



**ADDENDUM TO DILG MEMORANDUM CIRCULAR NO. 2019-69, ENTITLED
"AMENDING THE DILG MEMORANDUM CIRCULAR NO. 2009 - 109, ENTITLED
"GUIDELINES IN THE MONITORING THE FUNCTIONALITY OF THE BARANGAY
DEVELOPMENT COUNCIL (BDC)"**

Memorandum Circular No. 2019-112

Date: July 17, 2019

1. Background

Pursuant to Section 106 of the Local Government Code of 1991, each local government unit shall have a comprehensive multi-sectoral development plan to be initiated by its development council and approved by its sanggunian. At the barangay level, it is the Barangay Development Council (BDC) that shall assist the Sangguniang Barangay in setting the direction of economic and social development, and coordinating the development efforts within its territorial jurisdiction.

Indeed, the BDC plays a pivotal role in the over-all development and progress of the barangay and is considered the mother of all barangay-based institutions (BBIs).

Recently, the Department issued DILG Memorandum Circular No. 2019-69, dated May 15, 2019, re: Amendment to DILG MC 2009-109, entitled "Guidelines in the Monitoring the Functionality of the Barangay Development Council.

The BDC Functionality Indicators aim to assess the effectiveness of the performance of the BDC vis-à-vis the functions mandated to them by existing laws and policies.

For CY 2019, the results of the BDC Functionality Assessment (CY 2018 year under review) shall serve as benchmark data in the determination of the performance of BDC that will guide the Department and other partner agencies in enhancing the interventions to capacitate the BDCs based on their level of functionality.

2. Legal Bases

- 2.1.** Sections 106 - 114 of the Local Government Code enumerates pertinent provisions related to the composition and functions of Local Development Council, among others.
- 2.2.** DILG MC 2019 - 69 amends the guidelines in the conduct of the Functionality Assessment of the Barangay Development Council.

3. Purpose

3.1. The purpose of this Circular is to prescribe the following:

- a) Guide in the conduct of the nationwide orientation and assessment meetings.
- b) Technical guidenotes in the conduct of the functionality assessment of the BDCs.

4. Scope/Coverage

All City/Municipal Mayors, Punong Barangays, Members of the Sangguniang Barangay, DILG Regional Directors and Field Officers, and all others concerned.

5. Policy Content

5.1. IMPLEMENTATION OF ROLL - OUT STRATEGIES

5.1.1. ORIENTATION FOR DILG FIELD OFFICERS

- a) A Regional Orientation for the DILG Field Officers shall be conducted to prepare the Provincial BDC Focal Persons and the City Directors/C/MLGOOs in the orientation of the city/municipal assessment teams nationwide.
- b) The orientation will provide them with knowledge and equip them in providing the barangays with technical assistance in the compliance of the barangays to the existing laws and policies related to BDCs, and the conduct of the functionality assessment in their respective regions.
- c) It shall be participated by all Provincial BDC Focal Persons and C/MLGOOs who will, in turn, orient the C/MAT in their respective area of jurisdiction.

5.1.2. NATIONWIDE ORIENTATION OF CITY/MUNICIPAL ASSESSMENT TEAM (C/MAT)

- a) All members of C/MAT nationwide shall attend the one-day orientation to be facilitated by the City Director/C/MLGOO.
- b) The activity aims to inform the members of the C/MAT on the DILG MC 2019 - 69, specifically on their roles and responsibilities in the assessment of BDC Functionality.
- c) As an output of the activity each C/MAT shall come-up with the action plan on the conduct of assessment of the barangays.

5.1.3. CONDUCT OF ASSESSMENT MEETINGS

- a) Assessment meetings shall be conducted by the C/MAT to be organized by the City Director, City/Municipal LGOO.
- b) The assessment meetings shall serve as an avenue to review the self-assessment forms and MOVs submitted by the barangays.
- c) The number of assessment meetings shall be determined by the C/MAT, depending on the necessity to complete the assessment of barangays within the area of jurisdiction.

5.1.4. SCHEDULE AND VENUE

- a) The activities shall be conducted within the 3rd Quarter of FY 2019.
- b) The Regional/Field Offices shall determine the exact date and venue of the orientation.

5.2. GUIDELINES IN THE ASSESSMENT OF THE BDC

5.2.1. BDC FUNCTIONALITY INDICATORS

In looking into the functionality of BDC, five major components shall be assessed, namely: 1) Structure; 2) People 3) Systems 4) People's Participation in Local Development; and 5) BDC Innovations and Good Practices:

- a) Structure – looks into the institutional organization of BDC to ensure that the required set-up will be able to deliver the mandated functions of the Council.
- b) People – looks into the human resource component of BDC to ensure that the required membership of the council is complied.
- c) Systems – looks into the mechanisms and processes implemented by BDC in relation to its mandated functions.
- d) People's Participation in Local Development – looks into the participation, representation and involvement of the civil society in BDCs and in the implementation of barangay projects and activities.
- e) BDC Innovations and Good Practices – looks into the creativity of BDC in the performance of its duties and responsibilities by implementing processes and mechanisms which further improve the delivery of better services.

The following indicators will be used to assess the BDC:

INDICATORS		PTS
A. STRUCTURE		10
1	Organization/Reconstitution of BDC	5
2	Organization/Reconstitution of BDC within 100 days upon assumption to office	2
3	Constitution of BDC Executive Committee	2
4	Constitution of BDC Secretariat	1
5	Organization of BDC sectoral or functional committees	3 *
B. PEOPLE		20
1	BDC membership is in accordance with the prescribed membership of Section 107 of RA 7160	6
2	At least ¼ of the members of the BDC are representative from accredited NGO as provided	5
3	At least 40% of all the BDC members are composed of women pursuant to RA 9710 or the Magna Carta of Women of 2009	4
4	BDC members attended any related trainings/orientation at least once in the previous year	5
C. SYSTEM		50
1. Conduct of Meetings		10
a	Conduct of BDC meetings at least twice a year	5
b	Conduct of BDC Executive Committee meetings	5
c	Conduct of Sectoral and Functional Committee meetings	2*
2. Formulation of Plans and Programs		20
a	Formulation of Barangay Development Plan	8
b	Integration of sectoral plans in the BDP	5
c	Formulation Local Development Investment Program/Annual Investment Program (LDIP/AIP)	5
d	Submission of BDP to the City/Municipal level for inclusion in the CDP	2
3. Planned Projects are Being Implemented		20
a	Percentage of accomplished PPAs vis-à-vis target PPAs in the AIP/Budget Ordinance	7
	100% - 85%	7
	84% - 50%	5

	49% - 25%	3	
	Below 25%	2	
b	Percentage of utilization of allocated budget		7
	100% - 85%	7	
	84% - 50%	5	
	49% - 25%	3	
	Below 25%	2	
c	Submission of annual accomplishment report		6
D. PEOPLE'S PARTICIPATION IN LOCAL DEVELOPMENT			20
a	Voluntary participation of the residents in the implementation of barangay PPAs		4
b	Conduct of public consultation/barangay assemblies for public consultation		5
c	Attendance of CSOs to the regular meetings of the BDC		3
d	Conduct of consultation meetings with various sectors		3
e	Attendance of BDC members to the meetings/consultations initiated by higher LGUs (P/C/M)		5
E. BDC INNOVATIONS AND GOOD PRACTICES			
	BDC implements process, mechanisms and programs as innovation to existing provisions of the existing policies		5*
TOTAL POINTS			100

*Bonus Points

5.2.2. PROCESS IN MONITORING THE FUNCTIONALITY OF BDCs

- 5.2.2.1. The Punong Barangay shall accomplish the self-assessment form (Annex 1) and submit the same, along with all means of verification (MOVs) to the City/Municipal Assessment Team (C/MAT), through the City Director/C/MLGOO.
- 5.2.2.2. The City Director/C/MLGOO shall convene the members of the C/MAT to assess the functionality of the barangays within their area of jurisdiction by reviewing and evaluating the self-assessment forms and all the means of verification submitted by the barangay.
- 5.2.2.3. Before proceeding to the assessment, the C/MAT shall establish that the barangays completely accomplished the

self—assessment form and the respective means of verification.

