



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

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MEMORANDUM CIRCULAR
NO. 2016-72

May 27, 2016

TO : ALL PROVINCIAL GOVERNORS, CITY/MUNICIPAL MAYORS, SANGGUNIAN MEMBERS, THE ARMM REGIONAL GOVERNOR AND ALL CONCERNED

SUBJECT : ENJOINING PARTICIPATION OF ALL ELECTED LOCAL OFFICIALS IN THE NEWLY-ELECTED OFFICIALS (NEO) PROGRAM

I. BACKGROUND

The Newly-Elected Officials (NEO) Program is a term-based capacity development program of the Department of the Interior and Local Government (DILG) implemented through the Local Government Academy (LGA). The program aims to build strategic leaders out of the newly-elected local officials (both the executive and legislative) who would lead their local governments in becoming competitive, efficient and responsive institutions for development. As part of the context building for the program, the 2016 NEO refers to all local officials given the fresh mandate as a result of the May 2016 local election that will serve the office from 2016 to 2019.

With the assumption of these new sets of local officials, various governance challenges awaits them. Among these challenges are:

- new development directions and priorities of the new leadership at the national level;
- create harmonization and complementation of national and local priorities;
- Enhancement of competitiveness of the LGU vis-à-vis the requirements of the ASEAN Integration
- continuing challenge of climate change and disaster
- launching of the Sustainable Development Goals (SDGs);
- scaling up of CSO involvement in governance; and
- Rapid Urbanization.

Recognizing the dynamic requirements for capacity development, the LGA has utilized a blended approach to deliver the program (such as but not limited to face-to-face or residential mode, webinar, on-site mentoring, workshops, dialogues,



benchmarking activities etc.) to ensure its wider reach and to maximize learning of its target clientele.

II. PROGRAM COMPONENTS

The 2016 NEO Program is composed of five major (5) components and shall be open to all elected local officials whether newly minted or re-elected. As a term-based program, the NEO has five (5) major components. Component 1: Ensuring Smooth Transition; Component 2: Jumpstarting Local Governance; Component 3: Looking Forward to Better Governance; Component 4: Sharpening the Saw; and Component 5: Enhancing LGU Performance.

Component 1 : Ensuring Smooth Transition

This component is intended to ensure smooth, effective and orderly transition to the incoming newly-elected officials. Consistent with DILG MC No. 2016-21, LGUs are encourage to create a transition team who shall take charge of preparing transition documents and developing briefing schedules for the turn-over of LGU operations. The team's task include taking an inventory of all LGU properties, organizing all documents and records of the LGU, managing the transfer accountabilities and organizing turn-over ceremony that would include briefing on the state of local governance in the LGU.

This component will give the incoming elected officials a clear picture of the challenges and opportunities of the LGU and guide them in coming up with informed plans and strategies to develop the LGU and deliver better services to their constituents.

Component 2 : Jumpstarting Local Governance

Jumpstarting Local Governance basically provides the foundation that will help local officials understand and think critically about the organizational, political, and constitutional environment of public service especially in local governments. This understanding is expected to direct them into crafting their Agenda for their First 100 Days and formulating a Localized Development Agenda.

This component is composed of two (2) main parts namely: Part I. Basic Orientation: First 100 Days in Office and Part II. LGU Guide to Action: Webinar Series.

Part I. Basic Orientation: First 100 Days in Office

A venue where elected officials will be groomed as development managers and empowered world class leaders. It is a peer-based sharing or realistic,

practical and innovative ways of doing their job. The basic orientation focuses on the following topics:

- Decentralization and governance
- Duties and functions
- Issues, challenges and solutions in governance
- Dialogue with peers and select government agencies

Expected outputs for this part shall be the First 100 Days in Office of the elected local officials and Development Commitment Agenda of the LCE.

Part II. LGU Guide Action

A Webinar Series that covers the following: localizing the development contract of the New Administration, Governance 101 and strategic management with emphasis on Local Development Strategy. The different modules are categorized as foundation and elective modules.

