



Republic of the Philippines
Department of the Interior and Local Government

MEMORANDUM CIRCULAR
NO. 2018-130

August 14, 2018

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

SUBJECT : LOCAL LEGISLATIVE AWARD 2018 IMPLEMENTATION

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 Bayan and Sangguniang Panlungsod which demonstrated exemplary performance for the period, July 1, 2016 to June 30, 2018.

II. OBJECTIVES

General Objective:

The Award accords official recognition to a Sangguniang Bayan or to a Sangguniang Panlungsod 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 bestow official recognition to innovations and distinctive practices in local legislation;
- B. To institutionalize a system of recognition to the Sangguniang Bayan and to the Sangguniang Panlungsod for exemplary performance; and,
- C. To inspire local legislatures to excel in the performance of their functions.

III. RULES OF THE AWARD

- A. This Award is to be conferred to Sangguniang Bayan and Sangguniang Panlungsod with innovations and distinctive practices in local legislation.
- B. For the purpose of this Award, a National, Regional and Provincial Awards Committee are organized to take the lead in the implementation of the Award.
- C. The decision of the Award Committees at all levels is final.
- D. The Award is to be conferred every term of municipal and city elective legislative officials.

IV. AWARD CRITERIA

A. Responsiveness 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, 2016 to June 30, 2018 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, 2016 to June 30, 2018 is available.
- 4. Minutes of sessions duly signed by all members present.
- 5. Committee Reports duly signed by majority of all members.
- 6. Mechanisms for communicating local legislations are available.

C. Effectiveness of Performance of the Sanggunian

- 1. Ordinances and resolutions enacted are aligned with the three (3) pillars of the Philippine Development Plan 2017-2022, and are considered to be priorities, as follows:
 - a. Enhancing the Social Fabric (Malasakit);
 - b. Inequality-Reducing Transformation (Pagbabago); and
 - c. Increasing Growth Potential (Patuloy na Pag-unlad)
- 2. Regular sessions conducted with complete attendance of sanggunian members.

D. Efficiency of Performance of Sanggunian

1. Processes and Procedures:

- a. 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.
- b. Notices of special sessions duly disseminated at least a day before the scheduled session.
- c. Notices of committee hearings are received by concerned parties in accordance with the rules and procedures of Sanggunian.
- d. Institutionalized internal and external feedback mechanism.
- e. People's participation in the legislative processes.

2. Quality of Office Set-Up and Staff Complement

- a. Session Hall has appropriate fixtures and equipment for the Presiding Officer, Sanggunian Members, the Secretariat, and the public.
- b. Legislative offices for individual members have appropriate fixtures and equipment.
- c. Each Sanggunian member has at least one (1) legislative staff, other than the Sanggunian Secretary.
- d. 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.
3. Local awards given to the LGU by reason of Sanggunian ordinance or resolution.
4. International recognitions accorded to the LGU by reason of ordinance Sanggunian or resolution.

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;
- Outstanding Sanggunian 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;
- Outstanding Sanggunian 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.
6. In case of a tie, the PAC further validates the assessment of results to determine the nominee per category, giving considerations on innovative legislations.

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 and ICC categories 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 per category. In case of a tie, the RAC further validates the assessment of results to determine the awardee per category, giving considerations on innovative legislations.
7. The RAC is responsible for preparing the Executive Summary, in the following format:
 - a. Background
 - Brief Profile of the Sanggunian Nominee;
 - Focus of Assessment
 - Assessment Methodology
 - b. Highlight of Accomplishment of the Sanggunian Nominee
 - c. Attachments
 - Pertinent documents such as copies of ordinances, resolutions, minutes of regular sessions, etc.
 - Pictorials
 - Video Presentation
8. All nominations are to be done using the attached Nomination Form. The Executive Summary is to be prepared by the RAC and submitted preferably in an electronic file format, stored in external storage devices (e.g: flash drive, external hard disk drive).
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 December 7, 2018 (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 Awardees in all categories and prepares the Declaration of the National Awardees.

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.

The PAC Vice-Chairman [PCL Provincial Federation President (PCL PFP)] may inhibit from the final assessment of nominees if the PCL PFP is from the nominee-sanggunian.

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;
 - Outstanding Sanggunian in 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. Issue 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 Awardees.
4. Proclaim the National Awardees.