5.2.2.4. In the assessment by C/MAT, corresponding points shall be provided by the assessment team guided by the Technical Guidenotes in Annex 2. Further, the following shall be observed:

- a) Should there be absence of means of verification in any of the indicators, it is considered non-compliance, hence the 0 point.
- b) The list of MOVs are not exhaustive, hence the C/MAT may consider other MOVs as long as the same meets the data required in the Technical Guidenotes.
- c) In giving of points per barangay, C/MAT shall accomplish the BDC Audit Form (Annex 3).
- d) Bonus points in Item E (BDC Innovations and Good Practices) will only be given once main indicators are met.
- e) Add the total of all the points garnered by the barangay, including the bonus points, and determine the level of functionality of the barangay based on the table below:

LEVEL	RATING
Non - Functional	30 points and below
Low	31 - 50 points
Moderate	51 - 74 points
High	75 - 95 points
Ideal (Very High)	Above 95 points and achieved all HIGH Functionality Level and Implements BDC Innovations and Good Practices

5.2.2.5. Once all barangays are assessed, the results of the assessment shall be encoded in the shared google drive.

- 5.2.2.6. The C/MAT shall also fill – up Annex 4 which contains the summary of results of the assessment of all the barangays within the city/municipality. The signed copy of Annex 4 shall be submitted to the DILG Provincial Office.
- 5.2.2.7. The DILG Provincial Office shall ensure the completeness and accuracy of the data submitted by the C/MAT. Validation activity may be conducted, whenever necessary or in case data submitted are incomplete or inaccurate.
- 5.2.2.8. The DILG Provincial Office shall consolidate the results of the assessment of the barangays within their area of jurisdiction. Annex 5 shall be filled-up to summarize the results of the assessment per province. The signed copy of Annex 5 shall be submitted to the DILG Regional Office.
- 5.2.2.9. The DILG Regional Office shall consolidate the results of the assessment of the barangays within area of jurisdiction. The signed copy of Annex 6 shall be submitted to the Central Office, through NBOO.

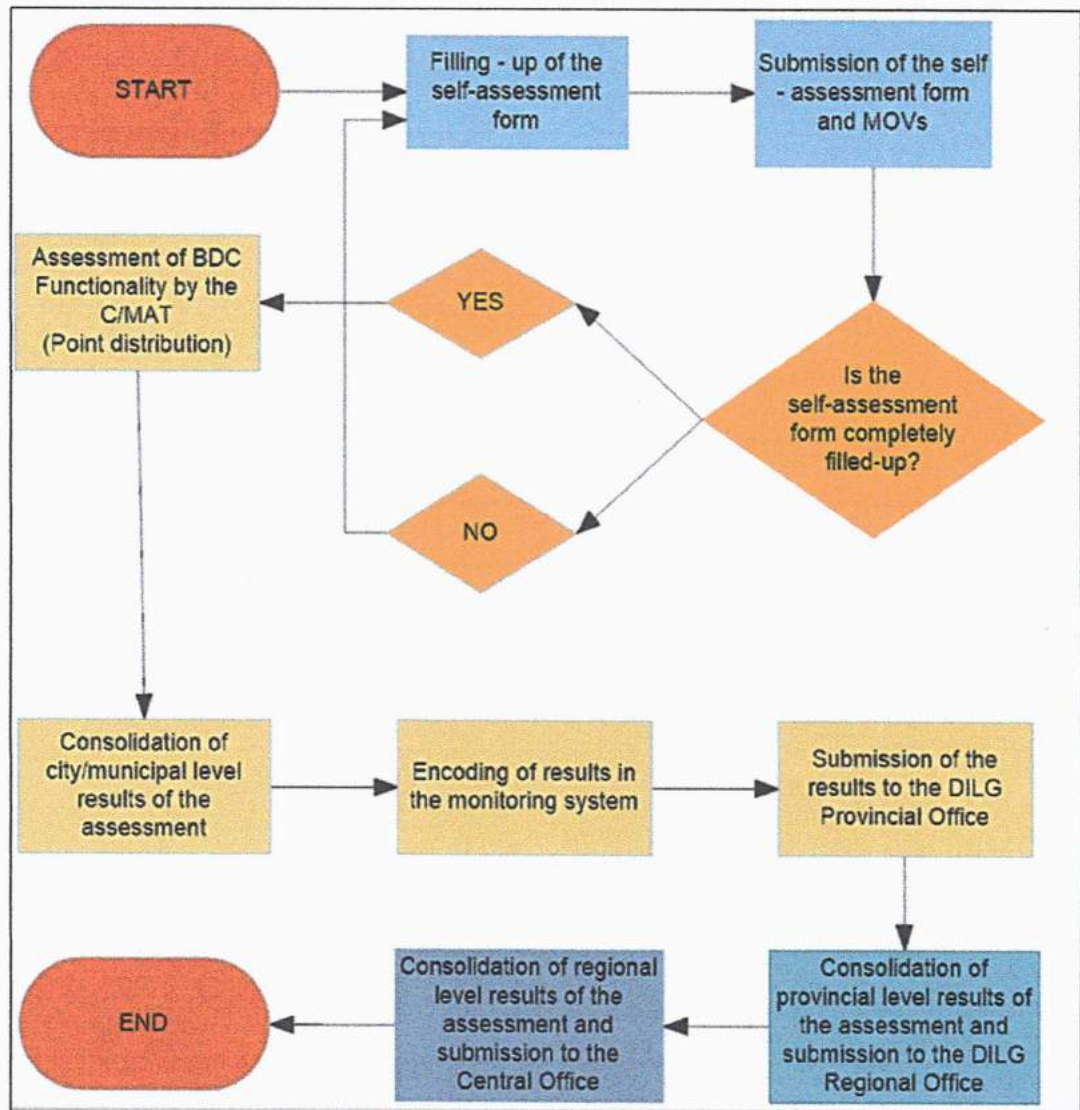
5.2.3. TIMELINE OF THE ASSESSMENT

- 5.2.3.1. The assessment of the functionality of BDC shall be conducted annually in accordance with the following schedule:

Year Under Review	Assessment Period	Submission of Regional Assessment Results
Previous Year	July to September of current year	On or before September 30 of every year.

- 5.2.3.2. The DILG Regional Office shall prescribe the schedules of submission of provincial and city/municipal assessment results provided that the regional assessment results (Annex 6) is submitted to Central Office – NBOO not later than September 30, 2019, and every year thereafter.

5.2.4. FLOWCHART OF THE ASSESSMENT PROCESS



5.3. INSTITUTIONAL ARRANGEMENTS

5.3.1. NBOO

- a) Formulate the guidelines for the conduct of the roll-out orientation;
- b) Formulate the technical guide notes for the assessment of the BDC;
- c) Prepare documentation for the downloading of funds to the Regional Offices for the purpose;
- d) Monitor and evaluate the conduct of the training;
- e) Monitor and consolidate documentation and reports regarding Assessment of BDC Functionality;
- f) Maintain national master list of barangays with functionality status of BDCs;
- g) Submit status report to SILG on the result of the assessment on or before October 31, 2019;
- h) Conduct validation activity whenever necessary;

- i) Provide technical and administrative assistance to the regional/field offices; and
- j) Prepare accomplishment report for SILG, through USBA.

5.3.2. SLGP - PMO

- a) Provide funds for the purpose; and
- b) Provide directives to SLGP regional coordinators to assist the BDC Focal Persons in the conduct of the activities related to BDC Functionality Assessment.

5.3.3. DILG Regional/Provincial Offices

- a) Conduct the roll-out orientation in their respective areas of jurisdiction;
- b) Formulate regional operational guidelines for the conduct of the assessment and roll-out orientation;
- c) Organize the training team;
- d) Determine the date and venue of the orientation activities;
- e) Ensure participation and attendance of the target participants to the orientation;
- f) Formulate regional guidelines on the timeline of submission of the city/municipal and provincial monitoring report and assessment results;
- g) Provide technical and administrative assistance to the field offices;
- h) Disburse and liquidate allocated funds in accordance with existing accounting and auditing rules;
- i) Submit liquidation report, copy furnish FMS – CO, terminal and monitoring reports on the conduct of the training to the NBOO, for consolidation and preparation of national accomplishment report.

5.3.4. DILG City/Municipal Field Offices

- a) Convene and orient the members of the C/MAT on guidelines of BDC Functionality Assessment prescribed in DILG MC 2019 -69 and this Circular;
- b) Ensure all barangays within the area of jurisdiction are assessed;
- c) Encode the results of the assessment in the shared google drive monitoring;
- d) Submit the results of the assessment to the Provincial Office, or to the Regional Office in case of HUCs;
- e) Conduct validation activity whenever necessary;
- f) Keep all the records and documents, particularly all self-assessment forms, MOVs and minutes of the C/MAT meetings; and
- g) Submit necessary financial and administrative reports to the DILG Regional/Provincial Office regarding conduct of roll-out strategies.

