



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>



GUIDELINES ON ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS AND SELECTION OF REPRESENTATIVES TO THE LOCAL SPECIAL BODIES

Memorandum Circular No. 2019-72

May 22, 2019

1.0 BACKGROUND AND PURPOSE

- 1.1 Article 62, Rule XIII of the Implementing Rules and Regulations of the Local Government Code of 1991 (Republic Act No. 7160) mandates local government units to promote the establishment and operation of people's organizations, non-governmental organizations, and the private sector, to make them active partners in the pursuit of local autonomy, and to directly involve them in the plans, programs, projects or activities of the local government unit, such as, but not limited to, membership in local special bodies (LSBs) and involvement in the delivery of basic services and facilities.
- 1.2 Article 64 of the same Implementing Rules and Regulations provides for the procedures and guidelines for the selection of representatives of CSOs in local special bodies and the criteria for accreditation that shall guide the concerned Sanggunian on the accreditation of CSOs for the purpose of representation to the local special bodies.
- 1.3 Good governance is vital in the pursuit of excellence in local public administration and development. This Department recognizes that in forming a sustainable foundation of good governance, it is not enough to concentrate on developing the internal capacity of local governments. It is equally important to develop and strengthen partnerships with CSOs in order to empower citizens to articulate their needs as they participate in the decision-making process, program planning, implementation and monitoring at the local level which can increase the responsiveness and efficiency of local governments in delivering services.
- 1.4 The Accreditation of CSOs is a continuous process wherein a CSO may apply and obtain accreditation at any time. The only legal effect of not applying for accreditation within the period prescribed by law and reiterated in this Memorandum Circular, is that such organization is not entitled for a representation in a local special body.
- 1.5 This Memorandum Circular is issued to provide the guidelines on the process for accreditation and selection of CSOs and their representatives to the local special bodies, and to strengthen their participation in local governance and development processes, reiterating and strengthening the provisions of RA 7160 and its Implementing Rules and Regulations.

2.0 COVERAGE

- 2.1 This Memorandum Circular shall cover all provinces, cities and municipalities, and all civil society organizations intending to apply for accreditation to seek representation in the local special bodies.
- 2.2 A civil society organization and its chapters, affiliates, offices or local organizations, and an organization that does not cover an entire local government unit are also covered by this Memorandum Circular. Such organization may be qualified for accreditation in the localities where such entities operate; provided that, (a) they comply with all the requirements and criteria set forth in this Memorandum Circular and (b) their programs or projects have significant contribution to the concerned local government unit.
- 2.3 This Memorandum Circular shall only involve the accreditation process for CSOs for the purpose of representation in the local special bodies.

3.0 DEFINITIONS

- 3.1 *Civil Society Organization (CSO)* – refers to a non-state and non-profit association that works to improve society and the human condition. Basic types of CSOs include non-governmental organization, civic organization, cooperative, social movement, professional group, and business group. In this Memorandum Circular, the terms “CSO” and “organization” are used interchangeably.
- 3.2 *Non-Governmental Organization* – refers to a non-stock, non-profit organization that works with different sectors and communities, promoting their general welfare and development, provide a wide range of services for people’s organization and tends to operate with full time staff. Social development organizations, foundations, and independent research institutions fall in this category.
- 3.3 *People’s Organization* – refers to an association of residents in a barangay, or barangays, established to promote public interest and with an identifiable leadership structure and membership. People’s organizations are often formed among the disadvantaged sectors of society such as the farmer-peasant, artisanal fisher folk, workers in the formal sector and migrant workers, workers in the informal sector, indigenous people and cultural communities, women, differently-abled persons, senior citizens, victims of calamities and disasters, youth and students, children, and urban poor.
- 3.4 *Indigenous People’s Organization* – refers to a private, non-profit, voluntary organization of members of indigenous cultural communities (ICCs) or indigenous people (IPs), which are accepted as representatives of such ICCs or IPs.
- 3.5 *Cooperative* – refers to an autonomous and duly registered association of persons with a common bond of interests who have voluntarily joined together to achieve their social, economic, and cultural needs and aspirations by making equitable

contributions to the capital required, patronizing their products and services and accepting a fair share of risks and benefits of the undertaking in accordance with the universally accepted cooperative principles.