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 Local Legislative Award 2018 Implementation:

Activity	Timeline
Organization and Activation of the Provincial and Regional Awards Committee	August 2018
Provincial Evaluation	September-October 2018
Regional Evaluation	November 2018
Submission of Entry Documents of National Finalists to the National Awards Committee thru the Bureau of Local Government Supervision	December 7, 2018
Documents Review of National Finalists by the National Board of Judges*	December 10 2018 – January 31, 2019
Selection of National Winners	February 2019
Awarding Ceremony	March 2019

*Field Visits may be conducted as necessary

For the on-site visits and related activities, the PCL is responsible for providing a Mobilization Fund of PHP 30,000.00 per region. Said fund shall be released by the PCL through the DILG Regional Directors and is subject to liquidation.

X. EFFECTIVITY OF THE AWARD

The implementation of the Local Legislative Award for 2016-2018 starts in August 2018, and concludes with an Awarding Ceremony during the League's End-Term Assembly.

For the guidance and information of all concerned.


EDUARDO M. AÑO
Officer-in-Charge

 
DILG-DBEC 01012016-22868

**LOCAL LEGISLATIVE AWARD
PERFORMANCE EVALUATION FORM**
(For Municipalities and Component Cities including Municipalities in Metro Manila)

A. IDENTIFYING INFORMATION

Contender Sanggunian _____
Municipality/City _____
Province _____
Region _____

B. EVALUATION CRITERIA AND PERFORMANCE RATING

CRITERIA	POINTS	SCORE	SOURCE DOCUMENT
Responsiveness of the Legislative Agenda	30		
☛ The Legislative Agenda complements the Executive Agenda.	10		
☛ Prior consultation with stakeholders in the development of the Legislative Agenda.	5		
☛ The Legislative Agenda provides legislative action on the Comprehensive Development Plan.	10		
☛ The Legislative Agenda promotes and supports provincial, regional and national priority development thrusts.	5		
Availability of Legislative Documents	18		
☛ All ordinances and resolutions from July 1, 2016 to June 30, 2018 are indexed by subject, by sponsor, and by date of approval	3		
☛ 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, 2016 to June 30, 2018 are available.	3		
☛ Minutes of sessions duly signed by all members present or certified by the Sanggunian Secretary.	3		
☛ Committee Reports duly signed by majority of all the members.	3		
☛ Mechanisms for communicating local legislations are available.	3		
Effectiveness of Performance of the Sanggunian	30		
☛ Ordinances and resolutions enacted are aligned with the three (3) pillars of the Philippine Development Plan 2017-2022. <i>(Lists of possible ordinances under each guidepost are enumerated at the back of this form.)</i>	25		
☛ Regular sessions conducted with complete attendance of Sanggunian members. <i>(Number of regular sessions with complete attendance / Total number of regular sessions)</i>	5		
Efficiency of Performance of Sanggunian	13		
1. Processes and Procedures:			
☛ 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	3		
☛ Notices of special sessions are disseminated at least a day before the scheduled session	1		
☛ Notices of committee hearings are received by concerned parties in accordance with the rules and procedures of Sanggunian.	1		
☛ Institutionalized feedback mechanism	2		
☛ People's participation - consultation with stakeholders in the formulation of ordinances and resolutions.	2		
2. Quality of Office Set-Up and Staff Complement			
☛ Session Hall has appropriate fixtures and equipment for the Presiding Officer, Sanggunian Members, the Secretariat and the public.	1		
☛ Legislative offices for individual members have appropriate fixtures and equipment.	1		
☛ Each Sanggunian member has at least one (1) legislative staff, other than the Sanggunian Secretary.	1		
☛ An office for the Sanggunian Secretary is present.	1		
Legislative Citations and Awards	5		
☛ Local awards given to the Sanggunian	1		
☛ International recognitions are accorded to the Sanggunian	2		
☛ Local awards given to the LGU by reason of Sanggunian ordinance or resolution	1		
☛ International recognitions accorded to the LGU by reason of Sanggunian ordinance or resolution	1		
Capacity Development for Legislators and Staff	4		
☛ 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	2		
TOTAL	100		

C. DATE ACCOMPLISHED:

D. ACCOMPLISHED BY:

Name and Signature

Institutional Affiliation

Note: Please read instructions at the back before accomplishing this form.

INSTRUCTIONS IN ACCOMPLISHING LLA-SB/SP-CC Form 01

A. IDENTIFYING INFORMATION. Indicate the name of contender Sanggunian as well as the city/municipal/provincial and regional locations.

B. EVALUATION CRITERIA AND PERFORMANCE RATING. Major award criteria are categorized into:

- (1) Responsiveness of the Legislative Agenda;
- (2) Availability of Legislative Documents;
- (3) Effectiveness of Performance of the Sanggunian;
- (4) Efficiency of Performance of Sanggunian:
 - a. Processes and Procedures; and
 - b. Quality of Office Set-up and Staff Complement
- (5) Legislative Awards and Citations; and
- (6) Capacity Development for Legislators and Staff.

