



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue,  
West Triangle, Quezon City 1104



**MEMORANDUM CIRCULAR**  
NO. 2019-95

**TO** : ALL DILG REGIONAL DIRECTORS, PROVINCIAL AND CITY DIRECTORS, AND ALL OTHERS CONCERNED

**SUBJECT** : GUIDELINES IN THE IMPLEMENTATION OF THE 2019 PROGRAM FOR NEWLY ELECTED OFFICIALS (PROGRAM FOR NEOs)

**DATE** : June 28, 2019

---

**1.0. BACKGROUND**

- 1.1. The 2019 midterm elections shall steer further development through the induction of newly elected officials (NEOs) on June 30. Appropriately, the Department of the Interior and Local Government (DILG) through the Local Government Academy (LGA) shall implement the Program for Newly Elected Officials. It shall be a term-based capacity development program comprised of learning activities for efficient local administration, effective leadership, and formulation of development roadmaps.
- 1.2. The role of LGUs is deemed critical in national development as the demand for local services becomes more challenging amidst the proposed shift to a federal form of government. These and other emerging needs in the local governments shall compel them to be prepared for service. To fulfill their mandate, they shall have a repertoire of capacities to deal with issues such as limited or underutilized resources, red tape, corruption, lack of people engagement, and human resource issues among others. LGUs and their leaders shall fully realize and embody their roles as partner of the national government in the Whole-of-Nation Approach in attaining just, inclusive and sustainable peace as promulgated in Executive Order No. 70.
- 1.3. The Program for NEOs shall be anchored on the LGU capacity pillars of structure, competency, management, enabling policies, knowledge and learning, and leadership. It is designed to adapt to new socio-political and economic developments, including the thrusts of the current administration. There shall be emphasis on providing platforms for alliance building, in ensuring vertical and horizontal alignment in planning, and in the role of local leaders at the frontline of the efforts to end local communist armed conflict and in the adoption of the National Peace Framework.
- 1.4. The Program for NEOs shall be anchored on the LGU capacity pillars of structure, competency, management, enabling policies, knowledge and learning, and leadership. It is designed to adapt to new socio-political and economic developments, including the thrusts of the current administration. There shall be emphasis on providing platforms for alliance building, in ensuring vertical and horizontal alignment in planning, and in the role of local leaders at the frontline of the efforts to end local communist armed conflict and in the adoption of the National Peace Framework.
- 1.5. Being a term-based capacity development intervention, the Program for NEOs shall run from the assumption in office in July 2019 until the end of the three-year term in 2022. It shall be a collective effort from the DILG, the LGA, and partners such as the leagues and non-government stakeholders. The delivery modes for the

implementation shall include but not limited to field assessment, face-to-face, webinar, on-site coaching/mentoring, workshops, dialogues, and the likes.

## **2.0. PROGRAM OBJECTIVE**

The program shall provide capacities for the newly elected officials to prepare them for the administrative and governance responsibilities to their local government units. With this enrichment, there shall be clear development roadmaps for the LGUs.

## **3.0. PROGRAM COMPONENTS**

The 2019 NEO Program shall be composed of five (5) components offered to all newly-elected officials, regardless of whether they are serving their first term or re-elected. These components shall be designed to respond to the needs of both local chief executives and their LGUs.

### **3.1. Component 1: Ensuring Smooth Transition**

- 3.1.1.** The first component of the program shall be an avenue to assist incoming local officials for a smooth transition of local government operations in their respective local government units. Guided by DILG Memorandum Circular 2019-39, it shall be a requirement that transition teams are created in every LGU. These teams shall be responsible for the organization of relevant LGU data, preparation of transition documents, and development of briefing schedules.
- 3.1.2.** A Turnover Ceremony shall then take place for the turning over of documents and the discussion on the state of local governance through the Governance Assessment Report and LGU Scorecard.
- 3.1.3.** In addition to the transition, a competency profiling of Newly-Elected officials shall also take place as another way to establish baselines and inform future components of the NEO Program.
- 3.1.4.** Main outputs shall be the briefing schedules, transition documents, and local officials' personal data sheet.