- 3.6** *Civic Organization* – refers to any local service club, fraternal society or association, volunteer group, or local civic league or association not organized for profit but operated exclusively for educational or charitable purposes, including the promotion of community welfare, and the net earnings of which are devoted exclusively to charitable, educational, recreational or social welfare purposes.
- 3.7** *Social Movement* – refers to a large informal grouping of individuals or organization that aims to affect social change through sustained, organized and collective action. Some social movements are not permanent institutions but instead tend to coalesce, pursue their aims, and then dissolve. Religious movements are included in this category.
- 3.8** *Professional Group* – refers to a duly incorporated non-stock corporation of registered professionals established for the benefit and welfare of the professionals of one discipline, for the advancement of the profession itself and for the other professional ends.
- 3.9** *Business Group* – refers to a non-stock corporation composed of businesses in the same industry established to pursue the interest of the industry. Chambers of commerce and industry associations fall in this category.
- 3.10** *Recognized Organization* – refers to an organization allowed by the Sanggunian to participate in a local special body for purposes of meeting the minimum requirements for membership. An organization may only be recognized if it meets all the criteria except for registration.
- 3.11** *Registered or Accredited Organization* – refers to an organization that obtains registration from the Securities and Exchange Commission, Cooperative Development Authority, Department of Labor and Employment, Department of Agriculture, Department of Agrarian Reform, National Housing Authority, Housing and Land Use Regulatory Board or any other national government agency that is empowered by law or policy to accredit or register such organizations.
- 3.12** *Accreditation* – refers to the process of granting authorization, within 60 days from the organization of the newly elected Sanggunian, to an organization for purposes of representation to a local special body. An organization may still be accredited after the prescribed 60-day period for other purposes, such as participation in local government programs.
- 3.13** *Inventory* – refers to the process of gathering CSO information from, among others, CSO networks, the DILG Provincial CSO Network Map, and other National Government Agencies empowered to accredit or register. The output of this process is a Directory.

3.14 *Directory* – refers to a document which contains profile of CSOs in a local government.

3.15 *Local Special Bodies* – refer to the Local Development Council, Local Health Board, Local School Board and Local Peace and Order Council.

4.0 GENERAL GUIDELINES

The following guidelines are hereby prescribed for the guidance of all concerned:

4.1 Inventory and Directory of Civil Society Organizations

- 4.1.1 All provinces, cities and municipalities shall conduct an inventory to generate or update their existing Directory of CSOs. The final updated Directory shall serve as the source document for the issuance of Notices of Call for Accreditation.
- 4.1.2 The Governor or Mayor shall engage the support of the head of the DILG Field Office, other appropriate National Government Agencies, and CSO Networks, if any, in the conduct of such inventory and in the preparation of the said Directory.
- 4.1.3 Within the 1st week of July, both the schedule of the conduct of the inventory shall be announced and the existing Directory of CSOs shall be posted in the provincial, city, and municipal hall bulletin boards and, if applicable, through the LGU website, social and/or print media. Concerned CSOs may coordinate with the LGU through the Planning and Development Officer or the duly designated LGU appointive official for inclusion in the directory and/or updating of their organizational profile.
- 4.1.4 Within the 1st to 2nd week of July, every Provincial Governor, City Mayor, and Municipal Mayor shall cause the inventory of all existing CSOs operating within the local government unit, to be conducted by the Planning and Development Officer or by a duly designated LGU appointive official.
- 4.1.5 The Planning and Development Officer or duly designated LGU appointive official shall ensure that all existing CSOs operating within the local government unit are covered by the conduct of the inventory.
- 4.1.6 On the basis of the said inventory, a final updated Directory of Civil Society Organizations is to be prepared, and shall contain the following information for each CSO:
 - 4.1.6.1 Name of the organization;
 - 4.1.6.2 Contact information (office address, telephone number, fax number, email address, and website, if any);
 - 4.1.6.3 Organization's objectives or purposes;

- 4.1.6.4 Services offered;
 - 4.1.6.5 Community or communities served or currently being served;
 - 4.1.6.6 Project development and implementation track record;
 - 4.1.6.7 Name and telephone or fax numbers of officials, as well as, list of members;
 - 4.1.6.8 National, regional, provincial, city, and municipal, affiliations, if any; and
 - 4.1.6.9 Registration information (whether the organization is registered, and by which government office, or with a pending registration).
- 4.1.7 Within the 3rd to 4th week of July, the initial draft of the Directory shall be posted in at least three (3) conspicuous places within the province, city or municipality and, if applicable, through the LGU website, social and/or print media, to give time to CSOs in the draft Directory to verify the information therein, and for CSOs which are not in the draft Directory to request to be included by informing the Planning and Development Officer or the duly designated LGU appointive official.
- 4.1.8 By the last working day of the 4th week of July, the final updated Directory of CSOs shall be posted in at least three (3) conspicuous places within the province, city or municipality. The same shall also be posted in the LGU website, social and/or print media, if applicable.