5.3.5. City/Municipal Assessment Teams

- a) Attend the orientation called upon by the DILG Field Officer;
- b) Assess the functionality of the BDC based on the submitted barangay self-assessment form;
- c) Review and evaluate the means of verification and relevant documents for the assessment of BDC Functionality;
- d) Conduct validation activities whenever necessary; and
- e) Submit consolidated monitoring report and assessment results to the DILG Provincial Office or DILG Regional Office, in the case of highly urbanized cities (HUCs) or independent component cities (ICCs).

5.3.6. City/Municipality

- a) Issue Executive Order designating permanent personnel to serve as member of the C/MAT; and
- b) Provide technical, administrative and counterpart support fund;

5.3.7. Barangay

- a) Accomplish the self-assessment form; and
- b) Prepare and submit to the City/Municipal Assessment Team, through the City Director/C/MLGOO, all necessary documents prescribed for the BDC Functionality Assessment.

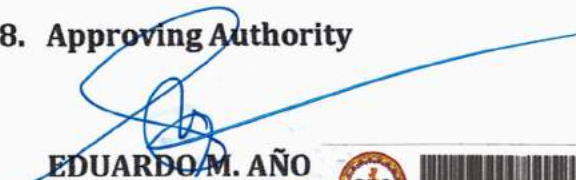

6. ANNEXES

- 6.1. ANNEX 1 - Self - Assessment Form**
- 6.2. ANNEX 2 - BDC Functionality Assessment Technical Guidenotes**
- 6.3. ANNEX 2 - A - Structure**
- 6.4. ANNEX 2 - B - People**
- 6.5. ANNEX 2 - C - System**
- 6.6. ANNEX 2 - D - People's Participation in Local Development**
- 6.7. ANNEX 2 - E - BDC Innovations and Good Practices**
- 6.8. ANNEX 3 - C/MAT Audit Form**
- 6.9. ANNEX 4 - C/M Consolidated Results Form**
- 6.10. ANNEX 5 - Provincial Summary**
- 6.11. ANNEX 6 - Regional Summary**
- 6.12. ANNEX 7 - A - Template of EO Creating BDC**
- 6.13. ANNEX 7 - B - Template of SB Resolution Approving BDP**
- 6.14. ANNEX 7 - C - DBM Prescribed AIP Format**
- 6.15. ANNEX 7 - D - Certification of Accomplishment Rate**
- 6.16. ANNEX 7 - E - Certification of Utilization Rate**

7. Effectivity

This Circular shall take effect immediately.

8. Approving Authority


EDUARDO M. AÑO
Secretary, DILG 



9. Feedback

Inquiries concerning this Circular should be directed/addressed to NATIONAL BARANGAY OPERATIONS OFFICE (NBOO) through telephone numbers (02) 876 - 3454 local 4407 or 925-11237.



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

BARANGAY DEVELOPMENT COUNCIL FUNCTIONALITY ASSESSMENT
SELF - ASSESSMENT FORM

YEAR UNDER REVIEW: _____
(to be filled-out by the Punong Barangay)

Region: _____ City: _____
Province: _____ Barangay: _____

Instruction: Put a check (✓) on the box that corresponds to the given questions

A. STRUCTURE

- 1 The BDC is organized/reconstituted YES NO **MEANS OF VERIFICATION**
 Sangguniang Barangay Resolution
 Executive Order
 Others: (Please Specify) _____

- 2 The BDC is organized/reconstituted within 100 days upon assumption to office YES NO **MEANS OF VERIFICATION**
Date of organization/reconstitution: _____
 Oath of Office of the Punong Barangay
 Sangguniang Barangay Resolution
 Executive Order
 Others: (Please Specify) _____

- 3 The BDC Executive Committee is constituted YES NO **MEANS OF VERIFICATION**
 Sangguniang Barangay Resolution
 Executive Order
 Others: (Please Specify) _____

- 4 The BDC Secretariat is constituted YES NO **MEANS OF VERIFICATION**
 Sangguniang Barangay Resolution
 Executive Order
 Minutes of the meetings prepared by the Secretary
 Others: (Please Specify) _____

- 5 BDC sectoral or functional committees are organized YES NO **MEANS OF VERIFICATION**
 Sangguniang Barangay Resolution
 Executive Order
 Others: (Please Specify) _____

B. PEOPLE

- 1 BDC membership is in accordance with prescribed members per Section 107 of RA 7160 YES NO **MEANS OF VERIFICATION**
Number of members of BDC: _____
 Sangguniang Barangay Resolution
 Executive Order
 Others: (Please Specify) _____

- 2 At least 4 or 1/4 members of the BDC are representatives from accredited NGOs YES NO **MEANS OF VERIFICATION**
Number of representative from accredited NGOs: _____
 Sangguniang Barangay Resolution
 Executive Order
 Certification of NGO/CSO accreditation

- Directory/List of accredited NGOs
- Certification/Endorsement to represent the NGO
- Others: _____ (Please Specify)

3 At least 6 or 40% of all the BDC members are composed of women pursuant to RA 9710 or the Magna Carta of Women of 2009

YES NO

Total Number of BDC Members: _____

Number of female BDC Members: _____

Number of male BDC Members: _____

- MEANS OF VERIFICATION**
- Sangguniang Barangay Resolution
 - Executive Order
 - Directory/Profile of BDC Members
 - Others: _____ (Please Specify)

4 BDC members attended any related trainings or orientation at least once in the previous year

YES NO

- MEANS OF VERIFICATION**
- Post-activity Report of the Training
 - Attendance Sheets
 - Photocopy of Certificate of Participation/Attendance
 - Photo documentation with date and time stamp
 - Others: _____ (Please Specify)

C. SYSTEM

1 Conduct of Meetings

a BDC conducts meeting at least twice a year

YES NO

Date of 1st semester meeting: _____

Date of 2nd semester meeting: _____

- MEANS OF VERIFICATION**
- Minutes of the meetings
 - Attendance sheets
 - Photo documentation with date and time stamp
 - Others: _____ (Please Specify)

b BDC Executive Committee conducts meetings at least once every quarter

YES NO

Date of 1stQ Meeting: _____

Date of 2ndQ Meeting: _____

Date of 3rdQ Meeting: _____

Date of 4thQ Meeting: _____

- MEANS OF VERIFICATION**
- Minutes of the meetings
 - Attendance sheets
 - Photo documentation with date and time stamp
 - Agenda of the meeting with BDC related concerns
 - Others: _____ (Please Specify)

c Sectoral and Functional Committee Meetings are conducted

YES NO

- MEANS OF VERIFICATION**
- Minutes of the meetings
 - Attendance sheets
 - Photo documentation with date and time stamp
 - Others: _____ (Please Specify)

2 Fomulation of Plans and Programs

a Barangay Development Plan is formulated

YES NO

- MEANS OF VERIFICATION**
- Barangay Development Plan (BDP)
 - Resolution of the BDC approving BDP
 - Sangguniang Barangay Resolution adopting BDP
 - Others: _____ (Please Specify)

b Sectoral plans are integrated in the BDP

YES NO

- MEANS OF VERIFICATION**
- Barangay Development Plan (BDP)
 - Integrated sectoral plans/BBI plans in the BDP
 - Resolution of Sectors/BBIs submitting the plan to BDC
 - Resolution of BDC adopting the plans
 - Agenda of BDC meetings reflecting recommendations

_____ from BBIs /sectoral committees members
 Others: (Please Specify) _____

c Local Development Investment Program/Annual Investment Program is formulated
YES NO

MEANS OF VERIFICATION
 LDIP/AIP
 Resolution of the BDC approving AIP
 Sangguniang Barangay Resolution adopting AIP
 Others: (Please Specify) _____

d Sanggunian Barangay approved BDP is submitted to the City/Municipal level for inclusion in the CDP
YES NO

MEANS OF VERIFICATION
 Resolution of the SB approving the BDP
 Transmittal Letter/Resolution of the BDC/SB the city/municipality
 Copy of the BDP with stamp received by submitting the BDP to the city/municipality
 Others: (Please Specify) _____

3 Planned Projects are Being Implemented

a Percentage of accomplished PPAs vis-à-vis targeted PPAs in the AIP
PERCENTAGE
 100% - 85%
 84% - 50%
 49% - 25%
 Below 25%
Number of target PPAs: _____
Number of accomplished PPAs: _____

