



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>



24 JUL 2019

## MEMORANDUM CIRCULAR

NO. 2019-116

**TO :** ALL DILG REGIONAL DIRECTORS, BANGSAMORO AUTONOMOUS REGION OF MUSLIM MINDANAO (BARMM) REGIONAL SECRETARY, PROVINCIAL DIRECTORS, CITY DIRECTORS, CITY/MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICERS

**SUBJECT :** ENGAGEMENT OF ALL CIVIL SOCIETY ORGANIZATIONS (CSOs) AND INTERNATIONAL AGENCIES (IAs) IN PREVENTING AND COUNTERING VIOLENT EXTREMISM AND INSURGENCY (P/CVEI) PROJECTS AND ACTIVITIES IN THE PHILIPPINES

### 1. References:

- 1.1 The implementation of this Memorandum Circular (MC) is in support to Executive Order No. 70 series of 2018 entitled, *"Institutionalizing the Whole-Of-Nation Approach (WNA) in Attaining Inclusive and Sustainable Peace, Creation of a National Task Force to End Local Communist Armed Conflict, and Directing the Adoption of a National Peace Framework."* It aims to synchronize the effort of the government and the capabilities of private sector in ending the 50-year long deceit, lies and atrocities committed by the communist terrorists against the people and the government;
- 1.2 As stated on Chapter 18 of the Philippine Development Plan (PDP) 2017-2022 entitled, *"Ensuring Security, Public Order and Safety"*, the participation of all government agencies, Local Government Units, international organizations, and local communities are important towards the attainment of addressing territorial integrity and sovereignty upheld and protected, reduction of all forms of criminality and illegal drugs, ensuring public safety, and ensuring the safety and security of overseas Filipinos.

- 1.3 The recently approved National Action Plan on Preventing and Countering Violent Extremism (NAP P/CVE) dated 27 May 2019 was crafted by the government in response to the growing radicalization in the country and as a contribution to the global effort to preventing and countering violent extremism. NAP P/CVE specifically aims to prevent radicalization leading to violent extremism through WNA or the convergence of the government, CSOs, religious sector and other stakeholders.

## **2. Coverage:**

- 2.1 This Memorandum Circular (MC) shall cover all CSOs and IAs in all Regions and the BARMM which wants to engage in the implementation of programs and services related to preventing and countering violent extremism and insurgency;

## **3. Screening Process:**

The Department of the Interior and Local Government supports the implementation of programs, projects and activities related to the prevention and countering of violent extremism and insurgency (P/CVEI). In response to the serious threats of terrorism, the Department identifies the importance of the CSOs and IAs in addressing the issues. However, DILG recognizes the need to synchronize NGA, CSO and IA projects and services in PCVEI for monitoring purposes, proper coordination and more proactive interventions against violent extremism. The multi-sectoral participation from the local communities and other stakeholders shall foster a strategic direction in the eradication of violent extremism and insurgency.

**3.1 The CSOs and IAs intending to engage in P/CVEI program, projects and activities shall follow the specific procedures prior to its implementation and coordinate with the DILG field offices within their area of operation:**

- 3.1.1 Submit a formal letter addressed to the **SECRETARY** of the Interior and Local Government explaining the proposed projects/activities related to the implementation of EO no. 70 s. 2018, Cc: the DILG Regional Director and the Assistant Secretary for Peace and Security;
- 3.1.2 Submit a **Concept Note** of the proposed programs, projects and activities with the attached format (*Please see attached Annex 1*); and

- 3.1.3 Accomplish the P/CVEI Programs/Activities Information Sheet – **CSO Form 1** (*Please see attached Annex 2*).
- 3.2 **CSOs and IAs with existing programs, projects and activities related to P/CVEI shall submit the following documents and coordinate with the DILG field offices within their area of operation:**
  - 3.2.1 Submit a duly filled up P/CVEI Programs/Activities Information Sheet – **CSO Form 2** (*Please see attached Annex 3*); and
  - 3.2.2 Submit a documentation of their implemented programs and activities that are related to P/CVEI.