Under each major criterion are indicators to be considered in assessing a contender Sanggunian. For example, Criterion No. 1 is assigned a maximum pointscore of 10, subdivided into a number of evaluation variables or indicators with corresponding assigned maximum allowable pointscores.

At the right side of the column are boxes corresponding to each evaluation variable/indicator. Based on actual assessment, enter pointscore in the box opposite the evaluation variable under consideration up to the 5th decimal point but not exceeding to maximum allowable pointscore for the variable.

To illustrate: The Legislative Agenda complements the Executive Agenda

C. SOURCE DOCUMENT. Indicate which document/s was/were reviewed corresponding each criteria. Such document/s will also be the means of verification for the higher award committees.

D. DATE ACCOMPLISHED. Indicate the date (month, day and year) Evaluation Form was completed.

E. ACCOMPLISHED BY. Indicate name of evaluator, including institutional affiliation. Affix signature above printed name.

NOTE:

- This form is to be accomplished in two (2) copies by each member of the Provincial Award Committee for each contender component city or municipality within the province.
- Each member of the Regional Award Committee shall also accomplish this form for each contender municipality within the Metro Manila area.
- The following Ordinances and Resolutions, aligned with the three (3) pillars of the Philippine Development Plan 2017-200, shall be considered as priorities:

1. Enhancing the Social Fabric (Malasakit)

Gender and Development Program/Plan

Child and Youth Welfare Code

Republic Act 9710 (Magna Carta for 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 No. 37, s. 2001]

DILG MC 2017-18 (Reiterating DILG MC 2005-63 entitled, "Office for Senior Citizens Affairs")

Republic Act 8972 (The Solo Parents' Welfare Act of 2000)

DILG MC 2010-119 (Mandatory Representation of Ingenous Cultural Communities or Indigenous Peoples in

Policy-Making Bodies and other Local Legislative Councils)

Republic Act 9184 (Procurement Law)

2. Inequality-Reducing Transformation (Pagbabago)

Agricultural Development Plan

Idle Land Ordinance (Section 236 of the Local Government Code of 1991)

Comprehensive Land Use Plan

Zoning Ordinance

Republic Act 10121 (Disaster Risk Reduction Management Plan)

Solid Waste Management Plan

Environment Code

Health and Sanitation Code

Republic Act 9593 (Tourism Development Plan)

Republic Act 9729 (Climate Change Act of 2009)

Republic Act 7586 (National Integrated Protected Areas System Act of 1992)

Republic Act 9147 (Wildlife Resources Conservation and Protection Act)

Republic Act 8749 (Philippine Clear Air Act of 1999)

Republic Act 9275 (Philippine Clean Water Act of 2004)

Republic Act 9165 (Comprehensive Dangerous Drugs Act of 2002)

3. Increasing Growth Potential (Patuloy na Pag-unlad)

Appropriation Ordinance and the Budget Process

Local Tax Code or Revenue Code

Annual Investment Program

Market Code

Traffic Control Program

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

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]

DILG MC No. 2016-141 (Revitalization of the Sub-National Peace and Order Councils)

DILG MC No. 2017-154 (Operational Guidelines on the Implementation of the People's Law Enforcement Boards [PLEB] Program)

Private-Public Partnership Program (DILG MC 2016-120 - Guidelines for the Implementation of LGU P4)

Republic Act 8504 (The Philippines AIDS Prevention and Control Act of 1998)

LOCAL LEGISLATIVE AWARD
CONSOLIDATED PERFORMANCE EVALUATION FORM
(Component Cities / Municipalities)