MEANS OF VERIFICATION
 LDIP/AIP
 Certification by the PB of accomplishment rate per PPAs
 Accomplishment Report
 Project Status Report
 Terminal or Post-Activity Reports
 Minutes of the BDC meeting discussing project status/accomplishments
 Others: (Please Specify) _____

b Percentage of utilization of allocated budget
PERCENTAGE
 100% - 85%
 84% - 50%
 49% - 25%
 Below 25%
Amount of annual budget: _____
Amount of utilized budget: _____

MEANS OF VERIFICATION
 Approved appropriations ordinance
 Certification of utilization rate by the barangay treasurer
 Financial Reports
 Accomplishment Report
 Others: _____

c Submission of annual accomplishment report
YES NO

MEANS OF VERIFICATION
 Narrative Accomplishment Report
 Physical and Financial Reports
 State of the Barangay Address presented during Barangay Assembly Days
 Others: (Please Specify) _____

D. PEOPLE'S PARTICIPATION IN LOCAL DEVELOPMENT

1 Voluntary participation of the residents in the implementation of barangay PPAs
YES NO

MEANS OF VERIFICATION
 Certificate of Appreciation/Recognition
 Photo Documentation with date and time stamp
 After-activity reports
 Attendance sheets
 Others: (Please Specify) _____

2 Conduct of public hearing/barangay assemblies for public consultation
YES NO

MEANS OF VERIFICATION
 Minutes of the meetings
 Minutes of the Barangay Assembly Days

- Photo Documentation with date and time stamp
- Attendance Sheets
- Others: (Please Specify)

3 Attendance of CSOs to the regular meetings of the BDC

YES NO

MEANS OF VERIFICATION

- Minutes of the meetings
- Attendance sheets
- Photo Documentation with date and time stamp
- Others: (Please Specify)

4 Conduct of consultation meetings with various sectors

YES NO

MEANS OF VERIFICATION

- Minutes of the meetings
- Attendance sheets
- Photo Documentation with date and time stamp
- Others: (Please Specify)

5 Attendance of BDC members to the meetings/ consultation initiated by higher LGUs (P/C/M)

YES NO

MEANS OF VERIFICATION

- Minutes of the meetings
- Attendance sheets
- Photo Documentation with date and time stamp
- Others: (Please Specify)

E. BDC INNOVATIONS AND GOOD PRACTICES

BDC implements processes, mechanisms and programs as innovation to provisions of existing policies

YES NO

MEANS OF VERIFICATION

- Program brief
- Resolution/Ordinance implementing innovation
- Photo Documentation with date and time stamp
- Minutes of the meeting
- Recognition and awards
- Newspaper clips
- Others: (Please Specify)

Prepared by :

Date accomplished:

(Name and Signature of Punong Barangay)

BDC FUNCTIONALITY ASSESSMENT TECHNICAL GUIDE NOTES

A. STRUCTURE

	INDICATOR	DESCRIPTION	LEGAL BASES	REQUIRED DATA	ASSIGNED POINTS	SUGGESTED MOVs	REMARKS/NOTES
1	Organization/Reconstitution of BDC	The Barangay Development Council (BDC) is primarily responsible in formulating a comprehensive multi-sectoral plan. It shall assist the Sangguniang Barangay in setting the direction of economic and social development and coordinating and development efforts within its territorial jurisdiction.	Section 106 of the Local Government Code of 1991	- Presence of legal documents organizing the BDC	5 points - with organized/reconstituted BDC 0 point - without organized/reconstituted BDC	Sangguniang Barangay Resolution/Executive Order creating the BDC Other legal documents organizing the BDCs	<i>This indicator looks into the presence of organized/reconstituted in the BDC. Separate indicators will look into the completeness/accuracy of the required membership.</i> <i>Barangays without organized BDC shall not undergo the assessment process.</i>
2	Organization/Reconstitution of BDC within 100 days upon assumption to office	The BDC shall be organized/constituted in the prescribed period provided by law or any other existing policies and issuances. In this case as provided by the Circular, and within 100 days upon assumption to office of the newly-elected officials.	DILG MC 2019 -169	- Date of assumption to office of the Punong Barangay - Date of creation of BDC	2 points - BDC constituted within 100 days upon assumption to office 1 point - BDC constituted after 100 days prescribed period	Oath of office of Punong Barangay Sangguniang Barangay Resolution /Executive Order creating the BDC	<i>In counting the 100 – day period, the reckoning date shall be the date of assumption to office of the Punong Barangay.</i> <i>For CY 2019 assessment, BDC should be created not later than October 9, 2018 to comply with 100-day prescribed period; provided that the Punong</i>

	INDICATOR	DESCRIPTION	LEGAL BASES	REQUIRED DATA	ASSIGNED POINTS	SUGGESTED MOVs	REMARKS/NOTES
							<i>Barangay assumes office on the 12 noon of June 30.</i>
3	Constitution of BDC Executive Committee	The executive committee represents and acts in behalf of the BDC when the latter is not in session. It shall be created within 30 days upon organization/reconstitution of the BDC. The executive committee of the BDC shall be composed of the following: Punong Barangay as chairperson and members: (i) A representative of the sangguniang barangay to be chosen from among its members and (ii) A representative of non-governmental organizations that are represented in the council, as members.	Section 111 (3) of the Local Government Code of 1991 DILG MC 2019 - 69	<ul style="list-style-type: none"> - Names of members of BDC Executive Committee - Position/Designation - Date of constitution - Date of BDC organization/reconstitution - Presence of legal document organizing the BDC Executive Committee 	<p>2 points - BDC Execom created with 3 members within prescribed period</p> <p>1 point - BDC Execom created but prescribed membership was not followed or BDC Execom is created not within the prescribed period</p> <p>0 point - BDC Execom is not created</p>	Sangguniang Barangay Resolution/Executive Order creating the BDC Executive Committee	

	INDICATOR	DESCRIPTION	LEGAL BASES	REQUIRED DATA	ASSIGNED POINTS	SUGGESTED MOVs	REMARKS/NOTES
4	Constitution of BDC Secretariat;	Each local development council shall create a secretariat which shall be responsible for providing technical support, documentation of proceedings, preparation of reports and such other assistance as may be required in the discharge of its functions. The local development council may avail of the services of any non-governmental organization or educational or research institution for this purpose. The secretariat of the barangay development council shall be headed by the barangay secretary who shall be assisted by the city or municipal planning and development coordinator concerned	Section 113 of the Local Government Code of 1991	<ul style="list-style-type: none"> - Names of members of the BDC Secretariat - Position/Designation 	<p>1 point - BDC Secretariat created with members other than the Barangay Secretary</p> <p>0.5 point - Barangay Secretary designated as sole secretariat of BDC</p> <p>0 point - BDC Secretariat Is not created</p>	<p>Sangguniang Barangay Resolution/Executive Order creating the BDC Secretariat</p> <p>Minutes of the meeting prepared by the Secretary</p>	
5	Organization of BDC sectoral or functional committees	<p>Sectoral or functional committees may be created by the BDC to assist them in the performance of their functions.</p> <p>The sectoral or functional</p>	<p>Section 112 of the Local Government Code of 1991</p> <p>Article 182 (g) (3) of the IRR of the</p>	<ul style="list-style-type: none"> - Names of sectoral/functional committees - Names of the members of each committee - Position/Designation 	<p>BONUS</p> <p>3 points - At least one sectoral/functional committee is created</p>	<p>Sangguniang Barangay Resolution/Executive Order creating the sectoral/functional committees</p>	<p><i>This is a bonus point since this is not a mandatory provision as stated by the Code.</i></p>

	INDICATOR	DESCRIPTION	LEGAL BASES	REQUIRED DATA	ASSIGNED POINTS	SUGGESTED MOVs	REMARKS/NOTES
		committees shall: (i) Provide the LDC with data and information essential to the formulation of plans, programs, and activities; (ii) Define sectoral or functional objectives, set targets, and identify programs, projects, and activities for the particular sector or function; (iii) Collate and analyze information and statistics and conduct related studies; (iv) Conduct public hearings on vital issues affecting the sector or function; (v) Coordinate planning, programming, and implementation of programs, projects, and activities within each sector; (vi) Monitor and evaluate programs and projects; and (vii) Perform such other functions as may be assigned by the LDC	Local Government Code of 1991	on of each member	0 point - No sectoral/functional committee is created		

