a) In the case of the Local Health Board, the organization is involved in health services;

- (b) In the case of the Local School Board, representative-organizations shall be limited to parents-teachers associations, and teachers' organizations and organizations of non-academic personnel of public schools in the locality, and in the absence of the latter, other associated organizations; and
  - (c) In the case of the Local Peace and Order Council, organizations shall come from the academe, civic, religious, youth, labor, legal, business and media organizations.
2. The sanggunian shall issue a Certificate of Accreditation to every qualified people's organization, non-governmental organization and business or professional group before but not later than the last working day of August. Refer to Attachment "C" for a sample of Certificate of Accreditation.

#### **Other Guidelines for Accreditation**

1. The sanggunian may, ipso facto, accredit people's organizations, non-governmental organizations and business or professional groups which comply with all the administrative requirements and satisfy the criteria enumerated in this Memorandum Circular.
2. An organization and its chapters, affiliates, field offices or local organizations may be qualified for accreditation in the localities where such entities operate provided that they comply with all the requirements and meet the criteria set forth in this Issuance.
3. An organization which coverage does not include an entire local government unit to which it seeks accreditation may still be accredited provided that it complies with the requirements for accreditation and that its programs or projects have significant impact in the concerned local government unit.
4. Any previously accredited people's organization, non-governmental organization and business or professional group is to renew accreditation for the purpose of representation in a local special body.
5. Accreditation is a continuing process wherein a people's organization, non-governmental organization and business or professional group may apply and obtain accreditation at any time. The only legal effect of not applying for accreditation, within the period prescribed by law and reiterated in this Memorandum Circular, is that such organization is not entitled for a representation in a local special body.

#### **Appellate Jurisdiction**

The sanggunian shall have original and exclusive jurisdiction to accredit organizations for membership in the local special bodies. The higher sanggunian, or the Secretary of Interior and Local Government, in the case of provinces, highly urbanized cities and independent component cities, shall have appellate jurisdiction over appeals from those applying but whose accreditation are not approved. The appeal shall be made within fifteen (15) days from the receipt of the disapproval. The decision of the higher sanggunian, or the Secretary of Interior and Local Government, shall be final and executory. In the event that the appeal is not acted upon within fifteen (15) calendar days from receipt of the appeal, the said appeal shall be deemed approved.

## Selection of Representatives to the Local Special Bodies

1. Within fifteen (15) days after the accreditation process, the DILG Provincial Director, City Director, City Local Government Operations Officer and Municipal Local Government Operations Officer, as the case may be, shall convene a meeting with the executive officers, or with the duly authorized representatives, of all accredited organizations where such groups shall choose from among themselves the representative-organizations to the local special bodies.
2. In the same meeting, the executive officers, or the duly authorized representatives, of the selected people's organizations, non-governmental organizations or business or professional groups shall designate their principal and alternate representatives, who are residents in the local government unit, to the local special bodies where they are to sit as members.
3. In no case shall an organization or a representative thereof be a member of more than one (1) local special body within a province, city, or municipality, pursuant to Article 64 (d) of the Implementing Rules and Regulations of the Local Government Code of 1991.
4. In the selection of NGO or PO representatives to the Local Development Council, the following should be taken into consideration:
  - (a) Membership in the Local Development Council must have representatives from the women sector, or, as maybe practicable, at least forty percent (40%) of the fully organized council shall be composed of women pursuant to Section 11 (b), Republic Act No. 9710, known as the Magna Carta of Women;
  - (b) Similarly, other existing laws enacted and passed subsequent to the passage of the LG Code of 1991 that further define the composition of the Local Development Councils and other special bodies, such as Republic Act No. 8371, or the Indigenous Peoples Rights Act of 1997, and Republic Act No. 8435, or the Agriculture and Fisheries Modernization Act, involving the inclusion of the basic sectors in the LSBs, especially the LDCs, should apply as relevant in this section; and
  - (c) Representatives of nongovernmental organizations operating in the barangay, municipality, city, or province, as the case maybe, shall constitute not less than one-fourth (1/4) of the members of the fully organized council as provided in Section 107 of the Local Government Code of 1991.
5. The DILG Provincial Director, City Director, City Local Government Operations Officer or Municipal Local Government Operations Officer shall act as the Presiding Officer of the meeting, shall cause the documentation of the proceedings, and shall submit an official report to the Provincial Governor, City Mayor or Municipal Mayor, as the case maybe, copy furnished the Presiding Officer of the sanggunian, within two (2) working days after the meeting.

