



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City  
www.dilg.gov.ph



## **MOBILIZATION OF CIVIL SOCIETY ORGANIZATIONS IN COVID-19-RELATED RESPONSE AND RECOVERY PROGRAMS OF THE GOVERNMENT**

Memorandum Circular No. 2020-135  
09 OCT 2020

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### **1.0 BACKGROUND AND RATIONALE**

- 1.1 On March 8, 2020, President Rodrigo Duterte, issued Presidential Proclamation No. 922, “Declaring A State of Public Health Emergency Throughout the Philippines.” This was due to the Department of Health (DOH) confirmation of the first case of local transmission of the Novel Coronavirus Disease 2019 (COVID-19) in the country. Four days later, the President raised the national code alert for COVID-19 to Code Red Sublevel 2<sup>1</sup> following the recommendation of the DOH and the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF MEID). Subsequently, Presidential Proclamation No. 929 was issued on March 16, 2020, “Declaring a State of Calamity throughout the Philippines due to COVID-19.”
- 1.2 Due to the continuing rise of confirmed cases of COVID-19, the entire country was declared under a state of emergency with government imposing strict social distancing, health safety and quarantine protocols, among other precautionary measures, in order to support its efforts to contain and prevent the spread of the disease. COVID-19 poses a serious threat to the health, safety and security of Filipinos, as it directly affects their means of livelihood, consequently disrupting the country’s economic activities as a whole.
- 1.3 Hence, to protect Filipinos from the socioeconomic problems brought about by COVID-19, Republic Act No. 11469 or the

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<sup>1</sup> This is the maximum level of the country’s alert system. It means that there is sustained community transmission of the disease which is beyond the government’s capacity to address and contain.

“Bayanihan to Heal as One Act” was passed into law on March 24, 2020. Likewise, President Duterte ordered the creation of a National Task Force against COVID-19 with Regional and Local counterparts that will execute the policy guidelines emanating from the Inter-Agency Task Force for the Management of Emerging Infectious Diseases. The Task Force has adopted a “whole-of-government” and “whole-of-society” approach to mitigate the impact of COVID-19 involving all instrumentalities of the government and the mobilization of all relevant sectors of the society especially in the grassroots level.

- 1.4 Section 27, Article II, of the 1987 Constitution states that the participation of non-governmental, community-based and other sectoral organizations shall be encouraged by the State. Similarly, Section 34 of the Local Government Code of 1991 encourages local government units to promote the establishment and operation of people’s and nongovernmental organizations to become active partners in the pursuit of local autonomy.
- 1.5 To intensify and supplement government efforts, there is a need to enhance and strengthen the structures that are already in place in the communities. The involvement of civil society organizations (CSOs) is critical to strengthen national and local coordination of government response to COVID-19. CSO participation and involvement in the implementation of various government projects at the local level have been proven to aid in increasing the responsiveness and efficiency of local governments in delivering services.

## **2.0 PURPOSE**

This Memorandum Circular is issued to prescribe the general guidelines and procedure for the mobilization and engagement of CSOs, private sector organizations, and volunteer groups and/or individuals in the implementation of COVID-19 response and recovery programs of the government.

## **3.0 COVERAGE**

- 3.1 This Memorandum Circular shall cover all CSOs, private sector organizations, and volunteer groups and/or individuals

intending to partner with the national and local governments in implementing COVID-19 response and recovery programs.

- 3.2 This Memorandum Circular shall only cover the general procedure for the mobilization of CSOs, private sector organizations, and volunteer groups and/or individuals to enable them to engage in the implementation of COVID-19 response and recovery programs of the government. The rules and conditions in implementing specific programs of the concerned national government agency including the nature and extent of each partnership shall be defined by their respective guidelines.

#### **4.0 DEFINITION OF TERMS**

For the purpose of this Circular, the following terms shall be defined as follows:

- 4.1 *Government* – refers to the Government of the Republic of the Philippines; the corporate government entity through which the functions of the government are exercised throughout the Philippines, including the various arms through which political authority is made effective in the Philippines, whether pertaining to the autonomous regions, the provincial, city, municipal or barangay subdivisions.
- 4.2 *National Government Agency (NGA)* – refers to a unit of the National Government. In this Memorandum Circular, the terms “NGA” and “Agency” are used interchangeably.
- 4.3 *Local Government Unit (LGU)* – refers to the territorial and political subdivisions of the Philippines such as: provinces, cities, municipalities and barangays.
- 4.4 *Program* – refers to any activity or initiative being implemented in support of the COVID-19 response and recovery plan of the Government.
- 4.5 *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, community-based organization, faith-based organization, cooperative,

social movement, professional group, and business group. In this Memorandum Circular, the terms “CSO” and “organization” are used interchangeably. These organizations include accredited, registered and recognized groups.