B. PEOPLE

	INDICATOR	DESCRIPTION	LEGAL BASES	REQUIRED DATA	ASSIGNED POINTS	SUGGESTED MOVs	REMARKS/NOTES
1	BDC membership is in accordance with prescribed members of Section 107 of RA 7160;	The composition of the local development council shall be as follows: (1) Punong Barangay as Chairperson (2) Members of the sangguniang barangay; (3) Representatives of non-governmental organizations operating in the barangay who shall constitute not less than one fourth ($\frac{1}{4}$) of the members of the fully organized council; and (4) A representative of the congressman.	Section 107 of the Local Government Code of 1991	- Number of members of the BDC - Names of the members of the BDC - Position/Designation	6 points - BDC is organized with complete membership as prescribed 3 points - BDC is organized but with incomplete members	Sangguniang Barangay Resolution/Executive Order creating the BDC Other legal documents organizing the BDCs	<i>The BDC shall have Punong Barangay as chair and at the least 13 members, to wit:</i> - 7 Sangguniang Barangay Member - SK Chairperson - A representative of the Congressman - At least 4 different CSOs representatives <i>For the CY 2019 assessment, the names of the representatives of the congressman and CSOs are not required. For CSOs, the names of the CSOs being represented will suffice.</i> <i>In deriving the equivalent number of CSO representatives, the following formula is used:</i> <i>Given: $\frac{1}{4}$ of the BDC are CSO Representatives</i> <i>$\frac{3}{4}$ of the BDC is the remainder of the fully organized council which is 10 people.</i> <i>Let "x" be the total number of CSO representatives:</i>

	INDICATOR	DESCRIPTION	LEGAL BASES	REQUIRED DATA	ASSIGNED POINTS	SUGGESTED MOVs	REMARKS/NOTES
							$\frac{3}{4} = 10$; while $x=1/4$ $\frac{40}{4x} = 3$ $4x = 1$ $(4x) (3) = (40) (1)$ $12x=40$ $X=40/12$ $X=3.33$ <i>3.33 is less than $\frac{1}{4}$ of the fully organized council; hence, there should be at least 4 CSO representatives in the BDC.</i>
2	At least 4 or $\frac{1}{4}$ of the members of the BDC are representative from accredited NGO	The BDC shall ensure that at least $\frac{1}{4}$ of the members of the BDC are representatives from accredited NGO. Within a period of sixty (60) days from the start of organization of local development councils, the non-governmental organizations shall choose from among themselves their representatives to said councils. The local sanggunian concerned shall accredit non-governmental organizations subject to such criteria as may be provided by law.	Section 107 (3) and 108 of the Local Government Code of 1991 DILG MC 2018 - 146	<ul style="list-style-type: none"> - Number of NGO representatives in the BDC - Names of accredited NGOs - Names of NGO representatives in the BDC 	<p>5 points - at least 4 representatives of accredited NGOs or $\frac{1}{4}$ of the number of the fully organized councils</p> <p>3 points - at least 4 NGO (not accredited) representatives, or $\frac{1}{4}$ of the number of the fully organized councils</p> <p>1 point - less than 4 NGO representatives of $\frac{1}{4}$ of the number of the fully</p>	<p>Sangguniang Barangay Resolution/Executive Order creating the BDC</p> <p>Other legal documents organizing the BDCs</p> <p>Certification of accreditation of NGO</p> <p>Directory/list of accredited NGOs</p> <p>Certification/Endorsement or any document from the NGO to represent the organization in the council</p>	<p><i>Representatives of NGOs shall come from those accredited by the Sangguniang Barangay.</i></p> <p><i>At the minimum, the fully organized council, except the number of NGO representatives, has 10 members. Hence, it will require that at least 4 members are representatives of accredited NGOs.</i></p> <p><i>For CY 2019 assessment, those CSOs which were accredited by the Sangguniang Bayan/ Panlungsod will be accepted.</i></p>

	INDICATOR	DESCRIPTION	LEGAL BASES	REQUIRED DATA	ASSIGNED POINTS	SUGGESTED MOVs	REMARKS/NOTES
					<p>organized councils</p> <p>0 point - no representatives from NGOs</p>		
3	At least 6 or 40% of all BDC members are composed of women pursuant to RA 9710 or the Magna Carta of Women of 2009	At least forty percent (40%) of membership of all development councils shall be composed of women to ensure the participation of women in all levels of development planning and program implementation.	Section 11 of RA 9710 or the Magna Carta of Women	<ul style="list-style-type: none"> - Number of members of the BDC - Names of BDC members - Sex of each member of the BDC 	<p>4 points - At least 40% or not less than 6 members of BDC are women</p> <p>2 points - Less than 40% or 6 members of BDC are women</p> <p>0 point - No woman in the BDC</p>	<p>Sangguniang Barangay Resolution/Executive Order creating the BDC</p> <p>Executive Order creating the BDC</p> <p>Directory of the BDC members that provide gender of the members</p>	<i>At the minimum, the fully organized council has 14 members. Hence, it will require that at least 6 members are women.</i>
4	BDC members attended any related trainings/ orientation at least once in the previous year	BDC attended related trainings and related activities intended to enhance the capacity of BDC members in the performance of their duties.	DILG MC 2019 -69	<ul style="list-style-type: none"> - Title of trainings/activities attended by the BDC - Date of the conduct of activity - Name of agency that conducted/facilitated 	<p>5 points - At least one training/activity attended by ALL BDC members in the previous year</p> <p>3 points - At least one training/activity attended by some of the BDC members in the previous year</p> <p>0 point - No training was attended by the BDC in the previous year</p>	<p>Post-activity report of the training attended</p> <p>Attendance sheets</p> <p>Photocopy of Certificate of Participation/Attendance</p> <p>Photo documentation showing date and time stamp</p>	<i>Training attended by the BDC shall be focused on strengthening and enhancing their capacities. This may include but not limited to: 1. Orientation of Roles and Functions 2. BDP Formulation 3. Participatory Development Planning</i>

C. SYSTEMS

1. Conduct of Meetings

	INDICATOR	DESCRIPTION	LEGAL BASES	REQUIRED DATA	ASSIGNED POINTS	SUGGESTED MOVs	REMARKS/NOTES
a	Conduct of BDC meetings at least twice a year;	BDC is mandated to conduct a regular meeting at least once every six months or as often as necessary to discuss matters related to the updating and implementation of the Barangay Development Plan.	Section 110 of the Local Government Code of 1991	<ul style="list-style-type: none"> - Date and time of meetings conducted - Names of attendees 	<p>5 points - Conducted meetings at least once every 6 months (1 per semester) with complete attendance</p> <p>4 points - Conducted meetings at least once every 6 months (1 per semester) with incomplete attendance</p> <p>3 points - Conducted meetings at least twice a year (not necessarily every 6 months)</p> <p>2 points - Conducted meetings at least once a year</p> <p>0 point - No BDC meeting was conducted</p>	<p>Minutes of the meetings</p> <p>Attendance sheets</p> <p>Photo documentation showing date and time stamp</p>	<p><i>BDC meetings shall be conducted once every 6 months. Hence, the first meeting shall be conducted within the period of January - June; while the 2nd meeting shall be between July - December. Full points shall be given to those who follow the prescribed dates of meetings.</i></p>

	INDICATOR	DESCRIPTION	LEGAL BASES	REQUIRED DATA	ASSIGNED POINTS	SUGGESTED MOVs	REMARKS/NOTES
b	Conduct of BDC Executive Committee meetings	BDC Executive Committee shall conduct regular meetings to (1) ensure that the decision of the council is faithfully carried out and implemented; (2) act on matters requiring immediate attention or action by the council; (3) formulate policies, plans, and programs based on the general principles laid down by the council; and (4) act on other matters that may be authorized by the council.	Section 111 of the Local Government Code of 1991	- Date and time of meetings conducted - Names of attendees	5 points - Conducted meetings at least once every quarter 4 points - Conducted at least 4 meetings at any time of the year 3 points - Conducted meetings at least 3 times a year 2 points - Conducted meetings of less than 3 meetings a year 0 point - No meeting was conducted	Minutes of the meetings Attendance sheets Photo documentation showing date and time stamp Agenda of the meeting showing BDC related concerns were discussed	<i>For CY 2019 assessment, BDC Executive Meetings that were conducted alongside with other meetings, such as BBI meetings, among others, will be accepted; provided that BDC related matters are discussed and the representative of CSO as member of the Execom is present during the meeting.</i>
c	Conduct of Sectoral and Functional Committee meetings	BDC Sectoral and Functional committee meetings shall be conducted to discuss matters related to the implementation of their respective sectoral plans.		- Date and time of meetings conducted - Names of attendees	BONUS 2 points - At least one sectoral/functional committee meeting is conducted in the previous year 0 point - No sectoral/functional committee meeting is conducted in the previous year	Minutes of the meetings Attendance sheets Photo documentation showing date and time stamp	