A. IDENTIFYING INFORMATION

Contender Sanggunian _____
Municipality/City _____
Province _____
Region _____

B. EVALUATION CRITERIA AND PERFORMANCE RATING

CRITERIA	ASSIGNED TOTAL POINT SCORE	PERFORMANCE RATING EVALUATOR							TOTAL POINT SCORE
		1	2	3	4	5	6	7	
Responsiveness of the Legislative Agenda	30	0	0	0	0	0	0	0	0
☛ The Legislative Agenda complements the Executive Agenda.	10								
☛ Prior consultation with stakeholders in the development of the Legislative Agenda.	5								
☛ The Legislative Agenda provides legislative action on the Comprehensive Development Plan.	10								
☛ The Legislative Agenda promotes and supports provincial, regional and national priority development thrusts.	5								
Availability of Legislative Documents	18	0	0	0	0	0	0	0	0
☛ All ordinances and resolutions from July 1, 2016 to June 30, 2018 are indexed by subject, by sponsor, and by date of approval.	3								
☛ 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, 2016 to June 30, 2018 are available.	3								
☛ Minutes of sessions duly signed by all members present or certified by the Sanggunian Secretary.	3								
☛ Committee Reports duly signed by majority of all the members.	3								
☛ Mechanisms for communicating local legislations are available.	3								
Effectiveness of Performance of the Sanggunian	30	0	0	0	0	0	0	0	0
☛ Ordinances and resolutions enacted are aligned with the three (3) pillars of the Philippine Development Plan 2017-2022. (Lists of possible ordinances under each guidepost are enumerated at the back of this form.)	25								
☛ Regular sessions conducted with complete attendance of Sanggunian members. (Number of regular sessions with complete attendance / Total number of regular sessions)	5								
Efficiency of Performance of Sanggunian	13	0	0	0	0	0	0	0	0
1. Processes and Procedures:									
☛ 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	3								
☛ Notices of special sessions are disseminated at least a day before the scheduled session	1								
☛ Notices of committee hearings are received by concerned parties in accordance with the rules and procedures of Sanggunian.	1								
☛ Institutionalized feedback mechanism	2								
☛ People's participation - consultation with stakeholders in the formulation of ordinances and resolutions.	2								
2. Quality of Office Set-Up and Staff Complement									
☛ Session Hall has appropriate fixtures and equipment for the Presing Officer, Sanggunian Members, the Secretariat and the public.	1								
☛ Legislative offices for individual members have appropriate fixtures and equipment.	1								
☛ Each Sanggunian member has at least one (1) legislative staff, other than the Sanggunian Secretary.	1								
☛ An office for the Sanggunian Secretary is present.	1								
Legislative Citations and Awards	5	0	0	0	0	0	0	0	0
☛ Local awards given to the Sanggunian.	1								
☛ International recognitions are accorded to the Sanggunian.	2								
☛ Local awards given to the LGU by reason of Sanggunian ordinance or resolution	1								
☛ International recognitions accorded to the LGU by reason of Sanggunian ordinance or resolution	1								
Capacity Development for Legislators and Staff	4	0	0	0	0	0	0	0	0
☛ 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	2								
GRAND TOTAL POINT SCORE	100	0	0	0	0	0	0	0	0
OVERALL PERFORMANCE RATING									0
REMARK(s)									

C. DATE ACCOMPLISHED: _____

D. ACCOMPLISHED BY: _____

Name and Signature

Institutional Affiliation

Note: Please read instructions at the back before accomplishing this form

INSTRUCTIONS IN ACCOMPLISHING LLA-SB/SP-CC Form 02

A. IDENTIFYING INFORMATION. Indicate the name of contender Sanggunian as well as the city/ municipal/ provincial and regional locations.

B. EVALUATION CRITERIA AND PERFORMANCE RATING.

Column - CRITERIA. Major evaluation criteria are categorized into:

- (1) Responsiveness of the Legislative Agenda;
- (2) Availability of Legislative Documents;
- (3) Effectiveness of Performance of the Sanggunian;
- (4) Efficiency of Performance of Sanggunian:
 - a. Processes and Procedures; and
 - b. Quality of Office Set-up and Staff Complement
- (5) Legislative Awards and Citations; and
- (6) Capacity Development for Legislators and Staff.

Column ASSIGNED TOTAL POINTSCORE. This column indicates the maximum pointscore for each major criterion and its indicators, as applicable.

Column PERFORMANCE RATING. This column is divided into seven (7) sub-columns, i.e. Evaluator 1 to Evaluator 7. Enter in each sub-column evaluation pointscore corresponding to each criterion and its indicator under column CRITERIA, using as reference document, LLA-SB/SP-CC Form 01.

Column TOTAL POINTSCORE (TPS). For each criterion, and its indicators, add evaluation pointscore horizontally then, enter sum for each criterion under this column.

GRAND TPS. Add all entries under TPS column. Enter sum opposite the row heading, Grand Total Pointscore.

OVERALL PERFORMANCE RATING . Divide Grand Total Pointscore by seven (7) representing the seven (7) evaluators and enter result opposite row heading, Overall Performance Rating.

C. REMARKS. A brief qualitative description of the legislative performance of the contender Sanggunian

D. DATE ACCOMPLISHED. Indicate the date (month, day and year) Evaluation Form was completed.

E. ACCOMPLISHED BY. Indicate name of evaluator, including institutional affiliation. Affix signature above printed name.

NOTE:

- This form will determine the overall Performance Rating of a contender Component City or Municipality based on the consolidated ratings of all evaluators.

