



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
<https://dilg.gov.ph>

MEMORANDUM CIRCULAR

30 SEP 2020

No. 2020-128

TO : ALL PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS, PUNONG BARANGAYS, LIGA NG MGA BARANGAY CHAPTER PRESIDENTS, BARANGAY SECRETARIES, DILG REGIONAL DIRECTORS AND FIELD OFFICERS, AND OTHERS CONCERNED

SUBJECT : DUTIES AND RESPONSIBILITIES OF THE LIGA NG MGA BARANGAY CHAPTER PRESIDENTS, PUNONG BARANGAYS, BARANGAY SECRETARIES AND OTHER BARANGAY OFFICIALS CONCERNED, DILG OFFICIALS AND EMPLOYEES CONCERNED IN THE ISSUANCE OF BARANGAY CERTIFICATION TO THE QUALIFIED FIRST TIME JOBSEEKERS PURSUANT TO REPUBLIC ACT (RA) NO. 11261, OTHERWISE KNOWN AS THE "FIRST TIME JOBSEEKERS ASSISTANCE ACT", AND ITS IMPLEMENTING RULES AND REGULATIONS (IRR)

1.0 LEGAL BASES

- 1.1 Section 3 of RA No. 11261 mandates that all government agencies and instrumentalities, including Government-Owned and Controlled Corporations (GOCCs), Local Government Units (LGUs), and government hospitals ***shall not collect fees or charges from a first time jobseeker.***
- 1.2 Further, the same Section of the said Act, provides that such fee or charge is paid in connection with the application for the granting of licenses, proofs of identification, clearances, certificates or other documents ***usually required in the course of employment locally or abroad***, provided such ***benefit shall only be availed once.***
- 1.3 Section 2 of the Joint Memorandum Circular (JMC) No. 001, Series of 2019, the Implementing Rules and Regulations, to implement RA No. 11261, provides the following definition terms:

- 1.3.1 **Barangay Certification**¹ – a document issued and signed by the Punong Barangay or his/her authorized officer that the person, to whom said certification is issued, is a **resident of the Barangay for at least six (6) months** and **is a first time job seeker**.
- 1.3.2 **Employment** – exists when a person performs work or services under certain conditions in return for remuneration or pay, whether in formal or informal setting, except those entrepreneurs/business owners, independent contractors, and beneficiaries or government programs such as Government Internship Program, Special Program for Employment of Students, and other similar programs.
- 1.3.3 **First Time Jobseeker** – a Filipino citizen, who is actively seeking employment, locally or abroad, **for the first time**, as certified by the barangay of which he/she is a resident for the said purpose, particularly:
- 1.3.3.1 Graduates from all schools, colleges, universities, and learning institutions offering technical-vocational courses. For this purpose, a graduate means a Filipino who finished an associate degree or bachelor's degree from any college or university, or completed a technical-vocational course from any learning institution in the Philippines, as well as high school graduates who completed the K-12 program.
- 1.3.3.2 An early school leaver or Out of School Youth (OSY).
- 1.3.3.3 A person not employed or engaged in education or training, who was not previously enrolled in any educational institution or who has not finished secondary education.
- 1.3.3.4 A student taking a leave of absence from an institution offering college or tertiary education or from a technical-vocational course. or
- 1.3.3.5 Any person intending to work while enrolled in any school, college, university, or learning institution offering technical and vocational courses.
- 1.3.4 **Oath of Undertaking**² – duly executed by the First Time Jobseeker before the Punong Barangay or his duly authorized officer, assuming to abide and be bound by the obligations set forth therein as conditions for the availment of the benefits of the First Time Jobseekers Act.

¹ Annex "A" – Form 1 of RA 11261-Prescribed Barangay Certification Template

² Annex "B" – Form 2 of RA 11261-Oath of Undertaking Template

1.4 Section 4 of the JMC states that beneficiaries of the Act must be a:

- 1.4.1 Filipino citizen.
- 1.4.2 First time jobseeker.
- 1.4.3 Actively looking for employment. and
- 1.4.4 Resident of the barangay that issued the barangay certification for at least six (6) months.

1.5 Section 7 of the JMC mandates that DILG shall:

- 1.5.1 Issue a directive to all LGUs regarding compliance to RA 11261 and its IRR.
- 1.5.2 Orient all barangay units and PESO, through the Liga ng mga Barangay and PESOMAP Inc., respectively, on the:
 - 1.5.2.1 Provisions of the RA 11261 and the JMC
 - 1.5.2.2 Duties and responsibilities of the Punong Barangay and the designated barangay official and the PESO Officer or his/her authorized representative under the law.
- 1.5.3 Ensure and monitor compliance on the provisions of the JMC and the monthly submission of reports of the barangays, through the City or Municipal PESO.

