



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

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December 2, 2013

MEMORANDUM CIRCULAR

No. 2013 - 139

TO : ALL PROVINCIAL GOVERNORS, CITY/MUNICIPAL MAYORS, PUNONG BARANGAYS, DILG REGIONAL DIRECTORS/FIELD OFFICERS, ARMM REGIONAL GOVERNOR AND DILG REGIONAL SECRETARY AND ALL BARANGAY OFFICIALS CONCERNED

SUBJECT : CONDUCT OF THE LIGA NG MGA BARANGAY CHAPTER ELECTIONS AT ALL LEVELS

**I
 INTRODUCTION**

Article One, Chapter I, Title Six, Book III of the Local Government Code of 1991 provides that “there shall be an organized Liga ng mga Barangay (LnB) Chapters at the Municipal, City, Provincial and Metropolitan Political Subdivision levels which shall elect their respective officers and members”.

Sec. 3 of R.A. 9340 stipulates in part that “The Liga ng mga Barangay at the municipal, city and provincial levels shall, *within thirty (30) days after the next barangay election, conduct elections for ex-officio positions in the sanggunians under the supervision of the Department of the Interior and Local Government.*”

In consultation with the National Liga ng mga Barangay and in consonance with their Constitution and By-Laws (CBL), the dates of the Synchronized Chapter Elections are as follows:

- December 9, 2013 - Component City (CC) & Municipal Chapters
- December 18, 2013 - Provincial, Metropolitan, Highly Urbanized City (HUC) and Independent Component City (ICC) Chapters
- January 16, 2014 - National and Regional Chapters

**II
 CALENDAR OF ACTIVITIES**

A. CC AND MUNICIPAL LIGA CHAPTERS

DATE	ACTIVITIES
Dec. 2, 2013	Sending of written notice of meeting by the incumbent Liga Chapter Presidents or in his/her absence, the next highest ranking incumbent Liga Officers, to the newly-elected Punong Barangays as well as the incumbent Liga Chapter Board Members for the purpose of forming the various

	<p>committees and boards for the chapter election. The written notice, to be personally received by the Punong Barangay or in his/her absence by other officials of the barangay, shall notify him/her of the following:</p> <ul style="list-style-type: none"> • Date (December 2, 2013), place (within the municipality/component city) and the time of the meeting; (<i>Form 1</i>) • Date (December 9, 2013) and requirements of the Liga chapter election (<i>Form 2</i>) <p><i>Election Requirements:</i></p> <ol style="list-style-type: none"> 1. Payment of registration fees. The fees shall cover the election expenses, e.g. the honoraria for the BES Chairman and Members (Liga Election Code, as amended) 2. Certified True Copy of COMELEC Certificate of Canvass and Proclamation of the winning candidate as Punong Barangay, and others as defined in the <i>Liga Election Code</i>, as amended.
Dec. 4, 2013	Meeting for the Formation and Designation of the Members of the Nominations, Registration/Credentials, Election Committees, Board of Canvassers and the Board of Election Supervisors.
Dec. 4-5, 2013	<p>Period for Filing of Certificate of Candidacy (COC):</p> <ul style="list-style-type: none"> • Certificate of candidacy shall be provided by the Nominations Committee; (Form 3) • Candidates to file COC with the Nominations Committee
Dec. 9, 2013	Synchronized Elections of the CC and Municipal Liga Chapters
Dec. 11, 2013	Transmittal of the Certified True Copy of the Certificates of Canvass and Proclamation, minutes of the election meeting and other pertinent documents to the Provincial or Metropolitan Chapters and the National Liga with office address at the G/F Echiverri Bldg., Asuncion St., Morning Breeze Subdivision, Barangay 84, Caloocan City, Telefax No. (02) 361-1799 email address: liganational08@gmail.com .