**LOCAL LEGISLATIVE AWARD
COMPARATIVE PERFORMANCE EVALUATION FORM**
(Component Cities / Municipalities)

A. IDENTIFYING INFORMATION

Province _____

Region _____

B. COMPARATIVE EVALUATION RESULTS

Contender-Sanggunian City/Municipality (Alphabetically Arranged)	Overall Performance Rating	Rank

C. REMARK(s) _____

WE CERTIFY TO THE CORRECTNESS OF THE ABOVE INFORMATION

 Chairman, Provincial Award Committee

D. DATE ACCOMPLISHED: _____

Note: Please read instructions at the back before accomplishing this form.

INSTRUCTIONS IN ACCOMPLISHING LLA-SB/SP-CC Form 03

(To be accomplished in two (2) copies by the Provincial Award Committee)

A. IDENTIFYING INFORMATION. Indicate originating province/region in the space provided

B. COMPARATIVE EVALUATION RESULTS

Column **CONTENDER CITY/MUNICIPALITY.** Enter in this column in alphabetical order contender-cities or municipalities. Utilize as source document LLA-SB/SP-CC Form 02.

Column **OVERALL PERFORMANCE EVALUATION RATING.** Enter in this column, overall performance evaluation rating for each contender-city or municipality. Use LLA-SB/SP-CC Form 02 as input document.

Column - **RANK.** Rank all contender-cities or municipalities based on Overall Evaluation Rating entries. The municipality or city with the highest numerical rating is marked no.1, with the lowest marked as n with n, corresponding to the number contender-cities or municipalities. Enter results under this column.

C. REMARK(s). A brief description of the basis for the ranking other than the quantitative ratings.

D. DATE ACCOMPLISHED. Indicate the date (month, day and year) Evaluation Form was completed. ratings.

**LOCAL LEGISLATIVE AWARD
OFFICIAL NOMINATION FORM**

Date _____

The Chairman, Regional Award Committee

Sir:

We are pleased to nominate the following:

- **Outstanding Sanggunian in Component Cities** _____
- **Outstanding Sanggunian in 1st – 3rd Class Municipalities** _____
- **Outstanding Sanggunian in 4th – 6th Class Municipalities** _____

Please find attached original copies of duly accomplished Consolidated Evaluation Forms per award category.

Very truly yours,

Chairman
Provincial Award Committee

Note: Please read instructions at the back before accomplishing this form.

INSTRUCTIONS IN ACCOMPLISHING LLA-SB/SP-CC Form 04

Accomplish in two (2) copies. Submit Nomination Form to the Regional Award Committee with required attachments.

Attachments. Attach to this form other prescribed documents, i.e. original copy of LLA-SB/SP-CC Form 03 and other required documents

LOCAL LEGISLATIVE AWARD PERFORMANCE EVALUATION FORM

(For Cities in Metro Manila and Highly Urbanized Cities and Independent Component Cities outside Metro Manila)

A. IDENTIFYING INFORMATION

Contender Sanggunian _____
 City _____
 Province _____
 Region _____

B. EVALUATION CRITERIA AND PERFORMANCE RATING

CRITERIA	POINTS	SCORE	SOURCE DOCUMENT
Responsiveness of the Legislative Agenda	30		
* The Legislative Agenda complements the Executive Agenda.	10		
* Prior consultation with stakeholders in the development of the Legislative Agenda.	5		
* The Legislative Agenda provides legislative action on the Comprehensive Development Plan.	10		
* The Legislative Agenda promotes and supports provincial, regional and national priority development thrusts.	5		
Availability of Legislative Documents	18		
* All ordinances and resolutions from July 1, 2016 to June 30, 2018 are indexed by subject, by sponsor, and by date of approval	3		
* 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, 2016 to June 30, 2018 are available.	3		
* Minutes of sessions duly signed by all members present or certified by the Sanggunian Secretary.	3		
* Committee Reports duly signed by majority of all the members.	3		
* Mechanisms for communicating local legislations are available.	3		
Effectiveness of Performance of the Sanggunian	30		
* Ordinances and resolutions enacted are aligned with the three (3) pillars of the Philippine Development Plan 2017-2022. <i>(Lists of possible ordinances under each guidepost are enumerated at the back of this form.)</i>	25		
* Regular sessions conducted with complete attendance of Sanggunian members. <i>(Number of regular sessions with complete attendance / Total number of regular sessions)</i>	5		
Efficiency of Performance of Sanggunian	13		
1. Processes and Procedures:			
* 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	3		
* Notices of special sessions are disseminated at least a day before the scheduled session	1		
* Notices of committee hearings are received by concerned parties in accordance with the rules and procedures of Sanggunian.	1		
* Institutionalized feedback mechanism	2		
* People's participation - consultation with stakeholders in the formulation of ordinances and resolutions.	2		
2. Quality of Office Set-Up and Staff Complement			
* Session Hall has appropriate fixtures and equipment for the Presiding Officer, Sanggunian Members, the Secretariat and the public.	1		
* Legislative offices for individual members have appropriate fixtures and equipment.	1		
* Each Sanggunian member has at least one (1) legislative staff, other than the Sanggunian Secretary.	1		
* An office for the Sanggunian Secretary is present.	1		
Legislative Citations and Awards	5		
* Local awards given to the Sanggunian	1		
* International recognitions are accorded to the Sanggunian	2		
* Local awards given to the LGU by reason of Sanggunian ordinance or resolution	1		
* International recognitions accorded to the LGU by reason of Sanggunian ordinance or resolution	1		
Capacity Development for Legislators and Staff	4		
* 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	2		
TOTAL		100	

