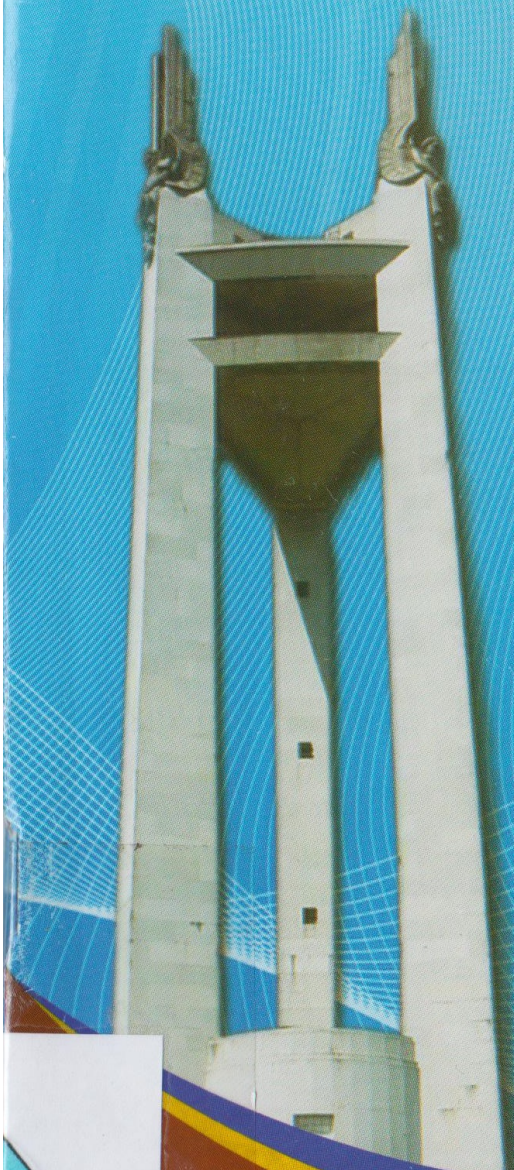
QUEZON CITY
BARANGAY SEAL OF GOOD HOUSEKEEPING



SANGGUNIANG PANLUNGSOD
LUNGSOD QUEZON
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CHAPTER I
INTRODUCTION

1) The Seal of Good Housekeeping

The Seal of Good Housekeeping is an award that recognizes local government units (LGUs) and their officials who are "*matino at mahusay.*"

Started in 2010 by the late DILG Secretary Jesse Robredo, it is a program that seeks to motivate LGUs in cities, municipalities and provinces, and inspire local chief executives to be good and responsible leaders. Like a house well-maintained by the head of the family, the local officials must take care of their residents and the over-all housekeeping or operation of their locality. The Seal is an award that will bring pride and honor to LGUs since it recognizes excellence in good governance.

To qualify, LGUs have to comply with the requirements set by DILG for accountability (*pananagutan*), effectivity (*mabisa*), transparency (*pagsisiwalat*) and participation (*pakikilahok*) in governance.

2) The Quezon City Barangay Seal of Good Housekeeping (QCBSGH)

Recognizing the important role of Barangays in good governance, a localized version of the Seal of Good Housekeeping

was developed and made applicable to Barangays, which will be piloted in Quezon City.

The Seal will be awarded to Barangays that perform well in their internal housekeeping, such as local legislation (*paggawa ng batas*), development planning (*pagplano para sa kaunlaran*), resource allocation and utilization (*paglalaan at paggamit ng kaban ng bayan*), service delivery (*paghatid ng serbisyo*), community engagement (*paghikayat sa komunidad*) and human resource management (*pangangasiwa ng yamang tao*).

3) Legal Basis of the QCBSGH

Quezon City Ordinance No. SP-2273, S-2014, also known as "*An Ordinance Adopting the Seal of Good Housekeeping in all Barangays of Quezon City,*" was introduced by Majority Floor Leader Councilor Jesus Manuel C. Suntay and Minority Floor Leader Councilor Franz S. Pumaren, through the initiative of Vice Mayor Ma. Josefina G. Belmonte, and signed into law by City Mayor Herbert M. Bautista on March 24, 2014. The Implementing Rules and Regulations of the Ordinance was signed on April 21, 2014.

