



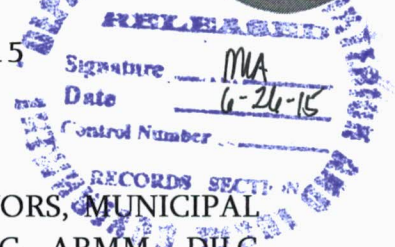
Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

DILG-NAPOLCOM Center, EDSA corner Quezon Avenue,
West Triangle, Quezon City
www.dilg.gov.ph



June 26, 2015

MEMORANDUM CIRCULAR
NO. 2015-68



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

SUBJECT : 2015 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, particularly of cities and municipalities, for legislating measures that help build the foundation of meaningful local administration and development.

Considering its impact to the local sanggunians, the Local Legislative Award is to be conferred to a Sanggunian Panlungsod or Sangguniang Bayan which demonstrated exemplary performance for the period, July 1, 2013 to June 30, 2015.

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;
- B. To institutionalize a system of recognition to the Sangguniang Panlungsod and to the Sangguniang Bayan for exemplary performance.

III. RULES OF THE AWARD

- A. This Award is to be conferred to Sangguniang Bayan and Sangguniang Panlungsod with innovations and excellence in the legislative processes.
- B. A National Award Committee is organized to take the lead in the implementation of the Award. Regional and Provincial Award Committees are, likewise, to be organized.
- C. The decision of the Award Committees at all level 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. Availability of Legislative Documents

- 1. All ordinances and resolutions from July 1, 2013 to June 30, 2015 are indexed by subject, by sponsor and by date of approval.
- 2. Hard or electronic copies of ordinances and resolutions can be retrieved or accessed on inquiry within a reasonable period of time.
- 3. Journal of Sanggunian Proceedings from July 1, 2013 to June 30, 2015 are available.
- 4. Minutes of sessions are duly signed by all members present or certified by the Sanggunian Secretary.
- 5. Committee Reports are signed by majority of all members.
- 6. Notices of special sessions are disseminated at least a day before the scheduled session.
- 7. Mechanisms for communicating local legislations are available.

C. Efficiency of Performance of the Sanggunian

1. Ordinances enacted are aligned with the five (5) government guideposts and are considered to be priorities, as follows:
 - a. **Poverty Reduction and Social Inclusion**
 - Gender and Development Program/Plan
 - Child and Youth Welfare Code
 - Ordinance on Poverty Diagnosis (DILG MC 2003-92)
 - Senior Citizens Affairs (DILG MC No.63, s. 2005)
 - Indigenous Peoples Rights Act (DILG MC No. 89, s. 2002)
 - Republic Act 9710 (Magna Carta of Women)
 - Republic Act 9262 (Anti-Violence Against Women and Their Children Act of 2004)
 - Republic Act 7877 (Anti-Sexual Harassment Act of 1995) [DILG MC 2001-37]
 - b. **Environmental Sustainability, Climate Change and Disaster Risk Management**
 - Comprehensive Land Use Plan
 - Zoning Ordinance
 - Disaster Risk Reduction Management Plan (Republic Act 10121)
 - Solid Waste Management Plan
 - Environment Code
 - Health and Sanitation Code
 - Fishery Development Plan
 - Tourism Development Plan (Republic Act 9593)
 - Republic Act 9729 (Climate Change Act of 2009)
 - National Integrated Protected Areas System Act of 1992 (Republic Act 7586);
 - Wildlife Resources Conservation and Protection Act (Republic Act 9147)
 - c. **Accountable, Responsive and Participatory Governance**
 - Appropriation Ordinance
 - Local Tax Code or Revenue Code
 - Annual Investment Program
 - Market Code
 - Republic Act 9184 (Procurement Law)

- d. **Fair and Stable Order Based on International Rule of Law**
- Traffic Control Program
 - Republic Act 9165 (Comprehensive Dangerous Drugs Act of 2002)
 - Republic Act 9344 (Juvenile Justice and Welfare Act of 2006)
 - Republic Act 9287 (An Act Increasing the Penalties for Illegal Numbers and Its Implementing Rules)

- e. **Peace and Security**
- Integrated Area/Community Public Safety Plan (Republic Act 6975)
 - Peace and Order and Public Safety Plan (DILG MC 2011-24)
 - Republic Act 8479 (Safety Measures in all Gasoline Stations) [DILG MC No. 66, s. 2006]

2. Resolutions approved have impact on local communities and aligned to national legislations.
3. Regular sessions conducted with complete attendance of sanggunian members.
4. Internal Rules of Procedure contain minimum requirements, i.e: organization of Sanggunian and election of officers; creation of special and standing committees; order and calendar of business; legislative process; parliamentary procedure; and discipline of members.