1. **Foundation Modules** – These are modules on the New Administration's Development Contract on the Ground and Strategic Management focusing on the local development strategy.
2. **Elective Modules** – These modules focus on the following outcome areas:
 - Accountable, Transparent, Participative and Effective Local Governance
 - Business-Friendly and Competitive LGUs
 - Environment-Protective, Disaster-Resilient and Climate Change-Adaptive LGUs
 - Socially-Protective and Safe LGUs

Modules include Health Governance, Local Economic Development, Education Governance, Regulatory Simplification, Environmental Governance, Public Safety, Resource Mobilization and Financial Management and Analysis, Climate Change and Disaster Risk Management, Bridging Leadership and Urban Governance among others.

A Certificate of Completion will be awarded to local officials who complete all the requirements of at least two (2) elective modules and the foundation modules. Likewise, a Certificate of Participation shall be given to local officials who completed only the requirements of the foundation modules. Said certificates shall be awarded during the grand graduation that will be organized by the DILG through the LGA. Participants who are recipient of certificate of completion will be given priority to participate in the International Benchmarking program of the DILG through the LGA

Component 3 : Looking Forward to Better Governance

This component will allow local officials to be immersed on the actual challenges confronted by the local community in terms of governance, climate change and disaster resiliency, competitiveness and social protection. Recognizing the peculiar requirements of LGUs, this component will be done ***“onsite”*** by LGU with DILG field officers assisting in the process. It has three (3) Parts.

Part I : Formulation of LGU Plans

This will serve as an opportunity for local governments prepare their development plans especially their - Comprehensive Development Plan (CDP); Comprehensive Land Use Plan (CLUP) and; the Executive-Legislative Agenda (ELA) that is based on the actual challenges confronted by the LGU. Also under this part, LGUs will be required to draw a competency-based Capacity Development (CapDev) Agenda that will serve as their blueprint for capacity enhancement.

Part II : Webinar Executive Sessions

Series of Executive Sessions will be done through Webinar on various governance issues and challenges. Renowned technical experts and practitioners will be tapped to deliver these various topics.

Part III : Alliance Building

A Provincial Alliance Building workshop between the province and its component cities and municipalities will be held to ensure synergy of actions and define the common development priorities of the province. These priorities will be imputed during the crafting the Provincial Physical Framework Plan of the province.

Component 4 : Sharpening the Saw

This component provides for training and capacity development interventions mapped out from the LGUs Capacity Development Agenda that is Competency-Based. This is a market driven program wherein LGUs can match their requirements with the existing capacity development services and training packages available. This allows LGUs to choose, negotiate and work in partnership with Local Resource Institutions (LRIs), National Government Agencies (NGAs), Non-Government Organizations (NGOs), Civil Society Organizations (CSOs) and other stakeholders in the delivery of capacity development services.

The Capacity Development (CapDev) Agenda shall serve as basis of LGU participation to various capdev activities (such as but not limited to training programs, benchmarking activities, study tours, workshops etc.) either local or international. This is to ensure responsiveness of the program vis-à-vis CapDev requirements of the LGU and to ensure judicious utilization of LGU funds for the purpose.

COMPONENT 5 : Enhancing LGU Performance

The component shall focus on enhancing LGU performance through performance assessment and incentives for exemplary performance. This metric-centered evaluation and recognition of LGUs aims to standardize and instill a more disciplined approach in encouraging better LGU performance. Assessment tools such as Seal of Good Local Governance (SGLG), Balanced Score Card etc. will be used to assess performance of the LGUs. Incentives and awards will be conferred to deserving LGUs to encourage innovation in local governance.

In this connection, all elected local government officials in the May 2016 elections are strongly enjoined to participate in the various capacity development initiatives under the 2016 NEO Program. All expenses for this purpose are hereby authorized chargeable against local funds, subject to applicable accounting and auditing laws, rules and regulations. For additional details about the program, you may contact your respective DILG Regional Offices.

All provincial governors, city/municipal mayors, and Leagues of Local Governments are enjoined to give this Memorandum Circular the widest dissemination in their respective jurisdiction.

This Memorandum Circular takes effect immediately.


MEL SENEN S. SARMIENTO
Secretary 

