



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
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<http://www.dilg.gov.ph>



## GUIDELINES FOR THE ESTABLISHMENT OF THE IMPLEMENTING TEAMS OF THE RPRH LAW IN LOCAL GOVERNMENT UNITS

Memorandum Circular No. 2020-132  
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### 1. Background

- 1.1. President Rodrigo Roa Duterte has repeatedly declared the intensified implementation of National Program on Population and Family Planning (NPPFP) as a national policy and priority strategy.
- 1.2. In the President's 10-Point Economic Agenda, he strategically and explicitly included the full implementation of the Responsible Parenthood and Reproductive Health (RPRH) Law to enable, especially the poor couples, to make informed choices on financial and family planning.
- 1.3. The Philippine Development Plan (PDP) for 2017-2022 has likewise included the achievement of demographic dividend as a key strategy in harnessing the country's growth potential.
- 1.4. Furthermore, President Duterte issued Executive Order No. 12 to mandate the Department of Health (DOH), Commission on Population and Development (POPCOM), Department of the Interior and Local Government (DILG), and other relevant agencies, including local government units (LGUs), to attain and sustain zero unmet need for modern family planning.
- 1.5. During the 35<sup>th</sup> Cabinet Meeting (March 4, 2019), President Duterte and the members of the Cabinet further reiterated such priority program by approving and mandating relevant agencies in the aggressive and intensified implementation of the NPPFP.
- 1.6. The implementation of this priority strategy entails the mobilization and full participation of LGUs particularly in the delivery of the full range of family planning information and

services especially among the marginalized and underserved population.

## **2. Purpose**

The purpose of this Memorandum Circular is to provide guidelines for the establishment of the Implementing Teams of the RPRH Law in the LGUs.

## **3. Scope/Coverage**

All Provincial Governors, BARMM Chief Minister, City/Municipal Mayors, Punong Barangays, DILG Regional Directors, BARMM Minister of Local Government, Field Officers and all others concerned.

## **4. Policy Content and Guidelines**

### **4.1. Organization and Functions**

4.1.1 The Local Implementing Teams of the RPRH Law shall be organized at the provincial, city and municipal, and barangay levels through an executive order or other similar issuances. LGUs may replicate the composition of the Regional Implementation Team (NIT), and supplement to the structure of Local Implementing Teams as identified below.

#### **a) Composition of Provincial Implementing Team**

- Provincial Governor
- Provincial Planning and Development Coordinator
- Provincial Local Population Officer
- Provincial Social Welfare Development Officer
- Provincial Health Officer
- Provincial General Services Officer
- Provincial Budget Officer
- Chairperson of the Sangguniang Panlalawigan Committee on Women, Children and Family
- CSO representatives from the women sector

The Head Secretariat shall be designated by the Provincial Governor.

**b) Composition of City Implementing Team**

City Mayor  
City Planning and Development Coordinator  
City Local Population Officer  
City Social Welfare Development Officer  
City Health Officer  
City General Services Officer  
City Budget Officer  
City Civil Registrar  
Chairperson of the Sangguniang Panglungsod Committee on Women, Children and Family  
CSO representatives from the women sector

The Head Secretariat shall be designated by the City/Municipal Mayor.

**c) Composition of Municipal Implementing Team**

Municipal Mayor  
Municipal Planning and Development Coordinator  
Municipal Local Population Officer  
Municipal Social Welfare Development Officer  
Municipal Health Officer  
Municipal General Services Officer  
Municipal Budget Officer  
Municipal Civil Registrar  
Chairperson of the Sangguniang Bayan Committee on Women, Children and Family  
CSO representatives from the women sector

The Head Secretariat shall be designated by the Municipal Mayor.

**d.) Composition of Barangay Implementing Team**

Punong Barangay  
Brgy. Secretary  
Brgy. Treasurer  
Barangay Nutrition Scholars  
Barangay Health Workers

The Head Secretariat shall be designated by the Punong Barangay.

LGUs may opt to place their established RPRH Law Local Implementing Teams as one of the committees under their Local Health Board.

4.1.2 The Local Implementing Teams shall have perform the following functions:

- a) Conduct regular quarterly meetings and special meetings, when necessary.
- b) Formulate policies necessary to promote the Programs on Population and Family Planning which will cater the basic needs of men and women.
- c) Prepare Annual Work and Financial Plan (AWFP).
- d) Prepare and submit Semestral Accomplishment Report based on AWFP.

#### 4.2. Meetings

4.2.1 The Implementing Teams shall conduct regular quarterly meetings. Special meetings may be conducted when necessary.

4.2.2 The agenda of such meetings shall include, but not limited to, the development and implementation of policies/programs/projects/activities (PPAs) relative to the promotion and fulfilment of RPRH Law specifically localizing the national program on population and family planning.

4.2.3 The meetings conducted shall be supported by Minutes of Meetings duly signed by the Secretariat Head, Notices of Meetings, Attendance Sheets and pictures, if available.