- 4.6 *Private Sector* – refers to any segment of the economy that is not directly controlled or operated by the Government or any government-run or controlled organization.
- 4.7 *Volunteer Group and/or Individuals* – refers to a local or foreign group or individual that recruits, trains, deploys, and supports volunteer workers to programs and projects implemented by them or by other organizations, groups, or by the Government, that provides services and resources, including but not limited to, information, capability building, advocacy and networking for the attainment of the common good.
- 4.8 *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, Department of the Interior and Local Government, 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.
- 4.9 *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.

## **5.0 AREAS FOR ENGAGEMENT**

The partnership and collaboration with CSOs can signify various changes and broad range of functions and tasks in overcoming the COVID-19 pandemic. As such, in the engagement of CSOs, private sector organizations, and volunteer groups and/or individuals, significant procedures and processes shall be put in place to safeguard the desired results of the government’s COVID-19 response and recovery programs.

In general, these organizations may work closely with barangay leaders in formulating, developing, and implementing four (4) areas of engagement, with assigned National Government Agencies (NGAs), namely:

#### **5.1 Increase Contact Tracing Capacity of Local Government Units (LGUs)**

CSOs, private sector organizations, and volunteer groups and/or individuals in the locality, may volunteer to be part of the contact tracing efforts in areas considered as critical or hotspots, and have to perform aggressive contact tracing activities in their assigned and/or covered areas. These contact tracing activities must be implemented in a manner consistent with the provisions of DOH Memorandum No. 2020-0189 (Updated Guidelines on Contact Tracing of Close Contacts of Confirmed Coronavirus Disease Cases) dated April 17, 2020.

#### **5.2 Change in People's Behavior by following Health Protocols**

CSOs, private sector organizations, and volunteer groups and/or individuals in the locality may participate and be part of the public information dissemination, awareness campaign and values formation activities through the *Barangay Disiplina Brigade* of each barangay urged to be formed through DILG Memorandum Circular (MC) No. 2020-116 dated September 1, 2020, which refocuses the Disiplina Muna National Advocacy Campaign led by the DILG towards defeating the COVID-19 pandemic through the "BIDA ang May Disiplina: Solusyon sa COVID-19" joint campaign with the Department of Health.

The MC 2020-116 enjoins LGUs to organize Barangay Disiplina Brigades in each barangay in the country to drive the core message of the campaign which is individual responsibility and discipline will stop the spread of COVID-19. To be composed of volunteers, barangay tanods, and other concerned residents, the Barangay Disiplina Brigades shall promote the spirit of volunteerism and ensure that minimum health standards are implemented by the community themselves. The Barangay Disiplina Brigades shall advocate in the community the adherence to minimum health standards,

compliance to quarantine protocols, and provide factual information and communicate the message of bayanihan to the community to defeat the pandemic, among others. See *appended annexes for information, education, and communication (IEC) materials*.

### **5.3 Resilient and Healthy Community**

CSOs, private sector organizations, and volunteer groups and/or individuals may engage in the monitoring and assessment of the impact of the programs, projects and activities relative to flattening the curve of COVID-19 cases in their locality. They may also help in strengthening the value of having a good health, by way of conducting values formation trainings and seminars.

### **5.4 Opportunity for Livelihood and Social Enterprise**

CSOs, private sector organizations, and volunteer groups and/or individuals in the locality may participate or provide capacity building activities relative to skills development, setting-up of livelihood opportunities, and social enterprise development that are all community-based.

## **6.0 PROCEDURAL GUIDELINES**

In facilitating the engagements of CSOs, private sector organizations, and volunteer groups and/or individuals in the COVID-19 response and recovery program of the government, a two-pronged approach will be implemented: a) through the active involvement of government agencies and organizations, and b) by priming sub-national key actors through the Department of the Interior and Local Government (DILG).

### **6.1 National Government Agency**

6.1.1 Initiate partnership-building by inviting existing partner organizations to engage in the COVID-19 response and recovery programs of the government and introduce the areas of engagement wherein CSOs may participate in as stated in Section 5.0 of this Circular.

6.1.2 Ensure that interested partner organizations accomplish the Sub Task Unit (STU) CSO Partnership Form 1 (Annex A) and submit the same together with a copy of their Certificate of Registration or Accreditation.

6.1.2.1 If the prospective partner organization is not yet registered with or accredited by any government unit or agency, the organization must first secure its registration or accreditation with the concerned government agency.

6.1.2.2 Upon submission of necessary forms and required documents, the Agency and partner organization shall formalize their engagement by signing a Memorandum of Understanding (MOU) or any other binding legal document. The Memorandum of Understanding shall specify the details of the engagement, the roles and responsibilities of both parties, and when applicable, the compensation or honoraria of the CSO or organization personnel involved in the engagement shall be charged against the respective funds of the concerned agencies subject to the COA auditing, rules and regulations.

