



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
<http://www.dilg.gov.ph>



ACCREDITATION OF BARANGAY-BASED NON-GOVERNMENTAL ORGANIZATIONS [NGOs] AND THEIR MEMBERSHIP IN THE BARANGAY-BASED INSTITUTIONS (BBIs)

Memorandum Circular No. 2018-146
August 31, 2018

1.0 LEGAL BASES

- 1.1. Section 34 of the Local Government Code of 1991 (LG Code) provides that the local government units shall promote the establishment and operation of people's and non-governmental organizations to become active partners in the pursuit of local autonomy.
- 1.2. Section 108 of the Code provides that within a period of sixty (60) days from the start of reorganization of the Barangay Development Council, the non-governmental organizations shall choose from among themselves their representatives to said council. The Sangguniang Barangay concerned shall accredit non-governmental organizations subject to such criteria as may be provided by law.
- 1.3. Article 64 Rule XIII of the Rules and Regulations Implementing the LG Code provides for the Procedures and Guidelines for the Selection of Representatives of People's Organizations, Non-governmental Organizations, or the Private Sector in the Local Special Bodies.
 - 1.3.1 Article 64 (a) states in part that "within thirty [30 days] from the organization of the newly elected sanggunian, each sanggunian concerned shall call all community-based people's organizations or NGOs, including business and professional groups, and other similar aggrupations to apply with the LGU concerned for accreditation for membership in the local special bodies.
- 1.4. Relevant laws and issuances provide that the NGOs shall be members of the various Barangay-Based Institutions (BBIs), such as, but not limited to Barangay Development Council or BDC (LG Code) Barangay Anti-Drug Abuse Council (BADAC-DILG MC No. 2015-63), Barangay Peace and Order Committee (BPOC-EO 366), Barangay Council for the Protection of Children (BPOC-DILG MC No. 2002-121), Barangay Ecological Solid Waste Management Council (BESWMC-DILG MC No. 2004-151) and Barangay Physical Fitness and Sports Development Council (BPFSDC-EO 63).

2.0 PURPOSE

This Circular is issued to:

- 2.1 Remind the Punong Barangays and the Sangguniang Barangay Members of their mandated functions on the accreditation of barangay-based NGOs;

- 2.2 Provide guidelines on the accreditation of barangay-based NGOs and in the selection of their representatives to the BDC and other BBIs, as provided in the Local Government Code and its Implementing Rules and Regulations, other laws and issuances; and
- 2.3 Ensure participation of all barangay-based NGOs in barangay governance and development processes.

3.0 SCOPE/COVERAGE

This Circular shall cover all City and Municipal Mayors and Vice Mayors, Punong Barangays, Sangguniang Barangay Members, DILG Regional Directors, ARMM Regional Governor, and all others concerned.

4.0 DEFINITIONS

For purposes of this Circular, the following terms shall be defined as:

- 5.1 **Non-Governmental Organization [NGO]** – refers to a non-stock, non-profit organization that operates and provides services in the barangay to improve the barangay and the condition of its inhabitants. Basic types of NGOs include People's Organization, Social Development Organization, and Foundation, Independent Research Institute, Indigenous People's Organization, Cooperative, Civic Organization, Professional or Business Group, Recognized Organization, Registered Organization, and other sectoral groups or organizations that operates in the barangay.
- 5.2 **People's Organization** – refers to an association of residents in a barangay, or barangays, established to promote public interest and with an identifiable leadership structure and membership. People's organizations are often formed among the disadvantaged sectors of society such as the farmer-peasant, artisanal fisherfolk, workers in the formal sector and migrant workers, workers in the informal sector, indigenous people and cultural communities, women, differently-abled persons, senior citizens, victims of calamities and disasters, youth and students, children, and urban poor.
- 5.3 **Indigenous People's Organization** – refers to a private, non- profit, voluntary organization of members of indigenous cultural communities (ICCs) or indigenous people (IPs), which are accepted as representatives of such ICCs or IPs.
- 5.4 **Cooperative** – refers to an autonomous and duly registered association of persons with a common bond of interests who have voluntarily joined together to achieve their social, economic and cultural needs and aspirations by making equitable contributions to the capital required, patronizing their products and services and accepting a fair share of risks and benefits of the undertaking in accordance with the universally accepted cooperative principles.
- 5.5 **Civic Organization** – refers to any local service club, fraternal society or association, volunteer group, or local civic league or association not organized for profit but operated exclusively for educational or charitable purposes, including the promotion of community welfare, and the net earnings of which are devoted exclusively to charitable, educational, recreational or social welfare purposes.