B. PROVINCIAL, METROPOLITAN, HUC AND ICC LIGA CHAPTERS

DATE	ACTIVITIES
Dec. 10 – 12, 2013	<p>Sending of written notice of meeting by the incumbent Liga Chapter President or in his/her absence, the next highest ranking incumbent Liga officer to the newly elected Punong Barangays in Metropolitan/HUC/ICC and to the newly elected Presidents of the CC and Municipal Liga Chapters as well as to incumbent Liga Chapter Board Members for the purpose of forming the various committees and boards. The written notice, to be personally received by the Punong Barangay/Liga President or in his/her absence, by other officials of the barangays, shall notify him/her of the following:</p> <ul style="list-style-type: none"> • Date (December 15, 2013), place (within the province/Metropolitan/HUC/ICC) and time of the meeting; (Form 1) • Date (December 18, 2013) and requirements of the Liga chapter election. (Form 2) <p><i>Election Requirements:</i></p> <ol style="list-style-type: none"> 1. Payment of registration fees. The fees shall cover the election expenses, e.g. the honoraria for the BES Chairman and Members (Liga Election Code, as amended) 2. Certificate of Confirmation issued by the National Liga as to his/her election as CC/Municipal Chapter President, or if not yet made available, a certified true copy of the Certificate of Canvass and Proclamation of the CC/Municipal Chapter elections duly attested by the Board of Election Supervisors (BES) in support of his/her election 3. In the case of Metropolitan/HUC/ICC, a certified true copy of COMELEC Certificate of Canvass and Proclamation of the winning candidate as Punong Barangay, and others as defined in the <i>Liga Election Code</i>, as amended.
Dec. 15, 2013	<p>Meeting for the Formation and Designation of the Members of the Nomination, Registration/Credentials, Election Committees, Board of Canvassers and the Board of Election Supervisors.</p>

Dec. 15-17, 2013	<p>Period for Filing of Certificate of Candidacy (COC):</p> <ul style="list-style-type: none"> • Certificate of candidacy shall be provided by the Nominations Committee; • Candidates to file COC with the Nominations Committee.
December 18, 2013	Synchronized Elections of the Provincial, Metropolitan, HUC and ICC Liga Chapters
Dec. 20, 2013	<p>Transmittal of the Certified True Copy of the Certificates of Canvass and Proclamation, minutes of the election meeting and other pertinent documents to the National Liga with office address at the G/F Echiverri Bldg., Asuncion St., Morning Breeze Subdivision, Barangay 84, Caloocan City, Telefax No. (02) 361-1799 email address: liganational08@gmail.com.</p>

C. NATIONAL AND REGIONAL CHAPTERS

DATE	ACTIVITIES
Dec. 19-22, 2013	<p>Sending of written notice by the incumbent National Liga, duly assisted by the National Barangay Operations Office of the DILG, to the newly elected Presidents of the Provincial, Metropolitan, HUC and ICC Liga Chapters, as well as to the incumbent National Liga Board, to meet for the purpose of forming the various committees/boards. The written notice shall include the following:</p> <ul style="list-style-type: none"> • Date (December 23, 2013), Place and time of the meeting; (Form 1) • Date (January 16, 2014) and requirements of the Regional and the National Liga election (Form 2) <p><i>In case of the Municipality of Pateros in NCR, a written notice shall be sent to the elected chapter president to participate in the Regional Liga Chapter Election.</i></p>
Dec. 23, 2013	<p>Meeting for the Formation and Designation of the <i>Members of the Nominations, Registration/Credentials, Election Committees, Board of Canvassers and the Board of Election Supervisors.</i></p> <p><i>Election Requirements:</i></p> <ol style="list-style-type: none"> 1. Payment of Registration fees. The fees shall cover the election expenses, e.g. the honoraria for the BES Chairman and Members (Liga Election Code, as amended)

	2. Certified True Copy of Certificate of Canvass and Proclamation of the Provincial, HUC and ICC Chapter Elections duly attested by the BES in support to his/her election as chapter president together with the Certificate of Confirmation from the National Liga.
Dec. 23-24, 2013	Period of Filing of Certificate of Candidacy (COC) <ul style="list-style-type: none"> • Certificate of candidacy shall be provided by the Nominations Committee, • Candidates to file COC with the Nominations Committee.
Jan. 14, 2014	Arrival and registration of Delegates and Voting Presidents <ul style="list-style-type: none"> • The Heritage Hotel, Manila
Jan. 15, 2014	National Convention <ul style="list-style-type: none"> • Function Rooms 4 and 5, SMX Convention Center, Mall of Asia, Pasay City
January 16, 2014	National and Regional Liga Chapter Elections <ul style="list-style-type: none"> • Grand Ballroom, The Heritage Hotel, Pasay City

III

COMPOSITION OF THE BOARD OF ELECTION SUPERVISORS (BES) AT ALL LEVELS

Chairman: DILG Officer

Members: COMELEC Representative

Parish Pastoral Council Representative/Church Leader

DepEd Representative

NGO/PO Representative (to be determined by the incumbent Liga chapter board concerned)

In the absence of any member of the BES during the actual conduct of the election, the chair of the BES shall designate the public school principal or his/her representative, as member.