2. Formulation of Plans and Programs

	INDICATOR	DESCRIPTION	LEGAL BASES	REQUIRED DATA	ASSIGNED POINTS	SUGGESTED MOVs	REMARKS/NOTES
a	Formulation of Barangay Development Plan	The BDP is a 3-year term based comprehensive multi-sectoral development plan which sets development goal, priorities and targets in the long term, supported by programs and projects budget and resource - generating measures	Section 106 of the Local Government Code of 1991	<ul style="list-style-type: none"> - Date of formulation - Date of adoption 	<p>8 points - presence of a 3-year term-based BDP</p> <p>0 point - no BDP</p>	<p>Original and Updated Barangay Development Plan (in any format)</p> <p>Resolution of the BDC approving the BDP</p> <p>Resolution of the Sangguniang Barangay Adopting the BDP</p> <p>Minutes of the BDC meeting reflecting BDP Updating as an agendum</p>	<p><i>The presence of an updated 3 year BDP shall be given full points.</i></p> <p><i>For 2019 assessment, the BDP shall be crafted in FY 2018 and shall cover the period of 2018 -2020. Also, the BDP in any format or template shall be considered and accepted.</i></p>
b	Integration of sectoral plans in the BDP	The BDC shall formulate a comprehensive multi-sectoral development plan to be initiated by its development council and approved by its sanggunian.	Section 106 of the Local Government Code of 1991	<ul style="list-style-type: none"> - Name/Title of Sectoral Plans - Date of Submission of plans to BDC - Date of adoption of BDC of the sectoral plan 	<p>5 points – more than 1 sectoral plans are integrated in the BDP</p> <p>3 point – only 1 sectoral plan is integrated in the BDP</p> <p>0 point – No sectoral plan is integrated in the BDP</p>	<p>Barangay Development Plan</p> <p>Integrated sectoral plans/BBI plans in the BDP</p> <p>Resolution of Sectors/BBIs submitting the sectoral/BBI plan to BDC</p> <p>Resolution of BDC</p>	<p><i>The sectoral plans shall consist of various programs under the following sectors:</i></p> <ol style="list-style-type: none"> 1. Social 2. Economic 3. Institutional 4. Environmental 5. Infrastructure <p><i>For FY 2019, plans of various BBIs will be considered. Hence, if any of these plans are incorporated to the BDP, corresponding points shall</i></p>

	INDICATOR	DESCRIPTION	LEGAL BASES	REQUIRED DATA	ASSIGNED POINTS	SUGGESTED MOVs	REMARKS/NOTES
						adopting the plans Agenda of BDC meetings reflecting recommendations from BBI members/sectoral committee members	<i>be given to the barangay. These BBI plans include, but not limited to the following:</i> a) <i>GAD Plan</i> b) <i>BDRRM Plan</i> c) <i>BESWM Program</i> d) <i>BPOPS Plan</i> e) <i>BADAC Plan of Action</i> f) <i>BCPC PPlan</i> g) <i>ADSDPP</i> h) <i>BARP</i> i) <i>BNAP</i>
c	Formulation of Local Development Investment Program/Annual Investment Program (LDIP/AIP)	The Local Development Investment Program is the principal instrument for implementing the BDP. It contains the specific programs, projects and activities with corresponding project costs including the necessary fund flows to approximate the reasonable timing in the release of funds. It should have a time frame of three years. Its annual component is the AIP.	DBM Local Budget Memorandum 77-A	- Date of Formulation - Period covered	5 points - presence of an LDIP/AIP 0 point - no LDIP/AIP	LDIP/AIP Resolution of the BDC approving the AIP Resolution of the Sangguniang Barangay Adopting the LDIP/AIP	<i>Barangays are only mandated to prepare their Annual Investment Program, however, they are also not precluded from formulating term-based investment programs.</i>
d	Submission of BDP to the City/Municipal LDC for inclusion	The sanggunian approved BDP is submitted to the higher LDC for possible inclusion of the identified	Section 114 of the Local Government Code of 1991	- Date of submission - Date received/acknowledged by the Higher	2 points – Sanggunian approved BDP is submitted to the	Copy of BDP with stamp received by the Higher LDC	

	INDICATOR	DESCRIPTION	LEGAL BASES	REQUIRED DATA	ASSIGNED POINTS	SUGGESTED MOVs	REMARKS/NOTES
	in the CDP	programs, plans, and projects to their respective CDP.	Article 182 (j) (2) of the IRR	LDC	Higher LDC 0 point - Sanggunian approved BDP is not submitted to the Higher LDC	Resolution of the Sangguniang Barangay Approving the BDP Receiving copy of the Transmittal Letter or Resolution of the BDC/Sangguniang Barangay submitting the BDP to the city/municipality	

3. Planned Projects are being Implemented

	INDICATOR	DESCRIPTION	LEGAL BASES	REQUIRED DATA	ASSIGNED POINTS	SUGGESTED MOVs	REMARKS/NOTES
a	Percentage of accomplished PPAs vis-à-vis target PPAs in the AIP	BDC is mandated to monitor and evaluate the local programs and projects.	Section 97 of the Local Government Code of 1991 RULE XXIV of the IRR of LGC	- Number of planned PPAs in the AIP - Number of accomplished PPAs in the AIP	7 points - 100% - 85% accomplishment rate 5 points - 84% - 50% accomplishment rate 3 points - 49% - 25% accomplishment	LDIP/AIP Certification by the PB of accomplishment rate per PPAs {physical and financial) Accomplishment Report Project Status Reports Annual Reports	<i>The period covered by the accomplishment shall be from January to December 31 of the year under review.</i> <i>How to get the accomplishment rate?</i> <i>Physical accomplishment rate= (Number of accomplished PPAs/Number of planned PPAs)x100%</i>

	INDICATOR	DESCRIPTION	LEGAL BASES	REQUIRED DATA	ASSIGNED POINTS	SUGGESTED MOVs	REMARKS/NOTES
					rate 2 points - below 25% accomplishment rate 0 point - no accomplishment	Terminal Reports or Post-Activity Reports Minutes of the BDC meeting discussing project status/accomplishments	
b	Percentage of utilization of allocated budget	BDC is mandated to monitor and evaluate the local programs and projects. Hence, BDC shall ensure that planned projects are implemented and executed efficiently and effectively, including the allocated funds for the purpose.	Section 109 of the Local Government Code	- Amount of allocated budget - Amount of fund utilized from allocated budget	7 points - 100% - 85% utilization rate 5 points - 84% - 50% utilization rate 3 points - 49% 25% utilization rate 2 points - below 25% utilization rate 0 point - 0% utilization rate	Approved appropriations ordinance Certification of utilization rate by barangay treasurer Financial Report Accomplishment Reports	<i>Barangay funds are utilized in accordance with the approved appropriation fully supported with complete documents and properly liquidated.</i> <i>Utilized funds means disbursed as of Dec. 31 of the year under review.</i> <i>How to get the accomplishment rate?</i> <i>Utilization Rate rate= (Amount of Disbursed Budget from the Appropriated Budget/Amount of Appropriated Budget)x100%</i>
c	Submission of	An accomplishment report is	Article 189 – 190	- Date of submission	6 points - prepared	Narrative	<i>Accomplishment Reports</i>

	INDICATOR	DESCRIPTION	LEGAL BASES	REQUIRED DATA	ASSIGNED POINTS	SUGGESTED MOVs	REMARKS/NOTES
	annual accomplishment report	prepared annually to provide the status report and overview of what was achieved during the given period. Specific information related to progress, outputs accomplished, problems arise and decisions made, and descriptions of unplanned activities maybe covered by the report. Annual reports shall be submitted to the Sangguniang Barangay and forwarded to the DILG.	of the IRR of LG Code DILG MC 2019-69	of annual accomplishment report	and submitted the annual accomplishment report on time 5 points - prepared and submitted but not within the prescribed period 3 points – prepared the annual accomplishment report but was not submitted to the Sangguniang Barangay or the DILG 0 point- did not prepare and submit accomplishment report	Accomplishment Report (in any form) Physical and Financial Accomplishment Report (in any format) State of the Barangay Address (SOBA) presented during barangay assembly days	<i>shall be submitted not later than March 31, 2019.</i>