2.0 DUTIES AND RESPONSIBILITIES

With the forgoing bases, all concerned are directed to strictly comply with the provisions of the JMC, and are enjoined to perform their respective **duties and responsibilities**, such as:

2.1 PUNONG BARANGAY

- 2.1.1 Designate or authorize barangay official/s, through the issuance of an Executive Order, who shall perform the duties and responsibilities mandated under RA 11261, the JMC and this Circular on his/her behalf.
 - 2.1.1.1 As much as practicable, designate or authorize more than one barangay officials to ensure that applications of Barangay Certification under RA 11261 are acted upon, as much as possible, within the day.
- 2.1.2 Through the Barangay Secretary, prepare a **Personal Information Sheet** (PIS) Form, *sample template is hereto attached as Annex "G"*, for the Application of Barangay Certification, containing basic information of applicants, which should not be limited to the following:

- 2.1.2.1 Name
- 2.1.2.2 Birthdate
- 2.1.2.3 Age
- 2.1.2.4 Complete Address
- 2.1.2.5 Years/Months of residency in the given address
- 2.1.2.6 Contact Number and/or e-mail address
- 2.1.2.7 Sex/Gender
- 2.1.2.8 Civil Status
- 2.1.2.9 Educational Attainment
- 2.1.2.10 Course (if applicable)
- 2.1.2.11 Question, which is answerable by **YES** or **NO**: Are you a beneficiary of a JobStart Program under RA No. 10869, otherwise known as "**An Act Institutionalizing the Nationwide Implementation of the JobStart Philippines Program and Providing Funds Therefor**"?

2.1.2.11.1 If the answer to the above question is **YES**, the application for the issuance of Barangay Certification that is **free of charge** should be denied pursuant to Section 12 of the cited JMC.

2.1.2.11.2 The concerned applicant should be informed as beneficiary of the JobStart Program under RA No. 10869, he/she is no longer qualified to avail of the benefits provided for under the "First Time Jobseekers Assistance Act".

2.1.2.11.3 In this case, said Certification may be issued with corresponding charge or fee as imposed by the barangay.

2.1.2.12 Signature Over Printed Name of Applicant.

2.1.3 Through the Barangay Secretary:

2.1.3.1 Provide the applicant with PIS Form.

2.1.3.2 Accept and assess the accomplished PIS Form.

2.1.3.3 If the applicant meets the qualifications as stated in Item 1.4 and the applicant's answer in **Item No. 2.1.2.11 is "NO"**, endorse the applicant to the Punong Barangay or the Designated/Authorized barangay official, in the absence of the Punong Barangay, for interview.

2.1.4 Through the Designated or Authorized Barangay Official, conduct interview to those applicants who want to avail of the

benefit under the First Time Jobseekers Act based on the accomplished PIS Form.

2.1.4.1 Whenever applicable, require the applicants to present the following or any of the following documents:

2.1.4.1.1 Birth Certificate to ensure that the applicant is a Filipino citizen.

2.1.4.1.2 Diploma or certification or similar document to show that the applicant is a graduate in college or university or has completed any vocational course in any learning institution in the Philippines.

2.1.4.2 Inform or orient the qualified first time jobseekers of the following:

2.1.4.2.1 He/she can avail of the benefit or issuance of the Barangay Certification ***free of charge only once*** and for ***one copy of every document*** or transaction only.

2.1.4.2.2 He/she may request for additional/subsequent copy/ies of Barangay Certification ***with charge or fee*** pursuant to Section 3 of the JMC.

2.1.4.2.3 The validity of the Barangay Certification, issued for the purpose, shall be one (1) year from the date of issuance of the same.

2.1.4.2.4 His/her ***responsibilities as a First Time Jobseeker***³, such as:

2.1.4.2.4.1 Secure the barangay certification from his/her place of residence.

2.1.4.2.4.2 Execute an Oath of Undertaking, using the prescribed template, relative to his/her request for a Barangay Certification.

2.1.4.2.4.3 Present the original Barangay Certification to the officer of the concerned agency to avail the benefits of this Act.

2.1.4.2.4.4 Abide by the rules of relevant agencies' rules in securing a

³ Section 8 (a)(e) of the JMC.

certificate or other pre-employment documentary requirement, and

2.1.4.2.4.5 Report back to the barangay, whether in person or through other modes of communication, after successfully obtaining employment.

2.1.5 Administer the Oath of Undertaking of the qualified first time jobseeker.

2.1.6 Sign two (2) original copies of Barangay Certification, ***which shall bear the official seal and letterhead of the barangay***, to every qualified first time jobseeker, which shall be distributed as follows:

2.1.6.1 One (1) original copy of the Barangay Certification shall be issued to the qualified first time jobseeker, and

2.1.6.2 The other original copy of said Certification shall be filed in the barangay, which shall be under the custody of the Barangay Secretary.