- 5.6 **Professional Group** – refers to a duly incorporated non-stock corporation of registered professionals established for the benefit and welfare of the professionals of one discipline, for the advancement of the profession itself and for the other professional ends.
- 5.7 **Business Group** – refers to a non-stock corporation composed of businesses in the same industry established to pursue the interest of the industry. Chambers of commerce and industry associations fall in this category.
- 5.8 **Recognized Organization** – refers to an organization allowed by the Sanggunian Barangay to participate in the Barangay Development Council for purposes of meeting the minimum requirements for membership or increase participation of NGOs in the BBIs. An organization may only be recognized if it meets all the criteria except for registration.
- 5.9 **Registered Organization** – refers to an organization that obtains registration from the Securities and Exchange Commission, Cooperative Development Authority, Department of Labor and Employment, Department of Agriculture, Department of Agrarian Reform, National Housing Authority, Housing and Land Use Regulatory Board or any other national government agency that is empowered by law or policy to accredit or register such organizations, such as, but not limited to, the Department of Social Welfare and Development, Department of Health, Department of Education, National Commission on Indigenous Peoples, National Anti-Poverty Commission, Insurance Commission and Philippine Regulatory Commission.
- 5.10 **Accreditation** – refers to the process of granting authorization, within 60 days from the organization of the newly elected Sanggunian, to an organization for purposes of representation to the Barangay Development Council and BBIs. An organization may still be accredited after the prescribed 60-day period for other purposes, such as participation in all the programs, projects and activities in the barangay.
- 5.11 **Directory** – refers to a document which contains profile of barangay-based NGOs.
- 5.12 **Barangay Based Institutions** – refer to the Barangay Development Council, Barangay Anti- Drug Abuse Council, Barangay Peace and Order Committee, Barangay Council for the Protection of Children, Barangay Ecological Solid Waste Management Council, Barangay Physical Fitness and Sports Development Council and other BBIs created in accordance with national and local laws, and other issuances.

5.0 Policy Content and Guidelines

The duties and functions of the Punong Barangays, Sangguniang Barangay Members in the accreditation of barangay-based NGOs and its membership to the BBIs are as follows:

5.1 Application Process

- 5.1.1 Within 30 days from the organization of the newly elected Sangguniang Barangay (SB), the SB, through the Punong Barangay shall:

- 5.1.1.1 Ensure participation of NGOs by undertaking information campaign and encouraging all barangay-based NGOs to participate in the accreditation and selection processes.
 - 5.1.1.1.1 Disseminate Notice¹ of Call for Application and Accreditation to all community-based NGOs, whether previously accredited or seeking accreditation for the first time, including other organizations, such as, the faith-based organizations, Parents-Teachers Association, Tricycle Operators and Drivers Association and other organized groups in the barangay.
 - 5.1.1.1.2 Post the Notice in at least three (3) conspicuous places within the barangay premises. The same may also be posted in social or print media or the Barangay's Official Website, if available.
 - 5.1.1.1.3 Send out invitation letters to NGOs.
- 5.1.1.2 Provide all interested NGOs with Application for Accreditation Form².
- 5.1.1.3 Accept all Applications for Accreditation, ***without cost***.
- 5.1.2 The SB, thru the Barangay Secretary, shall prepare a List or Directory of participating NGOs which shall serve as one of the source documents for the issuance of the Certificate of Accreditation which contains the following information:
 - 5.1.2.1 Name of the organization.
 - 5.1.2.2 Contact information of the Head of the Organization or office address, telephone number, fax number or e-mail address, if applicable.
 - 5.1.2.3 Services offered.
 - 5.1.2.4 Community or communities served or currently being served.
 - 5.1.2.5 Affiliations [national, regional, provincial city and municipal, if any].
 - 5.1.2.6 Registration information (whether the organization is registered, and by which government office, or with a pending registration, or not formally registered).
- 5.1.3 The concerned NGOs, whether previously accredited or seeking accreditation for the first time, shall:
 - 5.1.3.1 Submit a Letter of Application for Accreditation³.
 - 5.1.3.2 Accomplish the Application for Accreditation Form (AAF).

