



Republic of the Philippines
Department of the Interior and Local Government



MEMORANDUM CIRCULAR
NO.: 2016-107

August 18, 2016

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

SUBJECT : NATIONAL CONVENTION OF THE LADY LOCAL LEGISLATORS'
LEAGUE OF THE PHILIPPINES (FOUR-L)

The Lady Local Legislators' League of the Philippines (Four-L) will be holding their National Convention on September 21-23, 2016 at the Hennan Resort, Barangay Tawala, Panglao, Bohol.

As represented, the activity will focus on the basic features of local legislation. The technical sessions will provide the participants with: a) comprehensive knowledge on the fundamentals of parliamentary procedures particularly on internal rules and procedures of the Sanggunian; b) understanding on the elements of the language of local legislation; and c) in-depth understanding on the basic powers and duties of the Sanggunian.

In view of the above, and upon the request of Board Member Cecile E. Diel, South Cotabato and Four-L Interim National President, all Local Chief Executives are encouraged to allow the participation of their local lady legislators in the above-mentioned activity, on official business.

The payment of traveling expenses and registration fee, if any, to cover the cost of hotel accommodation, meals and convention materials, per participant, may be authorized in accordance with, and subject to applicable limitations prescribed in COA Circular No. 2012-003 dated October 29, 2012, chargeable against available local funds and to the usual accounting and auditing requirements, and to all pertinent laws, rules and regulations.

The Four-L Interim National President shall submit to, through the Director of the Bureau of Local Government Supervision, the Secretary of Interior and Local Government, an After-Activity Report within fifteen (15) days after the convention has been conducted, with the following prescribed format:

- I. Executive Brief;
- II. List of Participants;
- III. Outputs of Technical Sessions;
- IV. Issues and Agreements or Recommendations, if any;
- V. Total Fees collected and Disbursed, if any; and
- VI. Appendices, if any.

For the information and guidance of all concerned.

CATALINO S. CUY
Acting Secretary