



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



**ATTENDANCE TO THE 16TH COMMUNITY-BASED MONITORING SYSTEM (CBMS)
PHILIPPINE NATIONAL CONFERENCE**

MEMORANDUM CIRCULAR NO. 2020-007

DATE 21 JAN 2020

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 **16th CBMS Philippine National Conference**, a 3-day policy conference with the theme ***“Institutionalizing CBMS for more Transformative Development Initiatives”*** on **March 11-13, 2020 at the Grand Ballroom of the Crowne Plaza Manila Galleria, Ortigas Avenue, corner Asian Development Bank Avenue, Ortigas Center, 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. As of October 2, 2019, CBMS has been adopted by LGUs in 78 Provinces (35 of which are province-wide), covering 1,100 municipalities, 111 cities and 31,110 barangays.

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 showcase the uses of the community-based monitoring system for local planning, program/policy design and targeting of priority actions and interventions, and impact monitoring, 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, 2020.

4.2. Registration Guidelines

4.2.1. Registration Packages

The CBMS International Coordinating Network is offering the following registration 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 own 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, Inc.
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, 2020 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 together with their registration payment deposit slip, or official receipt of direct cash registration payment to DLSU by filling up the online form at <https://form.jotform.me/cbmsnatcon/16thCBMSPhilNatCon>, not later than January 31, 2020.

An official e-mail from the CBMS Network Office-DLSU, indicating confirmation of conference registration with a DLSU Official Receipt of Payment Reference Number and a guaranteed table/seat number at the conference venue, will be sent to the registered participants by. Participants are required to show this e-mail confirmation of registration at the designated registration desk during the conference to claim their conference kits and IDs.

4.2.3. Regular updates about the conference registration program and other logistical are also provided in the conference website at <https://www.pep-net.org/16th-cbms-philippines-national-conference>,

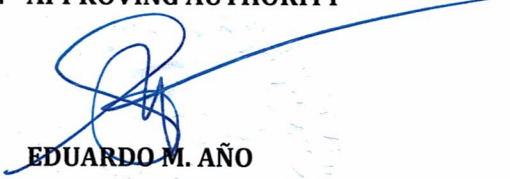
and the CBMS International Network Facebook-Group page:
<https://www.facebook.com/groups/CBMSNetwork>.

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 M. AÑO
Secretary

7. FEEDBACK

For further details, participants may contact the conference secretariat through email at cbms.network@gmail.com or through telephone numbers: (02) 8526-2067 or (2) 8230-5100 local 2461.



DILG-OSEC 01202020-009

16th Community Based Monitoring System (CBMS) Philippines National Conference
March 11-13, 2020
Crowne Plaza Manila Galleria
Quezon City, Philippines



CALL FOR PAPERS/PRESENTATIONS

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 **16th CBMS-Philippines National Conference on March 11-13, 2020** to be held at the Crowne Plaza Manila Galleria in Quezon City. Proposed papers should be able to showcase their LGU's actual 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:

1. Formulation of programs to address needs identified thru CBMS
2. Implementation of targeted programs
3. Evidence-based local planning and budgeting
4. Accelerating poverty alleviation/reduction
5. Disaster preparedness and vulnerability risk mapping
6. Impact assessment of local plans and programs
7. Monitoring the achievement of sustainable development goals (SDGs)
8. Improving local governance

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

Interested LGUs to present in the conference may submit their expression of interest through the CBMS Network Office by e-mail at cbms.network@gmail.com, or through their DILG Regional Office not later than **January 15, 2020**. 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:
 - a. Title of Presentation
 - b. Name of Presenter and Position in the LGU
 - c. 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 by e-mail, and will be provided with full guidelines for the preparation of the paper and presentation. **Deadline for submission for approved presentations is February 29, 2020.**

ANNEX B

16th CBMS Philippines National Conference: March 11-13, 2020

As of December 9, 2019

LIVE-IN CONFERENCE REGISTRATION FEES PACKAGE	EARLY BIRD REGISTRATION PACKAGE		REGULAR REGISTRATION PACKAGE	
	RATE (IN PESO)			
	HOLIDAY INN MANILA GALLERIA	CROWNE PLAZA MANILA GALLERIA	HOLIDAY INN MANILA GALLERIA	CROWNE PLAZA MANILA GALLERIA
3 DAYS AND 2 NIGHTS ACCOMMODATION - Includes hotel and conference registration fee				
1 Single Room Occupancy				
<i>Check in on March 11 and Check out on March 13. Standard check in time is 3:00 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	14,500	16,500	15,000	17,000
2 Twin Room Occupancy				
<i>Check in on March 11 and Check out on March 13. Standard check in time is 3:00 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	10,000	11,000	10,500	11,500
3 Triple Room Occupancy				
<i>Check in on March 11 and Check out on March 13. Standard check in time is 3:00 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	9,167	9,833	9,667	10,333
4 DAYS AND 3 NIGHTS ACCOMMODATION - Includes hotel and conference registration fee				
1 Single Room Occupancy				
Option 1: Check in on March 10 and Check out March 13				
Option 2: Check in on March 11 and Check out on March 14				
<i>Standard check in time is 3:00 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	19,000	22,000	19,500	22,500
2 Twin Room Occupancy				
Option 1: Check in on March 10 and Check out March 13				
Option 2: Check in on March 11 and Check out on March 14				
<i>Standard check in time is 3:00 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	12,250	13,750	12,750	14,250
3 Triple Room Occupancy				
Option 1: Check in on March 10 and Check out March 13				
Option 2: Check in on March 11 and Check out on March 14				
<i>Standard check in time is 3:00 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>				

16th CBMS Philippines National Conference: March 11-13, 2020

As of December 9, 2019

LIVE-IN CONFERENCE REGISTRATION FEES PACKAGE	EARLY BIRD REGISTRATION PACKAGE		REGULAR REGISTRATION PACKAGE	
	RATE (IN PISO)			
	HOLIDAY INN MANILA GALLERIA	CROWNE PLAZA MANILA GALLERIA	HOLIDAY INN MANILA GALLERIA	CROWNE PLAZA MANILA GALLERIA
TOTAL REGISTRATION FEE (Per Person)-LIVE IN	11,000	12,000	11,500	12,500
5 DAYS AND 4 NIGHTS ACCOMMODATION - Includes hotel and conference registration fee				
1 Single Room Occupancy				
Check in on March 10 and Check out March 14				
<i>Standard check in time is 3:00 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	23,500	27,500	24,000	28,000
2 Twin Room Occupancy				
Check in on March 10 and Check out March 14				
<i>Standard check in time is 3:00 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	14,500	16,500	15,000	17,000
3 Triple Room Occupancy				
Check in on March 10 and Check out March 14				
<i>Standard check in time is 3:00 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	12,833	14,167	13,333	14,667

NOTES

1. Live In Conference Package Rates above is a special rate for the delegates of the 16th CBMS Philippines National Conference. Hotel accommodation includes buffet breakfast arrangements. Due to limited slots, hotel room reservation is on a first come, first served basis and can only be accommodated while supplies last. Live In conference rates above can only be registered and availed through the CBMS Network Conference secretariat.
2. Request for booking for early check in and late check out is subject to room availability.
3. Live In Conference Package Rates indicated above are on a **PER PERSON BASIS**, and can only be paid in cash or check following the payment instructions detailed in the official letter of invitation to participants.