¹ Annex "A" - Sample Notice of Call for Application of Accreditation

² Annex "B" - Sample Application for Accreditation Form [AAF]

³ Annex "C" - Sample Letter of Application for Accreditation

- 5.1.3.3 Submit the accomplished AAF to the Sangguniang Barangay, thru the Barangay Secretary.
- 5.1.3.4 Comply with all the requirements for accreditation, such as, the following:
 - 5.1.3.4.1 Certificate of Registration issued by the Securities and Exchange Commission (SEC) or by the concerned government agencies⁴ which accredits organizations, if any.
 - 5.1.3.4.2 List of current officers and members of the Organization.
 - 5.1.3.4.3 Annual Accomplishment Report for the immediately preceding year, if any.
 - 5.1.3.4.4 Financial Statement of the immediately preceding year, at the minimum, signed by the officers of the organization, and indicating therein other information such as the source(s) of funds, if any.
 - 5.1.3.4.5 Failure of the NGOs to comply with the above requirements shall cause the denial of NGO's accreditation. However, the concerned NGO may re-submit its Application for Accreditation upon completion of the required documents.

5.2 Accreditation Process

The SB shall perform the following:

- 5.2.1 Pass an Ordinance or Resolution setting for additional Criteria, if necessary for Accreditation of NGOs which are practicable and reasonable.
- 5.2.2 Set the day for the conduct of the assessment and evaluation of the applications for accreditation.
- 5.2.3 Assess and evaluate the accomplished AAF and other requirements for accreditation submitted by the participating NGOs.
- 5.2.4 Direct the Barangay Secretary to document the assessment and evaluation process.

5.3 Completion of the Accreditation Process

After the assessment and evaluation of applications, the SB, thru the Punong Barangay shall:

- 5.3.1 Notify in writing all participating NGOs on the status of their respective Application for Accreditation.
- 5.3.2 As much as practicable, accredit only one [1] NGO per sector.

⁴ Article 6A(b)(1) of the IRR of the LC Code

5.3.3 In cases where there are various NGOs that provide the same services or represent the same sector, inform the concerned NGO Heads to convene and elect the new set of officers. The elected Head/President shall submit to Punong Barangay the names of the newly elected officers, and contact details.

5.3.4 Issue Certificate of Accreditation⁵ to qualified NGOs, indicating therein the concerned BBI to be represented. At the discretion of the SB, a qualified NGO can be a representative to various BBIs.

5.4 Selection of Representatives/Membership to the BBIs

5.4.1 The Punong Barangay/Sangguniang Barangay shall:

5.4.1.1 Require the Accredited NGOs to submit the names of their principal and alternate representatives who shall sit as member of the concerned BBIs.

5.4.1.2 Issue an Executive Order or enact an Ordinance on the Constitution/Creation of the concerned BBI.

5.4.2 Accredited NGOs

5.4.2.1 Upon receipt of the Certificate of Accreditation, the Head of the NGO shall immediately convene all the officers and members to choose or elect from among themselves the principal and alternate representatives to the concerned BBIs.

5.4.2.2 In cases where an NGO, as decided by the Sangguniang Barangay, shall represent various BBIs, the concerned NGO may designate a different principal and alternate representatives in each BBI.