4) Technical Working Group (TWG)

The Technical Working Group is in-charge of the over-all implementation of this program and will assess or check the compliance of Barangays with the requirements to qualify for the award. It is composed of the following members:

CITY MAYOR
(or his/her duly authorized representative)

VICE MAYOR
(or his/her duly authorized representative)

CITY COUNCIL SECRETARY

BARANGAY OPERATION CENTER

CITY BUDGET OFFICER

CITY ACCOUNTANT

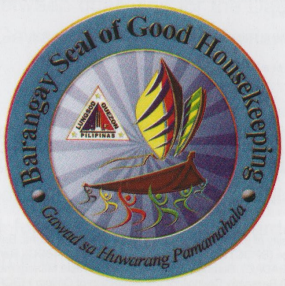
DILG Quezon City
Field Office Director

5) Award Categories

The QCBSGH has two categories:



Dangal ng Lungsod Award
First Level of the Seal



Gawad sa Huwarang Pamamahala Award
Second Level of the Seal

6. Assessment Criteria

Barangays must comply with the following requirements to qualify for the Award Categories:

	Dangal ng Lungsod Award (First Level of the Seal)
TRANSPARENT GOVERNANCE	Compliance with: 1) Barangay Full Disclosure Policy for fiscal management: a) Posting of bids, public offerings, local budget and finances in: • Three (3) conspicuous places within the Barangay (ex. bulletin board, entrance of barangay hall, entrance of barangay multi-purpose hall and entrance of katarungang pambarangay hall). • Localized Full Disclosure Policy Portal (preferably at the Quezon City website or at a designated website/web portal dedicated to the QCBSGH, if any). 2. Organized and functional Bids and Awards Committee pursuant to the standards set by law. 3. Compliance with the online procurement posting requirement through the Philippine Government Electronic Procurement System.
EFFECTIVE GOVERNANCE	• With at least an 80% average rating in the DILG Enhanced Barangay Governance Performance Management System (E-BGPMS). • With at least an 80% average rating in the Quezon City Barangay Legislative Services Assessment. • Compliance to Republic Act 9485 or the Anti-Red Tape Act. • Innovator of a Barangay Best Practice
ACCOUNTABLE GOVERNANCE	• Qualified or unqualified opinion rendered by the Commission on Audit regarding the Local Government Unit's financial statements for the immediately preceding year.
PARTICIPATORY GOVERNANCE	• Functionality of the mandatory Barangay Based Institutions: Barangay Peace And Order Committee (BPOC),Barangay Development Council (BDC), Barangay Anti-Drug Abuse Council (BADAC), Barangay Ecological Solid Waste Management Committee (BSWMC),Barangay Council for the Protection of Children (BCPC), and Gender and Development(GAD). • Linkages with People's or Non-Government organizations through joint ventures or cooperative arrangements in the delivery of basic services, capability building,livelihood projects, agriculture and other socio-economic development endeavors.

	Gawad sa Huwarang Pamamahala Award (Second Level of the Seal)
TRANSPARENT GOVERNANCE	Compliance with: 2) Barangay Full Disclosure Policy for fiscal management: a) Posting of bids, public offerings, local budget and finances in: • Three (3) conspicuous places within the Barangay (ex. bulletin board, entrance of barangay hall, entrance of barangay multi-purpose hall and entrance of katarungang pambarangay hall). • Localized Full Disclosure Policy Portal (preferably at the Quezon City website or at a designated website/web portal dedicated to the QCBSGH, if any).
EFFECTIVE GOVERNANCE	• With at least an 80% average rating in the DILG Enhanced Barangay Governance Performance Management System (E-BGPMS). • With at least an 80% average rating in the Quezon City Barangay Legislative Services Assessment. • Compliance with Republic Act 9485 or the Anti-Red Tape Act.
ACCOUNTABLE GOVERNANCE	• Qualified or unqualified opinion rendered by the Commission on Audit regarding the Local Government Unit's financial statements for the immediately preceding year.

The difference between qualifying for the Dangal ng Lungsod Award and the Gawad sa Huwarang Pamamahala Award is the following:

1) An organized and functional Bids and Awards Committee is a requirement in the Dangal ng Lungsod Award, while in the Gawad sa Huwarang Pamamahala award, an organized and functional Bids and Awards Committee is not a requirement.
2) Posting in the Philippine Government Electronic Procurement System is required in the Dangal ng Lungsod Award, while in the Gawad sa Huwarang Pamamahala award, posting in the Philippine Government Electronic Procurement System is not required.

3) There is a participation in governance criteria in the Dangal ng Lungsod Award, while in the Gawad sa Huwarang Pamamahala award, there is no participation in governance criteria.