D. Quality of Office Set-Up and Staff Complement

1. Session Hall has appropriate fixtures and equipment.
2. Legislative offices for individual members have appropriate fixtures and equipment.
3. Each Sanggunian member has at least one (1) legislative staff, other than the Sanggunian Secretary.
4. An office for the Sanggunian Secretary is present

E. Legislative Citations and Awards

1. Local awards given to the Sanggunian.
2. International recognitions accorded to the Sanggunian.

F. Capacity Development for Legislators and Staff

1. LGU-initiated capacity building activities for sanggunian members and staff.
2. Participation of sanggunian members and staff in capability building activities conducted by other government or non-government organizations.

V. AWARD CATEGORIES

Categories of the Award are as follows:

A. Provincial Level

- 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 Level

- 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 Level

- 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 Cash Award, courtesy of PCL Provincial Federation.
- B. Each Regional Winner receives a Trophy and Cash 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 Cash Award, courtesy of the PCL National Office, and League's 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 (LLA-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 (LLA-SB/SP-CC Form 02). This form is 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 (LLA-SB/SP-CC Form 03). This form is used to determine the finalist sanggunians among component cities and among municipalities within the province.
4. Thereafter, the PAC accomplishes the Official Nomination form for component cities and municipalities (LLA-SB/SP-CC Form 04), and submits to the Regional Award Committee the list of finalists for the Component Cities, 1st to 3rd Class Municipalities and 4th to 6th Municipalities, with 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 at the regional level.

B. Regional Evaluation

1. The Regional Award Committee (RAC) evaluates the Sangguniang Bayan in the National Capital Region and Sangguniang Panlungsod of Highly-Urbanized Cities (HUCs) and Independent Component Cities (ICCs) within the region using the Performance Evaluation Forms 01 and 05, respectively.

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 Form 06 (LLA-SP Form 06). This form is used to arrive at the Overall Performance Rating (OPR) of the sanggunian in every HUC and ICC within the region, and of the sanggunian bayan in the NCR; and
 - 3.2 Comparative Performance Evaluation Form 07 (LLA-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 for the component cities, 1st to 3rd class municipalities and 4th to 6th class municipalities, to determine the Regional Awardee, per category.
4. Thereafter, the RAC nominates to the National Award Committee the highest (no. 1) ranked sanggunian in all categories within the region, to be supported by the following documents:
 - Original copy of LLA-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 the finalist-Sanggunian Bayan to the National Award Committee (NAC).
5. Sanggunians with a total score of 85% and above are qualified to compete at the national level.
6. In case of a tie, the concerned RAC further validates the assessment of results to determine the nominee or awardee per category.
7. All nominations are to be done using the attached Nomination Form. The Executive Summary of Accomplishments is to be prepared and packaged in a 8 ½ x 11 sized album folder.
8. The RAC is responsible for preparing the Executive Summary.

9. The following are the grounds for the automatic disqualification of nominees:

- submission of incomplete documents;
- non-compliance with the prescribed Standard Documentation Format; and
- late submission of Regional Nominees to the National Secretariat.

10. All nomination and supporting documents shall be submitted not later than 5:00 P.M. of November 27, 2015 (including mailing time), to the National Secretariat c/o the Local Government Relations Division-Bureau of Local Government Supervision, (LGRD-BLGS) 25th Floor, DILG NAPOLCOM CENTER, EDSA corner Quezon Avenue, West Triangle, Quezon City.

C. National Evaluation

1. Upon receipt of all the Nomination Forms, including supporting documents, the NAC accomplishes the National Comparative Performance Evaluation Form (LLA-National Form 09).
2. The NAC may reassess the nominees of lower-level Award Committees, using the OPRs as reference.
3. 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 and prepares the Declaration of the Winners

VIII. PROVINCIAL, REGIONAL AND NATIONAL AWARDS COMMITTEES

Award Committees are to be organized to implement the Legislative Award for the Sangguniang Panlungsod and Sangguniang Bayan, to be composed of the following:

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. The PCL Provincial Chapter may provide mobility fund and cash award to the winners at the Provincial Levels.

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. The PCL Regional Council may provide mobility fund and cash award to the winners at the Regional Levels.

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 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 LGRD-BLGS and the Philippine Councilors League National Secretariat, are responsible for providing technical and administrative support to the Committee.

IX. SCHEDULE OF ACTIVITIES

The following is the Schedule of Activities for the 2015 Local Legislative Award:

Activity	Timeframe
Organization and Activation of the Provincial and Regional Awards Committee	July 2015
Provincial Evaluation	August-September 2015
Regional Evaluation	October 2015
Submission of Entry Documents of National Finalists to the National Awards Committee thru the Bureau of Local Government Supervision	November 27, 2015
Documents Review of National Finalists by the National Board of Judges	December 1, 2015 – January 15, 2016
Selection of National Winners	January 30, 2016
Awarding Ceremony	March 2016

For the on-site visits and related activities, the PCL is responsible for providing a Mobilization Fund of 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 2013-2015 starts in July 2015, and concludes with an Awarding Ceremony during the League's End-Term Assembly.

For the guidance and information of all concerned.


MAR ROXAS
Secretary




DILG-OSEC OUTGOING 15-01744