



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

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GUIDELINES ON THE MANILA BAY CLEAN-UP, REHABILITATION, AND PRESERVATION PROGRAM'S LOCAL GOVERNMENT UNITS COMPLIANCE ASSESSMENT

Memorandum Circular No. 2018-207
December 4, 2018

1.0 Prefatory Statement

"So it was that in Oposa v. Factoran, Jr. the Court stated that the right to a balanced and healthful ecology need not even be written in the Constitution for it is assumed, like other civil and political rights guaranteed in the Bill of Rights, to exist from the inception of mankind and it is an issue of transcendental importance with intergenerational implications. Even assuming the absence of a categorical legal provision specifically prodding petitioners to clean up the bay, they and the men and women representing them cannot escape their obligation to future generations of Filipinos to keep the waters of the Manila Bay clean and clear as humanly as possible. Anything less would be a betrayal of the trust reposed in them."

-Metropolitan Manila Development Authority,
et. al vs. Concerned Residents of Manila Bay¹

Pursuant to the Supreme Court mandamus to clean up the Manila Bay, the Department of the Interior and Local Government was mandated to monitor Local Government Units as they perform their duties under existing environmental laws and policies. The Department, through the Manila Bay Clean-up, Rehabilitation and Preservation Program (MBCRPP), together with the other mandamus agencies came up with six (6) outcome areas under the 2017-2022 Operational Plan for the Manila Bay Coastal Strategy (OPMBCS).

Accordingly, the LGU Compliance Assessment is a product of Outcome Area No. 6 of the OPMBCS prescribing the development of a mechanism for the filing of complaints against non-compliant LGUs with the Office of the Ombudsman for investigation and/or prosecution.

2.0 Purpose

The purpose of this policy is to lay down the overall guidelines on the conduct of the MBCRPP's Local Government Units Compliance Assessment.

¹ G.R. Nos. 171947-48, 18 December 2008.

3.0 Scope/Coverage

3.1. This policy shall cover:

- 3.1.1. Three (3) Regions, and one hundred seventy-eight (178) cities/municipalities which shall be subjected to the LGU Compliance Assessment;
- 3.1.2. All thirteen (13) Mandamus Agencies which are primarily involved in the conduct of the compliance assessment, together with other coordinating agencies. The coordinating agencies are concerned agencies that are not part of the mandamus case but their technical expertise are considered necessary to achieve the goals of the mandamus;
- 3.1.3. MBRCPP-Project Management Office (PMO) and Project Management Teams (PMTs) as the overall lead in the conduct of the compliance assessment;
- 3.1.4. Other DILG Central Office Bureaus and Services which shall provide the necessary technical, administrative and/or logistical support.

4.0 Policy Content and Guidelines

4.1. Assessment Criteria

The assessment focuses on four (4) categories, namely: (1) Liquid Waste Management; (2) Solid Waste Management; (3) Informal Settlers Families (ISF); and (4) Information Education Communication (IEC) and Institutional Arrangements. These categories correspond to specific Outcome Areas under the OPMBCS.

- 4.1.1. Liquid Waste Management is based on Outcome Area No. 1 which deals with liquid waste discharging into Manila Bay in compliance with the General Effluent Standard and/or ambient water quality stipulated in the water quality guidelines. Pursuant to this Outcome Area, the percentage of total commercial establishments (CEs), factories (Fs), and private homes (PHs) along the tributaries of the Manila Bay watershed area are to be inspected by LGUs for adequate wastewater treatment facilities or septic tanks. Compliance of these facilities depend on their adherence to existing national standards relative to design and functionality as provided by law.
 - 4.1.1.1. The LGUs are directed to issue notices instructing deviant owners to remodel their wastewater treatment facilities and/or septic tanks or construct one if remodeling or upgrading is not possible within a specified period of time upon pain of closure or any other sanction deemed appropriate by the LGUs and its existing ordinances.
- 4.1.2. Solid Waste Management is based on Outcome Area No. 2 which deals with the reduction of solid wastes ending up in Manila Bay. Pursuant to this

Outcome Area, the LGUs are monitored on their compliance to the following key provisions of Republic Act No. 9003: the creation of a Local Solid Waste Management Board and the formulation of the Local Solid Waste Management Plan; the enforcement of mandatory segregation of wastes at source; the implementation of no-segregation, no collection rule; the establishment of functional Materials Recovery Facilities; the access to allowed disposal facilities and availability of waste diversion program; and the enforcement of no littering and other related ordinances.

4.1.3. ISF Management is based on Outcome Area No. 3 which deals with the removal of houses, structures, construction and other encroachments along the easement areas in rivers, waterways, *esteros*, lakes and bay coastlines within the Manila Bay region. Pursuant to the goal of the removal and relocation of identified informal settlers and structure along the coastal, shorelines and other waterways or tributaries of Manila bay, the LGUs are tasked to establish their Local Housing Board and develop their Local Shelter and Relocation Action Plans.

4.1.4. IEC and IA are based on Outcome Area No. 6 which deals with the proper implementation of the OPMBCS. Under this Outcome Area, the Department is mandated to assess the compliance of all LGUs within the Manila Bay Area with regard to the overall implementation of the program. Pursuant to this, all LGUs are assessed through the conduct of the Annual LGU Compliance Assessment and are mandated to perform and develop various Information, Education and Communication (IEC) Campaigns in order to increase awareness on the Manila Bay Program.

4.2. Assessment Prerequisites: Tools, Structures and Composition, Support of Coordinating Agencies

4.2.1. Assessment Tools. The revised assessment tool is hereunder attached as Annex "A".

4.2.2. Structure and Composition. The National Inter-Agency Committee (NIAC), and Regional Inter-Agency Committee (RIAC) shall be composed of the following agencies:

- 4.2.2.1. Department of the Interior and Local Government (DILG);
- 4.2.2.2. Department of Environment and Natural Resources (DENR);
- 4.2.2.3. Department of Public Works and Highways (DPWH);
- 4.2.2.4. Department of Health (DOH);
- 4.2.2.5. Metro Manila Development Authority (MMDA);
- 4.2.2.6. Local Water Utilities Administration (LWUA);

- 4.2.2.7. National Housing Authority (NHA);
- 4.2.2.8. Department of Agriculture (DA);
- 4.2.2.9. Presidential Commission on Urban Poor (PCUP); and
- 4.2.2.10. Metropolitan Waterworks and Sewerage System (MWSS) and its water concessionaires.

4.2.3. Participation of coordinating agencies. To ensure a comprehensive and balanced perspective in the assessment, representatives from other coordinating agencies, aside from the thirteen (13) mandamus agencies, shall be tapped.

4.2.4. Agencies and concessionaires which comprises the National Inter-Agency Committee (NIAC) and Regional Inter-Agency Committee (RIAC) shall be asked to delegate permanent representatives from their respective offices, specifically those holding plantilla positions, to participate in the assessment proper. This is to ensure the effective and uniform flow of the assessment from the initial to the final deliberation of LGUs. In line with this, all agencies shall also be asked to furnish this Department copies of their Department Order or Special Authority designating the list of their permanent representatives.

4.3. Phases of the Assessment

The conduct of the assessment shall be evidence-based, wherein proper and complete documentation is deemed important and should emanate from the LGUs up to the final stage of the deliberation. The members of the Assessment and Validating team must have proper authority to conduct the same.

The period of compliance at which LGUs will be graded for will be the last four (4) quarters prior to the 3rd Quarter of the assessment year, unless there is a specific baseline indicated for an item within a category. To reiterate, the quarters to be assessed are the 3rd and 4th Quarters of the previous year, and 1st and 2nd Quarters of the assessment year.

All documents necessary in the assessment should be submitted by the LGU on or before June 30 of the assessment year. All documents that are submitted to the RIAC beyond this date may be considered inadmissible for the audit.

The overall assessment is guided by the following:

4.3.1. Table Assessment: The Regional Inter-Agency Committee (RIAC) of the conducting regions shall convene for the conduct of the Table Assessment. The goal of this stage is to determine (per LGU) the list of places to visit for the spot checking which should be determined according to (1) all commendable practices or (2) all possible violations found through the resulting score of the said Table Assessment.

4.3.1.1. LGUs shall ensure data availability or accessibility to the following documents: a. Submitted Manila Bayanihan Forms; b. Solid Waste Management Plan; c. Environmental Compliance Audit Validation Reports; d. related Ordinances; e. Local Shelter Plans and Resettlement Action Plans; and other reports/documents as necessary.

4.3.1.2. Minutes of the Table Assessment must be signed by all participants.

4.3.2. Regional Inter-Agency Committee (RIAC) Inspection. The Inspection activity should focus only on the places listed for Spot Checking as determined during the Table Assessment.

4.3.2.1. Photographs of the places listed for spot checking must be geo-tagged and labelled properly. The personnel who took the photographs must accordingly prepare an affidavit attesting to the authenticity of the same.

4.3.3. Levelling-Off Meeting with the National Inter-Agency Committee. This activity will convene the Regional Program Management Teams (PMTs) of Regions III, IV-A and NCR for the presentation of the Assessment and Inspection results to the National Composite Team who will be conducting Validation Activities for LGUs categorized under (1) Rewards and Recognition Validation and (2) Complaint Filing Validation.

4.3.4. National Inter-Agency Committee (NIAC) Validation. The LGUs listed as High/Low Compliant will be subject to the validation activity of the NIAC. The NIAC shall validate the areas of concern as determined during the levelling-off meeting.

4.3.4.1. Minutes of the Table Assessment and On-Site Inspection must be signed by all participants.

4.3.4.2. The High Compliant LGUs shall be rewarded and recognized accordingly.

4.3.4.3. The Low Compliant LGUs will be subject to the filing of complaints before the Office of the Ombudsman for failure to implement existing environmental laws.

