



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City

http://www.dilg.gov.ph



CLARIFICATORY GUIDELINES ON THE FORMULATION OF THE EXECUTIVE-LEGISLATIVE AGENDA (ELA)

Reference Number: 2019-114

Date: July 18, 2019

Rev. No. 00

1. PREFATORY STATEMENT

Local government units (LGUs) are mandated to formulate their respective spatial and multi-sectoral development plans: the Provincial Development and Physical Framework Plan (PDPFP) for provinces and the Comprehensive Development Plan (CDP) and Comprehensive Land Use Plan (CLUP) for cities and municipalities pursuant to Republic Act No 7160 (Local Government Code of 1991).

Compliance to the formulation of the Comprehensive Development Plans is quite low, currently at 58%. In the absence of a CDP, some LGUs use the ELA as basis for investment programming and budgeting. While the ELA represents converging priorities of both the executive and legislative departments agreed to be carried out within their term of office, it should, however, be emphasized that such priorities should come from the LGU vision and the development goals, objectives and strategies of the LGUs as embodied in the CDP that considered an analysis of the LGU situation.

2. PURPOSE

This Memorandum Circular (MC) intends to:

- 2.1 Clearly situate the ELA in light of recent planning considerations and policies governing the preparation of mandated plans;
- 2.2 Clarify the ELA formulation process; and,
- 2.3 Provide guidance in the conduct of the Newly Elected Officials (NEO) Program.

3. LEGAL COMPLIANCE

- 3.1 **Republic Act No. 7160:** *Local Government Code of 1991*
- 3.2 **DILG MC No. 2008-156:** *Guide to Comprehensive Development Plan (CDP) Preparation for Local Government Unit*
- 3.3 **Rationalizing the Local Planning System (2008)**

4. SCOPE/COVERAGE

All Provincial Governors, Vice Governors, City/Municipal Mayors and Vice Mayors, DILG Regional/Provincial/City Directors, Cluster Heads, City/Municipal Local Government Operations Officers, and others concerned.

5. DEFINITIONS

- 5.1 **Comprehensive Development Plan (CDP)** – the document that pertains to the multi-sectoral plan formulated at the city or municipal level, which embodies the vision, sectoral goals, objectives, development strategies, and policies within the terms of LGU officials and the medium-term. The CDP contains: (i) Ecological Profile, (ii) Sectoral Development Plan, and (iii) Implementing Instruments.

5.2 Executive-Legislative Agenda (ELA) – a unifying document corresponding to the term of local elective officials that is developed and mutually agreed upon by both the executive and legislative departments of a local government unit. The ELA supports existing LGU planning processes and adds greater value to the CLUP and CDP by moving them forward to getting implemented and monitored.

6. POLICY CONTENT AND GUIDELINES

In line with the implementation of the Newly Elected Officials (NEO) Program, all local officials and DILG field officers should be guided by the following on the formulation of the ELA:

6.1 Content and Format of the ELA

6.1.1 The ELA should be used as a tool to implement the priority agenda of both the executive and legislative departments based on the Comprehensive Development Plan process and aligned with national priorities and thrusts. The ELA should more importantly highlight the following:

- Platform of governance of the incumbent with supporting legislative agenda that will be carried out within their term of office;
- Goals, strategies and objectives derived from the CDP Process; National Government's priorities and thrusts contained in the Philippine Development Plan and pronouncements of the National Government; and, priority agenda as cited in Local Budget Memorandum issued by the DBM.

6.1.2 The ELA should follow the format indicated below:

- Message from the Local Chief Executive
- Sanggunian Resolution adopting the ELA
- LGU Vision Statement
- Development Goals, Objectives and Strategies
- Platform of Governance/Priority Thrusts of the Incumbent (*This should contain the priorities of the incumbent that may be broadly stated. This should also highlight those that would support the identified Development Goals, Objectives and Strategies derived from the CDP process and those supporting National Government priorities*)
- Priority legislative agenda of the Sanggunian to carry out the Platform of Governance and Development Goals, Objectives and Strategies (*This should contain the agreed legislative agenda, that may be broadly stated, that would support the priorities of the incumbent as well as the identified development goals, objectives and strategies*)

6.2 Process in Formulating the ELA:

6.2.1 The process in formulating the ELA should initially emanate from the CDP Process, using the Guidelines on CDP Preparation and the CDP Illustrative Guide. This should be led by the C/MPDC with the Planning Team as participants. From the Vision Reality Gap Analysis (based on the CDP Process), the Goals, Objectives and Strategies that will address the identified gaps are derived. These shall provide the basis for ELA formulation.

6.2.2 The ELA can thus be derived following the steps as shown in the matrix below. Though the C/MLGOO is a member of the Planning Team, he/she is expected to assist and coordinate with the C/MPDC, and co-facilitate the formulation of the ELA:

Steps	OPR	Participants	Remarks
1. Present the Vision, Vision-Reality Gaps, Goals, Objectives and Strategies in plenary.	C/MPDC	Local Chief Executive, Sanggunian and Planning Team	The LCE and Sanggunian should be informed of the LGU situation and the formulated Vision, Goals and Objectives in which they should anchor their priorities.
2. Present in plenary, the priority thrusts/platform of governance of the incumbent.	Mayor	Sanggunian and Planning Team	
3. Present in plenary the priority legislative agenda of the Sanggunian	Vice Mayor	Local Chief Executive, Sanggunian and Planning Team	
Steps	OPR	Participants	Remarks
4. Present the synthesis of the executive and legislative priorities vis-à-vis the goals, objectives and strategies (identified during the CDP process)	C/MPDC, SB/SP Secretary	Local Chief Executive, Sanggunian and Planning Team	To better facilitate the process, C/MPDC and the Sanggunian Secretary, prior to the session proper should already have captured priorities of the LCE and the Sanggunian, and situated priority thrusts/platform of governance and legislative priorities with the goals, objectives and strategies identified within the CDP process and National Government's priorities.
5. Agree and finalize the Executive and Legislative Agenda.		Local Chief Executive, Sanggunian and Planning Team	
6. Prepare and approve Resolution adopting the ELA.	Sanggunian		

6.3 Roles of DILG Regional and Field Officers

All DILG Regional and Field Officers are hereby directed to ensure effective implementation of this Memorandum Circular. As such, they are expected to:

- 6.3.1 Assist LGUs in the formulation of the ELA;
- 6.3.2 Submit a provincial status report on the formulation of the ELA to their respective Regional Offices; regional status report to the Local Government Academy, copy furnished BLGD; and,
- 6.3.3 Cause the widest dissemination of this Memorandum Circular.

7. REPEALING CLAUSE

All existing issuances issued by this Department, which are inconsistent herewith, are hereby repealed or modified accordingly.

8. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

9. APPROVING AUTHORITY


EDUARDO M. AÑO
Secretary 



10. FEEDBACK

Inquiries concerning this MC should be directed or addressed to the BLGD through any of the following: telefax numbers (02) 929-9235 / (02) 927-7852, e-mail at ldpd_blgd@yahoo.com, or through mail at 25th Floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City for resolution and appropriate action.