C. DATE ACCOMPLISHED:

D. ACCOMPLISHED BY:

Name and Signature

Institutional Affiliation

Note: Please read instructions at the back before accomplishing this form.

INSTRUCTIONS IN ACCOMPLISHING LLA-SP Form 05

A. IDENTIFYING INFORMATION. Indicate the name of contender Sanggunian as well as the city/provincial and regional locations.

B. EVALUATION CRITERIA AND PERFORMANCE RATING. Major award criteria are categorized into:

- (1) Responsiveness of the Legislative Agenda;
- (2) Availability of Legislative Documents;
- (3) Effectiveness of Performance of the Sanggunian;
- (4) Efficiency of Performance of Sanggunian:
 - a. Processes and Procedures; and
 - b. Quality of Office Set-up and Staff Complement
- (5) Legislative Awards and Citations; and
- (6) Capacity Development for Legislators and Staff.

Under each major criterion are indicators to be considered in assessing a contender Sanggunian. For example, Criterion No. 1 is assigned a maximum pointscore of 10, subdivided into a number of evaluation variables or indicators with corresponding assigned maximum allowable pointscores.

At the right side of the column are boxes corresponding to each evaluation variable/indicator. Based on actual assessment, enter pointscore in the box opposite the evaluation variable under consideration up to the 5th decimal point but not exceeding to maximum allowable pointscore for the variable.

To illustrate: The Legislative Agenda complements the Executive Agenda 10

5.9

C. SOURCE DOCUMENT. Indicate which document/s was/were reviewed corresponding each criteria. Such document/s will also be the means for verification for the higher award committees.

D. DATE ACCOMPLISHED. Indicate the date (month, day and year) Evaluation Form was completed.

E. ACCOMPLISHED BY. Indicate name of evaluator, including institutional affiliation. Affix signature above printed name

NOTE:

- This form is to be accomplished in two (2) copies by each member of the Regional Award Committee for each contender highly urbanized city and independent component city within the region.
- The following Ordinances and Resolutions, aligned with the three (3) pillars of the Philippine Development Plan 2017-200, shall be considered as priorities:

1. Enhancing the Social Fabric (Malasakit)

Gender and Development Program/Plan
Child and Youth Welfare Code
Republic Act 9710 (Magna Carta for 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 No. 37, s. 2001]
DILG MC 2017-18 (Reiterating DILG MC 2005-63 entitled, "Office for Senior Citizens Affairs")
Republic Act 8972 (The Solo Parents' Welfare Act of 2000)
DILG MC 2016-113 (Mandatory Representation of Indigenous Cultural Communities or Indigenous Peoples in Policy-Making Bodies and other Local Legislative Committees)
Republic Act 9184 (Procurement Law)

2. Inequality-Reducing Transformation (Pagbabago)

Agricultural Development Plan
Idle Land Ordinance (Section 236 of the Local Government Code of 1991)
Comprehensive Land Use Plan
Zoning Ordinance
Republic Act 10121 (Disaster Risk Reduction Management Plan)
Solid Waste Management Plan
Environment Code
Health and Sanitation Code
Republic Act 9593 (Tourism Development Plan)
Republic Act 9729 (Climate Change Act of 2009)
Republic Act 7586 (National Integrated Protected Areas System Act of 1992)
Republic Act 9147 (Wildlife Resources Conservation and Protection Act)
Republic Act 8749 (Philippine Clear Air Act of 1999)
Republic Act 9275 (Philippine Clean Water Act of 2004)
Republic Act 9165 (Comprehensive Dangerous Drugs Act of 2002)