DUTIES AND AUTHORITY OF THE BES AT ALL LEVELS

1. Resolve any controversies such as breaking tie through toss coin, application of neighborhood rule, appreciation of marked ballot and absolute adherence to compliance to all pre-requisites in an all or nothing rule that may arise during the election meeting of the local Liga Chapter;
2. Refer all post-proclamation electoral protests, which must be submitted in writing to the LnB National Office within twenty-four (24) hours from the close of the election for its review and provide the decision of which shall be **final and executory**.
3. If the situation warrants, call upon the *Philippine National Police (PNP)* for assistance to ensure the smooth conduct of the election.

IV
DILG ROLES AND RESPONSIBILITIES

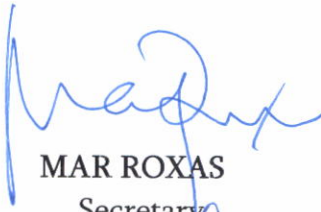
1. Supervise the conduct of the local LnB chapter elections;
2. Extend support, when necessary, in sending notice of the date, time and venue of the chapter elections;
3. Secure, for the use of the Liga, the needed ballot box, portable voting booths and writing board from the treasurer of the city, municipality or province where election is to be held, or if necessary, any adequate paraphernalia for the purpose;
4. Provide assistance, upon request of the National Liga or Chapter concerned, in arranging a suitable change of venue for the conduct of the elections of a particular Liga Chapter/level;
5. Upon recommendation of the Regional Director, the Provincial/City Director shall undertake appropriate actions based on situations obtaining from operational considerations on matters affecting the conduct of the Municipal/City Liga Chapter Elections.

The provisions and procedures of the Liga Elections Code, as amended, insofar as applicable, shall be observed in the conduct of the Liga Chapter elections.

Payment of reasonable registration fees of participants to cover meals, honoraria, supplies, and other election-related expenses, is authorized in accordance with the Liga Constitution and By Laws, chargeable against their respective local funds subject to the usual accounting and auditing rules and regulations.

All DILG Field Officers are hereby enjoined to disseminate this Memorandum Circular in their respective areas of jurisdiction and extend technical assistance to the Liga ng mga Barangay Chapters as may be necessary and appropriate.

For the information and guidance of all concerned.


MAR ROXAS
Secretary



DILG-OSEC OUTGOING 13-03092

LIGA NG MGA BARANGAY

CHAPTER

TO: _____
Municipal/City Liga President Municipality/City

DATE: _____

NOTICE OF MEETING

Please be informed that there will be a General Membership Meeting of this chapter to be held:

on Wednesday December 19, 2007 _____ AM/PM
Day Date Time

at _____
Venue

with the following order of business as its agenda:

AGENDA

- I. Call to Order
- II. National Anthem
- III. Invocation
- IV. Determination of Presence of Quorum
- V. Forming of the Various Committees and Boards in accordance with Section 2 Article I of the Liga Election Code.
 - a. Nominations Committee;
 - b. Registration/Credentials Committee;
 - c. Election Committee;
 - d. Board of Canvassers; and
 - e. Board of Election Supervisors

- VI. Setting the amount of registration fee. The fees shall cover the election expenses like the honoraria for the BES Chairman and Members as provided for in Section 1 Article IX of the 2002 Liga Election Code:

"Section 1. Each Liga chapter shall appropriate funds from the proceeds of the registration fees of its election meeting to pay for the following honoraria for:

1.2 For Independent component and Highly Urbanized Cities, Metropolitan and Provincial Liga Chapters:

<i>BES Chairman</i>	-	<i>P2,000.00</i>
<i>BES Member</i>	-	<i>P1,000.00</i>
<i>BES Member</i>	-	<i>P1,000.00"</i>

- VII. Setting of date, time and place of the Liga chapter election and distribution of Calendar of Election Activities and Guidelines as per DILG Memorandum Circular No. 2007-151.