5.4.2.3 Submit the names of the principal and alternate representatives to the concerned BBI/s to the Punong Barangay, within 15 days from receipt of the Certificate of Accreditation, through a Resolution signed by the majority of the Officers of the concerned NGO/s. Members of the concerned NGO may also sign in the NGO Resolution.

5.5 Continuous Accreditation of Barangay-Based NGOs

Guided by the preceding provisions, the Sangguniang Barangay may:

5.5.1 Pass an Ordinance or Resolution prescribing for the frequency or schedule for the conduct of Continuous Accreditation of NGOs.

5.5.2 Encourage barangay-based organizations to apply for accreditation.

6.0 Convening the NGO Representatives to the BBIs

Within sixty (60) days, or immediately following the selection process, the Punong Barangay/Sangguniang Barangay Member shall:

⁵ Annex "D" – Sample Certificate of Accreditation

- 6.1 Call for a joint BBIs' organizational meeting with the Barangay Development Council (BDC); Barangay Anti-Drug Abuse Council (BADAC), Barangay Peace and Order (BPOC), Barangay Council for the Protection of Children (BPOC), Barangay Ecological Solid Waste Management Council (BESWMC), Barangay Physical Fitness and Sports Development Council (BPFSDC) and other BBIs.
- 6.2 Invite all members/NGO representatives to attend the organizational meeting.
- 6.3 Discuss the functions of the BBIs.
- 6.4 Present the succeeding activities and schedule of the concerned BBI.

7.0 Term of Office of the NGO Representatives to the BBIs

The term of office of the selected NGO representatives shall be coterminous with that of the Punong Barangay. In the absence of the principal representative, the alternate representative of the Accredited NGO shall automatically sit as member to the concerned BBIs.

Should a vacancy arise, the replacement shall come from the same organization that caused the vacancy, who shall serve the unexpired portion of the term.

The selected NGO representative to the BBIs may be provided honorarium subject to the availability of barangay funds and in accordance with the existing laws, rules and regulations.

8.0 Roles and Responsibilities of the Local Chief Executives and DILG Field Officers

8.1 CITY AND MUNICIPAL MAYOR

- 8.1.1 Direct the Sangguniang Barangays, through the Punong Barangays, within the City/Municipal jurisdiction to comply and ensure compliance with this Circular.
- 8.1.2 Provide necessary support and assistance to the concerned sangguniang barangay in the conduct of accreditation of barangay-based NGOs and in the selection of NGO representatives to the BBIs.

8.2 PUNONG BARANGAY

- 8.2.1 Constitute the BBIs.
- 8.2.2 Adhere to the provisions of this Circular.
- 8.2.3 Seek technical assistance to the concerned City Director/C/MLGOO relative to the conduct of Organizational Meeting of BBIs.
- 8.2.4 Submit report to the concerned DILG Field Officer within thirty [30] days from the completion of the Accreditation Process but shall not be later than 30 October 2018, with the following details:

“Report on the Accreditation and Representation of Barangay-Based NGOs to the Barangay-Based Institutions”

List of Participating Barangay-Based NGOs	Status of Accreditation [Check Appropriate Column]		Date of Accreditation [if accredited]	Names of NGO Representatives to BBI		Name of NGO	BBI represented (i.e. BDC, BADAC, BPOC)	Remarks
	Accredited	Not Accredited		Permanent	Alternate			
1.								
2.								
3.								
4.								
5.								
TOTAL								

8.3 DILG REGIONAL DIRECTORS AND ARMM REGIONAL SECRETARY

- 8.3.1 Cause the widest dissemination of this Circular within their respective regional jurisdiction.
- 8.3.2 Direct the concerned DILG Field Officer to monitor compliance of all barangay official concerned with the provisions of this Circular.
- 8.3.3 Set deadline for the submission of reports by the concerned DILG Field Officers to ensure timely submission of monitoring report to the DILG Central Office.
- 8.3.4 Submit the “Regional Consolidated Monitoring Report on the Accreditation and Representation of Barangay-Based NGOs to the BBIs⁶” to SILG/Undersecretary for Barangay Affairs, through NBOO for its consolidation, not later than 15 November 2018.

