

July 22, 2015

MEMORANDUM CIRCULAR No. 2015-79

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

SUBJECT : COMMUNITY-BASED MONITORING SYSTEM

The Department of the Interior and Local Government (DILG), in partnership with the CBMS International Network Coordinating Team of the Angelo King Institute of the De La Salle University, advocates and provides technical assistance for the adoption of the Community-Based Monitoring System (CBMS). As a Millennium Development Goal (MDG) benchmarking, poverty diagnosis and monitoring tool, CBMS enables LGUs to accurately map out a household-based socio-economic profile. Several LGUs have already adopted CBMS as an instrument for evidence-based planning, budgeting and project beneficiary prioritization. It may also be used in conjunction with hazard maps, to better identify constituents at risks or are vulnerable to disasters.

Over the years, CBMS has been instrumental in assisting LGUs in the implementation of their programs and projects. As of January 15, 2015, twenty-three thousand four hundred ten (23,410) barangays, eight hundred sixty-seven (867) municipalities, sixty-nine (69) cities and seventy-five (75) provinces (32 of which are province-wide) have adopted CBMS and the numbers are still growing. For FY 2016, the CBMS has been included in the BuB Menu of Projects for FY 2016.

CBMS can be availed in paper-based or mobile-based form, more popularly known as the CBMS Accelerated Poverty Profiling (CBMS-APP). LGUs are however encouraged to adopt the latter.

The Department currently has a pool of twenty-four (24) accredited CBMS Trainers comprised of National and Regional trainers from Regions I, II, III, IVA, IVB, V, VI, VII, VIII, IX, X, XI, XII, CARAGA, ARMM and CAR.

LGUs that wish to avail and adopt the CBMS APP must undergo the following procedures:

#### 1.0 MOA Signing amongst AKI, BLGD and LGU

- 1.1 Send a letter request to the DILG Region through the Provincial Office concerned (copy furnished BLGD) on the intent to adopt CBMS;
- 1.2 Secure a pro-forma Memorandum of Agreement (MOA) from the concerned DILG Provincial/Regional Office concerned;
- 1.3 Submit and attach the needed supporting documents:
  - SP/SB Resolutions on the adoption of CBMS
  - LGUs Work and Financial on the adoption of CBMS

- Timetable / schedule of CBMS modular trainings

1.4 Endorse the signed MOA to the concerned DILG Regional offices to be circulated and signed by the Regional Director, the BLGD Director and the CBMS Executive Director and the Angelo King Institute President; and

1.5 Duly signed MOA will be returned to the concerned LGU for notarization.

## 2.0 CBMS Implementation: Modular Trainings

2.1 CBMS can be implemented using paper-based questionnaires or mobile-based technology with standard training duration indicated as follows:

Mobile-based		Training period	Paper-based		Training period
Module 1	Data Collection and Encoding	5 days	Module 1	Data Collection	5 days
			Module 2	Data Encoding and Map Digitizing	5 days
Module 2	Map Digitizing and Data Processing	5 days	Module 3	Data Processing	5 days
Module 3	Preparation of Barangay Socio-Economic Profile and Development Plans using CBMS data	4 days	Module 4	Preparation of Barangay Socio-Economic Profile and Development Plans using CBMS data	4 days
Module 4	Utilizing CBMS in CDP Formulation	5 days	Module 5	Utilizing CBMS in CDP Formulation	5 days

2.2 Technical assistance is provided by a composite team of provincial, regional and national trainers depending on the availability of trainers. At least one (1) month prior to the conduct of the Modular Training, the LGU must submit written requests for the following:

2.2.1 Technical assistance on the conduct of CBMS modular training addressed to the DILG Regional Office through the Provincial Office (copy furnished BLGD). The one (1) month lead time is intended for the proper scheduling of trainers who will assist the requesting LGUs; and

2.2.2 Securing of copy of installers addressed to the CBMS International Coordination Network, Angelo King Institute, De La Salle University. The CBMS International Coordination Network will only provide the installer for Module 2 provided that the LGU had already accomplished 100% on data collection. The one (1) month lead time is intended to give ample time for customization of the installers.

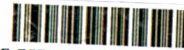
### 3.0 Counterpart Costs

Since the CBMS is demand driven, LGUs requesting to avail of the system shall shoulder the costs for the conduct of training as well as costs of implementing the CBMS. The CBMS International Coordination Network shall provide the technology and advisory assistance while the DILG shall be tapped as trainers for the conduct of the Modular Trainings.

The Department acknowledges the benefits that can be derived from the utilization of CBMS. Local governments are encouraged to avail of BuB financing for the updating or implementation of CBMS in their localities.



**MAR ROXAS**  
Secretary



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