



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. 2012- 143

August 14, 2012

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

SUBJECT : 2012 LOCAL LEGISLATIVE AWARD

I. RATIONALE

In 2006, the Philippine Councilors League (PCL), in partnership with the Department of the Interior and Local Government (DILG), launched the LOCAL LEGISLATIVE AWARD.

The Award recognizes the exemplary performance of sanggunians of cities and municipalities in legislating measures that help build the foundation of meaningful local administration and development.

Considering its impact to the local sanggunians, the Local Legislative Award for the current term is to be conferred to a Sangguniang Panlungsod or Sangguniang Bayan with demonstrated exemplary performance for the period, July 1, 2010 to June 30, 2012.

II. OBJECTIVES

General Objective:

The Award accords official recognition to a Sangguniang Panlungsod or to a Sangguniang Bayan that excels in the enactment of ordinances or resolutions that ultimately contribute to the attainment of desirable socio-economic and environmental outcomes.

Specific Objectives:

- A. To highlight innovations and excellence in the legislative process with the end view of inspiring other local legislatures to perform better; and
- B. To institutionalize a system of recognition to the Sangguniang Panlungsod and to the Sangguniang Bayan for exemplary performance.

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III. RULES OF THE AWARD

- A. This Award is to be conferred to Sangguniang Bayan and Sangguniang Panlungsod with high innovations and excellence in the legislative process.
- B. A National Award Committee is organized to take the lead in the nationwide implementation of the Award. Regional and Provincial Award Committees are, likewise, to be organized.
- C. The decision of the Award Committees at all levels is final.
- D. The Award is to be conferred every term of local elective officials.

IV. AWARD CRITERIA

- A. Effectiveness of the Legislative Agenda
 1. The Legislative Agenda complements the Executive Agenda.
 2. Prior consultation with stakeholders in the development of the Legislative Agenda.
 3. The Legislative Agenda provides legislative action on the Comprehensive Development Plan.
 4. The Legislative Agenda promotes and supports provincial, regional and national priority development thrusts.
- B. Effectiveness of the Legislative Tracking System
 1. All ordinances and resolutions since the enactment of the Local Government Code are on file.
 2. Ordinances and resolutions are indexed by subject, by sponsor and by date of approval.
 3. Hard copies of ordinances and resolutions can be retrieved on inquiry within a reasonable period of time.
 4. Ordinances and resolutions can be searched and copied or printed by staff.
 5. Mechanisms for communication and monitoring the impacts of local legislations.
- C. Availability of Legislative Documents
 1. Journal of Sanggunian Proceedings from July 1, 2010 to June 30, 2012.
 2. Minutes of sessions duly signed by all members present or certified by the Sanggunian Secretary.
 3. Committee Reports signed by majority of all members.
 4. Notices of special sessions.
- D. Efficiency of Performance of the Sanggunian
 1. Number of ordinances enacted with impact on local communities. The following ordinances are considered as priorities:
 - Appropriation Ordinance;
 - Zoning Ordinance;
 - Local Tax Code or Revenue Code;
 - Disaster Management Code;
 - Annual Investment Program;
 - Comprehensive Land Use Plan;

- Solid Waste Management Plan;
 - Environment Code;
 - Gender and Development Program/Plan;
 - Sanitation Code;
 - Tourism code;
 - Child and Youth Welfare Code; and
 - Ordinance of Poverty Diagnosis (per DILG MC 2003-92)
2. Number of resolutions approved with impact on local communities and localization of national legislations.
 3. Internal Rules of Procedure contain the following minimum requirements, i.e. organization of the Sanggunian and election of its officers, as well as creation of standing and special committees, order and calendar of business for each session, legislative process, parliamentary procedure, discipline of members.

E. Quality of Office Set-Up and Staff Complement

1. Session Hall with appropriate fixtures and equipment.
2. Legislative offices for individual members with appropriate fixtures and equipment.
3. Staff complement of at least one (1) legislative staff per member, other than the Sanggunian Secretary.
4. Presence of an Office for the Sanggunian Secretary.