2.1.7 Through the Barangay Secretary, ***accomplish, maintain and update the Barangay Roster of Beneficiaries/Avalees Form⁴ and the Monthly Summary of Avalees/Beneficiaries⁵***, and submit the same to the concerned Public Employment Service Office (PESO) of Cities and Municipalities and DILG City and Municipal Field Offices concerned within **SEVEN (7) WORKING DAYS OF THE ENSUING MONTH** to cover beneficiaries of the preceding month.

2.1.7.1 In cases where nobody applied or no qualified beneficiary, indicate the phrase ***“no beneficiary or qualified jobseeker for the month”*** in the ***Summary of Beneficiaries/Avalees Form*** and submit the same to the City or Municipal PESO and DILG City or Municipal Field Office.

2.1.8 Perform the mandated duties and responsibilities, and

2.1.9 Ensure that the Barangay Secretary and the Designated or Authorized Officials perform their respective duties and responsibilities on his or her behalf.

⁴ Annex "C" – Sample Accomplished Form as attached in JMC labelled as Roster of Beneficiaries/Avalees Sample Form/Template

⁵ Annex "C-1" - Sample Accomplished Form as attached in JMC labelled as Monthly Summary of Avalees/Beneficiaries

2.2 LIGA NG MGA BARANGAY CITY AND MUNICIPAL CHAPTER PRESIDENT

- 2.2.1 In coordination with the concerned DILG Field Officer, orient all the barangay officials concerned on the provisions of the JMC and their duties and responsibilities in the issuance of Barangay Certification to the qualified jobseekers.
- 2.2.2 Remind compliance with this Circular by all Punong Barangays within the City or Municipality.

2.3 CITY AND MUNICIPAL MAYOR

Pursuant to the power of general supervision of the City or Municipal Mayor over their respective barangays⁶, he or she shall:

- 2.3.1 Direct all concerned Punong Barangays to comply with RA 11261, its IRR and this Circular.
- 2.3.2 Ensure compliance of the concerned Punong Barangay and the designated or authorized barangay official/s in the performance of their duties and responsibilities in the issuance of Barangay Certification to the qualified first time jobseekers.
and
- 2.3.3 Remind submission of the required monthly reports by the concerned barangay officials to the concerned PESO and DILG Field Office.
- 2.3.4 Enjoin the PESO to perform its duties and responsibilities pursuant to Section 7 of JMC No. 001, Series of 2019.

2.4 CITY DIRECTOR, CITY AND MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICER (C/MLGOO)

- 2.4.1 Inform the City or Municipal Mayor concerned about RA 11261, the JMC and this Circular.
- 2.4.2 Discuss to the concerned Liga ng mga Barangay (LnB) Chapter President his or her duties and responsibilities to implement the provision of the JMC and this Circular relative to the provision on the issuance of the Barangay Certification by the Punong Barangay or the concerned Designated or Authorized Barangay Official/s.
- 2.4.3 Provide technical assistance to the concerned LnB Chapter President in the performance of his or her duty to orient the concerned Punong Barangays and their Designated or Authorized Barangay Official/s of their duties and

⁶ Section 32 of the Local Government Code of 1991

responsibilities in the issuance of the Barangay Certification to the qualified first time jobseekers.

- 2.4.4 Ensure compliance of all barangay officials concerned with this Circular.
- 2.4.5 Remind compliance of all Punong Barangays within the locality on the submission of monthly reports to the City or Municipal PESO and DILG City or Municipal Field Office, using Annex "C-1", within SEVEN (7) WORKING DAYS *of the ensuing month*.
- 2.4.6 Consolidate monthly reports submitted by the barangay and accomplish the **Monthly City or Municipal Consolidated Summary of Beneficiary/ Awailees Form⁷**, marked as Annex "D".
- 2.4.7 Ensure monthly submission of the accomplished **Annex "E"**, with a copy of the accomplished **Annex "D"**, to the concerned Provincial Director, or the Regional Director in the case of HUCs and ICCs, **NLT the 20th day of the ensuing month**.

2.5 PROVINCIAL DIRECTOR

- 2.5.1 Ensure dissemination of this Circular and its attachments, to all the C/MLGOOs within their respective provincial jurisdiction.
- 2.5.2 Remind the concerned Field Officers of their roles to implement the JMC of RA 11261 and this Circular.
- 2.5.3 Ensure compliance of all the concerned C/MLGOOs and the concerned local officials with this Circular.
- 2.5.4 Ensure the submission of the **Monthly City or Municipal Consolidated Summary of Awailees/Beneficiary** by all C/MLGOOs under their respective jurisdiction.
- 2.5.5 Through the concerned DILG Provincial staff, consolidate the reports submitted by the concerned Field Officers on the **Summary of Awailees/Beneficiary**, and
- 2.5.6 Accomplish and submit the **Monthly Provincial Consolidated Summary of Awailees/Beneficiary Form⁸**, to the concerned Regional Director **NLT the 25th day of the ensuing month**.

