



ATTENDANCE TO THE 15th COMMUNITY-BASED MONITORING SYSTEM (CBMS) PHILIPPINE NATIONAL CONFERENCE

Reference Number: 2019-13
Date: January 25, 2019

Rev. No. 00

1. PREFATORY STATEMENT

The CBMS Network Team of the Angelo King Institute for Economic and Business Studies of the De La Salle University (DLSU) – Manila in partnership with the Department of the Interior and Local Government (DILG) will hold its **15th CBMS Philippines National Conference on March 13-15, 2019** with the theme ***“Localizing the Sustainable Development Goals (SDGs) through CBMS”*** at the **Novotel Manila Araneta Center, Cubao, Quezon City**.

The annual CBMS conference gathers all CBMS partner at the national and local level to discuss latest developments, findings, and best practices in the implementation and use of CBMS in the country.

2. SCOPE/COVERAGE

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

3. OBJECTIVES

The CBMS conference aims to feature good practices and strategies of LGUs in various socioeconomic, demographic, and geographical contexts to meet the different SDG targets, and discuss areas for possible collaboration with development partners to address identified needs and challenges.

4. POLICY CONTENT AND GUIDELINES

4.1. Call for Papers

Details on the submission of proposals for papers to be presented during the Conference are in the AKI Guidelines on the *Call for Papers and Presentation* attached as Annex A. Please be guided that the submission of requirements is until January 31, 2019.

4.2. Registration Guidelines

4.2.1. Registration Fee Packages

The CBMS International Coordinating Network is offering the following registration fee package rates for this year's conference:

4.2.1.1. Live-Out Conference Fee Package (Php 6,000/NETT/person)

This includes conference registration fees, snacks and lunch for the 3-day conference, and conference kit. Participants are expected to arrange and pay for their own hotel accommodation, breakfast and dinner arrangements.

4.2.1.2. Live-In Conference Fee Package

This includes conference registration fee, snacks and lunch for the 3-day conference, conference kit, and accommodation (at the same hotel where

the conference venue is located). Participants are expected to arrange and pay for their dinner arrangements. Please refer to Annex B for details on individual or group registration rates.

4.2.2. Registration Payment

- 4.2.2.1. Payments can be remitted through cash or check deposit payment through any of the following accounts:

Particulars	LandBank of the Philippines (LBP)	United Coconut Planters Bank (UCPB)
Account Name:	De La Salle University, Inc.	De La Salle University
Account No:	0592-1063-02	120-1147119
Account Type:	Current Account	Peso Savings Account
Branch Name:	Taft Avenue Branch	P. Ocampo Branch

Note: LBP or UCPB cash or check payment should be payable to De La Salle University, Inc.

4.2.2.2. Early Bird Special

Participants who will submit their completed conference registration form with proof of payment (e.g. scanned copy of deposit or payment slip) not later than January 31, 2019 will be entitled to the following early birds rates (live-out) and will receive a special gift-item from the CBMS Network Office:

Single Registration – Php 500 off (discount) from the regular rate

Group Registration (Minimum of 2 persons)/rate per group registration – At least Php 1,000 off (discount) from the regular rate per group registration

4.2.2.3. On-line Registration

Participants are advised to complete their conference registration not later than January 31, 2019 by filling up the online form at <http://bit.ly/15thCBMSNatconRegForm>.

An official email and/or SMS notification with DLSU Official Receipt of Payment Reference Number will be sent to registered participants by the CBMS Network Office. Registered participants are required to show this official notification at the designated registration desk during the conference to claim their conference kits.

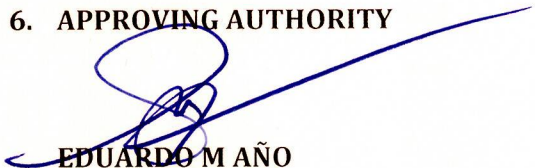

- 4.2.3. Regular updates about the conference registration program and other logistical arrangements are also provided in the conference website at <https://www.pep-net.org/15th-cbms-philippines-national-conference>, and the CBMS International Network Facebook-Group page: <https://www.facebook.com/groups/CBMSNetwork>.

- 4.3. DILG Regional, Provincial, City Directors, and all others concerned are hereby encouraged to cause the widest dissemination of this Memorandum Circular within their jurisdiction.

5. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

6. APPROVING AUTHORITY


EDUARDO MAÑO
Secretary 



7. FEEDBACK

For further details, participants may contact the conference secretariat through email at cbms.network@gmail.com or through telephone numbers: (02) 526-2067 or (02) 230-5100 local 2461.

ANNEX A

CALL FOR PAPERS/PRESENTATION

All local government units (LGUs), implementing the **Community-Based Monitoring System Accelerated Poverty Profiling (CBMS APP)** in the Philippines, are invited to submit **proposals for papers** to be presented during the **15th CBMS-Philippines National Conference**. Proposed papers should be able to showcase the uses of CBMS and discuss good practices and strategies for addressing identified local needs, based on CBMS data, on at least 1 (or a combination) of the following areas in the context of meeting the sustainable development goals (SDGs) agenda:

1. No Poverty
2. Zero Hunger
3. Good Health and Well Being
4. Quality Education
5. Gender Equality
6. Clean Water and Sanitation
7. Affordable and Clean Energy
8. Decent Work and Economic Growth
9. Industry, Innovation and Infrastructure
10. Reduced Inequalities
11. Sustainable Cities and Communities
12. Climate Action
13. Peace, Justice and Strong Institutions
14. Public-Private Partnership

Presentations must at least demonstrate the use/s of CBMS data by the LGU as basis for program design, targeting, and/or impact monitoring.