4.2 Call for Accreditation

- 4.2.1 Within the 1st week of August, the Sanggunian shall issue a Notice of Call for Accreditation to all the CSOs listed in the final updated Directory of CSOs, whether previously accredited or seeking accreditation for the first time, through the conduct of a CSO Conference that shall be conducted by the local government unit.
- 4.2.1.1 The Sanggunian shall also see to it that, within the 1st week of August, copies of the Notice of Call for Accreditation are prominently posted in at least three (3) conspicuous places within the municipality, city or province. The same shall also be posted in the LGU website, social and/or print media, if applicable.
- 4.2.2 The CSO Conference shall be conducted to enhance the awareness and understanding of CSOs on the importance of civil society participation, and to increase their capacity to effectively engage in local governance.
- 4.2.2.1 The CSO Conference shall be handled by the DILG Provincial Director, City Director, City Local Government Operations Officer and Municipal Local Government Operations Officer or their designated DILG personnel, and the concerned Planning and Development Officer.

- 4.2.2.2 The CSO Conference shall cover four major topics: a) relevance of participatory governance; b) guidelines on LGU accreditation of CSOs and reconstitution of LSBs; c) avenues of CSO participation as provided for in RA 7160; and d) formation of a local CSO Network.
- 4.2.2.3 The DILG Central Office, through the Bureau of Local Government Supervision (BLGS) and the Support for Local Governance Program (SLGP-PMO) shall provide the Training Modules that shall be used in the conduct of the CSO Conference.
- 4.2.2.4 The Sanggunian shall see to it that Application forms are readily available in the Office of the Secretary to the Sanggunian and during the CSO Conference.
- 4.2.3 An invitation shall also be sent to all organizations participating in different government programs, and those representing various local boards or councils pursuant to applicable laws and rules and regulations, encouraging these organizations to participate in the accreditation and selection processes.
- 4.2.4 Within the 2nd week of August, but not later than the last working day of the 3rd week, every organization seeking for a new accreditation, or renewal, shall submit one (1) copy of each of the following requirements to the Sanggunian:
 - 4.2.4.1 Letter of Application (Annex "A");
 - 4.2.4.2 Duly accomplished Application Form for Accreditation (Annex "B");
 - 4.2.4.3 Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in the local special body;
 - 4.2.4.4 Certificate of Registration or Certificate of Accreditation (or in the case of IPOs, certification issued by NCIP);
 - 4.2.4.5 List of current Officers and Members;
 - 4.2.4.6 Original Sworn Statement, issued by the chief executive officer or equivalent officer of the CSO, stating that the CSO is an independent, non-partisan organization and that it will retain its autonomy while pursuing the advancement of the peoples' interest through its membership in a local special body, after satisfying all the requirements and set criteria, as stated in this Memorandum Circular, and after securing a Certificate of Accreditation from the concerned Sanggunian;
 - 4.2.4.7 For existing CSOs, Minutes of the Annual Meetings of the immediately preceding year as certified by the organizations' board secretary;
 - 4.2.4.8 For existing CSOs, Annual Accomplishment Report for the immediately preceding year;
 - 4.2.4.9 For existing CSOs, Financial Statement, at the minimum, signed by the executive officers of the organization, also of the immediately preceding year, and indicating therein other information such as the source(s) of funds; and

- 4.2.4.10 For CSOs applying to be members of the Local School or Health Boards, photocopy of profiles of at least three (3) individuals in the organization that will verify their involvement in education or health services, as prescribed in Sections 98 and 102 of RA 7160.