4.3.5. A detailed Guideline for each activity is hereunder attached as Annex "B".

4.4. Terminal Reports

4.4.1. The Terminal Report will contain the overall compliance of the Low Compliant LGUs across the four (4) clusters in the given assessment period. Such results may be used by the LGUs as basis in crafting immediate and future interventions to address their low compliance score.

4.4.2. The MBCRPP Project Management Teams (PMTs) and Program Management Office shall work together to produce the necessary Terminal Reports based on the prescribed forms to be provided. The said teams shall work together in coming up with the annual LGU Scorecard (Assessment Tool) reflecting the performance of the LGUs based on the Compliance Assessment.

5.0 Annexes

5.1. Annex A: Assessment Tool

5.2. Annex B: Detailed Guidelines of LGU Compliance Assessment Activity

6.0 References

The Assessment is supported by the Supreme Court case of *Metropolitan Manila Development Authority, et. al vs. Concerned Residents of Manila Bay* and the following laws:

6.1. Republic Act No. 9275;

6.2. Republic Act No. 7160;

6.3. Presidential Decree No. 856;

6.4. Republic Act No. 9003; and

6.5. Republic Act No. 7279.

7.0 Effectivity

This Memorandum Circular shall take effect immediately.

8.0 Repealing Clause

All DILG orders and other issuances inconsistent herewith are hereby superseded, repealed and/or modified accordingly.

9.0 Approving Authority


EDUARDO M. AÑO
Secretary

 
DILG-OBEC 11052018-00568

10.0 Feedback

For related queries, kindly contact the Department of Interior and Local Government – Bureau of Local Government Supervision at Tel Nos. (02) 876-3454 loc. 4211 or at email address at dilg.manilabaypmo@gmail.com

MANILA BAY CLEAN-UP, REHABILITATION AND PRESERVATION PROGRAM LGU COMPLIANCE ASSESSMENT TOOL

SOLID WASTE MANAGEMENT CATEGORY – 10%

(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
SW 1.1 Composition of the City/Municipality Solid Waste Management Boards				
	5	SWM Board is duly created with resolution, and with complete membership	Primary Documents: Resolution/EO No. _____ Documents creating Local SWM Board and Resolution with EO for the updated Local SWM Board (if applicable) *No Secondary Documents	<ol style="list-style-type: none"> For purposes of this assessment tool, for lacking SWM Board members (NGAs, recycling, manufacturing, etc) due to inexistence of said representative in the LGU, LGUs may: <ul style="list-style-type: none"> Include members outside the LGU as long as it is within their areas of jurisdiction (e.g. within the province for Regions III and IV-A and /within the region in the case of NCR; Present proof for inexistence of required members of the board in the LGU, such as Inventory of establishments from Business Permits Licensing Office Pursuant to Section 12 of RA No. 9003, the following are the members of the Board <ul style="list-style-type: none"> C/M mayor as head; 1 rep Sang. Panglungsod/ Sang. Bayan, preferably chairpersons of either the Committees on Environment or Health who will be designated by the presiding officer President of the Liga ng mga Barangay in the Municipality or City A representative from NGOs whose principal purpose is to promote recycling and the protection of air and water quality; A representative from the recycling industry; A representative from the manufacturing or packaging industry; and A representative of each concerned government agency possessing relevant technical and marketing expertise as may be determined by the Board.
	4	SWM Board is duly created with resolution, but with incomplete/inappropriate board members		
	3	-		
	2	-		
	1	Draft resolution in the creation of the SWM Board		
	0	No SWM Board		
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		
Remarks:				
(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
SW 1.2 Functionality of the SWM Board: The Local SWM Board meets every quarter; at least once WITHIN the quarter.				
	5	The Local SWM Board met at least once in each of the four quarters of the assessment period	Primary Documents: Attendance Sheet Minutes of the Meeting Secondary Documents: Dated Photo Documentation	Validators must ensure all 4 elements <u>IN EVERY MEETING</u> : <ol style="list-style-type: none"> The quorum (50% + 1 of all the members of the board) is met in all the meetings; Issues and concerns discussed are related to solid waste; Conduct of meeting shall strictly be WITHIN the quarter; and All required MOVs are present to consider the meeting as valid.
	4	The Local SWM Board met at least once in each of the three quarters of the assessment period		
	3	The Local SWM Board met at least once in each of the two quarters of the assessment period		
	2	The Local SWM Board met at least once in one quarter only of the assessment period		
	1	-		
	0	The Local SWM Board did not meet for the past assessment period		

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	Please provide valid remarks for 'N/A' to be reviewed for approval			
Remarks:				
(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
SW 1.3 Existence of ordinance/s on the three policies on: 1) Littering, 2) Open burning, and 3) Illegal Dumping				
	5	The LGU has ordinance/s on the three policies: 1) Littering, 2) Open burning, and 3) Illegal dumping	Primary Documents: ___ Ordinance No. _____; OR ___ Section/provision in the Environmental Code	Note that ordinance/policies must be approved. Draft ordinances/policies connotes inexistence.
	4	-		
	3	The LGU has ordinance/s on at least two of the mentioned policies		
	2	-		
	1	The LGU has ordinance/s on at least one of the three policies		
	0	Absence of ordinance/s on the three policies		
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		
Remarks:				
SOLID WASTE MANAGEMENT CATEGORY -- 40%				
(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
SW 2.1 Status of 10-Year Solid Waste Management Plan				
	5	The SWM Plan is approved by NSWMC	Primary Documents: ___ Copy of the Approved Plan; OR ___ Copy of submitted plan for review/approval received by the NSWMC-Secretariat (w/ stamp and date of receipt) *No Secondary Documents	1. Expired plans refer to plans which has gone beyond its 10-year validity.
	4	-		
	3	The SWM Plan is submitted/resubmitted to the NSWMC-Secretariat/DENR-EMB Regional Office for review/approval		
	2	-		
	1	Plan is on the drafting phase		
	0	No Draft at all/ expired plan		
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		
Remarks:				
(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
SW 2.2 The LGU implements a Segregated Collection System				
	5	70% - 100% of the total number of barangays are serviced by hauler/LGU with a scheduled segregated collection system	Primary Documents: ___ Barangay Resolution in segregated collection	

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4	46% - 69% of the total number of barangays are serviced by hauler/LGU with a scheduled segregated collection system	MOA with hauler Barangay DCF Records/documents of barangays alternative collection system (for remote upland / coastal LGUs only) <u>Secondary Documents:</u> LGU Self-Compliance Monitoring and Auditing Report (SCMAR) c/o EMB Site inspection (suggested): Interview of waste collector/hauler	1. Validator shall verify existence of LGU's segregated collection through LGU's contract/MOA with accredited hauler. Details included in the MOA are as follows: <ul style="list-style-type: none"> Schedule of collection per type of waste; Serviced barangays per schedule; and Date of validity of MOA; 2. Validators shall ensure that LGU is continuously monitoring waste disposal of all barangays, including remote/inaccessible barangays (upland/coastal). The LGU must present records/documents of barangays alternative collection system, and LGUs monitoring scheme (frequency of visits, waste disposal records, MOA/agreements, etc) as proof of monitoring. 3. In cases where details required in the MOA are not stated therein (e.g. schedule of collection, serviced brgys), LGU must present proof on its operations; 4. For site inspection: Validators shall interview operator of the hauler where LGU is in agreement with.
3	31% - 45% of the total number of barangays are serviced by hauler/LGU with a scheduled segregated collection system		
2	16% - 30% of the total number of barangays are serviced by hauler/LGU with a scheduled segregated collection system		
1	1% - 15% of the total number of barangays are serviced by hauler/LGU with a scheduled segregated collection system		
0	The LGU has no segregated collection system.		
N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		

Remarks:

SOLID WASTE MANAGEMENT CATEGORY – 50%

(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
SW3.1 Presence of an Open Dump				
	5	No open dump	<u>Primary Documents:</u> Safe Closure Rehabilitation Plan (SCRCP) MOA with Sanitary Landfill/ Alternative disposal site <u>Secondary Documents:</u> Photo documentation of rehabilitation and closing of open dump Certification from DENR-EMB that LGU does not have an open dump (to be provided by DENR-EMB)	1. Validators shall ensure that SCRCP is acknowledged by the DENR-EMB Regional/Central Office before its implementation (w/ Resolution from EMB); 2. On-going rehabilitation means active Implementation of the SCRCP; 3. To ensure that SCRCP is implemented based on the plan, validators may conduct site inspection. *If the LGU previously had an open dump, they must secure the certification from DENR-EMB that the said open dump is already rehabilitated.
	4	Open dump is with SCRCP and is on-going rehabilitation		
	3	Open dump is closed and with approved SCRCP		
	2	Open dump is closed and with draft SCRCP		
	1	Open dump is closed		
	0	With open dumpsite		
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		

Remarks:

(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
SW 3.2 Percentage of households that practice segregation is at 70%.				
	5	70% - 100% of households practiced segregation at source based on the results of the site inspection.	<u>Primary Documents:</u> MB Form No. 2.2 *To use baseline defined by the DILG (Year: _____ Qtr: _____) (Year: _____ Qtr: _____)	Validator shall verify existence of LGU's segregated collection through LGU's contract/MOA with accredited hauler. Details included in the MOA are as follows:
	4	46% - 69% of households practiced segregation at source based on the results of the site inspection.		