4.2.4 The conduct of these meetings should adopt the new normal protocols.

4.2.5 The minutes of the meetings, agenda and summary of agreements, as approved by the Chair of the Implementing

Team shall be forwarded to the Commission on Population Regional Office every end of the quarter.

#### 4.3. Policies, Plans and Budget

##### 4.3.1 Policies

Policies refer to LGU's executive and legislative issuances to promote the Programs on Population and Family Planning which will cater the basic needs of men and women.

##### 4.3.2 Plans and Budget

The Implementing Teams' Annual Work and Financial Plan (AWFP) may include, but not limited to the following activities:

- a. Undertake information, education and advocacy campaign on RPRH to give prominence to the implementation of family planning in the country.
- b. Conduct capacity-building programs for all stakeholders involved in the implementation of the RPRH PPPAs.
- c. Provide services to all men and women regarding the programs on population and family planning.
- d. Create and establish systems on effective coordination with the national agencies involved in the promotion and implementation of the RPRH.
- e. Institute policies and programs to promote the welfare of men and women on RPRH programs aligned with the national thrusts.
- f. The approved Provincial/City Implementation Team on RPRH law Annual Unified Work and Financial Plan shall be submitted to the Commission of Population on or before January 15, of every year.

#### 4.4 Report

Submission of LGU's semestral report is in January and July of each fiscal year with details of submission as follows:

LGU	Date of Submission	Kind of Report	Where to Submit
Barangay	Every 15 <sup>th</sup> of January and July	Barangay RPRH law accomplishment Report	City/Municipal Mayor's Office thru MLGOO/CLGOO/ HUC City Director
Component City/ Municipality	Every 20 <sup>th</sup> of January and July	Consolidated Component City/ Municipal RPRH law accomplishment Report	Provincial Governor's Office thru DILG Provincial Office
HUC	Every 30 <sup>th</sup> of January and July	HUC RPRH Report	DILG Regional Office thru DILG HUC Office
Province	Every 30 <sup>th</sup> of January and July	Consolidated Provincial RPRH law accomplishment Report	DILG Regional Office thru DILG Provincial Office

Based on the above schedule, submission of LGU's semestral report shall pass through the regular channels of reporting, i.e. Punong Barangay submits report to the city or municipal mayor, component city or municipal mayor submits a consolidated report to the governor, and governor submits a consolidated report to the DILG Provincial Office and HUC mayor submits a report to the DILG City Office, that in turn submits to the concerned DILG Regional Office. In context of the New Normal, submission of reports other than providing hard copies like submission of electronic copies via email may be allowed.

The DILG Regional Office shall furnish a copy of the report to the Commission on Population Regional Office as the secretariat for consolidation and submission to NIT.

#### 4.5 Accomplishment

The accomplishment report of the Implementing Teams shall include the activities undertaken based on the approved AWWP. The RPRH law Implementing Team shall use the prescribed templates for each Key Results Areas (Family Planning, Adolescent Sexual and Reproductive Health, Gender Based Violence, HIV/AIDS, Maternal, Newborn, Child Health and Nutrition)

#### 5. Policy Compliance and Monitoring

All Regional Offices are mandated to monitor LGUs' compliance to this Memorandum Circular and submit report to the Bureau of Local Government Development (BLGD) of this Department.


#### 6. References

National Laws and Policies:

- 1) The 1987 Constitution of the Philippines
- 2) Republic Act No. 10354 (December 12, 2012), "Responsible Parenthood and Reproductive Health Act";
- 3) Republic Act No. 7160 (October 10, 1991), "Local Government Code of 1991";
- 4) Presidential Decree No. 79 (December 8, 1972), "Revised Population Act of the Philippines";
- 5) Executive Order No. 12, series of 2017, "Attaining and Sustaining 'Zero Unmet Need for Modern Family Planning' through the Strict Implementation of the Responsible Parenthood and Reproductive Health Act, Providing Funds Therefor and for Other Purposes";
- 6) Philippine Development Plan (PDP) 2017-2022 and *AmBisyon Natin 2040*;
- 7) NEDA, DOH, and POPCOM Joint Memorandum Circular No. 2019-01, "Policy Guidelines for the Intensified Implementation of the National Program on Family Planning";
- 8) Relevant DILG issuances:
  - a) DILG Memorandum Circular No. 2017-85, "Guidelines on the Implementation of Administrative Order No. 2017-0005 entitled 'Achieving Desired Family Size through Accelerated and Sustained Reduction in Unmet Need for Modern Family Planning Methods'"

- b) DILG Memorandum Circular No. 2015-145, "Reiteration of Local Government Units' Role and Functions in the Implementation of RA 10354 entitled 'Responsible Parenthood and Reproductive Health Act of 2012' and its Implementing Rules and Regulations"

## 7. Approving Authority



**EDUARDO M AÑO**  
Secretary

## 8. Feedback

For queries and information you may contact the Bureau of Local Government Development (BLGD) at telephone no. 8876-3454 loc. 4107 or email at [blgd.ladd2018@gmail.com](mailto:blgd.ladd2018@gmail.com) and [blgd.gad@gmail.com](mailto:blgd.gad@gmail.com).



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