4.3 Accreditation Proper

- 4.3.1 The Sanggunian shall evaluate all applications for accreditation, upon receipt thereof, starting on the 3rd week but not later than the last working day of August, on the basis of the following criteria:
 - 4.3.1.1 Registration with the Securities and Exchange Commission, Cooperative Development Authority, Department of Labor and Employment, Department of Agriculture, Department of Agrarian Reform, National Housing Authority, Housing and Land Use Regulatory Board or any national government agency that is empowered by law or policy to accredit or register such organization;
 - 4.3.1.2 Organization purposes and objectives which include community organization and development, institution-building, local enterprise development, livelihood development, capacity-building, and similar development objectives and considerations;
 - 4.3.1.3 Community-based and sectoral-based with project development and implementation track record of at least one (1) year;
 - 4.3.1.4 Reliability as evidenced by the preparation of annual reports and conduct of annual meetings duly certified by the board secretary of organization; and
 - 4.3.1.5 For CSOs applying to be members of the Local School or Health Boards, must be composed of individuals that have competencies that are related to the functions relevant to the local special body that the organization intends to be a member of.
- 4.3.2 No Certificate of Accreditation shall be issued to any organization that failed to submit any of the enumerated requirements and failed to satisfy any of the set criteria.
- 4.3.3 The Sanggunian shall issue before, but not later than, the last working day of August, the following:
 - 4.3.3.1 Certificate of Accreditation to every qualified CSO (Annex "C");
 - 4.3.3.2 Notice to every organization, which applied and satisfied the set criteria but failed to submit all the requirements, encouraging them to complete the lacking requirements not later than the last working day of the 1st week of September; and

- 4.3.3.3 Notice of Non-Qualification to CSOs that were not able to satisfy the requirements and set criteria, informing them of the reason/s for said non-qualification.

4.4 Selection of Representatives to the Local Special Bodies

Unless otherwise provided by existing laws and policies, selection of CSO representatives to the Local Special Bodies shall be guided by the following:

- 4.4.1 Within the 1st week of September, after the accreditation process, the DILG Provincial Director, City Director, City Local Government Operations Officer and Municipal Local Government Operations Officer, as the case may be, shall issue a notice to all accredited CSOs for a meeting on the selection of representatives to the local special bodies. Said notice shall be posted in at least three (3) conspicuous places within the province, city or municipality. The same shall also be posted in the LGU website, social and/or print media, if applicable.
- 4.4.2 Within the 2nd week of September, above-said meeting with the executive officers, or with the duly authorized representatives of all accredited CSOs shall be held where such groups shall choose from among themselves the representative-organizations to the local special bodies.
- 4.4.3 During the above-said meeting, the DILG Provincial Director, City Director, City Local Government Operations Officer or Municipal Local Government Operations Officer shall conduct an orientation, to be presided by the Provincial Governor, City Mayor or Municipal Mayor, on the functions of the local special bodies and responsibilities of the CSO that will be selected.
- 4.4.4 The executive officers, or the duly authorized representatives, of the selected CSOs shall designate their principal and alternate representatives to the local special bodies where they are to sit as members.
- 4.4.5 In no case shall an organization or a representative thereof be a member of more than one (1) local special body within a province, city, or municipality.
- 4.4.6 The term of office of a selected representative shall be coterminous with that of the local chief executive concerned. Should a vacancy arise, the selected CSO shall designate a replacement for the unexpired term.
- 4.4.7 The DILG Provincial Director, City Director, City Local Government Operations Officer or Municipal Local Government Operations Officer shall cause the documentation of the proceedings, and submit an official report to the Provincial Governor, City Mayor or Municipality Mayor, as the case maybe, copy furnished the Presiding Officers of the Sanggunian, within two (2) working days after the meeting. Said report shall also be posted in at least three (3) conspicuous places within the province, city or municipality, and may also be posted in the LGU website, social and/or print media.

4.4.8 In the selection of CSO representatives to the Local Development Council, the following shall be taken into consideration:

4.4.8.1 Membership in the Local Development Council must have representatives from the women sector, or as may be practicable, at least forty percent (40%) of the fully-organized council shall be composed of women as prescribed by RA 9710 or the Magna Carta of Women of 2009;

4.4.8.2 Similarly, other existing laws enacted and passed subsequent to the passage of RA 7160 that further define the composition of the Local Development Councils and other special bodies, such as, but not limited to, RA 8371 or the Indigenous Peoples Rights Act of 1997, and RA 8435 or the Agriculture and Fisheries Modernization Act, involving the inclusion of the basic sectors in the LSBs, especially the LDC, should apply as relevant in this section; and

4.4.8.3 Representatives of non-governmental organization operating in the barangay, municipality, city, or province, as the case maybe, shall constitute not less than one-fourth (1/4) and may be increased to (1/2) of the members of the fully organized council to further expand citizen participation.