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3	31% - 45% of households practiced segregation at source based on the results of the site inspection.	___ (Year: _____ Qtr: ___) ___ (Year: _____ Qtr: ___)	<ul style="list-style-type: none"> • Schedule of collection per type of waste; • Serviced barangays per schedule; and • Date of validity of MOA. <p>In cases where details required in the MOA are not stated in the MOA (e.g. schedule of collection, serviced brgys), LGU must present a policies/guidelines or any proof of its operationalization.</p>
2	16% - 30% of households practiced segregation at source based on the results of the site inspection.	___ Barangay Resolution in segregated collection ___ MOA / COS with hauler ___ Barangay DCF	
1	1% - 15% of households practiced segregation at source based on the results of the site inspection.	___	
0	Does not practice SAS	___ <u>Secondary Documents:</u> ___ <u>Citation / Apprehension Tickets for the non-compliant households</u>	
N/A	Please provide valid remarks for 'N/A' to be reviewed for approval	___	

Remarks:				
(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
SW 3.3	Implementation on the three policies: 1) no-littering, 2) no open burning, and 3) illegal dumping			
5	Three of the mentioned policies are strictly implemented	___ <u>Primary Documents:</u> ___ Deputized officers ___ Proof/certification of enforcement authority	<ol style="list-style-type: none"> 1. Validators to ensure that LGUs has an efficient enforcement of prohibited acts through the presence of the MOVs 2. On-site inspection in major thoroughfares, market, school, plaza, city hall 3. The score in this indicator may not exceed the score in SW 1.3. 	
4	-	___ <u>Secondary Documents:</u> ___ <i>Records of apprehension/citation tickets</i> ___ <i>IEC Materials through signages, flyers, tarpaulins, etc</i> ___ <i>Routes/schedule of duty</i>		
3	Two of the mentioned policies are strictly implemented	___		
2	-	___		
1	One of the mentioned policy is strictly implemented	___		
0	No implementation of any of the mentioned policies	___ <i>*On-site inspection (suggested):</i> ___ <i>Photo documentation of prohibited acts in major thoroughfares, market, school, plaza, city hall</i>		
N/A	Please provide valid remarks for 'N/A' to be reviewed for approval	___		

Remarks:				
(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
SW3.4	Percentage of barangays with functional MRF/MRS			
5	70% - 100% of barangays have functional MRF/MRS.	___ <u>Primary Documents:</u> ___ MB Form No. 2.2 *To use baseline defined by the DILG ___ (Year: _____ Qtr: ___) ___ (Year: _____ Qtr: ___) ___ (Year: _____ Qtr: ___) ___ MOA or written agreement with the host barangay (applicable for clustered MRFs) ___ MOA between host-LGU/ LGU document indicating coverage/scope of city/municipal MRF	<p>Formula: $\frac{\text{No. of Barangays with MRF/clustered barangays/serviced by central MRF}}{\text{total no. of barangays}} \times 100\%$</p> <p><i>REFER TO MB FORM 2.2 FOR THE FOLLOWING: Total no. of barangays and no. of Barangays with MRF/clustered barangays/serviced by central MRF</i></p> <ol style="list-style-type: none"> 1. Materials recovery facility – includes a solid waste transfer station or sorting station, drop-off center, a composting facility, and a recycling facility; 2. Materials Recovery Systems (MRS) may be accepted in locations where there is limited space to establish an MRF; MRS must be able to address all types of wastes that an MRF should address. 3. Structure must have at least either a composting facility/recycling facility to be considered as an MRF; 4. For purposes of the validation, MOA with junkshop is required for a structure to be considered as an MRS; 	
4	60% - 69% of barangays have functional MRF/MRS.	___		
3	50% - 59% of barangays have functional MRF/MRS.	___		
2	40% - 49% of barangays have functional MRF/MRS.	___		
1	Below 40% of barangays have functional MRF/MRS.	___		
0	MRF is not functional OR No MRF at all	___		
N/A	Please provide valid remarks for 'N/A' to be reviewed for approval	___ <u>Secondary Documents:</u> ___ <i>MRF records from barangays</i>		

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			<p>5. Central MRF must prove efficiency and capacity in catering to the number of barangays through available alternative technologies / processes. A Memorandum of Agreement must be created per LGU serviced by the Central MRF.</p> <p>6. For clustered MRFs, barangays included in the cluster must form a Memorandum of Agreement.</p>
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Remarks:			
(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available
SW3.5 The LGU disposes their Residual wastes in an approved/accredited Sanitary Landfill			
	5	The LGU disposes their Residual wastes in an approved/accredited Sanitary Landfill	<p>Primary Documents: ___ MOA / COS and Effectivity Date: _____ ___ Documents/record of disposed waste at the landfill ___ Location of Disposal Facility</p> <p>Secondary Documents: ___ Photo documentation (if any) ___ Alternative Disposal Technology used: _____</p> <p><i>Additional documents (optional/upon discretion of the validator):</i> ___ Waste Disposal Receipt ___ Trip tickets</p> <p><i>*Site inspection (suggested):</i> ___ Collection trucks ___ Sanitary Landfill</p>
	4	-	
	3	The LGU disposes their mixed wastes in an approved/accredited Sanitary Landfill	
	2	The LGU is using Residual Containment Area and/or alternative disposal technologies.	
	1	-	
	0	The LGU disposes their residual wastes in an open/controlled dumpsite	
	NA	Please provide valid remarks for 'N/A' to be reviewed for approval	<p>1. During site inspection, validators must check the collection trucks to verify if what type of wastes are disposed in the Sanitary Landfill/RCA. The SLF/RCA may also be visited (optional) for further verification;</p> <p>2. MOA must state that LGU disposes waste in the said sanitary landfill</p> <p>*Contract of Services (COS) can be an alternative for Memorandum of Agreements</p>

Remarks:			
(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available
SW3.6 Waste Diversion based on Solid Waste Management Plan			
	5	Waste Diversion target in the SWMP is achieved at 100% or more	<p>Primary Documents: ___ 10 year SWM Plan where waste diversion target is indicated ___ Waste Diversion Records from sources (ex. Junkshops, barangay materials recovery etc)</p> <p>Secondary Documents: ___ Accomplishment Report</p>
	4	Waste Diversion target in the SWMP is achieved at 80%-99%	
	3	Waste Diversion target in the SWMP is achieved at 60-79%	
	2	Waste Diversion target in the SWMP is achieved at 40-59%	
	1	Waste Diversion target in the SWMP is achieved at below 40%	
	0	No SWMP Plan	
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval	<p>1. Waste diversion target of previous year shall serve as basis (specific for this year's validation, validators will use 2017 waste diversion target)</p> <p>2. If SWM Plan is for review by the EMB Regional Office or approval of the NSMWC, waste diversion target may still be used as indicated in the plan</p> <p>3. Waste Diversion formula to be used will be consulted to MMDA and EMB-Central Office</p>

Remarks:			
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LIQUID WASTE MANAGEMENT CATEGORY – 10%

(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
LW 1.1 Percentage of Private Homes/Household (including subdivisions) inspected within LGU jurisdiction with regard to wastewater facilities/septic tanks				
	5	At least 70% of the Private Homes have been inspected with regard to wastewater facilities/grease traps/septic tank	Primary Documents: ___ MB Form No. 1 *To use baseline defined by the DILG ___ (Year: _____ Qtr: _____)	Forms for number of buildings / Household and septic tanks/ waste water treatment
	4	45-70% of the Private Homes have been inspected with regard to wastewater facilities/grease traps/septic tank	___ (Year: _____ Qtr: _____)	Formula = $\frac{\# \text{ of private homes inspected}}{\text{total \# of private homes in LGU}} \times 100\%$
	3	30-44% of the Private Homes have been inspected with regard to wastewater facilities/grease traps/septic tank	___ (Year: _____ Qtr: _____)	
	2	15-29% of the Private Homes have been inspected with regard to wastewater facilities/grease traps/septic tank	___ (Year: _____ Qtr: _____) ___ Data of inspected PHs from the universal data of the LGUs.	*ALL CONDOMINIUMS ARE CONSIDERED AS COMMERCIAL ESTABLISHMENTS
	1	Less than 15% of the Private Homes have been inspected with regard to wastewater facilities/grease traps/septic tank	Secondary Documents: ___ Latest (2015) Philippine Statistics Data (Population and Housing by Cities/Municipalities)	
	0	No Inspection Conducted	___ Data from City Health Office or CENRO ___ Inspection Reports / Any proof of Compliance	
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		
Remarks:				
(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
LW 1.2 Percentage of Industrial Factories inspected with regard to wastewater facilities (OR SEPTIC TANKS FOR DRY FACTORIES)				
	5	100% of the Industrial Factories have been inspected with regard to wastewater facilities	*Industrial Factories – those with Wastewater Treatment Facility	1. Formula = $\frac{\# \text{ of Industrial Factories inspected}}{\text{Total \# of IFs in the LGU}} \times 100\%$ 2. IF with Discharge permit from LLDA and EMB (as of 2018) 3. Check definition of CEs and IFs from EMB 4. Septic Tank for dry factories include the provision of toilets for factory workers.
	4	80-99% of the Industrial Factories have been inspected with regard to wastewater facilities	Primary Documents: ___ MB Form No. 1 *To use baseline defined by the DILG ___ (Year: _____ Qtr: _____)	
	3	60-79% of the Industrial Factories have been inspected with regard to wastewater facilities	___ (Year: _____ Qtr: _____)	
	2	50-59% of the Industrial Factories have been inspected with regard to wastewater facilities	___ (Year: _____ Qtr: _____) ___ Data of inspected IFs from the universal data of the LGUs.	
	1	Less than 50% of the Industrial Factories have been inspected with regard to wastewater facilities	___ Inspection Reports	
	0	No Inspection Conducted	Secondary Documents: ___ LLDA Data and EMB ___ Business Permits and Licensing Office Data (BPLO)	
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		
Remarks:				
(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
LW 1.3 Availability of Drainage Master Plan				
	5	With Updated Drainage Master Plan	Primary Documents: ___ Actual approved Drainage Master Plan	As per PD 856 Sec 79, Cities / Municipalities should have Drainages, not only highly urbanized cities.
	4	With Drainage Master Plan but not updated in the past 5 years	___ Base Map	