V. AWARD CATEGORIES

Categories of the Award are as follows:

A. Provincial Winner

- Outstanding Sanggunian in Component Cities Category;
- Outstanding Sanggunian in 1st to 3rd Class Municipalities Category; and
- Outstanding Sanggunian in 4th to 6th Class Municipalities Category

B. Regional Winner

- Outstanding Sanggunian in Highly Urbanized Cities and Independent Component Cities Category;
- Outstanding Sanggunian in Component Cities Category;
- Outstanding Sanggunian in 1st to 3rd Class Municipalities Category; and
- Outstanding Sanggunian in 4th to 6th Class Municipalities Category

C. National Winner

- Outstanding Sanggunian in Highly Urbanized Cities and Independent Component Cities Category;
- Outstanding Sanggunian in Component Cities Category;
- Outstanding Sanggunian in 1st to 3rd Class Municipalities Category; and
- Outstanding Sanggunian in 4th to 6th Class Municipalities Category

VI. AWARDS AND PRIZES

- A. Each Provincial Winner receives a Trophy and an Incentive Award, courtesy of PCL Provincial Federation.
- B. Each Regional Winner receives a Trophy and an Incentive Award, courtesy of PCL Regional Council and a Plaque of Commendation courtesy of the PCL National Office.
- C. Each National Winner receives a Trophy and an Incentive Award, courtesy of the PCL National Office, and League's Donor Partners.

VII. EVALUATION PROCEDURE

A. Provincial Evaluation

- 1) The Provincial Award Committee (PAC) evaluates sanggunians of every component cities and municipalities within the province, using the prescribed Performance Evaluation Form 01 (LA-SB/SP-CC Form 01).
- 2) Each member of the PAC assigns a pointscore up to the 5th decimal point for each criterion but not to exceed the allowable pointscore, using the said Form 01.
- 3) The PAC then accomplishes the following form:
 - 3.1 Consolidated Performance Evaluation Form 02 (LA-SB/SP-CC Form 02). This form is to be used to arrive at the Overall Performance Rating (OPR) of the sanggunian in every city and municipality within the province; and
 - 3.2 Comparative Performance Evaluation Form (LA-SB/SP-CC Form 03). This form is to be used to determine the finalists among the sanggunians of component cities and among municipalities within the province.
- 4) Thereafter, the PAC accomplishes the Official Nomination form for component cities and municipalities (LA-SB/SP-CC Form 04), and submits a list of sanggunians that qualified as finalists for the Component Cities, 1st – 3rd Class Municipalities and 4th – 6th Municipalities Categories, to the Regional Award Committee. All submissions are to be supported by the following documents:
 - 4.1 Original Copies of the Comparative Performance Evaluation Forms; and
 - 4.2 Validation Reports, if any.
- 5) Sanggunians with OPRs not lower than 80% are qualified to compete in the regional award category.

B. Regional Evaluation

- 1) The Regional Award Committee (RAC) evaluates the Sanggunians of Highly-Urbanized City (HUC) and Independent Component City (ICC) within the region using the Performance Evaluation Forms 01 and 05, respectively. In the case of the National Capital Region, the RAC also evaluates the sangguniang bayan finalist.
- 2) Each member of the RAC assigns a pointscore up to 5th decimal point for each criterion but not to exceed the allowable maximum pointscore using the said Forms.
- 3) The RAC, then accomplishes the following :
 - 3.1 Consolidated Performance Evaluation Form06 (LA-SP Form 06). This form is to be used to arrive at the Overall Performance Rating (OPR) of the sanggunian in every HUC and ICC within the region, and of sangguniang bayan in the NCR; and
 - 3.2 Comparative Performance Evaluation Form 07(LA-SP Form 07). The RAC determines the finalist-Sangguniang Panlungsod in the HUC/ICC category, within the region, and shall list and rank all nominees-sanggunians for the component cities, 1st – 3rd class municipalities and 4th – 6th class municipalities, to determine the Regional Awardee Sanggunians, per category.
- 4) Thereafter, the RAC nominates to the National Award Committee the highest ranked sanggunian in all categories within the region, with the following supporting documents:
 - Original copy of LA-SP Form 07 per category; and
 - Executive Summary of Accomplishments including attachments, e.g. copies of ordinances, resolutions, minutes of sessions, pictorials

In the case of the NCR, the concerned Committee submits to the NAC the name of the Sangguniang Bayan Finalist.
- 5) Sanggunians with points of 85% and above are qualified to compete at the national award category.
- 6) In case of a tie, the RAC further validates the assessment of results to determine the nominee or awardee per category.
- 7) All nominations are to be accomplished using the Nomination Forms. The RAC shall ensure that the accomplished Nomination Forms, with complete supporting documents, will reach the National Secretariat c/o the Bureau of Local Government Supervision, DILG, 3rd Flr. A. Francisco Gold Condominium II, EDSA cor. Mapagmahal St., Diliman, Quezon City on or before December 28, 2012, not later than 5:00 P.M. (including mailing time).
- 8) The RAC is responsible for preparing the Executive Summary of Accomplishments, which shall be packaged in 8 ½ x 11 sized album folder.