4.4.9 The following criteria shall apply to these local special bodies:

4.4.9.1 Local Health Board – the organization is involved in health services;

4.4.9.2 Local School Board – representative-organizations shall be limited to parents-teachers associations, and teachers' organizations and organization of non-academic personnel of public schools in the locality, and other organizations involved in education services; and

4.4.9.3 Local Peace and Order Council – the three (3) organizations shall be chosen in adherence to Article 63(e) of the Implementing Rules and Regulations of RA 7160 and Section 1 of Executive Order No. 309 s. 1987, and shall come from Civil Society Organizations that falls under the definition that is provided in this Memorandum Circular.

4.5 Replacement of Representative - Civil Society Organization

4.5.1 The Sanggunian shall replace the representative-CSO that has incurred three cumulative absences to the meetings of the local special body where it sits as a member. The replacement organization shall be chosen from among the CSOs in the local government unit that were accredited for the purpose stated in this Memorandum Circular, provided further, that the Sanggunian shall adhere to the selection criteria as provided in Sections 4.4.8 and 4.4.9 of this Memorandum Circular in selecting the replacement organization.

4.6 Reconstitution and Convening of Local Special Bodies

- 4.6.1 Within the 3rd week of September, or immediately following the selection process, the Provincial Governor, City Mayor or Municipality Mayor shall call for a joint organizational meeting with the Local Development Council, Local Health Board, Local School Board, and Local Peace and Order Council.
- 4.6.2 The purposes of said joint organizational meeting shall include the discussion of the functions of the local special bodies, initial exploration of partnerships in local governance and development, and in the case of the LDC, the creation of an executive committee, sectoral and functional committees, technical working group, and consideration of the selection of a CSO representative as vice-chairperson.

4.7 Major Activities and Schedules

Activities	Schedule
Posting of Inventory Schedule and Existing Directory of CSOs	1 st week of July
Conduct of Inventory	1 st – 2 nd week of July
Posting of draft Directory of CSOs and Verification of CSO information	3 rd – 4 th week of July
Posting of the Final Updated Directory of CSOs	4 th week of July
Call for Accreditation	1 st - 2 nd week of August
Conduct of CSO Conference	1 st week of August
Accreditation Proper	3 rd - 4 th week of August
Selection of Representatives to the LSBs	1 st - 2 nd week of September
Reconstitution and Convening of the LSBs	3 rd - 4 th week of September

4.8 Exemption

- 4.8.1 Although the Implementing Rules and Regulations of RA 7160 include the People's Law Enforcement Boards as one among the local special bodies, the provisions of the Code as to the manner of selecting representatives to the local special bodies do not find application to the PLEBs. As such, this Memorandum Circular does not apply to the PLEBs.
- 4.8.2 Likewise, this Memorandum Circular does not apply to the Pre-qualification, Bids and Awards Committees (PBAC), now called Bids and Awards Committees (BAC) established, considering that unlike the old PBAC, the composition of the BAC is now limited to local government personnel occupying plantilla positions in local government units. However, while the BAC is still required to invite two (2) observers from NGOs or private organizations, the selection of these NGOs or private organizations are not covered by this Memorandum Circular.

4.9 Roles and Responsibilities

For purposes of this Memorandum Circular, the following shall have their respective roles and responsibilities, to wit:

4.9.1 Provincial Governors, City and Municipal Mayors:

- 4.9.1.1 Execute the intent of this Memorandum Circular, conduct a CSO Conference and cause the start of the accreditation process of CSOs, and selection of representatives to the local special bodies; and
- 4.9.1.2 Coordinate with their concerned DILG Local Government Officer for technical assistance and staff support, if any, in relation to the conduct of the CSO Conference, and the accreditation and selection processes.

4.9.2 DILG Central Office

- 4.9.2.1 Develop and provide the Training Modules that shall be used in the conduct of the CSO Conference;
- 4.9.2.2 Provide technical assistance to DILG Regional and Field Offices, if necessary, or upon their request; and
- 4.9.2.3 Perform other responsibilities as stated in Section 10.0, Item 10.1.1 of this Memorandum Circular.