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	3	No approved Drainage Master Plan but with on-going resolution with Sanggunian	*No Secondary Documents	
	2	No approved Drainage Master Plan but with base map (essential outlines for plotting complex data re drainage)		
	1	-		
	0	No Drainage Master Plan (drafting included)		
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		
Remarks:				
(√)	Score	Criteria	Check (√) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
LW 1.4	Existence of ordinance relevant to sanitation (e.g. Septic Tank, Septage, Septage and Sewerage Ordinance, etc.)			
	5	Ordinance is approved and being implemented	Primary Documents: ___ Proof of Ordinance Status ___ MOV of Implementation • Apprehension Tickets • Citation Tickets • Records	
	4	Ordinance has been approved		
	3	Pending approval / enactment by the Sanggunian		
	2	-		
	1	LGU has a draft ordinance		
	0	LGU does not have any draft ordinance		
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		
Remarks:				
(√)	Score	Criteria	Check (√) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
LW 1.5	Participation to meetings towards the establishment of WQMA / Meetings on Area-based Management			
	5	Yes and with active participation	Primary Documents: ___ Proof of attendance / Certification from DENR/LLDA ___ Signed minutes of the meeting ___ Based on EMB data, validated through the issuance of a memorandum from the mayor designating representative on WQMA ___ Letters of invitation for WQMA meeting from DENR EMB ___ Certificate of Appearance and/or attendance from EMB	* The RIAC must secure the documents from the Regional EMB or Site Management Offices (SMOs) prior to the assessment. 1. If member of more than one WQMA, get the total # of meetings attended (bylaws of WQMA) 2. Membership is based on Clean Water Act Sec. 5
	4	-		
	3	-		
	2	-		
	1	-		
	0	No participation		
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		
Remarks:				
(√)	Score	Criteria	Check (√) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator

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LW 1.6 Membership of LGU to WQMA (Participation of LGUs to WQMA Governing Board Activities)			
(√)	Score	Criteria	Check (√) Means of Verification Presented / Available
	5	100% Attendance	Primary Documents: ___ Proof of attendance / Certification from DENR/LLDA ___ Signed minutes of the meeting ___ Based on EMB data, validated through the issuance of a memorandum from the mayor designating representative on WQMA ___ Letters of invitation for WQMA meeting from DENR EMB ___ Certificate of Appearance and/or attendance from EMB
	4	80% Attendance	
	3	60% Attendance	
	2	40% Attendance	
	1	20% Attendance	
	0	No Attendance to any of the WQMA Meeting	
	N/A	Not a WQMA Member	
* The RIAC must secure the documents from the Regional EMB or Site Management Offices (SMOs) prior to the assessment. 1. If member of more than one WQMA, get the total # of meetings attended (bylaws of WQMA). LGUs with more than 1 WQMA membership are expected to send representatives to meetings. Overlapping WQMA meetings are not an excuse for the LGU not to attend any / all meetings. 2. Membership is based on Clean Water Act Sec. 5 Exception: Do not count meeting if the DENR failed to send an invitation to the LGU regarding the meeting.			
Remarks:			
(√)	Score	Criteria	Check (√) Means of Verification Presented / Available
LW 1.7 Percentage of Commercial Establishments inspected within LGU jurisdiction with regard to wastewater facilities/grease traps/septic tank			
	5	100% of the Commercial Establishments that have been inspected with regard to wastewater facilities	*To use baseline defined by the DILG Primary Documents: ___ MBF Form No. 1 ___ (Year: _____ Qtr: _____) ___ (Year: _____ Qtr: _____) ___ (Year: _____ Qtr: _____) ___ (Year: _____ Qtr: _____) ___ Inspection Reports Secondary Documents: ___ LLDA and EMB Data ___ Business Permits and Licensing Office Data
	4	80%-99% of the Commercial Establishments have been inspected with regard to wastewater facilities	
	3	60-79% of the Commercial Establishments have been inspected with regard to wastewater facilities	
	2	50-59% of the Commercial Establishments have been inspected with regard to wastewater facilities	
	1	Less than 50% of Commercial Establishments have been inspected with regard to wastewater facilities	
	0	0% of the Commercial Establishments have been inspected with regard to wastewater facilities	
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval	
Formula = $\frac{\text{\# of CEs inspected}}{\text{total \# of CEs homes in LGU}} \times 100\%$ 1. Check definition of CEs and IFs from EMB 2. If sewer, get certification from water concessionaires. 3. Proof of pre-treatment facilities of CEs by LGU. 4. Include public institutions (such as public hospitals, public markets) 5. Definition of establishments requiring discharge permit and not requiring discharge permit should be clarified with the LGU. 6. LGU must present the list of types of establishments which they included in the list of establishments they declared as requiring/not requiring discharge permit			
Remarks:			
(√)	Score	Criteria	Check (√) Means of Verification Presented / Available
LW 1.8 The LGU has a list of accredited service providers allowed to engage in the process of collection, treatment, and disposal of sewage within their respective jurisdiction.			
	5	The LGU has a list of accredited service providers allowed to engage in the process of collection, treatment, and disposal of sewage within their respective jurisdiction and has been coordinated with DOH for the ESC	Primary Documents: ___ List of service providers engaged in the process of collection, treatment, and disposal of sewage from BPLO Secondary Documents:
	4	-	
1. The LGU should create a list of service providers allowed to operate within their jurisdiction. 2. The LGU should only allow service providers with complete permits from national regulatory agencies to operate within their jurisdiction.			

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3	The LGU has a list of accredited service providers allowed to engage in the process of collection, treatment, and disposal of sewage within their respective jurisdiction but has not been coordinated with DOH for the ESC	<input type="checkbox"/> <i>DOH List of Service Providers with ESC</i>	3. The listed service providers must have secured the necessary permit to operate, especially the Environmental Sanitation Clearance from DOH Regional Office (Sec. 7 and 8 of RA 9275)
2	-		
1	-		
0	LGU does not have a list of accredited service providers allowed to engage in the process of collection, treatment, and disposal of sewage within their respective jurisdiction.		
N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		

Remarks:

LIQUID WASTE MANAGEMENT CATEGORY – 40%

(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
LW 2.1		Issuance notice of non-compliance with wastewater facility to respective non-compliant Private Homes / Households		
	5	100% of non-compliant have been issued with notices	Primary Documents: <input type="checkbox"/> MB Form No. 1 ___ (Year: _____ Qtr: _____) ___ (Year: _____ Qtr: _____) ___ (Year: _____ Qtr: _____) ___ (Year: _____ Qtr: _____) LGU Monitoring Documents <input type="checkbox"/> Reports / Any proof of Issuance of Notice	Formula = <u>#non-compliant PH issued with notice</u> total # of non-compliant PH of the LGU
	4	70-99% of non-compliant have been issued with notices		
	3	46-69% of non-compliant have been issued with notices		
	2	30-45% of non-compliant have been issued with notices		
	1	16-29% of non-compliant have been issued with notices		
	0	0-15% or below of PHs of non-compliant have been issued with notices <i>Or with no SSMO</i>		
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval	Secondary Documents: <input type="checkbox"/> Data from City Health office or CENRO <input type="checkbox"/> Records of existing sewer lines <input type="checkbox"/> Records of clustered septic tanks <input type="checkbox"/> List of subdivision or housing that have wastewater facility	

Remarks:

LIQUID WASTE MANAGEMENT CATEGORY – 40%

(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
LW 2.2		Issuance of notice of non-compliance to wastewater facility to respective non-compliant Commercial Establishments		
	5	100% of non-compliant Commercial Establishments have been issued with notices	Primary Documents: <input type="checkbox"/> MB Form No. 1 ___ (Year: _____ Qtr: _____) ___ (Year: _____ Qtr: _____)	1. Formula = <u># non-compliant CE Issued with Notices</u> total # of Non-compliant CE in the LGU 2. If the LGU has no SSMO and fails to issue notices, the LGU will still get a score of zero (0).
	4	70-99% of non-compliant Commercial Establishments have been issued with notices		

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	3	46-69% of non-compliant Commercial Establishments have been issued with notices	___ (Year: _____ Qtr: ___) ___ (Year: _____ Qtr: ___)	3. Definition of CEs and IFs refer to EMB
	2	30-45% of non-compliant Commercial Establishments have been issued with notices	___ LGU Monitoring Documents ___ Reports / Any proof of Issuance of Notice	
	1	16-29% of non-compliant Commercial Establishments have been issued with notices	<u>Secondary Documents:</u> ___ Data from City Health office or CENRO ___ Records of existing sewer lines ___ Records of clustered septic tanks	
	0	0-15% or below of PHs, CEs and Fs of non-compliant Commercial Establishments have been issued with notices Or with no SSMO	___ Discharge permits issued by LLDA or EMB	
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		

Remarks:

(√)	Score	Criteria	Check (√) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
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LW 2.3 Issuance of notice of non-compliance to wastewater facility to respective non-compliant Industrial Factories				
	5	100% of non-compliant have been issued with notices	Primary Documents: ___ MB Form No. 1 ___ (Year: _____ Qtr: ___) ___ (Year: _____ Qtr: ___) ___ (Year: _____ Qtr: ___) ___ (Year: _____ Qtr: ___) ___ LGU Monitoring Documents ___ Reports / Any proof of Issuance of Notice <u>Secondary Documents:</u> ___ Data from City Health office or CENRO ___ Records of existing sewer lines ___ List of subdivision or housing that have wastewater facility	Formula = #non-compliant IFs issued with notice total # of non-compliant IFs of the LGU
	4	70-99% of non-compliant have been issued with notices		
	3	46-69% of non-compliant have been issued with notices		
	2	30-45% of non-compliant have been issued with notices		
	1	16-29% of non-compliant have been issued with notices		
	0	0-15% or below of PHs, CEs and Fs of non-compliant have been issued with notices		
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		

Remarks:

(√)	Score	Criteria	Check (√) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
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LW 2.4 Land available for the construction of septage and/or sewerage plant/s per Section 7.1.3 of the Clean Water Act				
	5	With Approved and Signed Contract / MOA / MOU with LWUA or Water Concessionaires (indicate if clustered or not)	Primary: ___ Wastewater Treatment Facilities have been included in the LGU's Comprehensive Land Use Plan (CLUP) ___ Minutes of Meeting (if applicable as proof) If sharing, proof document presented: _____	1. Private lands are not considered 2. If LGU cannot provide available land, please explain in Remarks Section 3. Signed Contract / MOA / MOU with Water Utilities or Concessionaires is needed to prove that the LGU already allotted a land for the facility would be established by the LWUA or the water concessionaire.
	4	Preparation of Documents (eg. Contracts, MOA, MOU etc.)		
	3	LGU Resolution approved on the level of Sanggunian		
	2	-		
	1	Identification of possible site/s for the wastewater system		

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0	No land available in identifying STP / no efforts / no initiatives		
N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		

Remarks:			
(√)	Score	Criteria	Check (√) Means of Verification Presented / Available
Technical Notes & Instructions to the Validator			
LW 2.5	Issuance / Renewal of Business Permits with Discharge Permit / with Certification of Authorized Service Provider *To be implemented during 2019 assessment		
5	100% CEs and IEs are issued with Business Permits with Discharge Permit	Secondary Data: Certificate of interconnectedness (to sewer lines, if any)	*LGU should only renew business permits of CEs and IEs if they have secured a discharge permit from LLDA or EMB.
4	More than or equal to 70% but less than 99% of CEs and IEs are issued with Business Permits with Discharge Permit		For new CEs and IEs: There should be a pronouncement from proper authority issues instructions to the LGUs that the Business Permits may be processed with discharge permits to follow. However, discharge permits becomes a prerequisite for the next Business Permit application cycle.
3	More than or equal to 31% but less than 69% of CEs and IEs are issued with Business Permits with Discharge Permit	No. of issued business and discharged permit: _____ Available DENR-EMB data	
2	More than 16% but less than 30% of CEs and IEs are issued with Business Permits with Discharge Permit	Which establishments are required to get discharge permit?	
1	More than or equal to 1% but less than 16% of CEs and IEs are issued with Business Permits with Discharge Permit	- See standards on the volume of effluent - See standards on the quality of effluent - Size of establishments	
0	0% of CEs and IEs were issued with Business Permits with Discharge Permit	See data from 1.2 and 1.3, data from LLDA and EMB	
N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		

LIQUID WASTE MANAGEMENT CATEGORY – 50%

(√)	Score	Criteria	Check (√) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
LW3.1	Percentage of Private Homes who complied after the issuance of notice At least of non-compliance to wastewater facility per inspection			
5	70% complied after the issuance of notice of non-compliance	Primary Documents: MBF Form No. 1 (Year: _____ Qtr: _____)	Formula = # of Compliant PHs after issuance of notice / total # of non-compliant PHs LGU x100%	
4	46-69% complied after the issuance of notice of non-compliance	(Year: _____ Qtr: _____)		
3	31-45% complied after the issuance of notice of non-compliance	(Year: _____ Qtr: _____)		
2	16-30% complied after the issuance of notice of non-compliance	(Year: _____ Qtr: _____)		
1	1-15% complied after the issuance of notice of non-compliance	Inspection Reports / Any proof of Compliance		
0	0% Complied or No Issuance Provided Or with no Ordinance			
N/A	Please provide valid remarks for 'N/A' to be reviewed for approval			

LIQUID WASTE MANAGEMENT CATEGORY – 50%

(√)	Score	Criteria	Check (√) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
LW3.2	Percentage of Commercial Establishments who complied and/or whose operations were suspended after the issuance of notice of non-compliance of wastewater facility per inspection			
5	70% complied or whose operations were suspended after the issuance of notice of non-compliance to Commercial Establishments	Primary Documents: MBF Form No. 1	Formula = # of Compliant CEs after issuance of notice / total # of non-compliant CEs in the LGU x100%	

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	4	46-69% of Commercial Establishments complied or were suspended after the issuance of notice of non-compliance	____ (Year: _____ Qtr: _____) ____ (Year: _____ Qtr: _____)	*Whichever are issued with suspension orders should be counted only during the quarters covered by the period under the notice. * Those issued with closure orders and are actually closed are considered compliant.
	3	31-45% of Commercial Establishments complied or were suspended after the issuance of notice of non-compliance	____ (Year: _____ Qtr: _____) ____ (Year: _____ Qtr: _____)	
	2	16-30% of Commercial Establishments complied after the issuance of notice of non-compliance	____ Reports / Any proof of Compliance	
	1	1-15% of Commercial Establishments complied after the issuance of notice of non-compliance	<u>Secondary Documents:</u> ____ Temporary closure order (from BPLO, or endorsement from City Health if public institution)	
	0	0% of Commercial Establishments permit Complied or No Issuance Provided	____ Closure Order	
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		

Remarks:				
(√)	Score	Criteria	Check (√) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
LW3.3		Percentage of Factories who complied after the issuance of notice of non-compliance to wastewater facility per inspection		
	5	70% complied after the issuance of notice of non-compliance	<u>Primary Documents:</u> ____ MBF Form No. 1	Formula = $\frac{\text{\# of Compliant IFs after issuance of notice}}{\text{total \# of non-compliant IFs in the LGU}} \times 100\%$ *Whichever are issued with suspension orders should be counted only during the quarters covered by the period under the notice. * Those issued with closure orders and are actually closed are considered compliant.
	4	46-69% complied after the issuance of notice of non-compliance	____ (Year: _____ Qtr: _____)	
	3	31-45% complied after the issuance of notice of non-compliance	____ (Year: _____ Qtr: _____)	
	2	16-30% complied after the issuance of notice of non-compliance	____ Reports / Any proof of Compliance	
	1	1-15% complied after the issuance of notice of non-compliance	<u>Secondary Documents:</u> ____ Temporary closure order (from BPLO, or endorsement from City Health if public institution)	
	0	0% Complied or No Issuance Provide	____ Closure Order	
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		

Remarks:				
(√)	Score	Criteria	Check (√) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
LW3.4		Timely release of necessary construction permits for the implementation to wastewater treatment facilities		
	5	Permit/s released on the one month after submission of complete application and supporting documents	<i>Verify through data from the MWSS or LWUA (Status of the permits of wastewater projects)</i>	*Concessionaires and LWUA should provide to the RIAC the data on the status of the applications. *If LWUA / water concessionaires do not have a projects in the LGU area for the period being assessed, mark "N/A".
	4	Permit/s release on the second month after submission of complete application and supporting documents		
	3	Permit/s release on the third month after submission of complete application and supporting documents		
	2	Permit/s release on the fourth month after submission of complete application and supporting documents		
	1	Permit/s release more than five (5) months after submission of complete application and supporting documents		
	0	-		
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		

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Remarks:				
(√)	Score	Criteria	Check (√) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
LW 3.5 Protection of Waterways under WQMA				
	5	Implementation of 5-year program of activities under the plan	Primary Documents: ___ LGU Water Quality Compliance Plan ___ Activity and Accomplishment Reports based on the Plan from DENR-EMB *No Secondary Documents	* The RIAC must secure the documents from the Regional EMB or Site Management Offices (SMOs) prior to the assessment.
	4	Has a plan but not yet implemented/funded		
	3	Has an approved 5-year program of activities by Governing Board		
	2	Plans / programs reviewed by Governing Board		
	1	Draft of plan		
	0	No program/plan		
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		
Remarks:				
(√)	Score	Criteria	Check (√) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
LW 3.6 Implementation of Area-based Management Plan (for members of Area-based Management Clusters)				
	5	Implementation of Area-based Management Plan	Primary Documents: ___ LGU Area-based Management Plan ___ Activity and Accomplishment Reports based on the Plan from DENR-EMB / SMO *No Secondary Documents	* The RIAC must secure the documents from the Regional EMB or Site Management Offices (SMOs) prior to the assessment.
	4	Has an Area-based Management Plan but not yet implemented/funded		
	3	-		
	2	-		
	1	-		
	0	No Area-based Management Plan		
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		
Remarks:				

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INFORMAL SETTLER FAMILIES CATEGORY – 10%

(√)	Score	Criteria	Check (√) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
IS 1.1 Existence of the Local Housing Governing Body				
	5	There is a Local Housing Board created thru an ordinance, completed with required officers and conducts regular board performance tasks	Primary Documents: <input type="checkbox"/> Executive Order and/or Ordinance <input type="checkbox"/> Organizational Structure Secondary Documents: <input type="checkbox"/> Minutes of the recent LHB meetings conducted in the last four (4) quarters	All cities and municipalities are directed to create and institutionalize their Local housing Boards (LHB) pursuant to the devolution of function of the Presidential Commission for the Urban Poor (PCUP). In the creation of LHBs, the LGUs should refer to DILG MC No. 2008-143 for appropriate guidelines and the sample ordinance the LGU could adopt to facilitate its establishment. <ul style="list-style-type: none"> Validators should check the completeness and active participation of membership as stated in DILG Issuances.
	4	-		
	3	There is a Local Housing Board created thru an ordinance, completed with required officers but does not conduct regular board performance tasks		
	2	-		
	1	There is a Local Housing Board created thru an ordinance, but lacks in the required number of officers and does not conduct regular board performance tasks		
	0	No Local Housing Board, with or without reason provided		
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		
Remarks:				