#### **4. Institutional Arrangements:**

- 4.1 The DILG through the **Preventing and Countering Violent Extremism and Insurgency – Project Management Office (PCVEI-PMO)** shall:
  - 4.1.1 Oversee the implementation of this policy;
  - 4.1.2 Coordinate with and provide technical assistance to the DILG Regional Offices and P/CVEI Focal Persons in the implementation of this MC;
  - 4.1.3 Monitor all the CSOs and IAs that implements P/CVEI programs, projects and activities;
  - 4.1.4 Take full responsibility for the vetting of the submitted proposed P/CVEI programs, projects and activities and recommend the list of CSOs and IAs to the SECRETARY for his approval; and
  - 4.1.5 Submit a quarterly report to the SECRETARY.
- 4.2 DILG Regional Offices shall:
  - 4.2.1 Disseminate the policy to the DILG Provincial and Field Offices;
  - 4.2.2 Coordinate with the DILG Provincial, City Directors and HUC/ICC P/CVEI Focal Persons in the implementation of this MC;
  - 4.2.3 Oversee the implementation of this MC within their area of jurisdiction;
  - 4.2.4 Submit the collated documents stated in **3.1** and **3.2** per province to the PCVEI PMO in hard copies and electronic copies; and
  - 4.2.5 Submit a consolidated quarterly report on the implementation of this MC to the **PCVEI PMO** addressed to the Assistant Secretary for Peace and Security not later

than the 25<sup>th</sup> day of every quarter (March/June/September/December).

4.3 DILG Provincial Offices shall:

- 4.3.1 Coordinate with the City/Municipal Local Government Operations Officers in the implementation of this MC;
- 4.3.2 Oversee the implementation of this MC within the province;
- 4.3.3 Submit the documents stated in **3.1** and **3.2** per City and Municipality to the Regional Offices in hard copies and electronic copies;
- 4.3.4 Monitor the CSOs and IAs that implements programs and projects related to P/CVEI; and
- 4.3.5 Submit a consolidated quarterly report on the implementation of this MC to the Regional Office not later than the 20<sup>th</sup> day of every quarter (March/June/September/December).

4.4 DILG Field Offices shall:

- 4.4.1 Monitor the CSOs and IAs that implements programs and projects related to P/CVEI and require them to accomplish the documents as stated in **3.1**;
- 4.4.2 Coordinate with the CSOs and IAs that intends to implement P/CVEI programs, projects and activities and require them to accomplish the documents as stated in **3.2**;
- 4.4.3 Submit the documents as stated in **3.1** and **3.2** to the DILG Provincial Office; and
- 4.4.4 Submit a monthly report on the implementation of this MC to the Provincial Office every 25<sup>th</sup> day of the month.

## 5. Submission of Reports and PCVEI Proposals

Scanned copy of the documents shall be sent via e-mail through [pcve.dilg@gmail.com](mailto:pcve.dilg@gmail.com) and [dilgpcvei.monitoring@gmail.com](mailto:dilgpcvei.monitoring@gmail.com) and the hardcopy to 27<sup>th</sup> Floor PCVEI PMO, DILG-NAPOLCOM Center EDSA corner Quezon Avenue, West Triangle, Quezon City.

## 6. Approving Authority

  
**EDUARDO M. AÑO**  
Secretary



## **7. Effectivity**

This Memorandum Circular shall take effect immediately.

## **8. Annexes**

- 8.1 Annex 1 - Concept Note Template
- 8.2 Annex 2 - PCVE Programs/Activities Information Sheet CSO Form  
1
- 8.3 Annex 3 - PCVE Programs/Activities Information Sheet CSO Form  
2

## **9. Feedback**

For inquiries and further details, contact the PCVE Project Management Office through telephone number (02)8763454 local 3903 and mobile number 09183173646.

**ANNEX 1****Concept Note**

<b>Project Title</b>	
<b>Name of Organization</b>	
<b>Office Address</b>	
<b>Project Summary</b>	
<b>Target Area</b>	
<b>Target Beneficiaries</b>	
<b>Monitoring and Evaluation Mechanism</b>	
<b>Costing</b>	
<b>Duration</b>	



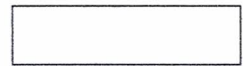


**P/CVEI PROGRAMS/ACTIVITIES INFORMATION SHEET**  
**(For new Proposals)**

CSO                       IA

**PART 1. BASIC ORGANIZATIONAL INFORMATION**

Complete Name of the Organization	Organization Acronym
Office Address	Year Started/ Established
	Telephone/ Mobile/ Fax Number
Email Address	Website
SEC Registration Number	SEC Registration Expiration
Executive Director/ Head of Office	Designation/ Title
Contact Person	Contact Number
Designation/ Title	Email Address
<b>AREA OF OPERATION</b>	<b>TARGET POPULATION/BENEFICIARIES</b>
Please check the applicable box/es below <input type="checkbox"/> Luzon <input type="checkbox"/> Visayas <input type="checkbox"/> Mindanao <input type="checkbox"/> NCR	Please check the applicable box/es below <input type="checkbox"/> Women and girls <input type="checkbox"/> Children <input type="checkbox"/> Youth (Out-of-school) <input type="checkbox"/> Youth (In-school) <input type="checkbox"/> Elderly <input type="checkbox"/> Persons with disabilities <input type="checkbox"/> Indigenous people <input type="checkbox"/> Local government institutions <input type="checkbox"/> Community at large <input type="checkbox"/> Others, please specify:
Kindly indicate specific provinces, municipalities or barangays	