Your attendance in this meeting is earnestly solicited, or in your absence, you may send an authorized representative.

Liga Chapter President (or Authorized Representative)

Noted: (If available)

DILG-PD/CLGOO

Republika ng Pilipinas
LIGA NG MGA BARANGAY
_____ Chapter

CERTIFICATE OF CANDIDACY
(All entries must be in print)

Province : _____
City/Municipality : _____

1. _____
(Surname) (Given Name) (Middle Name) (Nickname/Alias)

2. Candidate For: _____ Religion: _____

3. Address: _____

4. Barangay: _____ Years as P.B. : _____ Tel. No. _____

5. Civil Status: _____ Name of Spouse: _____ No. of Children: _____

6. Res. Cert. No. _____ Issued At: _____ Date: _____

7. Have you ever been removed as a Liga officer/director? _____ If so, state reason/s:

8. Have you ever been convicted by final judgment of crimes involving moral turpitude? ___ If so, state reason/s:

9. Have you ever been suspended as a Liga Officer? _____ If so, state reason/s and date reinstated: _____

10. Schools Attended and Courses completed:

FROM	TO	SCHOOL/UNIVERSITY	COURSE

I hereby certify that all the foregoing answers and statements are accurate, true and correct to the best of my own personal knowledge. I voluntarily authorize the Liga ng ma Barangay to conduct an investigation to verify the truth of any of the above statements.

Further, I agree that any falsehood or dishonesty contained herein shall constitute sufficient and just cause for my disqualification for the position I am seeking in the 2007 Liga ng mga Barangay chapter elections.

Date

Signature of Candidate

Republika ng Pilipinas
LIGA NG MGA BARANGAY
_____ Chapter

2007 LIGA CHAPTER ELECTIONS

OFFICIAL BALLOT

For President:

For Vice President:

For Auditor:

For Board of Directors:

Voter's Signature

Right Thumbmark



Republika ng Pilipinas
LIGA NG MGA BARANGAY
_____ Chapter

2007 LIGA CHAPTER ELECTIONS

OFFICIAL BALLOT

For President:

For Vice President:

For Auditor:

For Board of Directors:

Voter's Signature

Right Thumbmark



DELEGATE'S ID

Republika ng Pilipinas
LIGA NG MGA BARANGAY
_____ **Chapter**

DELEGATE

Name

Barangay

Republika ng Pilipinas
LIGA NG MGA BARANGAY
_____ **Chapter**

DELEGATE

Name

Barangay

Republika ng Pilipinas
LIGA NG MGA BARANGAY
_____ Chapter

Province/City of: _____

CERTIFICATE OF CANVASS AND PROCLAMATION
(2007 Liga Chapter Elections)

FOR PRESIDENT:

Name of Candidate	Total Number of Votes	Total Number of Votes in Words

FOR VICE PRESIDENT:

Name of Candidate	Total Number of Votes	Total Number of Votes in Words

FOR AUDITOR:

Name of Candidate	Total Number of Votes	Total Number of Votes in Words

Based on the foregoing canvass of the results of the elections, the following are hereby proclaimed:

PRESIDENT	:	_____
VICE PRESIDENT	:	_____
AUDITOR	:	_____
BOARD OF DIRECTORS	:	_____

We HEREBY CERTIFY that all the entries recorder here are true and correct.

BOARD OF CANVASSERS:

		<input type="checkbox"/>	
	_____	Chairman	Thumbmark
_____	<input type="checkbox"/>	Member	_____
	Thumbmark	Member	<input type="checkbox"/>
			Thumbmark

ELECTION COMMITTEE:

		<input type="checkbox"/>	
	_____	Chairman	Thumbmark
_____	<input type="checkbox"/>	Member	_____
	Thumbmark	Member	<input type="checkbox"/>
			Thumbmark

ATTESTATION

The following documents, as accomplished and submitted by the Board of Canvassers and the Election Committee, as regards the results of the Liga Provincial/City Elections held on _____ at the _____, are hereby forwarded to _____ to wit:

- 1. Original/Certified True Copy of the Certificate of Canvass and Proclamation; and
- 2. Minutes of the Election Meeting

Board of Election Supervisors:

Chairman