



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>



## **CONDUCT OF BARANGAY ASSEMBLY FOR THE FIRST SEMESTER OF CY 2019**

Memorandum Circular No: 2019-32  
Date: February 27, 2019

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### **1.0 BACKGROUND**

Section 397 of Republic Act No. 7160 otherwise known as Local Government Code of 1991 requires that there shall be a barangay assembly composed of all persons who are actual residents of the barangay for at least six (6) months, fifteen (15) years of age or over, citizens of the Philippines, and duly registered in the list of barangay assembly members.

The Department issues memorandum circular every semester to remind the Punong Barangays on the conduct of the Barangay Assembly Day. For the past years, the specific dates in March and October are set by the MC issued by the Department on when the barangays are expected to conduct their respective barangay assemblies.

With the aim of ensuring the widest participation, on October 9, 2018, President Rodrigo Roa Duterte signed Proclamation No. 599 series of 2018, amending previous proclamations and declaring the Saturdays and Sundays of March and October of every year as barangay assembly days. Pursuant to the said Proclamation, all barangays shall hold their respective barangay assemblies for each semester on any of the aforesaid days.

### **2.0 LEGAL BASES**

- 2.1 Section 397 (b) of Republic Act No. 7160 or the Local Government Code of 1991, mandates that "the barangay assembly shall meet at least twice a year to hear and discuss the semestral report of the barangay concerning its activities and finances as well as problems affecting the barangay."; and
- 2.2 Proclamation No. 599 series of 2018 dated October 9, 2018, further amends Proclamation No. 342 declares the Saturdays and Sundays of March and October of every year as barangay assembly days.

### **3.0 SCOPE AND COVERAGE**

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

## 4.0 PURPOSE

This Memorandum Circular provides guidance to all barangay officials on the activities to be undertaken before and during the Barangay Assembly Day. Further, it enjoins all LCEs and directs DILG Field Offices to ensure compliance and maximum participation of all barangays in their areas of jurisdiction in the said undertaking.

## 5.0 POLICY CONTENT

### 5.1 BARANGAY ASSEMBLY DAY PROPER

5.1.1 The Barangay Assembly Day for the 1<sup>st</sup> semester of CY 2019 shall be conducted on any of the Saturdays or Sundays of March with the theme *“Barangay Natin, Sama-Samang Paunlarin!”*

5.1.2 Every barangay is enjoined to undertake the following activities:

5.1.2.1 Deliver the State of Barangay Address (SOBA) highlighting the following:

- a) Accomplishments for the 2<sup>nd</sup> Semester of CY 2018;
- b) Financial Report for the 2<sup>nd</sup> Semester of CY 2018;
- c) Plans, programs and projects for CY 2019; and
- d) Newly-enacted barangay ordinances

5.1.2.2. Discuss barangay compliance on national laws and issuances such as:

- a) DILG-DDB Joint Memorandum Circular 2018-01 pertaining to the functionality of the Barangay Anti – Drug Abuse Councils (BADACs);
- b) RA 9003 or Ecological Solid Waste Management Act of 2000 which mandates the barangay on the segregation and collection of solid wastes and the creation of Barangay Ecological Solid Waste Management Committee (BESWMC);
- c) DILG Memorandum Circular No. 2014-81 or the Barangay Full Disclosure Policy;
- d) Republic Act. 10361 or the Batas Kasambahay Law which requires every employer to register all domestic workers under their employment in the Registry of Domestic Workers in the barangay;

5.1.2.3. Report on the constitution and organization of barangay based institutions (i.e. Barangay Development Council (BDC), Barangay Anti-Drug Abuse Council (BADAC), Barangay Peace and Order Committee (BPOC), Barangay Disaster Risk Reduction Management Committee



(BDRRMC), Lupon Tagapamayapa, Barangay Council for the Protection of Children (BCPC), Violence against Women (VAW) Desk, and Barangay Ecological and Solid Management Committee (BESWMC);

- 5.1.2.4. Discuss issues or concerns affecting the barangay, such as but not limited to (a) peace and order and public safety, (b) disaster preparedness and (c) solid waste management; and
- 5.1.2.5. For barangay within the Manila Bay Watershed Area, encourage barangay residents to participate in clean-up drive of *esteros*, waterways and tributaries within the barangay.