### **3.2. Component 2: Jumpstarting Local Governance**

The second component of the program shall provide the foundation for critical thinking about the organizational, political, and constitutional environment of public service and local governance. It shall be comprised of three main parts, namely (1) NEO Orientation, (2) Developing Executive-Legislative Relations, and (3) NEO Online: LGU Guide to Action.

#### **3.2.1. NEO Orientation**

- 3.2.1.1.** The NEO Orientation shall be conducted for all newly-elected officials, whether they are new to their office or re-elected. It shall serve as the venue for them to be groomed as development managers and empowered world-class leaders. There shall be separate orientations organized for Local Chief Executives (LCEs) and members of the Sanggunian, including Vice Governors and Vice Mayors. The activity shall be delivered through blended learning mode, using face-to-face and peer learning methodology. This is intended to provide the NEOs the opportunity to learn first-hand from both known experts and their more seasoned peers through sharing of practical knowledge related to their jobs.

- 3.2.1.2. The local officials shall be oriented on the Philippine governance systems in the context of the push for a federal state of government, learn about their duties and functions, and shall have problem-solving and solution-seeking sessions on key governance challenges. This activity shall introduce local leaders to EO 70 and the National Peace Framework, the national context and efforts in Ending Local Communist Armed Conflict. They shall have a brief on the Governance Assessment Report, which shall serve as one of the bases for their agenda. At the end of the activity, they shall be expected to produce their respective Executive or Legislative Agenda, including the First 100 Days Agenda of the LCE.
- 3.2.1.3. The Local Government Academy shall develop the standards for the NEO Orientation and manage its conduct for all elected governors, all elected city mayors, and newly-minted municipal mayors. The DILG Regional Offices shall be in charge of the regional conduct of the orientation for re-elected municipal mayors. On the other hand, the Philippine Councilors League (PCL) with Vice Mayor League of the Philippines (VMLP) and Provincial Board Members League of the Philippines (PBMLP) shall co-manage with LGA the conduct of the NEO Orientation for Sangguniang Panlalawigan, Sangguniang Panlungsod and Sangguniang Bayan members.

### 3.2.2. Developing Executive-Legislative Relations

- 3.2.2.1. Underscoring the importance of the local legislative body as partners of the local chief executive, there shall be an avenue for dialogue between these two departments in order to ensure their cooperation for the advancement of the general welfare of the LGU's constituents.
- 3.2.2.2. After their respective Basic Orientations, both the Executive and Legislative branches of the local government unit shall meet in a session facilitated by the DILG, bringing with them their respective Executive and Legislative Agendas. This activity aims to serve as a first step to develop the relations between these branches of local government and negotiate their respective priorities for the next three years, using the aforementioned agendas and the results of their LGU's recent Governance Assessment Reports.

### 3.2.3. NEO Online: LGU Guide to Action

- 3.2.3.1. The last part of the third component provides participants with learning modules that aim to develop a deepening of their understanding on different local governance issues. This shall be delivered through the NEO Online platform and is composed of three (3) Foundation Modules and various Elective Modules on different aspects of local governance. The Foundation Modules are introductory course modules that shall enable NEOs to gain knowledge and skills on local governance as they start to perform their mandate as elected local officials. Elective Modules shall be provided as optional courses on different governance challenges for the NEOs to choose from based on their interests and needs.

