



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 DILG-NAPOLCOM Center EDSA corner Quezon Avenue, Quezon City

December 29, 2015

MEMORANDUM CIRCULAR
 NO: 2015-147

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

SUBJECT : ATTENDANCE TO THE 12TH COMMUNITY-BASED
 MONITORING SYSTEM (CBMS) – PHILIPPINE NATIONAL
 CONFERENCE

DATE :

=====

The CBMS International Network Coordinating Team of the De La Salle University (DLSU)-Angelo King Institute (AKI) for Economic and Business Studies in partnership with the Department of the Interior and Local Government (DILG) will hold the **12th CBMS National Conference on February 29 – March 2, 2016 at the Ballroom Crowne Plaza Manila Galleria, Ortigas Avenue corner ADB Avenue, Quezon City.**

In consonance with the celebration of the 25th year of the passage of the Local Government Code, the conference, with the theme “Pursuing Meaningful Devolution through CBMS” will gather partners and stakeholders from the national and local levels to discuss current developments, findings, good practices and lessons learned as it features LGU presentations on CBMS implementation and its uses. Presentations will highlight benefits of CBMS adoption as it fosters better transparency and accountability in governance and community empowerment; promotes evidence-based planning; project/program targeting; implementation; and, impact monitoring. CBMS results and statistics have been used as basis for bottom-up budgeting, and the determination of disaster risk reduction management and climate change adaptation measures and interventions. It thus serves as a useful monitoring mechanism as we transition from the Millennium Development Goals (MDGs) to the Sustainable Development Goals (SDGs).

In view thereof, all Local Chief Executives (LCEs) and other local functionaries are strongly encouraged to attend and/or participate in the conference. Below are pertinent information on areas where LGUs can participate as well as information on how to register.

A. Call for Papers

Details on the submission of proposals for papers to be presented during the Conference are in the attached AKI Guidelines on the *Call for Papers*.

B. Call for Entries to the 5th CBMS Special Awards

The CBMS International Network Coordinating Team is calling for LGU Entries to the 5th CBMS-Philippines Special Awards for Local Government Units to be given recognition and awarded during the 12th CBMS Philippine National Conference under three(3) major categories as follows:

1. Best CBMS Advocacy Video
2. Best CBMS Photo
3. Best LGU Community Development (Intervention) Program designed and implemented based on CBMS results

Attached, for reference, are the (i) Eligibility requirements, (ii) Requirements for submission of entries and (iii) Criteria for Selection of Winners.

C. Registration Guidelines

C.1 Registration Fee Packages

The CBMS International Coordinating Network are offering the following registration fee package rates for this year’s conference.

C.1.1 Live-Out Registration Package: (P5,000.00 /NETT/person)

This includes conference registration fees, snacks and lunch for the 3-day conference, conference kit. Participants are expected to arrange and pay for their own hotel accommodation, breakfast and dinner arrangements.

C.1.2 Live-In Registration Package:

This includes conference registration fee, snacks and lunch for the 3-day conference, conference kit, and hotel and room accommodation. Please refer to attached documents for details on individual or group registration rates.

C.2 Registration Payment

C.2.1 Payments can be remitted through cash or check deposit payment through any of the following accounts:

PARTICULARS	LandBank of the Philippines	United Coconut Planters Bank
Account name:	De La Salle University, Inc.	De La Salle University
Account No.:	0592-1063-02	120-1147119
Account Type:	Current Account	Peso Account
Branch Name:	Taft Avenue Branch	P. Ocampo Branch

C.2.2 Early Bird Special

Participants who will submit their completed conference registration form with proof of payment (e.g. scanned copy of deposit or payment slip) not later than January 15, 2016 will get a special token from the CBMS Network and will also be allotted with a special registration lane at the conference site

C.2.3 Late Registration

Participants who will register and pay after January 15, 2016 will only be accommodated on a *first come first served basis*

C.2.4 Submission of Registration Forms and Proof of Payment

To confirm your participation in the conference, please complete the attached conference registration form and submit together with the proof of payment of registration fee to the secretariat through email at cbms.network@gmail.com or by fax at (02) 526-20-67.

An official email and/or SMS notification with DLS Official Receipt of Payment Reference Number will be sent to confirmed participants by the secretariat. Participants are required to show this official notification at the designated registration desk for pre-registered participants.