## **5.2. PREPARATORY ACTIVITIES**

### **5.2.1 Local Government Units (LGUs)**

The LGUs are enjoined to undertake the following activities:

#### **5.2.1.1. Barangay**

- a) Undertake activities to create public awareness on, and generate participation in, the Barangay Assembly, such as but not limited to medical or dental mission, cultural presentations, etc.
- b) Post or hang Barangay Assembly posters or banners in conspicuous places in the barangay like the barangay hall, plaza, Main Street, transport terminals and market or talipapa.
- c) To increase attendance and reach a wider audience, all barangays are also encourage to utilize the social media, particularly Facebook and Twitter, to inform and remind the residents of the activity.

#### **5.2.1.2. City/Municipality**

- a) Ensure compliance and maximum participation in the said undertaking of all barangay officials in their respective jurisdiction.
- b) Post or hang barangay assembly posters or banners in various conspicuous locations, like the city or municipal hall, plaza, mainstreet, tricycle, jeep or bus terminal and public market, within their territory.
- c) To increase attendance and reach a wider audience, all cities and municipalities are also encourage to utilize the social media, particularly Facebook and Twitter, in informing the residents of the activity.

## 5.2.2. DILG Field Offices

All DILG Field Officers are directed to:

- a) Advocate the conduct of barangay assembly by displaying streamers in strategic locations within their offices premises, and other activities that would generate interest among the general public to attend the assembly;
- b) Encourage barangays to live stream their barangay assembly, through Facebook Live;
- c) Post pictures and videos of the assembly in various social media platforms (i.e. Facebook, Twitter, Instagram) using the hashtag #barangayassembly2019;
- d) Provide the concerned local chief executives particularly the Punong Barangay with a copy of Barangay Assembly tarpaulin design and the suggested Programme of Activities;
- e) Make yourselves available for television and radio guestings and print interviews to discuss the conduct of barangay assembly;
- f) Identify one (1) barangay in your jurisdiction preferably showcasing best practice in any of the following areas: (1) anti-drug abuse campaign; (2) solid waste management; (3) disaster risk reduction and management; (4) citizen's participations; and (5) peace and order programs;
- g) The name of the showcase barangay shall be submitted to NBOO, not later than February 22, 2019, using the following format:

REGION : \_\_\_\_\_

Prov/ HUC	C/M	Barangay	Best Practice	Time	Venue	Guests

- h) Ensure the attendance and participation of the members of the PNP, BFP and BJMP personnel assigned in the locality on the date, time and venue of the activity; and
- i) Cause the immediate dissemination of this issuance and provide technical assistance relative thereto.



### 5.3. MESSAGE OF SILG

The SILG's message/address to the barangay shall be delivered by the Regional Director or his/her authorized representative for showcase barangays and by the Punong Barangay or any LGU official for the non-showcase barangays.

### 5.4. SANCTION

Corresponding administrative complaint against barangay officials who fail to conduct a barangay assembly may be filed by any resident of the barangay, concerned citizen, governmental or non-governmental entity before the sangguniang panlungsod or sangguniang bayan concerned pursuant to Section 61 of the Local Government Code or to the Office of the Ombudsman pursuant to Administrative Order No. 07 or the "Rules of Procedure of the Office of the Ombudsman," dated April 10, 1990.

### 6.0 MONITORING AND SUBMISSION OF REPORTS AND OTHER REQUIREMENTS

- 6.1. The regional consolidated statistical report duly signed and the narrative report on the regional showcase barangay shall be submitted to NBOO, not later than **April 26, 2019**.
- 6.2. The compliance report per barangay shall be submitted thru google drive application at [barangayassembly@gmail.com](mailto:barangayassembly@gmail.com).

### 7.0 EFFECTIVITY

This Circular shall take effect immediately.

### 8.0 APPROVING AUTHORITY

  
**EDUARDO M. AÑO**  
Secretary



### 9.0 FEEDBACK

Inquiries concerning this document should be directed/addressed to National Barangay Operations Office (NBOO) through telephone numbers 925-1137 or local 4407 for appropriate action.