6.1.2.3 Copies of the accomplished STU CSO Partnership Form 1, the organization's Certificate of Registration or Accreditation, duly signed Memorandum of Understanding or the legal document formalizing the engagement, and any other relevant supporting documents, as may be required, shall be submitted to the Regional or Field Offices of the concerned partner Agency for their information and reference.

6.1.3 The Agency, through its Regional and Field Offices, shall properly endorse the partner organization to the concerned local government unit.

6.1.4 Assist their partner organizations by providing the necessary technical assistance to ensure the success of the engagement.

6.1.5 Monitor the implementation of the program, collect accomplishment reports, and conduct problem-solving sessions whenever necessary.

6.1.5.1 Identify strength and weakness in the programs being implemented and develop strategies to enhance or sustain these programs.

6.1.6 Submit the necessary reports, strategy suggestions, or any other relevant documents and data to the sub-Task Group (sTG) on Governance.

6.1.7 Develop a mechanism that would recognize and incentivize organizations that volunteered and contributed to the COVID-19 recovery and response programs of the government.

## 6.2 Department of the Interior and Local Government

6.2.1 The DILG shall lead in coordinating partnerships between and among the CSOs, private sector organizations, volunteer groups and/or individuals and NGAs and/or LGUs, and ensure the timely and efficient implementation, monitoring, and reporting of these engagements.

6.2.2 The DILG, through its Regional and Field Offices, shall ensure that LGUs accomplish the following tasks:

6.2.2.1 Designate an LGU CSO Coordinator or Focal Person for volunteerism/CSO partnership.

6.2.2.2 Prepare an inventory showing the possible contribution of its accredited CSOs and other private sector organizations to COVID-19 initiatives by accomplishing STU CSO Partnership Form 3 (Annex B).



6.2.2.3 Encourage participation in the community of CSO-led activities official endorsement and information dissemination or awareness campaigns.

6.2.2.4 Convene all local CSOs that are now partner organizations in the campaign against COVID-19 and conduct activity planning, scheduling, and operationalization of the programs.

6.2.2.5 Oversee the implementation of the programs by partner CSOs in the different areas of engagement.

6.2.2.6 Provide a report of the engagement to the DILG, through its Regional and Field Offices, using STU Form 4 (Annex C).

6.2.3 The DILG Regional and Field Offices shall initiate the creation of an Inter-Agency group to provide technical assistance to the LGUs, conduct monitoring, and problem-solving sessions.

6.2.4 The DILG Field Officers shall perform the following functions:

6.2.4.1 Receive and consolidate the reports submitted by the LGU CSO Coordinator or Focal Person.

6.2.4.2 Maintain a database of CSOs operating in their LGUs indicating their programs, and other relevant information, and shall furnish the same to the DILG RO, to be further submitted to the Bureau of Local Government Supervision (BLGS), DILG, for information and reference.

## **7.0 CIVIL SOCIETY ORGANIZATIONS, PRIVATE SECTOR ORGANIZATIONS, AND VOLUNTEER GROUPS AND/OR INDIVIDUALS**

CSOs, private sector organizations, and volunteer groups and/or individuals that intend to engage in the implementation of the

government's COVID-19 response and recovery programs shall be guided by the following:

- 7.1 For those intending to engage in programs within a particular locality, coordinate with the concerned NGA and/or LGU in identifying areas of engagement, target communities, resource requirements, and projected outcomes of proposed programs.
- 7.2 Alternatively, the CSO may visit the "Be a Volunteer" platform of the Philippine National Volunteer Sector Coordinating Agency (PNVSCA) and the National Economic Development Authority (NEDA) at [http://www.pnvsca.gov.ph/be\\_a\\_volunteer/](http://www.pnvsca.gov.ph/be_a_volunteer/).
- 7.3 CSOs that are not yet registered with or accredited by any government unit or agency, shall first undergo the necessary registration and/or accreditation process of the NGA or LGU with whom they intend to engage with.
- 7.4 A Memorandum of Understanding or any other binding legal document appropriate to the engagement being entered into shall formalize the engagement. The Memorandum of Understanding shall specify the terms and conditions of the engagement, implementation timeline, roles and responsibilities of both parties, and when applicable, the compensation or honoraria of the CSO or organization personnel that shall be involved in the engagement.
- 7.5 Partner CSOs shall provide the necessary report to its agency partner as well as to the LGU CSO Coordinator using the format stated in this Memorandum Circular.
- 7.6 For CSOs, private sector organizations, and volunteer groups and/or individuals that shall be engaged in a volunteer work with cost, the applicable cost/s such as honoraria, actual transportation expenses, and per diems, shall be subject to existing budgeting, accounting, and auditing rules and regulations of the government.