LGU proponents must have **completed at least one round of the CBMS census** using the **CBMS-Accelerated Poverty Profiling (CBMS-APP)**.

Interested LGUs to present in the conference may submit their expression of interest through the CBMS Network Office or through their DILG Regional Office not later than **January 15, 2019**. Proposed LGU presentations will be accepted on a first come first served basis. LGU proponents are required to submit the following to signify interest to present for consideration of the CBMS Network Office:

1. Official letter of intent to present in the conference
2. A one-page **abstract (summary) of the proposed presentation, double spaced at 12 size font**, which includes and highlights the following information:
 1. Title of Presentation
 2. Name of Presenter and Position in the LGU
 3. 2 to 3 statements on the major benefits and actual uses to the LGU of its adoption of CBMS in the locality in the context of any of the above-mentioned topics

Only LGUs with approved proposed presentations will be notified by the CBMS Network Team of the DLSU-AKI, and will be provided with the full guidelines for the preparation of the paper and presentation.

ANNEX B

15th CBMS Philippines National Conference: March 13-15, 2019

As of November 20, 2018

LIVE-IN CONFERENCE FEES PACKAGE			RATE (IN PESO)
3 DAYS AND 2 NIGHTS ACCOMMODATION (Novotel Manila Araneta Center)- Includes hotel and conference registration fee			
1	Single Room Occupancy (Single or 1 person registration)		
	<i>Check in on March 13 and Check out on March 15. Standard check in time is 2:00 pm while check out time is 12:00 noon.</i>		
	<i>Standard additional hotel fees apply for early and/or late check out arrangements</i>		
	TOTAL REGISTRATION FEE (Per Person)-LIVE IN		15,500
2	Twin Room Occupancy (For every 2 participants registered)		
	<i>Check in on March 13 and Check out on March 15. Standard check in time is 2:00 pm while check out time is 12:00 noon.</i>		
	<i>Standard additional hotel fees apply for early and/or late check out arrangements</i>		
	TOTAL REGISTRATION FEE (Per Person)-LIVE IN		10,500
3	Triple Room Occupancy (For every 3 participants registered)		
	<i>Check in on March 13 and Check out on March 15. Standard check in time is 2:00 pm while check out time is 12:00 noon.</i>		
	<i>Standard additional hotel fees apply for early and/or late check out arrangements</i>		
	TOTAL REGISTRATION FEE (Per Person)-LIVE IN		9,700
4 DAYS AND 3 NIGHTS ACCOMMODATION (Novotel Manila Araneta Center)- Includes hotel and conference registration fee			
1	Single Room Occupancy (Single or 1 person registration)		
	Option 1: Check in on March 12 and Check out March 15		
	Option 2: Check in on March 13 and Check out on March 16		
	<i>Standard check in time is 2:00 pm while check out time is 12:00 noon.</i>		
	<i>Standard additional hotel fees apply for early and/or late check out arrangements</i>		
	TOTAL REGISTRATION FEE (Per Person)-LIVE IN		20,500
2	Twin Room Occupancy (For every 2 participants registered)		
	Option 1: Check in on March 12 and Check out March 15		
	Option 2: Check in on March 13 and Check out on March 16		
	<i>Standard check in time is 2:00 pm while check out time is 12:00 noon.</i>		
	<i>Standard additional hotel fees apply for early and/or late check out arrangements</i>		
	TOTAL REGISTRATION FEE (Per Person)-LIVE IN		13,000
3	Triple Room Occupancy (For every 3 participants registered)		
	Option 1: Check in on March 12 and Check out March 15		
	Option 2: Check in on March 13 and Check out on March 16		
	<i>Standard check in time is 2:00 pm while check out time is 12:00 noon.</i>		
	<i>Standard additional hotel fees apply for early and/or late check out arrangements</i>		
	TOTAL REGISTRATION FEE (Per Person)-LIVE IN		11,800
5 DAYS AND 4 NIGHTS ACCOMMODATION (Novotel Manila Araneta Center)- Includes hotel and conference registration fee			
1	Single Room Occupancy (Single or 1 person registration)		
	Check in on March 12 and Check out March 16		
	<i>Standard check in time is 2:00 pm while check out time is 12:00 noon.</i>		
	<i>Standard additional hotel fees apply for early and/or late check out arrangements</i>		
	TOTAL REGISTRATION FEE (Per Person)-LIVE IN		25,500
2	Twin Room Occupancy (For every 2 participants registered)		
	Check in on March 12 and Check out March 16		
	<i>Standard check in time is 2:00 pm while check out time is 12:00 noon.</i>		
	<i>Standard additional hotel fees apply for early and/or late check out arrangements</i>		

	TOTAL REGISTRATION FEE (Per Person)-LIVE IN			15,500
3	Triple Room Occupancy (For every 3 participants registered)			
	Check in on March 12 and Check out March 16			
	<i>Standard check in time is 2:00 pm while check out time is 12:00 noon.</i>			
	<i>Standard additional hotel fees apply for early and/or late check out arrangements</i>			
	TOTAL REGISTRATION FEE (Per Person)-LIVE IN			13,900

NOTES

1. Room rate referred above is special rate by Novotel Manila Araneta Center for delegates of the 15th CBMS Philippines National Conference. Rate includes buffet breakfast arrangements. Due to limited slots, reservation is on a first come , first served basis.
2. Request for booking for early check in and late check out is subject to room availability.