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**ORGANIZATIONAL STRUCTURE**

Please list down the Board of Trustees/ Directors

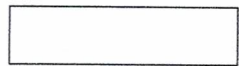
**ORGANIZATIONAL OBJECTIVES**

Please list down the objectives of the organization

**GENERAL PROGRAMS AND SERVICES**

Please indicate programs, services, and activities implemented by the organization





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**PART 2. PREVENTING AND COUNTERING VIOLENT EXTREMISM (PCVE) PROGRAMS/ACTIVITIES**

Title of the Proposed PCVE Programs/Activities (delete proposed for form 2)

Time Frame

**ACTIVITIES RELATED TO PCVE PROGRAMS/ACTIVITIES**

Please check the applicable box/es below

- Research and development
- Trainings and workshops
- Information and educational campaigns
- Healing and reconciliation
- Others, please specify:

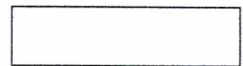
**PCVE PROGRAMS/ACTIVITIES OBJECTIVES**

Please list down the objectives of the programs/activities

**TARGET BENEFICIARIES**

Please check the applicable box/es below

- Women and girls
- Children



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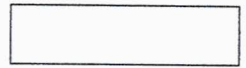
- Youth (Out-of-school)
- Youth (In-school)
- Elderly
- Persons with disabilities
- Indigenous people
- Local government institutions
- Community at large
- Others, please specify:

**MONITORING AND EVALUATION MECHANISM**

Please specify the monitoring and evaluation mechanism

**DILG SUPPORT NEEDED IN THE PROJECT**

Please specify the support of the Department



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**FILLED UP BY**

Name

Designation

Contact Number

Date Accomplished

**COMMENTS AND RECOMMENDATIONS FROM THE DILG**

Prepared by:

Reviewed by:

Noted by:



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**P/CVEI PROGRAMS/ACTIVITIES INFORMATION SHEET**  
**(For existing programs/services for PCVE)**

CSO

IA

**PART 1. BASIC ORGANIZATIONAL INFORMATION**

Complete Name of the Organization

Organization Acronym

Office Address

Year Started/ Established

Telephone/ Mobile/ Fax Number

Email Address

Website

SEC Registration Number

SEC Registration Expiration

Executive Director/ Head of Office

Designation/ Title

Contact Person

Contact Number

Designation/ Title

Email Address

**AREA OF OPERATION**

Please check the applicable box/es below

- Luzon  
 Visayas  
 Mindanao  
 NCR

Kindly indicate specific provinces, municipalities or barangays

**TARGET POPULATION/BENEFICIARIES**

Please check the applicable box/es below

- Women and girls  
 Children  
 Youth (Out-of-school)  
 Youth (In-school)  
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**ORGANIZATIONAL STRUCTURE**

Please list down the Board of Trustees/ Directors

**ORGANIZATIONAL OBJECTIVES**

Please list down the objectives of the organization

**GENERAL PROGRAMS AND SERVICES**

Please indicate programs, services, and activities implemented by the organization





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**PART 2. PREVENTING AND COUNTERING VIOLENT EXTREMISM (PCVE) PROGRAMS/ACTIVITIES**

Title of the PCVE Programs/Activities

Time Frame

**ACTIVITIES RELATED TO PCVE PROGRAMS/ACTIVITIES**

Please check the applicable box/es below

- Research and development
- Trainings and workshops
- Information and educational campaigns
- Healing and reconciliation
- Others, please specify:

**PCVE PROGRAMS/ACTIVITIES OBJECTIVES**

Please list down the objectives of the programs/activities

**TARGET BENEFICIARIES**

Please check the applicable box/es below

- Women and girls
- Children
- Youth (Out-of-school)



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- Elderly
- Persons with disabilities
- Indigenous people
- Local government institutions
- Community at large
- Others, please specify:

**MONITORING AND EVALUATION MECHANISM**

Please specify the monitoring and evaluation mechanism

**DILG SUPPORT IN THE EXISTING PROJECT**

Please specify the support of the Department



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<b>FILLED UP BY</b>	
Name	
Designation	
Contact Number	
Date Accomplished	

<b>COMMENTS AND RECOMMENDATIONS FROM THE DILG</b>	
Prepared by:	
Reviewed by:	
Noted by:	