8.4 DILG PROVINCIAL DIRECTORS

- 8.4.1 Disseminate this Circular to all Provincial Governors and DILG Field Officers under their respective provincial territory.
- 8.4.2 Provide necessary staff support to the concerned C/MLGOOs in cases where technical assistance of DILG in the conduct of the Selection Process is requested by the accredited NGOs.
- 8.4.3 Ensure submission of Monitoring Report by the concerned C/MLGOOs.
- 8.4.4 Submit a “Provincial Consolidated Monitoring Report on the Accreditation and Representation of Barangay-Based NGOs to the BBIs⁷” to the concerned Regional Director and ARMM Regional Secretary, in the case of DILG Provincial Directors in ARMM.

8.5 DILG CITY/MUNICIPAL FIELD OFFICERS

- 8.5.1 Disseminate this Circular to all Local Chief Executives and barangay-based NGOs within their respective areas of responsibilities.
- 8.5.2 Ensure 100% compliance of this Circular by all barangay officials concerned.

⁶ Annex “E”- Regional Consolidated Monitoring Report template
⁷ Annex “E”- Provincial Consolidated Monitoring Report template

8.5.3 Provide technical assistance to the concerned barangay officials in the accreditation of barangay-based NGOs.

8.5.4 Provide assistance, if necessary, to the concerned NGOs in the Selection Process.

8.5.5 Ensure an orderly and peaceful conduct of the Selection Process.

8.5.6 Consolidate report submitted by all PBs within their jurisdiction.

8.5.7 Submit the "**City/Municipal Consolidated Monitoring Report on the Accreditation and Representation of Barangay-Based NGOs to the BBIs⁸**" to the concerned:

8.5.7.1 Regional Director - in the case of HUCs and ICCs.

8.5.7.2 Provincial Director - in the case of component Cities/Municipalities

9.0 SANCTION

Non-compliance with Circular by all concerned local officials with this Circular shall be dealt with in accordance with pertinent laws, rules and regulations.

10.0 ANNEXES

10.1 "A"- Sample Notice of Call for Application of Accreditation

10.2 "B" - Sample Application for Accreditation Form

10.3 "C" - Sample Letter of Application for Accreditation

10.4 "D" - Sample Certificate of Accreditation

10.5 "E"- Regional Consolidated Monitoring Report template

10.6 "F"- Provincial Consolidated Monitoring Report template

10.7 "G"- City/Municipal Consolidated Monitoring Report template

11.0 EFFECTIVITY

This Circular shall take effect immediately.

12.0 APPROVING AUTHORITY


USEC. EDUARDO M. AÑO
Officer-In-Charge, DILG



13. FEEDBACK

For related inquiries and clarifications please to contact the National Barangay Operations Office, 24/F DILG-NAPOLCOM Center, with telephone numbers 925-1137 and 925-0328.

⁸ Annex "G". Provincial Consolidated Monitoring Report template

Name of Organization: _____

Registered Address: _____

Contact Nos.: _____

Date Organized: _____

Date Registered: (if applicable) _____

Registering or Accrediting Agency: (Check appropriate box)

- Securities and Exchange Commission
- Cooperatives Development Authority
- Department of Labor and Employment
- Department of Social Welfare and Development
- Department of Health
- Department of Agriculture
- Department of Agrarian Reform
- Department of Education
- National Anti-Poverty Commission
- National Commission on Indigenous Peoples
- National Housing Authority
- Insurance Commission
- Philippine Regulatory Commission
- Housing and Land Use Regulatory Board
- Others: (Please specify) _____

Purposes/Objectives of the Organization: (Use of additional sheets, if necessary)

Organization's Project, if any: (indicate status and year of implementation, cost, beneficiaries and other details)

Services that the Organization provides: _____

Name of Officers and Members of the Organization and their respective position: (you may use separate sheet)

WE HEREBY CERTIFY to the correctness of the above information.