3. Increasing Growth Potential (Patuloy na Pag-unlad)

Appropriation Ordinance and the Budget Process
Local Tax Code or Revenue Code
Annual Investment Program
Market Code
Traffic Control Program
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)
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]
DILG MC No. 2016-141 (Revitalization of the Sub-National Peace and Order Councils)
DILG MC No. 2017-154 (Operational Guidelines on the Implementation of the People's Law Enforcement Boards [PLEB] Program)
Private-Public Partnership Program (DILG MC 2016-120 - Guidelines for the Implementation of LGU P4)
Republic Act 8504 (The Philippines AIDS Prevention and Control Act of 1998)

LOCAL LEGISLATIVE AWARD CONSOLIDATED PERFORMANCE EVALUATION FORM

(For Metro-Manila Municipalities and Cities And Independent Component Cities/Highly Urbanized Cities Outside Metro - Manila)

A. IDENTIFYING INFORMATION

Contender Sanggunian _____
 Municipality/City _____
 Province _____
 Region _____

B. EVALUATION CRITERIA AND PERFORMANCE RATING

CRITERIA	ASSIGNED TOTAL POINT SCORE	PERFORMANCE RATING EVALUATOR							TOTAL POINT SCORE
		1	2	3	4	5	6	7	
Responsiveness of the Legislative Agenda	30	0	0	0	0	0	0	0	0
* The Legislative Agenda complements the Executive Agenda.	10								
* Prior consultation with stakeholders in the development of the Legislative Agenda.	5								
* The Legislative Agenda provides legislative action on the Comprehensive Development Plan.	10								
* The Legislative Agenda promotes and supports provincial, regional and national priority development thrusts.	5								
Availability of Legislative Documents	18	0	0	0	0	0	0	0	0
* All ordinances and resolutions from July 1, 2016 to June 30, 2018 are indexed by subject, by sponsor, and by date of approval.	3								
* 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, 2016 to June 30, 2018 are available.	3								
* Minutes of sessions duly signed by all members present or certified by the Sanggunian Secretary.	3								
* Committee Reports duly signed by majority of all the members.	3								
* Mechanisms for communicating local legislations are available.	3								
Effectiveness of Performance of the Sanggunian	30	0	0	0	0	0	0	0	0
* Ordinances and resolutions enacted are aligned with the three (3) pillars of the Philippine Development Plan 2017-2022. (Lists of possible ordinances under each guidepost are enumerated at the back of this form.)	25								
* Regular sessions conducted with complete attendance of Sanggunian members . (Number of regular sessions with complete attendance / Total number of regular sessions)	5								
Efficiency of Performance of Sanggunian	13	0	0	0	0	0	0	0	0
1. Processes and Procedures:									
* 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	3								
* Notices of special sessions are disseminated at least a day before the scheduled session	1								
* Notices of committee hearings are received by concerned parties in accordance with the rules and procedures of Sanggunian.	1								
* Institutionalized feedback mechanism	2								
* People's participation - consultation with stakeholders in the formulation of ordinances and resolutions.	2								
2. Quality of Office Set-Up and Staff Complement									
* Session Hall has appropriate fixtures and equipment for the Presing Officer, Sanggunian Members, the Secretariat and the public.	1								
* Legislative offices for individual members have appropriate fixtures and equipment.	1								
* Each Sanggunian member has at least one (1) legislative staff, other than the Sanggunian Secretary.	1								
* An office for the Sanggunian Secretary is present.	1								
Legislative Citations and Awards	5	0	0	0	0	0	0	0	0
* Local awards given to the Sanggunian.	1								
* International recognitions are accorded to the Sanggunian.	2								
* Local awards given to the LGU by reason of Sanggunian ordinance or resolution	1								
* International recognitions accorded to the LGU by reason of Sanggunian ordinance or resolution	1								
Capacity Development for Legislators and Staff	4	0	0	0	0	0	0	0	0
* 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	2								
GRAND TOTAL POINT SCORE	100	0	0	0	0	0	0	0	0
OVERALL PERFORMANCE RATING									0
REMARK(s)									

C. DATE ACCOMPLISHED: _____

D. ACCOMPLISHED BY: _____
 Name and Signature

 Institutional Affiliation

Note: Please read instructions at the back before accomplishing this form

INSTRUCTIONS IN ACCOMPLISHING LLA-SP Form 06

(Accomplish in two (2) copies. Submit both copies to the Chairman, Regional Award Committee)

A. IDENTIFYING INFORMATION. Indicate the name of contender Sanggunian as well as the city/municipal/provincial and regional locations.

B. EVALUATION CRITERIA AND PERFORMANCE RATING.

Column - CRITERIA. Major evaluation criteria are categorized into:

- (1) Responsiveness of the Legislative Agenda;
- (2) Availability of Legislative Documents;
- (3) Effectiveness of Performance of the Sanggunian;
- (4) Efficiency of Performance of Sanggunian:
 - a. Processes and Procedures; and
 - b. Quality of Office Set-up and Staff Complement
- (5) Legislative Awards and Citations; and
- (6) Capacity Development for Legislators and Staff.