INFORMAL SETTLER FAMILIES CATEGORY – 40%

(√)	Score	Criteria	Check (√) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
IS 2.1 Relocation and Resettlement Action Plan (RRAP) OR Resettlement Action Plan (RAP)				
	5	There is an existing RRAP/RAP Adopted by the Sanggunian or can be found within the LGU's Approved Local Shelter Plan (LSP)	Primary Documents: <input type="checkbox"/> Existence of the Approved or Draft RRAP / RAP <input type="checkbox"/> Ordinance / Resolution adopting the RRAP / RAP <input type="checkbox"/> Endorsement of RRAP / RAP to the SP/SB *No Secondary Documents	Relocation and Resettlement Action Plan (RRAP) documents the implementation arrangements for resettlement, including asset acquisition, compensation, relocation and rehabilitation in detail. <ul style="list-style-type: none"> Every Relocation Project in the LGU should have a presence of RRAP. <p>*** Not applicable if there's no relocation Activity</p>
	4	-		
	3	Adopted by the Local Housing Board		
	2	-		
	1	Drafted		
	0	No RRAP/RAP yet or RRAP/RAP not found within the Local Shelter Plan (LSP)		
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		
Remarks:				

(√)	Score	Criteria	Check (√) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
IS 2.2 Socialized Housing Projects for ISF affected by the Supreme Court Mandamus				

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5	With available relocation project (area and housing) ready for occupancy	Primary Documents: — List of Beneficiaries	<p>* This is limited to housing that will serve ISFs in the MBCRPP areas. Republic Act No. 7279 or the Urban Development and Housing Act of 1992 includes the LGUs in the drive to provide socialized housing and to subject persons and entities occupying danger areas to eviction and demolition (Section 28)</p> <ul style="list-style-type: none"> • If LGU has their own Socialized Housing Projects the validators should check the documents indicated as Proof of Compliance. • If the LGUs has partnership with private companies or any partner agencies existence of MOA or Joint Venture should be validated. <p>***Not applicable if there's no ISFs within the LGU</p>
4	Construction of relocation project on-going	Secondary Documents:	
3	With available area for relocation project, ready construction plans and funding	<i>Confirm the existence of the following from NHA:</i> — <i>Development Plan/Proposal</i>	
2	With available proposal for relocation project	— <i>Existence of Joint Venture Plan/MOA</i> — <i>Construction plans</i>	
1	LGU conducted dialogue with all stakeholders e.g., relocates, developers, concerned agencies regarding the identification of possible sites	— <i>Funding Source</i> — <i>Terms of Reference</i>	
0	No proposed relocation project	— <i>Bid Documents</i> — <i>Contracts</i>	
N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		

Remarks:

INFORMAL SETTLER FAMILIES CATEGORY – 50%

(✓) Score	Criteria	Check (✓) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
IS 3.1 Pre-Relocation Activity: Available data of ISFs along waterways and tributaries of the Manila Bay			
5	ISFs inventory has regularly updated data	Primary Documents: — Master list of LGU's ISFs along waterways — Community Based Monitoring System (CBMS) (if applicable)	<p>(NHA provided definition) Informal Settler Families - are occupants who don't have formal ownership or lease agreement vis-à-vis the land and/or dwellings they inhabit.</p> <p>(MBCRPP IRR) Informal Settler Families - refers to underprivileged members of the society whose family income falls within the poverty thresh and must abide with eligibility requirement stated under Section 16 of UDHA.</p> <p>(MBCRPP IRR) Informal Settlement – structures used as a dwelling / commercial establishment situated within a waterway's easement are not covered by any existing land title or secured by any legal document that can prove ownership by a private individual or entity of said land where the structure is situated.</p> <ul style="list-style-type: none"> • Validators should check the existence of regularly updated ISF database. • For Region III and IV-A, data should be sourced out for LGU Housing Office, MBDS and CBMS data (if available) • For NCR Census Master Lists validated by the NHA should be the means of verification.
4	-		
3	ISFs inventory is being updated less than the required number of times (quarterly)		
2	-		
1	-		
0	No action being taken to identify ISFs or is not submitting data to the Regional Office		
N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		

Remarks:

(✓) Score	Criteria	Check (✓) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
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IS 3.2		Relocation / Removal of ISFs along waterways and easement areas		Primary Documents: MBF Form No. 3 (Year: _____ Qtr: _____) (Year: _____ Qtr: _____) (Year: _____ Qtr: _____) (Year: _____ Qtr: _____) List of Relocated ISFs through the LGU's efforts / assistance Secondary Documents: NHA Lists of Relocated Families harmonized with the data of LGU (from NHA) Certification of No ISF (if applicable) Site Inspection: Actual Checking of waterways	As per DILG MC 2017-89: <i>Informal Settler Families</i> - refers to underprivileged members of the society whose family income falls within the poverty thresh and must abide with eligibility requirement stated under Section 16 of UDHA; <i>Informal Settlements</i> – refers to the dwelling units found on no build zones; <i>No Build Zones</i> – refers to easement areas for human habitation by the danger it poses to human life and/or property; Number of Relocated ISFs <ul style="list-style-type: none"> If there are no ISFs in the area, the answer is 5 then the rest of the criteria are not applicable except the maintenance of the cleared areas. To verify non-existence of ISF the LCE should issue a certification proving such. Actual conduct of inspection ***'Relocation Assistance' can be accepted in different methods such as Voluntary Exit, Balik Probinsya, etc.
Score	Criteria	Check (✓) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator		
5	Confirmed No ISF Reported in the LGU Waterways				
4	At least 60% of ISFs Reported have been removed from waterways / easement areas				
3	At least 50% of ISFs Reported have been removed from waterways / easement areas				
2	At least 40% of ISFs Reported have been removed from waterways / easement areas				
1	At least 30% of ISFs Reported have been removed from waterways / easement areas				
0	Less than 30% of ISFs Reported have been removed from waterways / easement areas				
N/A	Please provide valid remarks for 'N/A' to be reviewed for approval				
Remarks:					
IS 3.3 Pre-Relocation Activity: Submission of required documents					
5	90-100% of targeted ISFs for relocation submitted the required documents		DILG MC No. 2017-89 Birth Certificate (entire family) municipalities, and -If Live-in (Affidavit of Cohabitation) barangays are directed to -If widow or widower (Death extend assistance to any Certificate of Spouse) qualified ISF through the -If Solo parent (Affidavit of Solo issuance of necessary Parent/ Solo Parent ID) documents and -If single (Affidavit of Single but Head certifications as may be of the Family) needed in their applications -2 Government IDs for housing grant and/or -Affidavit of Income or Support resettlement. -Certificate of Employment (if employed) The validator/s should check -Family Picture the List of prospective beneficiaries that have _____ Number of ISFs with _____x100 complied with the following Number of targeted ISFs requirements: _____ f ISF with submitted required documents *** In case that there are existing ISFs but has no		
4	-				
3	At least 50% of targeted ISFs for relocation submitted the required documents				
2	-				
1	Less than 50% of targeted ISFs for relocation submitted the required documents				
0	No submission of required documents				
N/A	Please provide valid remarks for 'N/A' to be reviewed for approval				

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			project by NHA and LGU on relocation, the score will be 'Not Applicable' (N/A). *** If pre-relocation consultation with targeted ISFs is ongoing, the score will be 'Not Applicable' (N/A).
Remarks:			
(√)	Score	Criteria	Check (√) Means of Verification Presented / Available
Technical Notes & Instructions to the Validator			
IS 3.4	Pre-Relocation Activity: Conduct of Community Consultations		
	5	Conducted three (3) consultation meetings with site trippings.	Primary Documents: ___ Attendance Sheet ___ Minutes of Orientation Meetings and/or Consultative Meetings Secondary Documents: ___ Photo Documentation As per RA 7279 the LGU should conduct minimum of 3 consultative meeting prior to actual relocation activity. The LGU should present the following documents: • Minutes of the Meeting • Activity Reports • Photo Documentation • Attendance Sheet *** In case that there are existing ISFs but has no conducted consultation meetings, the score will be zero (0).
	4	-	
	3	Conducted three (3) consultation meetings without site trippings.	
	2	-	
	1	Conducted less than three (3) consultation meetings.	
	0	No conducted consultation meetings.	
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval	
Remarks:			
(√)	Score	Criteria	Check (√) Means of Verification Presented / Available
Technical Notes & Instructions to the Validator			
IS 3.5	Actual Relocation Activity: Act of Dismantling/Clearing of Structures implemented within the period provided		
	5	Clearing/dismantling was implemented within the period provided in the Notice of Demolition	CHR Advisory No. A2011-003 On Eviction and Demolition (10): In case of eviction or demolition is deemed necessary as a measure of last resort, the following safeguards are mandatory and must be strictly complied with a. Notice upon the affected persons or entities at least thirty (30) days prior to the date of eviction or demolition • LGU should present the copies of notices disseminated and received by the ISFs • LGU data vs. NHA data of Rolling Schedule list of families that are willing to vacate. • Waiver signed by the families signifying their voluntary evacuation and Photo Documentation • Photo Documentation • Actual Inspection on the area ***Not applicable if the construction of the LGU's Social housing Project is ongoing
	4	-	
	3	-	
	2	-	
	1	-	
	0	Clearing/dismantling was not implemented despite the issuance of a Notice of Demolition	
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval	