2.6 REGIONAL DIRECTOR

- 2.6.1 Cause the immediate and widest dissemination of this Circular and its attachments within their respective Regional territory.

⁷ Annex "D" - Monthly City/Municipal Consolidated Summary of Awailees/beneficiary Form

⁸ Annex "E" - Monthly Provincial Summary of Awailees/beneficiary Form

- 2.6.2 Ensure compliance with this Circular by all concerned DILG Field Officers and Local officials.
- 2.6.3 Designate a Focal Person to ensure monitoring compliance with this Circular.
- 2.6.4 Submit to the Undersigned, through NBOO, the name of the Designated Regional Focal Person, on or before 15 November 2020.
- 2.6.5 Enjoin the Designated Focal Person to perform the following:
- 2.6.5.1 Consolidate the Monthly Provincial/HUC/ICC Summary of Awailees/Beneficiary.
 - 2.6.5.2 Follow-up submission of reports on the matter by all concerned DILG Field Officers.
 - 2.6.5.3 Accomplish the **Monthly Regional Consolidated Summary of Awailees/Beneficiary Form**⁹, here attached as "Annex F", for the approval of the concerned Regional Director.
- 2.6.6 Ensure that all concerned DILG Field Officers and the Designated Focal Person within the Region perform their respective duties and responsibilities as stated in this Circular, especially on the timely submission of the monthly reports.
- 2.6.7 Submit the **Monthly Regional Consolidated Summary of Awailees/Beneficiary Form** (Annex F), to the Undersigned, through NBOO, **NLT the 30th day of the ensuing month**, and
- 2.6.8 Conduct advocacy or information dissemination campaign on the First Time Jobseekers Assistance Act, including, but shall not be limited to, posting of IEC materials at their respective bulletin boards, website and/or in other social media platforms.

2.7 NATIONAL BARANGAY OPERATIONS OFFICE

- 2.7.1 Prepare related issuance/s to ensure implementation of RA 11261 and its IRR by the concerned barangay officials.
- 2.7.2 Coordinate and collaborate with the Regions, through the Designated Focal Persons, relative to the submission of monthly reports.
- 2.7.3 Consolidate the **Monthly Regional Summary of Beneficiary/Awailees**.

⁹ Annex "F" - Monthly Regional Consolidated Summary of Awailees/beneficiary Form

2.7.4 Prepare and submit to the Undersigned, the Monthly National Compliance Report on RA 11261.

2.7.5 Submit the Monthly National Statistical Report on the Number of Barangays that Issued Barangay Certification, pursuant to RA 11261 and JMC No. 001, Series of 2019, to the Inter-Agency Monitoring Committee, through DICT.

3.0 SUMMARY OF MONITORING REPORTS

All concerned are reminded of the Timely Submission of Reports on the Compliance of Barangays on the Issuance of Barangay Certification to Qualified First Time Jobseekers, pursuant to RA 11261, its IRR and this Circular, based on the following timelines:

FORM	TYPE OF REPORT	WHO WILL SUBMIT	WHERE TO SUBMIT	WHEN TO SUBMIT
Annex "C"	Monthly Barangay Roster of Awailees/Beneficiary	Punong Barangay	City/Municipal PESO and DILG	Within seven (7) working days of the ensuing month
Annex "C-1"	Monthly Summary of Awailees/Beneficiary		City/Municipal Field Office	
Annex "D"	Monthly City/Municipal Consolidated Summary of Awailees/Beneficiary	City Director, C/MLGOO	DILG Provincial Office or DILG Regional Office in the case of HUCs and ICCs	not later than the 20 th day of the ensuing month
Annex "E"	Monthly Provincial Consolidated Summary of Awailees/Beneficiary	Provincial Director	DILG Regional Office	not later than the 25 th day of the ensuing month
Annex "F"	Monthly Regional Consolidated Summary of Awailees/Beneficiary	Regional Director	DILG CO, thru NBOO	not later than the 30 th day of the ensuing month (For the month of January, to be submitted NLT the 28 th day of February)

4.0 PENALTY CLAUSE

All concerned are reminded that Section 6(c) of the JMC states that:

“The Inter-Agency Monitoring Committee as the oversight body for compliance of the government agencies shall recommend to the proper authorities the filing of an administrative complaint against a person who refuses to comply with the provisions of this Rules”.

5.0 EFFECTIVITY

This Circular shall take effect immediately.

6.0 APPROVING AUTHORITY


EDUARDO M. AÑO
Secretary



DILG-OSEC 09302020-014