4.9.3 DILG Regional Directors and the BARMM Minister:

- 4.9.3.1 Cause the immediate and widest dissemination of this Memorandum Circular;
- 4.9.3.2 Mobilize additional staff support, where necessary and upon the request of local authorities, with emphasis on the conduct of the CSO Conference, and the accreditation and selection processes;
- 4.9.3.3 Cause the provision of technical assistance to strengthen local special bodies, where necessary and also upon the request of local authorities; and
- 4.9.3.4 Perform other responsibilities as stated in Section 10.0, item 10.1.2 of this Memorandum Circular.

4.9.4 DILG Provincial Director and City/Municipal Field Officers

- 4.9.4.1 Disseminate this Memorandum Circular to all Provincial Governors, City and Municipal Mayors;
- 4.9.4.2 Take the lead in the conduct of the CSO Conference;
- 4.9.4.3 Provide staff support and/or technical assistance, if necessary, or upon the request of local authorities;
- 4.9.4.4 Facilitate the conduct of the orientation/meeting among accredited CSOs after the accreditation process and perform the responsibilities stated in Section 4.4, Items 4.4.1, 4.4.3, and 4.4.7; and
- 4.9.4.5 Perform other responsibilities as stated in Section 10.0, Item 10.1.3 of this Memorandum Circular.

5.0 PENAL PROVISIONS

Non-compliance with this Memorandum Circular shall be dealt with in accordance with pertinent laws, rules and regulations.

6.0 REFERENCES

- 6.1 DILG Vigilance to Volunteerism Program
- 6.2 Executive Order No. 773, s. 2009
- 6.3 Republic Act No. 7160 or the Local Government Code, Implementing Rules and Regulations, Article 62 and 64
- 6.4 Republic Act No. 7160 or the Local Government Code, Sections 98, 102, 107, 111
- 6.5 Republic Act No. 8371 or the Indigenous People's Rights Act, Implementing Rules and Regulations, Rule II Section I
- 6.6 Republic Act No. 8425 or the Social Reform and Poverty Alleviation Act of 1997
- 6.7 Republic Act No. 9710, Known as the Magna Carta of Women, Section 11 (b)
- 6.8 DILG Memorandum Circular No. 2016-97 (2016 Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies), dated July 19, 2019

7.0 ANNEXES

- 7.1 Annex "A": Sample Letter of Application
- 7.2 Annex "B": Sample Application Form for Accreditation
- 7.3 Annex "C": Sample Certificate of Accreditation

8.0 REPEALING CLAUSE

All DILG Memorandum Circulars, or parts thereof, which are inconsistent with this Memorandum Circular are hereby repealed or modified accordingly. Any reference to the guidelines and procedure on the accreditation of CSOs by the Sanggunian and in the selection of their representatives to the LSBs shall be made in reference to this Memorandum Circular.

9.0 EFFECTIVITY

This Memorandum Circular shall take effect fifteen (15) days after publication in the official DILG website.

10.0 MONITORING AND SUBMISSION OF REPORTS AND OTHER REQUIREMENTS

10.1 To help ensure that the pertinent provisions of RA 7160 and this Memorandum Circular are strictly and faithfully observed, Monitoring and Reporting Committees shall be organized as follows:

10.1.1 The National Monitoring and Reporting Committee (NMRC) shall be headed by the Undersecretary for Local Government, and the Bureau of Local Government Supervision (BLGS) Director, representative from the Union of Local Authorities of the Philippines and CSO networks as members. The NMRC shall perform overall coordination function, generate national reports and recommend measures to the Secretary of Interior and Local Government to further enhance the participation of CSOs in the workings of the local special bodies and in local governance, in general. The BLGS shall provide technical and secretariat support to the committee.

10.1.2 The Regional Monitoring and Reporting Committee (RMRC) shall be headed by the DILG Regional Director or the DILG Minister of the Regional Government (BARMM), and the regional representatives of the League of Provinces, League of Cities, League of Municipalities and regional CSO network as members. The RMRC shall see to it that the intent of this Memorandum Circular is complied with among provinces, highly urbanized and independent component cities in the region, generate regional reports and recommend measures, through the NMRC, to the Secretary of Interior and Local Government to further strengthen the participation of civil and private society organizations in the workings of the local special bodies and in local governance, in general, within the region.

10.1.3 The Provincial, City or Municipal Monitoring and Reporting Committee (P/C/MMRC) shall be headed by the DILG Provincial Director, City Director or C/MLGOO and local CSO, Secretary to the Sanggunian and Local PDO as members. The P/C/MMRC shall see to it that the intent of this Memorandum Circular is complied with by the respective local government, generate provincial, city or municipal reports and recommend measures, through the RMRC, to the Secretary of the Interior and Local Government to help strengthen the participation of CSOs in the workings of the local special bodies and in local governance, in general, within the province, city or municipality.