D. PEOPLE'S PARTICIPATION

	INDICATOR	DESCRIPTION	LEGAL BASES	REQUIRED DATA	ASSIGNED POINTS	SUGGESTED MOVs	REMARKS/NOTES
1	Voluntary participation of the residents in the implementation of barangay PPAs	Residents voluntarily participate in the implementation of barangay projects which includes construction projects, clean-up activities and the like. Residents who are not employed by the barangays shall have rendered free services to implement certain barangay projects.	Section 109 of the Local Government Code of 1991	<ul style="list-style-type: none"> - List of accredited/potential volunteers in the barangays - Title of activities with citizen participation 	<p>4 points - residents participated voluntarily in the implementation of at least one project at the barangay.</p> <p>0 point - no activity was implemented with citizen participation</p>	<p>Copy of the Certificate of Appreciation/Recognition</p> <p>Photo Documentation with date and time stamp</p> <p>After-activity reports</p> <p>Attendance sheet</p>	
2	Conduct of public consultation/ barangay assemblies	BDC conducted consultation activities to gather inputs from the residents on the planning process and implementation of the project	Section 109 of the Local Government Code of 1991	<ul style="list-style-type: none"> - Date of public consultation/barangay assemblies 	<p>5 points - conducted at least two public consultations/barangay assemblies</p> <p>3 points - conducted one public consultation/barangay assembly</p> <p>0 point - did not conduct any public consultation/barangay assemblies</p>	<p>Minutes of the meetings/Barangay Assembly Day</p> <p>Photo documentation with date and time stamp</p> <p>Attendance sheet</p>	
3	Attendance of CSOs to the regular meetings	As member of the BDC, the CSOs shall be regularly attending the meetings of the	Section 106 and 109 of the Local Government Code	<ul style="list-style-type: none"> - Date of regular meetings of the BDC 	<p>3 points - CSOs attended all meetings of the BDC and Executive Committees</p>	<p>Minutes and attendance of the meetings</p>	

	INDICATOR	DESCRIPTION	LEGAL BASES	REQUIRED DATA	ASSIGNED POINTS	SUGGESTED MOVs	REMARKS/NOTES
	of the BDC	BDC and its executive committees	of 1991	Names of CSO representatives who attended the BDC	2 points - CSOs failed to attend one meeting 1 point - CSOs failed to attend in two or more meetings 0 point - CSO did not attend any of the meetings	Photo documentation with date and time stamp	
4	Conduct of consultation meetings with various sectors	Sectoral meetings are conducted to formulate plans of specific sectors to be integrated in the Barangay Development Plan.	Section 109 of the Local Government Code of 1991	Date of consultative meetings	3 points - conducted at least one consultative meeting with any of the sectors 0 point - did not conduct consultative meeting	Minutes of the meetings Attendance sheets Photo documentation with date and time stamp	
5	Attendance of BDC members to the meetings/consultations initiated by higher LGUs (P/C/M)	Punong Barangays or his/her designated representative attends the regular meetings of the city/municipal development council as scheduled.	Section 106 of the Local Government Code of 1991	- Date of LDC meetings conducted by the city/municipality	5 points - PB or any designated representative attended all the regular meetings of the LDC 3 points - has missed to attend 1 LDC meeting 0 point - did not attend any of the LDC meetings	Minutes and attendance of the Higher LDC Photo documentation with date and time stamp	<i>A representative shall only be designated by the PB in the event that the PB has official business to attend to.</i>

E. BDC INNOVATIONS AND GOOD PRACTICES

	INDICATOR	DESCRIPTION	LEGAL BASES	REQUIRED DATA	ASSIGNED POINTS	SUGGESTED MOVs	REMARKS/NOTES
	BDC implements processes, mechanisms and programs as innovation to provisions of the existing policies	Innovations can be demonstrated by implementing processes, mechanisms and programs with a level of creativeness of the BDC with the aim to deliver better services to the general public. These innovations shall focus on improving citizen participation on planning and implementation of the programs.	DILG MC 2019 – 69	- Name and description of a process, mechanism or a program	5 points – BDC implements at least one innovation 0 point – No innovation is implemented at the barangay Level	Program brief Resolution/Ordinance implementing the innovation Photo documentation with date and time stamp Minutes of the meeting. Recognition and awards Newspaper clips	<i>Innovations or good practices of the BDC may include, but not limited to:</i> 1) <i>House to house consultations</i> 2) <i>Information and technological systems established</i> 3) <i>Information campaign on the accreditation of the CSOs</i> 4) <i>Establishment of voluntary corps</i> 5) <i>Provision of incentives</i> 6) <i>CSO – led barangay projects</i>



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

**BARANGAY DEVELOPMENT COUNCIL FUNCTIONALITY ASSESSMENT
 AUDIT FORM**

YEAR UNDER REVIEW: _____
 (to be filled-out by the City/Municipal Assessment Team)

Region: _____
 Province: _____

City/Municipality: _____
 Barangay: _____

Instruction: Put corresponding points on every indicator based on the self-assessment form accomplished by the barangay. Please refer to the technical guidenotes for the point system

INDICATORS		ASSIGNED POINTS	RATING
A STRUCTURE			
1	Organization/Reconstitution of BDC	5	
2	Organization/Reconstitution of BDC within 100 days upon assumption to office	2	
3	Constitution of BDC Executive Committee	2	
4	Constitution of BDC Secretariat	1	
5	Organization of BDC sectoral or functional committees	3*	
* BONUS POINTS			
TOTAL POINTS		10	

INDICATORS		ASSIGNED POINTS	RATING
B PEOPLE			
1	BDC membership is in accordance with prescribed members of Section 107 of RA 7160	6	
2	At least 4 or ¼ of the members of the BDC are representatives from accredited NGOs as provided	5	
3	At least 6 or 40% of all the BDC members are composed of women pursuant to RA 9710 or the Magna Carta of Women of 2009	4	
4	BDC members attended any related trainings/orientation at least once in the previous year	5	
TOTAL POINTS		20	

INDICATORS		ASSIGNED POINTS	RATING
C SYSTEM			
1	Conduct of meetings		
	a) Conduct of BDC meetings at least twice a year	5	
	b) Conduct of BDC Executive Committee meetings at least once every quarter	5	
	c) Conduct of Sectoral and Functional Committee meetings	2*	
* BONUS POINTS			
Sub-Total Points		10	

2	Formulation of Plans and Programs		
	a) Formulation of Barangay Development Plan	8	

	b	Integration of sectoral plans in the BDP	5	
	c	Formulation Local Development Investment Program/Annual Investment Program (LDIP/AIP)	5	
	d	Submission of BDP to the City/Municipal level for inclusion in the CDP	2	
Sub-Total Points			20	
3 Planned Projects are Being Implemented				
	a	Percentage of accomplished PPAs vis-à-vis target PPAs in the AIP/Budget Ordinance	7	
		100% - 85%	7	
		84% - 50%	5	
		49% - 25%	3	
		Below 25%	2	
	b	Percentage of utilization of allocated budget	7	
		100% - 85%	7	
		84% - 50%	5	
		49% - 25%	3	
		Below 25%	2	
	c	Submission of annual accomplishment report	6	
Sub-Total Points			20	
TOTAL POINTS			50	

INDICATORS		ASSIGNED POINTS	RATING
D PEOPLE'S PARTICIPATION IN LOCAL DEVELOPMENT			
1	Voluntary participation of the residents in the implementation of barangay PPAs	4	
2	Conduct of public hearing/barangay assemblies for public consultation	5	
3	Attendance of CSOs to the regular meetings of the BDC	3	
4	Conduct of consultation meetings with various sectors	3	
5	Attendance of BDC members to the meetings/consultations initiated by higher LGUs (P/C/M)	5	
TOTAL POINTS		20	

INDICATORS		ASSIGNED POINTS	RATING
E BDC INNOVATIONS AND GOOD PRACTICES			
Implementation of processes, mechanisms and programs as innovation to existing provisions of the existing policies		5*	
* BONUS POINTS			

OVER-ALL SCORE		100	
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Assessed by:

(DILG Field Officer)

(C/M Budget Officer)

(C/MPDC)

(LnB Officer)

(CSO Representative)

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Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

**BARANGAY DEVELOPMENT COUNCIL FUNCTIONALITY ASSESSMENT
 CONSOLIDATED RESULTS FORM**

YEAR UNDER REVIEW: _____

(to be filled-out by the City/Municipal Assessment Team)

Region: _____

City/Municipality: _____

Province: _____

NAME OF BARANGAY	OVER-ALL SCORE	LEVEL OF FUNCTIONALITY

PREPARED BY:
 (DILF FIELD OFFICER)

CERTIFIED BY:

(C/MPDC) (LnB President) (C/M Budget Officer)

(CSO Representative)