- 9) Incomplete documents, non-compliance with the prescribed Standard Documentation Format, and late submission of Regional Nominees to the National Secretariat, are grounds for automatic disqualification of the nominees.

C. National Evaluation

- 1) Upon receipt of all the Nomination Forms, including supporting documents, the NAC accomplishes the National Comparative Performance Evaluation Form (LA-National Form 09).
 - a) The NAC may set aside the OPRs of all national finalists and reassess the nominees of lower-level Award Committees.
 - b) On the basis of the final evaluation results, the NAC, assisted by the National Board of Judges organized for the purpose, selects the National Winners in all categories.

Thereafter, the NAC prepares the Declaration of the Winners.

VIII. PROVINCIAL, REGIONAL AND NATIONAL AWARDS COMMITTEES

Award Committees are to be organized to implement the Local Legislative Award for Sangguniang Panlungsod and Sangguniang Bayan.

Provincial Award Committee: Composition and Functions

Chairman	-	Provincial Director, DILG
Vice-Chairman	-	PCL Provincial Federation President
Members	-	Provincial Agriculturist Provincial Social Welfare and Development Officer Provincial Budget Officer Provincial Environment and National Resources Officer Representative, PCCI

1. Initiate and coordinate activities necessary for the successful implementation of the Award within the province.
2. Select provincial finalists in the following categories:
 - Outstanding Sanggunian in Component Cities Category;
 - Outstanding Sanggunian in 1st to 3rd Class Municipalities Category; and
 - Outstanding Sanggunian in 4th to 6th Class Municipalities Category

and nominate such finalists to the RAC.

The DILG Provincial Office provides technical support to the Committee.

Regional Award Committee: Composition and Functions

Chairman	-	Regional Director, DILG
Vice-Chairman	-	Regional Chairman, PCL Regional Council
Members	-	Regional Director, DA Regional Director, DSWD Regional Director, DBM Regional Director, DENR Representative, PCCI

1. Initiate and coordinate activities necessary for the successful implementation of the Award within the region.
2. Select regional finalists in the following categories:
 - Outstanding Sanggunian in Highly Urbanized Cities and Independent Component Cities Category;
 - Outstanding Sanggunian in Component Cities Category;
 - Outstanding Sanggunian in 1st to 3rd Class Municipalities Category; and
 - Outstanding Sanggunian in 4th to 6th Class Municipalities Category

and nominate such finalists to the NAC.

The DILG Regional Office provides technical support to the Committee.

National Award Committee: Compositions and Functions

Chairman	-	Secretary, DILG
Vice-Chairman	-	National Chairman, Philippine Councilors League National President, Philippine Councilors League
Members	-	Secretary of Agriculture Secretary of Social Welfare and Development Secretary of Budget and Management Secretary of Environment and Natural Resources President, Philippine Chamber of Commerce and Industry

1. Take the lead in the nationwide implementation of the Award.
2. Issues operational policies and guidelines for the implementation of the Award.
3. Organize a National Board of Judges to assist in the selection of the National Winners.
4. Proclaim the National Winners.

The League Assistance Division, Bureau of Local Government Supervision, and the Philippine Councilors League Secretariat, are responsible for providing technical assistance and secretariat support to the Committee.

IX. SCHEDULE OF ACTIVITIES

The following is the Schedule of Activities for the 2012 Local Legislative Award:

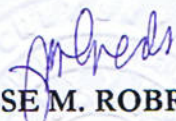
Activity	Timeframe
Organization and Activation of the Provincial and Regional Awards Committee	August 1-15, 2012
Provincial Evaluation	September 1 – October 31, 2012
Regional Evaluation	November 1-30, 2012
Submission of Entry Documents of National Finalists to the National Awards Committee thru the Bureau of Local Government Supervision	December 1 – 28, 2012
Documents Review of National Finalists by the National Board of Judges	January 2-31, 2013
Selection of National Winners	February 15, 2013
Awarding Ceremony	March, 2013

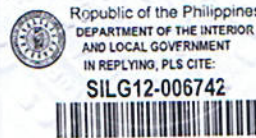
For the on-site visits and related activities, the PCL is responsible for providing a Mobilization Fund of at least PhP 20,000.00 per region. Said fund shall be released by the PCL through the Regional Directors and is subject to liquidation.

X. EFFECTIVITY OF THE AWARD

The implementation of the Local Legislative Award for 2010-2012 starts on August 2012, and concludes with an Awarding Ceremony during the League's End-Term Assembly.

For guidance and information of all concerned.


JESSE M. ROBREDO
Secretary



Handwritten notes:
8/14/2012 (Simon)
2012-11-30
2012-11-30