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			*** Not applicable if pre-relocation consultation with targeted ISFs is ongoing.	
Remarks:				
(✓) Score	Criteria	Check (✓) Means of Verification Presented / Available		Technical Notes & Instructions to the Validator
IS 3.6 Maintenance of cleared and Unoccupied Areas				
5	No new informal settlers and/or returnees to the cleared/unoccupied areas.	Primary Documents: Certification or Endorsement of Turned-Over Cleared Areas or a "Katibayan" Monitoring/site Inspection Report Secondary Documents: LGU Plan for the Cleared Area Photo documentation (Before and after) *For reference: DILG MC 2017-89 EO on LCAPSS		DILG MC No. 2017-89, 6.3.1 & 6.3.3 <ul style="list-style-type: none"> All Cities and Municipalities are directed to enact ordinance declaring danger areas as no build zones. Such no build zones may be extended subject to valid grounds as may be allowed by law. All Cities and Municipalities, and Barangays are to prevent the construction of any kind of illegal dwelling units or structures within their respective areas of jurisdiction as provided under Section 30 of the UDHA Law. -Presence of Certification form the Proponent to the LGU and/or Barangay -Site inspection w/ Photo Documentation (Before and After) -Check existence of organized Local Committee Against Profession Squatting Syndicate (LCAPSS) -Check existence of Committees that caters the returnees (Barangay Level) ***Not applicable if there's no unoccupied and cleared areas before. *** Not applicable if pre-relocation consultation with targeted ISFs is ongoing. *** Not applicable if dismantling is ongoing unless there's a previous cleared area/s
4	-			
3	Existence of new informal settlers and/or returnees with action taken			
2	-			
1	-			
0	Existence of new informal settlers and/or returnees without action taken			
N/A	Please provide valid remarks for 'N/A' to be reviewed for approval			
IS 3.7 Existence of a Local Shelter Plan (LSP)				
(✓) Score	Criteria	Check (✓) Means of Verification Presented / Available		Technical Notes & Instructions to the Validator
5	Adopted by the Sanggunian	> Confirm the existence of the approved or draft Local Shelter Plan > Review the following: <ul style="list-style-type: none"> Ordinance adopting the LSP Endorsement of LSP to the SP/SB 		
4	Endorsed to the Sanggunian for adoption			
3	Final Draft			
2	-			
1	Drafted			
0	No LSP Yet			

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	N/A	Not Applicable (State the reason in the Remarks Section)	
Remarks:			

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INFORMATION, EDUCATION, COMMUNICATION & INSTITUTIONAL ARRANGEMENTS CATEGORY – 10%

(√)	Score	Criteria	Check (√) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
IA 1.1 Status of the Manila Bay Task Force (MBTF) or Inspection and Inventory Monitoring Team (IIMT) within the LGU				
	5	MBTF or IIMT conducted meetings not only to comply for once per quarter but has also addressed emergency / special meetings arising on certain occasions.	___ Minutes of Regular Meetings and Update Board Members upon LGU visit	The LGU can only count an extra meeting in a quarter if they were able to conduct meetings in all quarters.
	4	MBTF or IIMT meets at least once per quarter for the assessment period being checked.		
	3	MBTF or IIMT only met in 3 out of 4 quarters of the assessment period		
	2	MBTF or IIMT only met in 2 out of 4 quarters of the assessment period		
	1	MBTF or IIMT only met in 1 out of 4 quarters of the assessment period		
	0	MBTF or IIMT does not conduct meetings		
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		
Remarks:				
(√)	Score	Criteria	Check (√) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
IA 1.2 Timeliness of Report Submission				
	5	The LGU submitted the Manila Bayanihan Forms on or before the deadline four (4) times for the previous four (4) quarters.	Date of Submission (DoS) based on Records from DILG Regional Offices: ___ (Year: ___ Qtr: ___) - DoS: ___ ___ (Year: ___ Qtr: ___) - DoS: ___ ___ (Year: ___ Qtr: ___) - DoS: ___ ___ (Year: ___ Qtr: ___) - DoS: ___	The Date of Submission is the date when LGU submitted all documents completely. If the forms are incomplete, it is deemed to have not been 'submitted' yet for that quarter.
	4	The LGU submitted the Manila Bayanihan Forms on or before the deadline thrice times for the previous four (4) quarters.		
	3	The LGU submitted the Manila Bayanihan Forms on or before the deadline twice for the previous four (4) quarters.		
	2	The LGU submitted the Manila Bayanihan Forms on or before the deadline once for the previous four (4) quarters.		
	1	The LGU did not submit the Manila Bayanihan Forms on or before the deadline for the previous four (4) quarters.		
	0	-		
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		
Remarks:				
(√)	Score	Criteria	Check (√) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
IA 1.3 Registry of Barangay Inhabitants (RBI)				
	5	90%-100% of barangays have an updated list	___ List of Barangays with regular updates	Validator may refer to the guidelines on the RBI as per DILG MC 2008-144
	4	70%-89% of barangays have an updated list		
	3	40%-69% of barangays have an updated list		

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	2	20%-39% of barangays have an updated list		
	1	1%-19% of barangays have an updated list		
	0	LGU does not update their RBI.		
	N/A	100% > 90% of data coherence		
Remarks:				
(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
INFORMATION, EDUCATION, COMMUNICATION & INSTITUTIONAL ARRANGEMENTS CATEGORY – 40%				
IA 2.1	Strategic Information, Education, Communication (IEC) Plan			
	5	The plan is approved and signed by the LCE.	___ StratComm Plan Output / Available LGU Plans showing IEC Component	At bare minimum, the submitted document should contain the Action Plan of the LGU to be implemented for Solid Waste, Liquid Waste and ISF concerns relevant to the conditions of the LGU.
	4	-		
	3	The plan has been drafted.		
	2	-		
	1	-		
	0	No plan has been drafted.		
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		
Remarks:				
(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
IA 2.2	LGU-initiated Clean-up Activities			
	5	No. of LGU-initiated clean-up activities required per Region was fulfilled beyond 100%	___ MBF Form No. 4 ___ Photo Documentation ___ Post-Activity Report of LGU	Check the validity of the clean-up activity from available reports, photos and other available documentation. *Barangay-initiated clean-ups are accepted.
	4	No. of LGU-initiated clean-up activities required per Region was fulfilled 100%		
	3	No. of LGU-initiated clean-up activities required per Region was fulfilled above 50% and below 100%		
	2	-		
	1	-		
	0	Failure to conduct any LGU-initiated activity		
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		
Remarks:				
(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator

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IA 2.3 Manila Bay Database System (MBDS) Data Harmonization for Solid Waste Management (SWM)			
(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available
	5	90%-100% of data coherence	Actual Cross-checking with MBDS Actual: _____ Registered on MBDS: _____ Use of ECA Forms while MBDS is updating its features)
	4	70%-89% of data coherence	
	3	40%-69% of data coherence	
	2	20%-39% of data coherence	
	1	1%-19% of data coherence	
	0	LGU has not started inputting any data	
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval	
Remarks:			
*This criterion is pending. The SWM Component of the MBDS is still being fixed. Please put 'N/A'			
IA 2.4 Manila Bay Database System (MBDS) Data Harmonization for Liquid Waste Management (LWM)			
(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available
	5	90%-100% of data coherence	Actual Cross-checking with MBDS Actual: _____ Registered on MBDS: _____
	4	70%-89% of data coherence	
	3	40%-69% of data coherence	
	2	20%-39% of data coherence	
	1	1%-19% of data coherence	
	0	LGU has not started inputting any data	
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval	
Remarks:			
Validator may compare the MBDS data and data declared in the Manila Bayanihan Forms for consistency			
IA 2.5 Manila Bay Database System (MBDS) Data Harmonization for Informal Settler Families (ISF)			
(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available
	5	90%-100% of data coherence	Actual Cross-checking with MBDS Actual: _____ Registered on MBDS: _____ *(May also check available Circulars requiring the coverage of ISF information)
	4	70%-89% of data coherence	
	3	40%-69% of data coherence	
	2	20%-39% of data coherence	
	1	1%-19% of data coherence	
	0	LGU has not started inputting any data	
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval	
Remarks:			
Validator may compare the MBDS data and data declared in the Manila Bayanihan Forms for consistency			

MANILA BAY CLEAN-UP, REHABILITATION AND PRESERVATION PROGRAM LGU COMPLIANCE ASSESSMENT TOOL

	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		
Remarks:				
(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
IA 2.6	Regular Submission of a Complete Report			
	5	The LGU submitted the Manila Bayanihan Forms four (4) times for the previous four (4) quarters.	*Submission Records from DILG Regional Offices	One (1) Submission means a Complete Submission of Forms for a quarter.
	4	The LGU submitted the Manila Bayanihan Forms thrice for the previous four (4) quarters.		
	3	The LGU submitted the Manila Bayanihan Forms twice for the previous four (4) quarters.		
	2	The LGU submitted the Manila Bayanihan Forms once for the previous four (4) quarters.		
	1	The LGU did not submit the Manila Bayanihan Forms for the previous four (4) quarters.		
	0	-		
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		
Remarks:				

INFORMATION, EDUCATION, COMMUNICATION & INSTITUTIONAL ARRANGEMENTS CATEGORY – 50%

(✓)	Score	Criteria	Check (✓) Means of Verification Presented / Available	Technical Notes & Instructions to the Validator
IA 3.1	Accuracy of Report Content			
	5	All 5 Manila Bayanihan Forms were correctly filled-up based on the guidelines provided in the MBCRPP Implementing Rules and Regulations (IRR).	Submission Records from DILG Regional Offices	<ol style="list-style-type: none"> For one (1) Manila Bayanihan Form to be considered as 'correctly filled-up', all quarterly submissions in the assessment period should be accurate. One inconsistent entry removes that form from being counted as "Accurate". If a form was not completed in submission for all quarters, it also cannot qualify even if the other forms of the same category were accurate.
	4	Only 4 Manila Bayanihan Forms were correctly filled-up based on the guidelines provided in the MBCRPP Implementing Rules and Regulations (IRR).		
	3	Only 3 Manila Bayanihan Forms were correctly filled-up based on the guidelines provided in the MBCRPP Implementing Rules and Regulations (IRR).		
	2	Only 2 Manila Bayanihan Forms were correctly filled-up based on the guidelines provided in the MBCRPP Implementing Rules and Regulations (IRR).		
	1	Only 1 Manila Bayanihan Forms were correctly filled-up based on the guidelines provided in the MBCRPP Implementing Rules and Regulations (IRR).		
	0	None of the Manila Bayanihan Forms were correctly filled-up based on the guidelines provided in the MBCRPP Implementing Rules and Regulations (IRR).		
	N/A	Please provide valid remarks for 'N/A' to be reviewed for approval		
Remarks:				

"Annex 3"



Manila Bay Clean-up, Rehabilitation and
Preservation Program

LGU Compliance Assessment

BACKGROUND

At present, it can be observed that several Local Government Units remain to be non-compliant to the Supreme Court Mandamus of the Manila Bay Clean-up, Rehabilitation and Preservation Program (MBCRPP) despite the various assistance provided by the Department of the Interior and Local Government. As a result, the Bureau of Local Government Supervision, through the MBCRPP-Program Management Office and the Program Management Teams of the offices of Regions III, IV-A, and NCR, has agreed to increase the enforcement of the program and to effectively keep track of LGU performance through the creation of the Compliance Score sheet and Case Filing Procedure. These materials were created to demand accountability from LGUs.