The Foundation and Elective Modules are as follows:	
Foundation Modules:	National Development Agenda; Decentralization and Governance; and Strategic Management (Local Development Strategy)
Elective Modules	Local Economic Development; Regulatory Simplification for Local Development; Health Governance; Education Governance;

<b>(Governance Challenges 101)</b>	Urban Governance: City Development Strategy; Environmental Management; Indigenous Peoples Governance; and Financing Local Development.
------------------------------------	--

- 3.2.3.2. To complete the NEO Online: LGU Guide to Action, participants shall undergo all the Foundation Modules and at least three (3) Elective Modules. An LGA Team shall facilitate the delivery of the online lessons, and DILG Regional Offices shall co-facilitate the enrollment of the participants to the NEO Platform.

### 3.3. Component 3: Creating the Roadmap for LGU Development

- 3.3.1. The third component of the program shall give focus to one of the most important functions of NEOs—that of steering their local governments towards inclusive, resilient and sustainable development. Through this component, local officials shall develop an appreciation for the strategic value of having an updated/functional Comprehensive Development Plan (CDP) and its linkage with budgeting and revenue generation. Local officials shall value the importance of preparing a competency-based Capacity Development Agenda culled out from the CDP, aimed at to building a culture of collaboration, both horizontal and vertical, and synergy of actions between the national and the local.

- 3.3.2. The Bureau of Local Government Development (BLGD) shall manage this component with the assistance of LGA and the DILG Regional Offices.

#### 3.3.3. Cohesive LGU Planning

- 3.3.3.1. The first part of the component is in line with the Department's thrust to make the planning process of local governments more rational and coherent. The Local Government Code of 1991 mandates each LGU to have a comprehensive multi-sectoral development plan, and set its vision, sectoral goals, objectives, development strategies and policies.

- 3.3.3.2. The six-year Comprehensive Development Plan is the fulfillment of this requirement. Given the new development directions and priorities brought by the assumption of the new set of local leaders, it is imperative to get their commitment in creating an environment conducive for the formulation or review/updating of their LGU's CDP, as well as their CapDev Agenda. Workshops shall be conducted at the regional level in order for local officials to develop an appreciation for local financial public management and the basics of comprehensive development planning.

#### 3.3.4. Alliance Building for Better Governance

- 3.3.4.1. In recognition that component cities and municipalities all belong to the bigger community of the province, it shall be paramount to provide an avenue to strengthen their relationships and ensure that they define common development priorities. The second part of this component aims to provide a venue to promote a culture of collaboration among officials and stakeholders in the province by having a systematic way of identifying areas of cooperation, convergence and synergy of actions.

- 3.3.4.2. Workshops on Building Alliances between the province, its component cities and municipalities, and national government agencies shall be conducted as an avenue for the province to come up with a Plan that reflects the priorities of the entire province and its components. The said

workshop shall include the presentation of the Governance Assessment Report of the province, in order to guide the definition of priorities and inform the planning process.

### **3.4. Component 4: Sharpening the Competencies of LGU Officials and Staff**

**3.4.1.** The fourth component of the program shall focus on enhancing the capacities of the LGU organization and of individuals that comprise it. There shall be programs for both elected local officials and other functionaries who are critical to the operations of the local government. The component shall primarily be handled by LGA, through the support of the DILG Regional Offices and other capacity development service providers.

#### **3.4.2. Competency Enhancement for LCEs**

**3.4.2.1.** As local officials are further immersed in actual governance challenges confronted by their respective communities, this part shall serve as the venue for continuing assistance for LCEs through the Mentoring for Optimal Leadership and Development (MOLD the NEOs) and NEO Online: Executive Coaching Sessions (NEO-ECS).

**3.4.2.2.** MOLD the NEOs is a mentoring engagement for newly-minted local officials. The mentoring system shall complement the face-to-face and online strategies for NEOs. This learning approach shall build on the realization that local officials respond better to the inputs of their fellow leaders, banking on their experience from relevant, if not similar, political and social environments. Enrollment to the mentoring program shall be categorized into two thematic areas: Peace and Development and Local Economic Development.

**3.4.2.3.** On the other hand, NEO-ECS shall tackle select governance topics based on current trends and issues in the country. Live sessions shall be delivered by recognized governance practitioners through an online classroom, wherein learners may communicate with the speaker through the NEO Online platform.