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

BARANGAY DEVELOPMENT COUNCIL FUNCTIONALITY ASSESSMENT
PROVINCIAL SUMMARY

YEAR UNDER REVIEW : _____

Region: _____

Province: _____

NAME OF MUNICIPALITY	TOTAL NUMBER OF BARANGAYS	NUMBER OF BARANGAYS				
		LEVE OF FUNCTIONALITY				
		IDEAL	HIGH	MODERATE	LOW	NON - FUNCTIONAL

Prepared by:
(DILG PROVINCIAL BDC FOCAL PERSON)

Approved by :
(DILG PROVINCIAL DIRECTOR)



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

BARANGAY DEVELOPMENT COUNCIL FUNCTIONALITY ASSESSMENT
REGIONAL SUMMARY

YEAR UNDER REVIEW : _____

Region: _____

NAME OF PROVINCE	TOTAL NUMBER OF BARANGAYS	NUMBER OF BARANGAYS				
		LEVE OF FUNCTIONALITY				
		IDEAL	HIGH	MODERATE	LOW	NON - FUNCTIONAL

Prepared by:
(DILG REGIONAL BDC FOCAL PERSON)

Approved by :
(DILG REGIONAL DIRECTOR)

INSERT
BARANGAY
LOGO

REPUBLIC OF THE PHILIPPINES
PROVINCE OF _____
CITY/MUNICIPALITY OF _____
BARANGAY _____

OFFICE OF THE PUNONG BARANGAY

BARANGAY EXECUTIVE ORDER

No. ____ Series of 20 ____

Subject : Constitution of the Barangay Development Council of Barangay _____

Pursuant to Republic Act 7160, otherwise known as the Local Government Code of 1991 and its Implementing Rules and Regulations, the Barangay Development Council (BDC) of Barangay _____, _____, _____, is hereby constituted as follows:

Section 1. Composition - The Barangay Development Council (BDC) shall be composed of the following:

1. _____, Punong Barangay - Chairperson
2. _____, Sangguniang Barangay Member - Member
3. _____, Sangguniang Barangay Member - Member
4. _____, Sangguniang Barangay Member - Member
5. _____, Sangguniang Barangay Member - Member
6. _____, Sangguniang Barangay Member - Member
7. _____, Sangguniang Barangay Member - Member
8. _____, Sangguniang Barangay Member - Member
9. _____, Sangguniang Kabataan Chairperson - Member
10. _____, Representative of (Name of NGO) - Member
11. _____, Representative of (Name of NGO) - Member
12. _____, Representative of (Name of NGO) - Member
13. _____, Representative of (Name of NGO) - Member
14. _____, Representative of Hon. (Name of District Congressman) - Member

Section 2. Functions of BDC - The BDC shall have the following functions:

1. Mobilize people's participation in local development efforts;
2. Prepare barangay development plans based on local requirements;
3. Monitor and evaluate the implementation of national or local programs and projects;
and
4. Perform such other functions as may be provided by law or competent authority.

Section 3. BDC Executive Committee - The BDC Executive Committee shall likewise be constituted with the following composition:

1. _____, Punong Barangay - Chairperson
2. _____, Sangguniang Barangay Member - Member
3. _____, Representative of (Name of NGO) - Member

Section 4. Functions of the BDC Executive Committee - The BDC Execom shall have the following functions:

1. Ensure that the decision of the council are faithfully carried out and implemented;
2. Act on matters requiring immediate attention or action by the council;

3. Formulate policies, plans, and programs based on the general principles laid down by the council; and
4. Act on other matters that may be authorized by the council.

Section 5. BDC Secretariat – The BDC Secretariat shall be created, composed by the following:

1. _____, Barangay Secretary – Chairperson
2. _____, Member
3. _____, Member
4. _____, Member
5. _____, Member

Section 6. Functions of the BDC Secretariat – The BDC Secretariat shall have the following functions:

1. Provide technical support to the BDC;
2. Document of the Council's proceedings;
3. Prepare of the Council's reports; and
4. Other assistance as may be required in the discharge of its functions.

Section 5. Effectivity – This Order shall take effect immediately.

Done this ____ day of _____, 20__ at Barangay _____, _____, _____, Philippines.

Punong Barangay

INSERT
BARANGAY
LOGO

ANNEX 7 - B

REPUBLIC OF THE PHILIPPINES
PROVINCE OF _____
CITY/MUNICIPALITY OF _____
BARANGAY _____

OFFICE OF THE SANGGUNIANG BARANGAY

SANGGUNIANG BARANGAY RESOLUTION
No. ____ Series of 20 ____

A RESOLUTION APPROVING AND ADOPTING THE THREE (3) YEAR
BARANGAY DEVELOPMENT PLAN (20__ - 20__)
FOR BARANGAY _____, _____, _____

WHEREAS, the Barangay Development Council has endorsed for approval and adoption by the Sangguniang Barangay the three (3) year Barangay Development Plan (20__ - 20__) for Barangay _____, _____, _____;

WHEREAS, after review, the said Barangay Development Plan, as attached, is found to be in line with the development policies of the Barangay Government and the City/Municipal Development Council;

NOW THEREFORE, on motion of Sangguniang Barangay Member _____, duly seconded by Sangguniang Barangay Member _____,

BE IT RESOLVED, by the Sangguniang Barangay of Barangay _____, _____, _____, in session duly assembled, as it is hereby resolved to approve and adopt the Barangay Development Plan (20__ - 20__) as endorsed by the Barangay Development Council;

RESOLVED FURTHER, that copies of this Resolution be forwarded to all concerned for their information and consideration.

APPROVED AND ADOPTED by the Sangguniang Barangay this ____ day of _____, 20 ____ at Barangay _____, _____, _____.

SB Member

SB Member

SB Member

SB Member

SB Member

SB Member

SB Member

SK Chairperson

Attested by:

Punong Barangay

X-----X

SECRETARY'S CERTIFICATION

I HEREBY CERTIFY to the correctness of the foregoing Sangguniang Barangay Resolution No. _____ Series of 20____ entitled "**A RESOLUTION APPROVING AND ADOPTING THE THREE (3) YEAR BARANGAY DEVELOPMENT PLAN (20__ - 20__)** FOR BARANGAY _____, _____", and that it was approved by the Sangguniang Barangay during its Regular Session held on the ____ day of _____, 20__ at the Barangay Hall _____, _____.

Barangay Secretary

**FY _____ ANNUAL INVESTMENT PROGRAM (AIP)
By Program/Project/Activity by Sector**

Barangay : _____
 City/Municipality: _____
 Province: _____

AIP Reference Code (1)	Program/Project/Activity Description (2)	Implementing Office/Unit (3)	Schedule of Implementation		Expected Outputs (6)	Funding Source (7)	Amount			
			Start Date (4)	Completion Date (5)			Personal Services (PS) (8)	Maintenance and Other Operating Expenses (MOOE) (9)	Capital Outlay (CO) (10)	TOTAL (11) 8+9+10
General Services (1000)										
Social Services (3000)										
Economic Services (8000)										
Other Services (9000)										

Prepared by:

Attested by:

 Barangay Secretary
 Date: _____

 Barangay Treasurer
 Date: _____

 Punong Barangay
 Date: _____



**BARANGAY DEVELOPMENT COUNCIL
 FUNCTIONALITY ASSESSMENT
 FY _____**

C E R T I F I C A T I O N

This is to certify that Barangay _____, _____, _____ has the following *(please supply required information;)*:

NAME OF PPAs	STATUS OF ACCOMPLISHMENT			MEANS OF VERIFICATION	REMARKS
	ACCOMPLISHED	ON-GOING	DID NOT ACCOMPLISH		

Number of Planned PPAs : _____
 Number of Accomplished PPAs : _____
 Accomplishment Rate : _____%

This Certification is issued for the purpose of the BDC Functionality Assessment.

Issued on _____ the of _____, 20____.

Certified by:

 Signature over Printed Name
 Punong Barangay



**BARANGAY DEVELOPMENT COUNCIL
 FUNCTIONALITY ASSESSMENT
 FY _____**

C E R T I F I C A T I O N

This is to certify that Barangay _____, _____, _____ has the following utilization rate: *(please supply required information; put "N/A" for not applicable items; note that utilized funds refer to disbursed funds):*

Total Amount of Barangay Budget (based on the Appropriations Ordinance)	: PHP _____
Total Amount Utilized (as of Dec. 31)	: PHP _____
Utilization Rate	: _____%

This Certification is issued for the purpose of the BDC Functionality Assessment.

Issued on _____ the of _____, 20____.

Certified by:

Noted by:

 Signature over Printed Name
 Barangay Treasurer

 Signature over Printed Name
 Punong Barangay