10.2 Reporting of accreditation-related activities conducted in all LGUs shall be reported to the BLGS. A prescribed reporting form with instructions is available in a Google Drive platform and can be accessed through the following link: <http://bit.ly/21roMFb>. There is no need to download the forms, filling out of the monitoring report forms are to be done online.

11.0 APPROVING AUTHORITY


EDUARDO M. AÑO
Secretary



DILG-OSEC 11052018-06834

12.0 FEEDBACK

Related queries regarding this Memorandum Circular must be directed to the Bureau of Local Government Supervision with address at 25th floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City, 1104, through the following contact information: (02) 876-3454 locals 4207 and 4212 and email address dilg.blgslgrd@gmail.com, for appropriate action.

~Sample Letter of Application~

Date

Vice Mayor _____
Presiding Officer, Sangguniang Bayan
Municipality of _____
Province of _____

Dear Vice Mayor _____:

In response to your Notice of Call for Accreditation, kindly be informed that _____ (Name of CSO) _____, with office address at _____, would like to seek for accreditation by that Sanggunian.

In support of this application are the following administrative requirements:

1. Duly accomplished Application Form for Accreditation;
2. Board Resolution;
3. Certificate of Registration issued by _____;
4. List of Current Officers and Members;
5. Original Sworn Statement stating that the CSO is an independent, non-partisan organization and that it will retain its autonomy while pursuing the advancement of the peoples' interest through its membership in a local special body, after satisfying all the requirements and set criteria, as stated in DILG Memorandum Circular No. _____ dated _____, and after securing a Certificate of Accreditation from the concerned Sanggunian;
6. CY _____ Annual Accomplishment Report;
7. CY _____ Financial Statement;
8. Profile indicating the purposes and objectives of our organization;
9. Copy of the Minutes of the CY _____ Meeting of the organization; and
10. For CSOs applying to be members of the Local School or Health Board: Photocopy of profiles of at least three (3) individuals in the organization that will verify their involvement in the health or education sector.

Very truly yours,

(Head of the Organization)

~Sample Application Form for Accreditation~

Name of Organization : _____
Registered Address : _____
Contact Nos. : _____
Date Organized : _____
Date Registered : _____

Registering or Accrediting Agency: (Check appropriate box)

- Securities and Exchange Commission
- Cooperatives Development Authority
- Department of Labor and Employment
- Department of Social Welfare and Development
- Department of Health
- Department of Agriculture
- Department of Agrarian Reform
- Department of Education
- Department of the Interior and Local Government
- National Commission on Indigenous Peoples
- National Housing Authority
- Insurance Commission
- Philippine Regulatory Commission
- Housing and Land Use Regulatory Board
- Others: (Please specify) _____

Organizational Level: (Check appropriate box)

- Barangay-based
- Chapter
- Affiliate of a larger organization (Please identify larger organization) _____
- Others: (Please specify) _____

Purposes/Objectives: (Use of additional sheets, if necessary)

CY _____

Projects	Costs	Beneficiaries	Status

Project Financing (Sources or Schemes)

Services the Organization provides or can participate in

Depending on your organization's technical area of expertise and scope of activity, which local special body are you most capable to be a member of?

- Local Development Council
- Local School Board
- Local Health Board
- Local Peace and Order Council

List of Members: (Use separate sheet)

- Within the LGU
- Outside of the LGU, if any

WE HEREBY CERTIFY to the correctness of the above information.

Secretary

President

~ Sample Certificate of Accreditation ~



Republic of the Philippines
(Name of Local Government Unit)

THIS IS TO CERTIFY THAT, having satisfactorily complied with the requirements for accreditation pursuant to the Local Government Code and as promulgated in DILG Memorandum Circular No. _____, dated _____,

(Name of People's Organization, Non-Government Organization or Similar Aggrupation)

an organization duly registered with the _____ and established in accordance with law is hereby awarded this

CERTIFICATE OF ACCREDITATION

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of _____ to be affixed herein this ___ day of _____ in the year of our Lord, _____ at _____, Philippines.

Signature over Printed Name of the
Presiding Officer of the Sanggunian