#### **3.4.3. Specialized Local Governance Modules**

**3.4.3.1.** The second part of the component provides for the competency-based training and development interventions culled out from LGUs' Capacity Development Agenda. This shall be a market-driven phase of the program wherein LGUs can match their requirements with existing capacity development services and training packages available.

**3.4.3.2.** LGA shall develop among others the Modules for six specialized topics on local governance and hold a Coaches' Training for representatives from DILG Regional Offices and their partner local resource institutes (LRIs) who shall then be mobilized to support concerned LGUs. Aside from the following Modules, there shall be capacity development interventions for Local Administrators and an Anti-Corruption Program for LGUs, with the following modules:

- 3.4.3.2.1.** Quality Management Systems
- 3.4.3.2.2.** Planning for Development
- 3.4.3.2.3.** Development Legislation
- 3.4.3.2.4.** Local Financial Management
- 3.4.3.2.5.** Participatory Governance
- 3.4.3.2.6.** Strategic Partnership

### **3.4.4. Component 5: LGU Performance Management**

- 3.4.4.1.** Initiated and managed by the Bureau of Local Government Supervision (BLGS) of the Department, with the DILG Regional Offices the fifth and final component, LGU Performance Management, shall focus on the performance assessment of local governments. Aside from the conduct of audits through the Seal of Good Local Governance and the conferment of incentives and awards in the form of various Seals of the Department, LGUs shall be asked to conduct self-assessments and the assessment of partners, especially on the effectiveness of their DILG counterparts.
- 3.4.4.2.** This metric-centered approach of evaluation and recognition of LGUs shall be anchored on standards to actualize a more disciplined approach in encouraging LGU performance. Given that in the first component, LGUs are tasked to review their Governance Assessment Reports and produce profiles as baselines, this component shall assess their progress as well as the effectiveness of the program itself. The component shall give recognition to deserving LGUs and at the same time, encourage them to develop continuing innovations in local governance.

## **4.0. INSTITUTIONAL ARRANGEMENTS**

- 4.1.** The Department of the Interior and Local Government, through the Local Government Academy (LGA), shall spearhead the implementation of the program and will work in partnership with the DILG Regional and Field Offices, Leagues of Local Governments, other National Government Agencies, Local Resource Institutions, Civil Society Organizations, and other development partners. They shall as follow:
  - 4.2. DILG Central Office**
    - 4.2.1.** Provide direction and guidance, and issue necessary policy guidelines for the implementation of the Program for NEOs;
    - 4.2.2.** Ensure the alignment of all activities of the various DILG operating units to ensure the smooth conduct of the program at the local level;
    - 4.2.3.** Whenever necessary, provide technical assistance in the conduct of the different components of the program;
    - 4.2.4.** Design and implement modules on components assigned;
    - 4.2.5.** Conduct performance assessment of LGUs;
    - 4.2.6.** Provide counterpart funds to the DILG Regional/Field Offices for the conduct of the program; and
    - 4.2.7.** Conduct monitoring and evaluation of their respective activities.
- 4.3. Local Government Academy**
  - 4.3.1.** Prepare standard program design and program implementation guidelines;
  - 4.3.2.** Develop and provide standard course materials and other related knowledge products;
  - 4.3.3.** Consolidate related programs and activities of other sectors in support of the aims of the Program for NEOs;
  - 4.3.4.** Organize and deploy pool program managers, local governance coaches, and mentors for the conduct of the program;
  - 4.3.5.** Provide technical assistance to program implementors; and
  - 4.3.6.** Develop and implement the program monitoring and evaluation system.