Column ASSIGNED TOTAL POINTSCORE. This column indicates the maximum pointscore for each major criterion

Column PERFORMANCE RATING. This column is divided into seven (7) sub-columns, i.e. Evaluator 1 to Evaluator 7. Enter in each sub-column evaluation pointscore corresponding to each criterion and its indicator under column CRITERIA, using as reference document, LLA-SP Form 05.

Column TOTAL POINTSCORE (TPS). For each criterion, and its indicators, add evaluation pointscore horizontally then, enter sum for each criterion under this column.

GRAND TPS. Add all entries under TPS column. Enter sum opposite the row heading, Grand Total Pointscore.

OVERALL PERFORMANCE RATING. Divide Grand Total Pointscore by seven (7) representing the seven (7) evaluators and enter result opposite row heading, Overall Performance Rating.

C. DATE ACCOMPLISHED. Indicate the date (month, day and year) Evaluation Form was completed.

D. ACCOMPLISHED BY. Indicate name of evaluator, including institutional Affiliation. Affix signature above printed name.

NOTE:

- This form will determine the overall Performance Rating of a Contestant HUC/ICC based on the consolidated ratings of all evaluators.

LOCAL LEGISLATIVE AWARD
COMPARATIVE PERFORMANCE EVALUATION FORM
(Municipality and Cities in Metro-Manila and Highly Urbanized Cities and Independent Component
Cities outside Metro-Manila (also Provincial Nominees in the Component Cities,
1st - 3rd and 4th - 6th Class Municipalities Categories)

A. IDENTIFYING INFORMATION

Region _____

B. COMPARATIVE EVALUATION RESULTS

Contender City/Municipality Sanggunian (Alphabetically Arranged)	Overall Performance Rating	Rank

C. REMARK(s)

WE CERTIFY TO THE CORRECTNESS OF THE ABOVE INFORMATION

Chairman, Regional Award Committee

D. DATE ACCOMPLISHED:

Note: Please read instructions at the back before accomplishing this form.

INSTRUCTION IN ACCOMPLISHING LLA-SP FORM - 07

(To be accomplished in two (2) copies)

A. IDENTIFYING INFORMATION. Indicate originating province/region in the space provided

B. COMPARATIVE EVALUATION RESULTS

Column **CONTENDER CITY/MUNICIPALITY.** Enter in this column in alphabetical order contender-cities or

Column **OVERALL PERFORMANCE EVALUATION RATING.** Enter in this column, overall performance evaluation rating for each contender-city or municipality. Use LLA-SB/SP-CC Form 03 as input document.

Column - **RANK.** Rank all contender-cities or municipalities based on Overall Evaluation Rating entries. The municipality or city with the highest numerical rating is marked no. 1, with the lowest marked as n with n, corresponding to the number contender-cities or municipalities. Enter results under this column.

C. REMARK(s). A brief description of the basis for the ranking other than the quantitative ratings.

D. DATE ACCOMPLISHED. Indicate the date (month, day and year) Evaluation Form was completed.
ratings.

**LOCAL LEGISLATIVE AWARD
OFFICIAL NOMINATION FORM**
(To be accomplished by the Regional Award Committee)

Date _____

The Chairman, National Award Committee

Sir:

We are pleased to nominate the following:

- **Outstanding Sanggunian in Highly-Urbanized and Independent Component Cities** _____

- **Outstanding Sanggunian in Component Cities** _____

- **Outstanding Sanggunian in 1st – 3rd Class Municipalities** _____

- **Outstanding Sanggunian in 4th – 6th Class Municipalities** _____

Please find attached original copy of LLA-SP Form 07 Comparative Performance Evaluation Form including supporting documents. i. e., Executive Summary, Video Tapes, Pictorials and other attachments for each award category nominee.

Very truly yours,

Chairman
Provincial Award Committee

Note: Please read instructions at the back before accomplishing this form

INSTRUCTIONS IN ACCOMPLISHING LLA-SB/SP-CC Form 08

Accomplish in two (2) copies. Submit Nomination Form to the Regional Award Committee with required attachments.

Attachments. Attach to this form other prescribed documents, i.e. original copy of LLA-SB/SP-CC Form 03 and other required documents

**LOCAL LEGISLATIVE AWARD
NATIONAL COMPARATIVE EVALUATION FORM**

Contender-Sanggunian City/Municipality (By Region)	Overall Performance Rating	Rank

WE CERTIFY TO THE CORRECTNESS OF THE ABOVE INFORMATION.

Chairman, National Award Committee