Regular updates about the conference registration program and other logistical arrangements may be obtained from the CBMS International Network website at <http://www.pep-net.org/12th-cbms-philippines-national-conference>, and the CBMS International Network Facebook-Group page: <http://www.facebook.com/groups/CBMSNetwork/>

For further details, interested participants may contact the conference secretariat through email: cbms.network@gmail.com or cbms@benilde.edu.ph, or at tel. nos. (02) 532-8888 local 274/5262067 or 526-2067 and FB page: <http://facebook.com/CBMSPhilippines>.

All DILG Regional Directors are hereby directed to cause the widest dissemination of this Memorandum Circular.

For the information and guidance of all concerned.


MEL SENEN SARMIENTO
Secretary 





12th CBMS Philippines National Conference
“Pursuing Meaningful Devolution Through CBMS”

A. CALL FOR PAPERS

The CBMS Network Office of DLSU is inviting local government units (LGUs) that are implementing the community-based monitoring system in the Philippines to submit **proposals for papers** to be presented during the **12th CBMS-Philippines National Conference** to be held on **February 29-March 2, 2016** at the **Crowne Plaza Manila Galleria, Ortigas Cor. ADB Ave., Quezon City**

Proposed papers should be able to document and discuss the actual uses and applications of CBMS relating to (but not limited to) any of the following:

1. Grassroots participatory planning and budgeting
2. Impact monitoring and evaluation
3. Program design and targeting of beneficiaries for poverty reduction initiatives
4. Environmental Management and Climate Change Adaptation
5. Migration and Development
6. Disaster preparedness and rehabilitation
7. Inclusive growth and development

A.1 Requirements

Interested LGUs may coordinate through their **DILG-Regional Director’s Office**, and submit the following requirements not later than **December 31, 2015**:

1. Official letter of intent to present in the conference
2. A one-page **abstract of the presentation** which includes the following information:
 - a. Title of Presentation
 - b. Name and Position of Presenter
 - c. 2 to 5 statements on the specific benefits and actual uses of CBMS (APP or paper-track) in the locality with reference to any of the above-mentioned topics

Successful proponents will be invited through their DILG-RDO to participate and present in the **12th CBMS Philippines National Conference**. Live-out conference registration fees of successful proponents will be shouldered by the conference organizers.

A.2 Guidelines in the Submission and Presentation of Conference Papers

December 31, 2015	Submission of letter of intent with abstract of presentation and related supporting requirements
January 30, 2016	Submission of Final Version of Full Papers (in Prescribed Format by the Organizers) and Powerpoint Presentations for Inclusion in the Conference Kit
February 29-March 2, 2016	Presentation of Papers in the <i>12th CBMS Philippines National Conference</i> to be held at the Crowne Plaza Manila Galleria, Ortigas Cor. ADB Ave., Quezon City

Further clarification or request for information regarding this matter may also be sent through: CBMS Network Office of DLSU at cbms.network@gmail.com

**12th Community Based Monitoring System (CBMS) Philippines National
Conference**

“Pursuing Meaningful Devolution Through CBMS”

February 29-March 2, 2016

**Ballroom, Crowne Plaza Manila Galleria
Ortigas Ave. Corner ADB Ave., Quezon City**

B. 5th CBMS Special Awards

B.1 Eligibility Requirements:

- Proponent must be a **Local Government Unit (LGU)** in the Philippines with **at least one round of CBMS implementation** (using the CBMS Paper-Track or the CBMS Accelerated Poverty Profiling (APP) Track using tablets) for entries for **Categories 1 (advocacy video) and 2 (photo)**, and **at least 2 completed rounds of CBMS implementation** (using CBMS Paper-Track and/or CBMS Accelerated Poverty Profiling (APP) Track using tablets) **for entries for Category 3 (LGU Community Development (Intervention) Program)**.
- For **Category 1 (advocacy video)**, the submitted entries should show the **value or importance of CBMS** for the development of the locality (or the members of the community), its **actual uses** in the community and for **achieving meaningful devolution at the local level**.
- For **Category 2 (photo)**, the submitted entries (**not more than 3 entries per LGU**) should capture actual conduct of any of the **core activities of the CBMS process** in the locality: **CBMS local training workshops, field data collection and data processing, poverty mapping, community data validation workshops, presentation or dissemination of CBMS findings, and use of CBMS for achieving meaningful devolution at the local level**.
- For **Category 3 (LGU Community Development Intervention Program based on CBMS results)**, the submitted entries should have been designed and implemented by the LGU in response to (or based on) the results of CBMS census data in their locality and must be able to show evidence on the impact of the program in the locality using their CBMS data and **use of CBMS for achieving meaningful devolution at the local level**.
- Participating LGUs that will win **three times** in the same category will be elevated to the **CBMS LGU Awards Hall of Fame**, and will be exempted from joining the succeeding round of competition.
- Participating LGUs must be willing to grant the CBMS International Network to use the entries submitted for succeeding CBMS publications and in its website.