Secretary

Head/ President

Date: _____

HON. _____
Punong Barangay and Presiding Officer
Sangguniang Barangay of _____
City/Municipality of _____
Province of _____

Dear PB _____:

Mabuhay!

In response to your Notice of Call for Application for Accreditation of Barangay-Based Non-Government Organizations, please be informed that _____ (Name of NGO), with office address at _____, would like to apply and seek for accreditation by the Sangguniang Barangay.

In support of this application are the following documents:

1. Duly approved Resolution;
2. Certificate of Registration issued by the Securities and Exchange Commission (SEC) or by the concerned government agencies which accredits organizations, if any;
3. List of current officers and members;
4. Annual Accomplishment Report for Year _____;
5. Financial Statement for Year _____.
6. Profile indicating the purposes and objectives of our organization;
7. Copy of the Minutes of the CY ____ Meeting of the organization.
8. _____.

Thank you.

Very truly yours,

(Signature over the Name of the Head of the Organization)



Republic of the Philippines
Barangay _____
Address: _____

CERTIFICATE OF ACCREDITATION

THIS IS TO CERTIFY THAT, after having satisfactorily compiled with the requirements for accreditation in accordance with the provisions of the Local Government Code of 1991 [RA 7160] and DILG Memorandum Circular No. _____ dated _____,

(Name of Barangay-Based Non-Government Organization)
with office address _____

hereby awarded this Certificate.

IN WITNESS WHEREOF, WE have hereunto affix our signatures this _____ day of _____, 2018 at _____ (address) _____, Philippines.

Signature over Printed Name of the
Punong Barangay/Presiding Officer

(Signature over printed name of the Sangguniang Barangay



Date of Accreditation: _____

Annex "E"
[To be submitted to NBOO Not Later Than 15 November 2018]

Regional Consolidated Monitoring Report
on the Accreditation and Representation of Barangay-Based NGOs to the Barangay-Based Institutions
as of _____

Province/HUC/ICC	Status of Application and Accreditation		Total No. of NGO Representatives to BBIs						Remarks
	No. of Applicants [NGOs]	No. of Accredited NGOs	BDC	BADAC	BPOC	BESWMC	BCPC	Other BBIs	
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
TOTAL									

Prepared by:

 Name/Position or Designation

Approved by:

 Regional Director

Provincial Consolidated Monitoring Report
on the Accreditation and Representation of Barangay-Based NGOs to the Barangay-Based Institutions
as of _____

City/Municipality	Status of Application and Accreditation		Total No. of NGO Representatives to BBIs						Remarks
	No. of Applicants [NGOs]	No. of Accredited NGOs	BDC	BADAC	BPOC	BESWMC	BCPC	Other BBIs	
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
TOTAL									

Prepared by:

 Name/Position or Designation

Approved by:

 Provincial Director

*City/Municipal Consolidated Monitoring Report
on the Accreditation and Representation of Barangay-Based NGOs to the Barangay-Based Institutions
as of _____*

Barangay	Status of Application and Accreditation		Total No. of NGO Representatives to BBIs					Remarks	
	No. of Applicants [NGOs]	No. of Accredited NGOs	BDC	BADAC	BPOC	BESWMC	BCPC		Other BBIs
1.									
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8.									
9.									
10.									
TOTAL									

Prepared by:

Name/Position or Designation

Approved by:

City Director/C/MLGOO

For Barangay

"Report on the Accreditation and Representation of Barangay-Based NGOs to the Barangay-Based Institutions"

List of Participating Barangay-Based NGOs	Status of Accreditation [Check Appropriate Column]		Date of Accreditation [if accredited]	Names of NGO Representatives to BBI		Name of NGO	BBI represented (i.e. BDC, BADAC, BPOC)	Remarks
	Accredited	Not Accredited		Permanent	Alternate			
1.								
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TOTAL								

Prepared by:

Approved by:

Barangay Secretary

Punong Barangay