This Scoring Guide provides the following advantages to the Program:

- LGUs may improve their performance by giving them an idea of how their output is assessed;
- LGUs can now be more concerned of the quality and accuracy of the data they submit;
- Regional offices, together with assessors from the inter-agency committee can now provide a better and informative feedback about each LGU's commendable actions as well as their areas for improvement;
- Because the scoring guide provides detailed characteristics of the ideal output, assessment can be considered as more objective and consistent across all LGUs being scored;
- The amount of time spent assessing each LGU can be reduced and regulated.

OPTIONAL STAGE:	<i>LGU SELF-ASSESSMENT</i>
PARTICIPANTS:	<ul style="list-style-type: none"> • LGU • DILG REGIONAL OFFICE
MATERIALS AVAILABLE:	LGU Self-Assessment Checklist
REQUIRED DOCUMENTATION(S) / OUTPUT:	<ol style="list-style-type: none"> 1. LGU Self-Assessment Checklist filled out by the Local Government Unit 2. Agreed target date for the Submission of Means of Verification Documents for the RIAC Table Assessment 3. Post-Activity Report 4. Voice Recording (transcript) 5. Attendance Sheet 6. Photo Documentation

STAGE 1: TABLE ASSESSMENT	
PARTICIPANTS:	<ul style="list-style-type: none"> • LGU • REGIONAL INTER-AGENCY COMMITTEE
MATERIALS AVAILABLE:	LGU Compliance Assessment Tool
REQUIRED DOCUMENTATION(S) / OUTPUT:	<ol style="list-style-type: none"> 1. Compliance Assessment Tool accomplished per LGU by the Regional Inter-Agency Committee (RIAC) 2. List of Places to visit within the LGU as determined by possible violations 3. Post-Activity Report 4. Voice Recording 5. Attendance Sheet 6. Photo Documentation

I. The Regional Inter-agency Committee (RIAC) of the conducting regions shall convene for the conduct of the Table Assessment - Scoring Activity using the Assessment Sheet provided.

II. For every scoring category, at least one (1) government agency with the field of expertise related to the major categories (Solid Waste, Liquid Waste, Informal Settler Families) shall be present during the scoring of that specific category.

III. Any additional members to the RIAC (such as NGOs, youth groups, environmentally-concerned corporations, etc.) shall be upon the preference and discretion of each regional office.

IV. The compliance at which the LGU will be graded for shall be their cumulative accomplishment as of the cut-off date prescribed by the DILG, unless there is a specific baseline indicated for an item. "Assessment Period" shall refer to the timeframe given to the Regional Inter-Agency Committee to assess the LGUs covered by their region.

V. For all table assessments, the following documents shall be available to the regional inter-agency members as reference before and during the scoring of each LGU:

- a. Copies of the LGUs' previous Assessment Sheets
- b. Submitted Manila Bayanihan Forms
- c. All documents (**preferably certified true copy if applicable**) listed in the Technical Notes of the Assessment Tool

VI. The goal of this stage is to determine (per LGU) the list of places to visit for the Spot Checking which should be determined according to (1) all commendable practices or (2) all possible violations found through the resulting scores during the said Table Assessment.

STAGE 2:	RIAC Inspection
PARTICIPANTS:	REGIONAL INTER-AGENCY COMMITTEE
MATERIALS AVAILABLE:	The RIAC may, upon conducting the inspection activity in the LGU, question / ask for any other documents that may support their Assessment grading.
REQUIRED DOCUMENTATION(S) / OUTPUT:	<ol style="list-style-type: none"> 1. Accomplished RIAC Inspection Sheet 2. List of High Compliant and Low Compliant LGUs 3. Terminal Reports 4. Attendance Sheet 5. Voice Recording 6. Photo Documentation 7. Levelling-Off Meeting Presentation of the Inspection Results 8. Minutes of the meeting (signed by all attendees and notarized if possible)

I. All LGUs covered by the MBCRPP shall be inspected by their respective Regional Inter-Agency Committees.

II. For every scoring category, at least one (1) government agency with the field of expertise related to the major categories (Solid Waste, Liquid Waste, Informal Settler Families) shall be present during the inspection of each LGU.

III. The Inspection activity should focus only on the places listed for Spot Checking as determined during the Table Assessment.

IV. At the end of the Inspection Activities, the DILG Regional Office shall produce a presentation and a report containing the following:


- a. Overview of the conduct of Inspection
- b. Highlights of the Activity
- c. Problems encountered during conduct
- d. Actual Results

- High Compliant LGUs – For Rewards and Recognition Validation (This will be applicable in 2019)
- Priority LGUs – For Complaint Filing Validation
 - ✓ Priority Type 1: An LGU Scoring below 70% and has a determined violation based on the laws prescribed by the Compliance Assessment Tool
 - ✓ Priority Type 2: An LGU scoring above 70% but with a major violation with sufficient evidence/cause to file a complaint.

e. Recommendations / Way Forward


f. Photo Documentation (**the photograph taken must be geotagged and once it is printed out, the copy must be signed by the personnel who took the said photo**)

V. For High Compliant LGUs, the report should emphasize their commendable compliance aspects (e.g. 100% of Barangays have a functional MRF, Maintained Cleared Areas, etc.) through write ups describing the LGU's efforts and photo documentation.



VI. For Priority LGUs, the report should emphasize their violations as determined by the RIAC Inspection and Spot Checking through write ups about the RIAC's findings and photo documentation.

VI. All presentations and reports shall be used during the Levelling-Off Meeting with the National Inter-Agency.



STAGE 3:	Levelling-Off Meeting with the National Inter-Agency Committee (NIAC)
PARTICIPANTS:	DILG Regional and Provincial Representatives NATIONAL INTER-AGENCY COMMITTEE
VENUE/HOST:	DILG Central Office
MATERIALS AVAILABLE:	<ul style="list-style-type: none"> • Assessment Sheets of the Inspected LGUs • Regional Presentation and Reports • Materials Submitted by the LGU that the NIAC may ask about
REQUIRED DOCUMENTATION(S) / OUTPUT:	<ol style="list-style-type: none"> 1. Final List of High / Low Compliant LGUs to be Validated by the NIAC 2. Attendance Sheet 3. Voice Recording 4. Photo Documentation 5. Determined Priority LGUs for the NIAC Validation (Stage 4) 6. Minutes of the meeting (signed by all attendees and notarized if possible)

I. The activity will convene the Regional Program Management Teams (PMTs) of Regions III, IV-A and NCR for the presentation of the Assessment and Inspection results to the National Composite Team who will be conducting Validation Activities (Stage 4) for LGUs categorized under (1) Rewards and Recognition Validation and (2) Complaint Filing Validation.

II. The NIAC members may bring up clarifications, questions or suggestions on the report to be presented by each regional offices.

III. At the end of the Levelling-Off, the NIAC should have been able to determine the final list of High / Low Compliant LGUs to be validated by the National Inter-Agency Committee. LGUs with a low score or less serious violations who will not be included under the Complaint Filing Violation shall receive a letter to show cause regarding their identified compliance gaps.

STAGE 4:	National Inter-Agency Committee Validation
PARTICIPANTS:	NATIONAL INTER-AGENCY COMMITTEE
MATERIALS AVAILABLE:	The NIAC may, upon conducting the validation activity in the LGU, question / ask for any other documents that have not been provided by the Regional Office to support their grading.
REQUIRED DOCUMENTATION(S) / OUTPUT:	<ol style="list-style-type: none"> 1. Written Complaint against violating LGUs 2. Letter of Commendation for High Compliant LGUs 3. Accomplished NIAC Validation Sheet 4. Minutes of the Meeting during Table Meeting (signed by all parties and notarized if possible) 5. Minutes of the Meeting during post-validation deliberation 6. Post-Activity Report of Places Visited 7. Attendance Sheet 8. Voice Recording 9. Photo Documentation 10. Determined Priority LGUs for the filing of complaints

I. There shall be a pre-activity briefing for all participating National Validators. Agencies are requested to provide validators for the two categories: (1) Rewards and Recognition Validation and (2) Complaint Filing Validation.

II. The NIAC shall go directly to the areas of concern, as determined during the levelling-off meeting.

III. A deliberation meeting shall be conducted after every validation activity to summarize the following:

- Rewards and Recognition Validation – Winners of the Compliance Assessment
- Complaint Filing Validation - Major findings, scores and final violations to be alleged in the complaint to be filed.

V. The National Inter-Agency Committee Validation shall have a Finalization Meeting as its culminating activity to determine the LGUs who will be (1) Rewarded and Recognized, (2) Filed Complaints against and (3) LGUs to receive reprimand letters.

STAGE 5:	Terminal Reports and Data Production
REQUIRED DOCUMENTATION(S) / OUTPUT:	<ol style="list-style-type: none">1. Finalized Individual LGU Reports;2. Central Office Terminal Report3. LGU Mapping of Data4. MBCRPP Annual LGU Scorecard

To consolidate all workshops, orientations and inspections conducted relative to the MBCRPP LGU Compliance Assessment, the MBCRPP Project Management Teams (PMTs) and Program Management Office shall work together to produce the necessary Terminal Reports based on the prescribed formats provided. The said teams shall also work together in coming up with the annual LGU Scorecard reflecting the performance of the LGUs based on the Compliance Assessment.