## Reconstitution and Convening of Local Special Bodies

Within the week immediately following the selection process, the Provincial Governor, City Mayor or Municipal mayor shall call for a joint organizational meeting with the following local special bodies:

- (a) Local Development Council;
- (b) Local Health Board;
- (c) Local School Board; and
- (d) Local Peace and Order Council,

to discuss the functions of local special bodies and to initially explore partnerships in local governance and development, among others.

## Indicative Major Activities and Scheduling

Major activities and scheduling relative to accreditation and selection are indicated, as follows:

Activity	Schedule
Inventory of People's, Non-Governmental Organizations or Business or professional Groups	1st week of August
Call for Accreditation	2nd week of August
Accreditation Proper	3rd to 4th week of August
Selection of representatives to the Local Special Bodies	September 1-15
Reconstitution and Convening of Local Special Bodies	3 <sup>rd</sup> week of September

## Monitoring and Reporting

Monitoring and Reporting Committees shall be organized to help ensure that the pertinent provisions of the Local Government Code and this Memorandum Circular are strictly and faithfully observed.

1. The National Monitoring and Reporting Committee (NMRC) shall be composed of the DILG, represented by the Office of the Undersecretary for Local Government, as the lead agency, and representatives from the Union of Local Authorities of the Philippines and from the civil society organization networks, as members. The NMRC shall perform overall coordination function, generate national reports and recommend measures to the Secretary of Interior and Local Government to further enhance the participation of civil and private society organizations in the workings of the local special bodies and in local governance, in general. The Bureau of Local Government Supervision shall provide technical and secretariat support to the committee.

2. The Regional Monitoring and Reporting Committee (RMRC) shall be headed by the DILG Regional Director or the DILG Secretary of the Regional Government (ARMM), and the regional representatives of the League of Provinces, League of Cities, League of Municipalities and regional civil society organization networks. The RMRC shall see to it that the intent of this Memorandum Circular is complied with among provinces, highly urbanized and independent component cities in the region, generate regional reports and recommend measures, through the NMRC, to the Secretary of Interior and Local Government to further strengthen the participation of civil and private society organizations in the workings of the local special bodies and in local governance, in general, within the region.

3. The Provincial Monitoring and Reporting Committee (PMRC) shall be headed by the DILG Provincial Director, with the Provincial Governor, and representatives of the League of Cities, League of Municipalities and civil society organization networks, as members. The PMRC shall see to it that the intent of this Memorandum Circular is complied with among component cities and municipalities in the province, generate provincial reports and recommend measures, through the RMRC, to the Secretary of Interior and Local Government to help strengthen the participation of civil and private society organizations in the workings of the local special bodies and in local governance, in general, within the province.

#### **Exemption Clause**

Although the Implementing Rules and regulations of the Local Government Code include the People's Law Enforcement Boards as one among the local special bodies, the provisions of the Code as to the manner of selecting representatives to the local special bodies do not find application to the PLEBs. As such, this Circular does not apply to the PLEBs.

Likewise, this Circular does not apply to the Pre-qualification, Bids and Awards Committees, now called Bids and Awards Committees established pursuant to Republic Act No. 9184, s. 2003, considering that unlike the old PBAC, the composition of the BAC is now limited to local government personnel occupying plantilla positions in local government units.

#### **Responsibilities of the Local Chief Executive**

1. Execute the intent of this Circular and cause the start of the accreditation process of people's organizations, non-governmental organizations and similar aggrupations, and selection of representatives to the local special bodies.
2. Coordinate with their concerned DILG Local Government Officer for technical assistance and staff support, if any, in relation to the accreditation and selection processes.