## **8.0 IMPLEMENTATION TIMELINE**

The NGAs, LGUs and the DILG shall program the activities for CSO mobilization based on the prescribed timelines within 2020:

Actor	September				October				November	December
	1	2	3	4	1	2	3	4		
NGAs		Identify CSO, Private Sector Organizations and Individual Partners for COVID-19			Link CSO partners to LGUs		Monitor, provide TA and give recognition/award to partner organizations			
DILG				Inform FOs on CSO engagement	FOs to initiate creation of inter-agency group to provide TA to the LGUs, conduct monitoring and problem-solving sessions					
LGUs				Identify CSOs willing to participate in COVID-19 Activities						
					Convene all CSOs and Conduct Planning					
							Implement Partnerships and Report			

## 9.0 MONITORING

For profiling and monitoring the progress of CSOs in their respective programs or projects, the NGAs shall submit an accomplished STU Report Form 4 (Annex H) to the STG on Governance every month, starting October 2020. The form shall contain the following information:

- 9.1 CSOs or Volunteer Groups and Private Institutions Involved
- 9.2 Type of Major Service/Activity Conducted
- 9.3 Estimated Number of Beneficiaries
  - 9.3.1 Number of Families or Households
  - 9.3.2 Breakdown of no. of Individuals: Male and Female
- 9.4 Estimated Cost (Cumulative from March 1, 2020 to reporting date)
- 9.5 Areas Covered
- 9.6 Duration of Service of Implementation Period (Start, End)
- 9.7 Remarks (if needed; may include verifiable source of Estimated Cost)

## 10.0 REPORTING

A monthly report shall be submitted by the CSO to the LGU CSO Focal Person, who shall consolidate and consequently submit the reports to the City/Municipal Local Government Operations Officer (C/MLGOO) assigned to the respective area.

The C/MLGOO shall then consolidate these reports for submission to the Provincial LGOO, who shall forward the same to their respective accrediting agency's regional office.

Once all the reports of the LGUs have been submitted, the RO shall facilitate the submission of the consolidated reports to the Sub-Task Group (STG) on Governance, through [stggovernance@gmail.com](mailto:stggovernance@gmail.com), copy furnish the Philippine National Volunteer Service Coordinating Agency (PNVSCA) and the DILG-Bureau of Local Government Supervision (BLGS), not later than every 15<sup>th</sup> day of the succeeding month.

## **11.0 SANCTION**

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

## **12.0 REFERENCES**

- 12.1 Republic Act No. 11469 or the Bayanihan to Heal as One Act
- 12.2 Executive Order No. 292 or the Administrative Code of 1987
- 12.3 Republic Act No. 9418 or the Volunteer Act of 2007
- 12.4 DILG Memorandum Circular No. 2018-89 (Guidelines on Engagements with Civil Society Organizations), dated June 11, 2018
- 12.5 DILG Memorandum Circular No. 2019-72 (Guidelines on Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies), dated May 22, 2019

## **13.0 ANNEXES**


- 13.1 Annex A: STU CSO Partnership Form 1
- 13.2 Annex B: STU CSO Partnership Form 3
- 13.3 Annex C: STU Report Form 4
- 13.4 *BIDA ang May Disiplina: Solusyon sa COVID-19* logo
- 13.5 Barangay Disiplina Brigade Pledge Statement Tarp Design
- 13.6 *BIDA Solusyon* IEC Materials from the DOH website ([www.doh.gov.ph/bidasolusyon](http://www.doh.gov.ph/bidasolusyon)) and from the DOH BIDA Solusyon Facebook page ([www.facebook.com/BIDASolusyon](http://www.facebook.com/BIDASolusyon))

- 13.7 #BIDAangMayDisiplina IEC Materials from the Disiplina Muna Facebook page  
([www.facebook.com/disiplinamunapilipinas](https://www.facebook.com/disiplinamunapilipinas))
- 13.8 Adapt PH's *LGUs Toolkit* in English (but also available in Filipino, Ilonggo, and other dialects) downloaded from <https://adapt.ph/lgu/>
- 13.9 Adapt PH's Nudge Posters downloaded from <https://adapt.ph/lgu/>

#### 14.0 EFFECTIVITY

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

#### 15.0 APPROVING AUTHORITY

  
**EDUARDO M. AÑO**  
Secretary

#### 16.0 FEEDBACK

Related queries regarding this Memorandum Circular must be directed to the Bureau of Local Government Supervision with address at 25<sup>th</sup> floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City, 1104, through the following contact information: (02) 8876-3454 locals 4207 and 4212 and email address [dilg.blqslgrd@gmail.com](mailto:dilg.blqslgrd@gmail.com), for appropriate action.