B.2 Requirements for submission of entries:

1. **Best LGU Community Development (Intervention) Program** designed and implemented based on CBMS results. A write-up (in word format), **maximum of 5 pages** double space (excluding tables and photos) on how CBMS has been useful and made a difference in the successful implementation of an LGU intervention/ community development program. Entries should at least contain the following basic information: (1) **Priority problem/concern** of the LGU identified **based on validated CBMS baseline data**; (2) **Title/Name of the LGU program** designed and implemented based on the CBMS data and how it was implemented; (3) **criteria for selection of targeted beneficiaries** of the program and **actual beneficiaries**; (4) **impact or results** of the LGU program based on validated data from succeeding round/s of CBMS census in the locality.
2. **CBMS Advocacy Video**: The file should be in **.avi, .mov, .mp4 or .mpeg** file format. The video should run **for not more than 3 minutes**.

3. **CBMS Photo:** A caption (1 or 2 statements) clearly describing what is shown in **each** picture should also be submitted, including the date the photo was taken. *Maximum of 3 photo entries per LGU.* Photos to be submitted should be in .jpg or .png format and preferably of high quality resolution. Each file of the photo must be raw- not edited, not filtered nor combined (multiple photos in one picture file will not be accepted).

Entries may be submitted electronically through the following e-mail addresses: pepcbmsphil@gmail.com, cbms.network@gmail.com (Please indicate in the subject line of your e-mail the **name of your LGU** and the **category** in which the entry is being submitted.)

Deadline for the submission of entries for all Categories is until **January 15, 2016**.

LGUs whose entries are **shortlisted** will be notified through e-mail or by phone by the Conference Secretariat. The shortlisted entries will be posted in the CBMS International Network Group page (<https://www.facebook.com/groups/CBMSNetwork/>).

B.3 Criteria for Selection of Winners

- B.3.1 For CATEGORY 3 (Best LGU Community Development (Intervention) Program)**, entries will be screened and reviewed by a panel of judges composed of representatives from the national government, non-government sector, and the academe. Winning entries will be selected based on the following criteria:

60%	Votes of Panel of Judges
20%	Online Voting (Number of “Likes” on the entry posted in the CBMS Philippines Facebook Page). Official voting on face book will commence on February 1, 2016 , and will end on March 1, 2016 at 10:00 pm.
20%	On-site Votes of Delegates for the duration of the 12th CBMS National Conference Each delegate will be issued 1 stub to vote for each category when they get their conference IDs. Corresponding drop boxes for each entry per category will be stationed in designated areas during the conference. Official voting will start on the first day of the conference and end on March 1, 2016 at 5:00 pm

- B.3.2 For CATEGORIES 1 and 2 winning entries will be selected based on the following criteria:**

50%	Online Voting (Number of “Likes” on the entry posted in the CBMS Philippines Facebook Page). Official voting on face book will commence on February 1, 2016 and will end on March 1, 2016 at 10:00 pm.
50%	On-site Votes of Delegates for the duration of the 12th CBMS National Conference. Each delegate will be issued 1 stub to vote for each category when they get their conference IDs. Corresponding drop boxes for each entry per category will be stationed in designated areas during the conference. Official voting will start on the first day of the conference and end on March 1, 2016 at 5:00 pm

For this year's conference, each delegate who participates in on-site voting will have a chance to win prizes. Winning entries for all categories will be announced on March 2, 2016 during the closing ceremony of the 12th CBMS-Philippines National Conference.

Deadline for submission of entries will be on December 31, 2015.

C. Individual or Group Registration Rates: 12th CBMS Philippines National Conference: February 29 - March 2, 2016 (Updated as of November 24, 2015)- RATE (IN PESO)