#### 4.4. DILG Regional and Field Offices

- 4.4.1. Ensure LGRRC readiness for the conduct of the NEO Orientation Course and other components of the program;
- 4.4.2. Orient field officers/MLGOOs and regional stakeholders on the Program for NEOs;
- 4.4.3. Forge partnerships with Leagues of Local Governments, NGAs, NGOs, CSOs and LRIs at the local level;
- 4.4.4. Manage the NEO Orientation Course for re-elected municipal mayors;
- 4.4.5. Conduct the workshops on Establishing Executive-Legislative Relations at the LGU level;
- 4.4.6. Facilitate the enrollment of NEOs to the NEO Online platform; and
- 4.4.7. Coordinate M&E activities at the regional level.

#### 4.5. Leagues of Local Governments

- 4.5.1. Promote the Program for NEOs to ensure the participation of local officials to different components of the program;
- 4.5.2. Design and implement the modules/activities assigned; and
- 4.5.3. Submit program monitoring reports to the NEO Program Management Committee through the Local Government Academy.

#### 4.6. Local Resource Institutions

- 4.6.1. Develop and deliver CapDev programs that address CapDev needs of LGUs;
- 4.6.2. Assist LGUs in the preparation of the ELA and CapDev Agenda;
- 4.6.3. Serve as resource persons in webinar/face-to-face sessions as determined; and
- 4.6.4. Provide knowledge products.

#### 4.7. National Government Agencies

- 4.7.1. Serve as resource persons in webinar/face-to-face sessions as determined;
- 4.7.2. Provide knowledge products; and
- 4.7.3. Ensure alignment of agency interventions to the NEO programs.

### 5.0. CONSTITUTION OF PROGRAM MANAGEMENT TEAMS

Management Team	Roles, Responsibilities, and Requirements
<b>Regional Management Team</b> <ul style="list-style-type: none"><li>• Regional Director – Chair</li><li>• DILG-LGRRC Manager – Co-chair</li><li>• Chief, LGCDD</li><li>• Chief, LGMED</li><li>• All Provincial Directors</li><li>• 1 LRI Representative</li></ul>	<ol style="list-style-type: none"><li>1. Plan the regional program implementation;</li><li>2. Provide direction and guidance to the Provincial Management Team for the effective implementation of the program;</li><li>3. Ensure that standards are adhered to in the conduct of various activities of the program;</li><li>4. Ensure the participation of local government units;</li><li>5. Monitor strict program implementation;</li><li>6. Submit to the DILG and LGA a consolidated report of accomplishments;</li></ol>

<p><b>Provincial Management Team</b></p> <ul style="list-style-type: none"> <li>• DILG Provincial Director – Chair</li> <li>• 1 City Director (where applicable)</li> <li>• All Cluster Heads</li> <li>• Leagues of Local Government Representative</li> <li>• 1 LRI Representative</li> </ul>	<ol style="list-style-type: none"> <li>1. Conduct planning activities for the provincial team;</li> <li>2. Manage the conduct of activities at the Provincial/City/Municipal level;</li> <li>3. Ensure the participation of local government units;</li> <li>4. Monitor strict program implementation;</li> <li>5. Submit to the DILG Regional Office through the LGRRC the consolidated accomplishment report.</li> <li>6. Submit Terminal Report with observations and recommendations on how to further improve the program.</li> </ol>
--	--

**6.0. SCHEDULE OF IMPLEMENTATION**

The conduct of the Program for Newly Elected Officials (NEO) shall commence on the third quarter of 2019 and run until 2022.

**7.0. MONITORING AND EVALUATION**

The monitoring and evaluation of the program shall be handled by LGA through the LGA Monitoring and Evaluation System (LGAMES). It shall be an online system designed to receive reports and analyze data, to ensure the efficient and systematic monitoring of the implementation of the program and its components. The DILG Regional Offices/LGRRCs shall utilize the system through its website <http://lgames.lga.gov.ph> . A separate monitoring guideline shall be issued for the purpose.

This Memorandum Circular shall take effect immediately.

  
**EDUARDO M. AÑO**  
 Secretary