#### **Responsibilities of the DILG Regional Director, or ARMM Regional Governor**

1. Cause the immediate and widest dissemination of this Memorandum Circular.
2. Mobilize additional staff support, where necessary and upon the request of local authorities, with emphasis on the accreditation and selection processes.

3. Cause the provision of technical assistance to strengthen local special bodies, where necessary and also upon the request of local authorities.

It is understood that the National Monitoring and Reporting Committee shall design a Monitoring and Reporting Form for the use of the Regional and Provincial Monitoring and Reporting Committees.

### Sanctions

Non-compliance with this Memorandum Circular shall be dealt with in accordance with pertinent laws, rules and regulations.

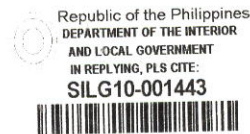
### Repealing Clause

All DILG Memorandum Circulars, or parts thereof, which are inconsistent with this Memorandum Circular are hereby repealed or modified accordingly. Any reference to the guidelines and procedure on the accreditation of people's and non-governmental organizations or business or professional groups and in the selection of their representatives to the local special bodies shall be made in reference to this Memorandum Circular.

### Effectivity

This Memorandum Circular shall take effect immediately.

  
**JESSE M. ROBREDO**  
Secretary





Sample Letter of Application

Attachment "A"

\_\_\_\_\_

Date

Vice Mayor \_\_\_\_\_  
Presiding Officer  
Sangguniang Bayan  
Municipality of \_\_\_\_\_  
Province of \_\_\_\_\_

Dear Vice Mayor \_\_\_\_\_:

In response to your Notice of Call for Accreditation, kindly be informed that

\_\_\_\_\_

(Name of People's Organization, Non-Governmental Organization or Similar Aggrupation)

with office address at \_\_\_\_\_, this municipality, would like to seek for accreditation by that sanggunian.

In support of this application are the following administrative requirements:

1. Duly accomplished Application Form for Accreditation;
2. Board Resolution;
3. Certificate of Registration issued by \_\_\_\_\_;
4. List of Current Officers and Members;
5. CY \_\_\_\_\_ Annual Accomplishment Report;
6. CY \_\_\_\_\_ Financial Statement;
7. Profile indicating the purposes and objectives of our organization; and
8. Copy of the Minutes of the CY \_\_\_\_\_ Meeting of the organization.

Very truly yours,

\_\_\_\_\_

(Head of the Organization)

Sample Application Form for Accreditation

Attachment "B"

Name of Organization : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Date Organized : \_\_\_\_\_ Date Registered: \_\_\_\_\_

Registering Agency: (Check appropriate box.)

- Securities and Exchange Commission
- Cooperatives Development Authority
- Department of Labor and Employment
- Department of Social Welfare and Development
- Others: (Please specify.) \_\_\_\_\_

Organizational Level: (Check applicable box.)

- Barangay-based
- Chapter
- Affiliate of a larger organization
- Others: (Please specify.) \_\_\_\_\_

Purposes/Objectives: (Use of additional sheets, if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CY \_\_\_\_

Projects	Costs	Beneficiaries	Status
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Project Financing (Sources or Schemes)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Services the Organization provides or can participate in

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Name of Officers and Members of its Board of Directors

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List of Members: (Use separate sheet.)

- Within the LGU
- Outside of the LGU, if any

WE HEREBY CERTIFY to the correctness of the above information.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President



Republic of the Philippines  
(Name of Local Government Unit)

### CERTIFICATE OF ACCREDITATION

THIS IS TO CERTIFY THAT, having satisfactorily complied with the requirements for accreditation pursuant to the Local Government Code and as promulgated in DILG Memorandum Circular No. 2010- \_\_\_\_\_, dated \_\_\_\_\_, the

\_\_\_\_\_  
(Name of People's Organization, Non-Government Organization or Similar Aggrupation)

an organization duly registered with the \_\_\_\_\_ and established in accordance with law is hereby awarded this Certificate of Accreditation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of \_\_\_\_\_ to be affixed herein this \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord, \_\_\_\_\_ here at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Signature over Printed Name of the Presiding Officer of the Sanggunian)