3 DAYS AND 2 NIGHTS ACCOMMODATION (Holiday Inn Manila Galleria)- Includes hotel and conference registration fee

Type of Occupancy	Rate per Person
<p>Single Room Occupancy (Single or 1 person registration)</p> <p><i>Check in on Feb 29 and Check out on March 2. Standard check in time is 2:00 pm while check out time is 12:00 noon. Standard additional hotel fees apply for early and/or late check out arrangements</i></p>	<p>P15,000</p> <p>(Total Registration per person) Live-In</p>
<p>Twin Room Occupancy (For every 2 participants registered)</p> <p><i>Check in on Feb 29 and Check out on March 2. Standard check in time is 2:00 pm while check out time is 12:00 noon. Standard additional hotel fees apply for early and/or late check out arrangements</i></p>	<p>10,500</p> <p>(Total Registration per person) Live-In</p>
<p>Triple Room Occupancy (For every 3 participants registered)</p> <p><i>Check in on Feb 29 and Check out on March 2. Standard check in is 2:00 pm while check out time is 12:00 noon. Standard additional hotel fees apply for early and/or late check out arrangements</i></p>	<p>9,333</p> <p>(Total Registration per person) Live-In</p>
<p>Quadruple Room Occupancy -with 2 Queen beds (For every 4 participants registered)</p> <p><i>Check in on Feb 29 and Check out on March 2. Standard check in is 2:00 pm while check out time is 12:00 noon. Standard additional hotel fees apply for early and/or late check out arrangements</i></p>	<p>8,750</p> <p>(Total Registration per person) Live-In</p>

4 DAYS AND 3 NIGHTS ACCOMMODATION (Holiday Inn Manila Galleria)- Includes hotel and conference registration fee

Type of Occupancy	Rate per Person
<p>Single Room Occupancy (Single or 1 person registration)</p> <p>Option 1: Check in on Feb 28 and Check out March 2 Option 2: Check in on Feb 29 and checkout on March 3</p> <p><i>Standard check in is 2:00 pm while check out time is 12:00 noon. Standard additional hotel fees apply for early and/or late check out arrangements</i></p>	<p>P20,000</p> <p>(Total Registration per person) Live-In</p>
<p>Twin Room Occupancy (For every 2 participants registered)</p> <p>Option 1: Check in on Feb 28 and Check out March 2 Option 2: Check in on Feb 29 and checkout on March 3</p> <p><i>Standard check in is 2:00 pm while check out time is 12:00 noon. Standard additional hotel fees apply for early and/or late check out arrangements.</i></p>	<p>P13,500</p> <p>(Total Registration per person) Live-In</p>

<p>Triple Room Occupancy (For every 3 participants registered)</p> <p>Option 1: Check in on Feb 28 and Check out March 2 Option 2: Check in on Feb 29 and checkout on March 3</p> <p><i>Standard check in is 2:00 pm while check out time is 12:00 noon. Standard additional hotel fees apply for early and/or late check out arrangements</i></p>	<p>P11,500</p> <p>(Total Registration per person) Live-In</p>
<p>Quadruple Room Occupancy -with 2 Queen beds (For every 4 participants registered)</p> <p>Option 1: Check in on Feb 28 and Check out March 2 Option 2: Check in on Feb 29 and checkout on March 3</p> <p><i>Standard check in is 2:00 pm while check out time is 12:00 noon. Standard additional hotel fees apply for early and/or late check out arrangements</i></p>	<p>P10,625</p> <p>(Total Registration per person) Live-In</p>

NOTE:

1. Room rate referred above is special rate by Holiday Inn Manila Galleria for delegates of the 12th CBMS Philippines National Conference. Rate includes buffet breakfast arrangements. Due to limited slots, reservation is on a first- come, first- served basis.
2. Holiday Inn Manila Galleria is located beside Crowne Plaza Manila Galleria Request for booking for early check in and late check out is subject to room availability

Ballroom, Crowne Plaza Manila Galleria
 Ortigas Ave. Corner ADB Ave., Quezon City

GENERAL REGISTRATION FORM

NAME OF ORGANIZATION	
NAME OF PARTICIPANT	
(FIRST NAME)	
(MIDDLE NAME)	
(SURNAME)	
POSITION/DESIGNATION	
CONTACT INFORMATION	
(E-MAIL)	
(OFFICE LANDLINE)	
(FAX NUMBER)	
(MOBILE NUMBER)	
(POSTAL ADDRESS)	
REGISTRATION PAYMENT DETAILS	LIVE IN Check In Date: Check Out Date: Single: Twin: Triple: Quadruple: LIVE OUT
(DATE OF PAYMENT)	
(TYPE OF REGISTRATION)	
(MODE OF PAYMENT)	CASH/CHECK (HAND-DELIVERED AT DLSU) BANK DEPOSIT/ELECTRONIC FUND TRANSFER (Please attach machine- validated deposit slip)

To be filled up by organizers upon receipt of registration form

Date of Receipt of Registration Form:

Official Receipt of Registration Payment (DLSU OR #):

Details Received by:

COMPLETED REGISTRATION FORMS MAY BE SENT BY E-MAIL AT cbms.network@gmail.com or by postal mail to PEP

Asia-CBMS Network Office, 10th Flr. Angelo King International Center Estrada Cor. Arellano Ave., Malate, Manila