7. Assessment Procedure for the QCBSGH

STEP 1	
Data Collection	
Activities	Data to be Collected
Administration of the DILG E-BGPMS and the QCBSGH Legislative Services Assessment	Accomplished Data Capture Forms of the assessment tools
Monitoring of compliance to the: a) Anti-Red Tape Act: • Posting of Citizen's Charter. • No-Noon Break Policy. b) Full Disclosure Policy- posting of the following documents in conspicuous places and preferably on the website of the Quezon City government:	Accomplished Monitoring Form
b.1 Annual Budget b.2 Itemized monthly collections and disbursement b.3 Summary of income and expenditures b.4 Annual Procurement Plan b.5 Items to Bid b.6 Bid results on Civil Works and Goods and Services b.7 Abstract of Bids as Calculated	
Review Audit Report rendered by the Quezon City Commission on Audit (COA)	Favorable COA Audit Report
Review documents relative to the functionality of Barangay-Based Institutions (BBIs)	Documents of BBIs: a) Minutes of meetings conducted b) Memorandum of Understanding (MOU) c) Memorandum of Agreement (MOA) d) Other supporting documents as proof of linkages between Barangays and Civil Society Organizations (CSOs), People's Organizations (POs) and Non-Government Organizations (NGOs) in providing basic services to constituents
Monitoring of the presence of innovations or best practices of Barangays	Reports made by Barangays on their innovations or best practices

STEP 2	STEP 3
Table Assessment	Selection of Recipients
Evaluation of document requirements and on-site inspection of Barangays	a) Preparation of initial list of Qualified Barangays. b) On-site validation and deliberation by the Technical Working Group. c) Finalization of list of Qualified Barangay. d) Assignment to either of the two Award Categories.
STEP 4	
Conferment of Seal	
a) The awarding event will be held on Barangay Day (September 21) of each year. b) The first awarding ceremony shall be held in 2015 as part of Quezon City's Jubilee Celebration. c) Seal to be displayed on façade or front wall of Barangay Hall	

8) Incentives for Awardees of the QCBSGH

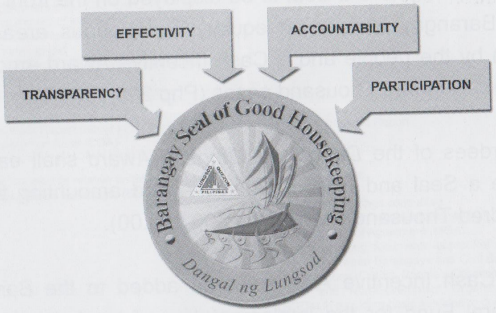
Awardees of the *Gawad sa Huwarang Pamamahala Award* shall each receive a Seal to be displayed on the front wall of the Barangay Hall or an equally conspicuous area easily seen by the people and a Cash Incentive Award amounting to Two Hundred Thousand pesos (Php 200,000.00).

Awardees of the *Dangal ng Lungsod Award* shall each receive a Seal and Cash Incentive Award amounting to Five Hundred Thousand pesos (Php 500,000.00).

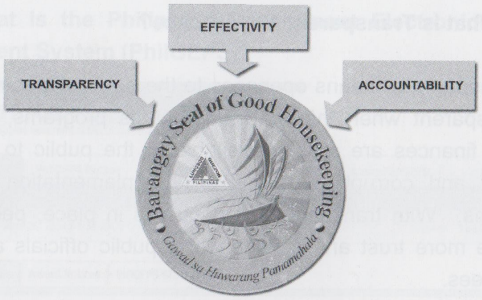
The Cash Incentive Award will be added to the Barangay General Fund for the implementation of local development projects in line with both national and local government objectives. Section 10 (10.2) of the QCBSGH IRR enumerates the projects where the cash incentive award can be used.

CHAPTER II
COMPONENTS OF THE SEAL

Public office is a public trust. Public officers and employees must at all times be accountable to the people and serve them with utmost responsibility, integrity, loyalty, and efficiency; act with patriotism and justice, and lead modest lives. (Sec. 1, Article XI of the 1987 Constitution)

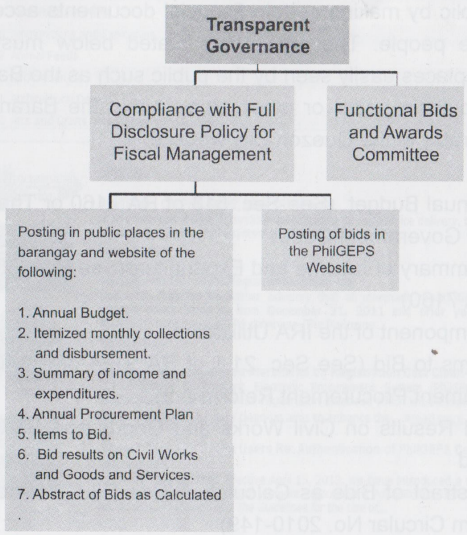


First Level of the Seal



Second Level of the Seal

TRANSPARENCY IN GOVERNANCE



1) What is Transparent Governance?

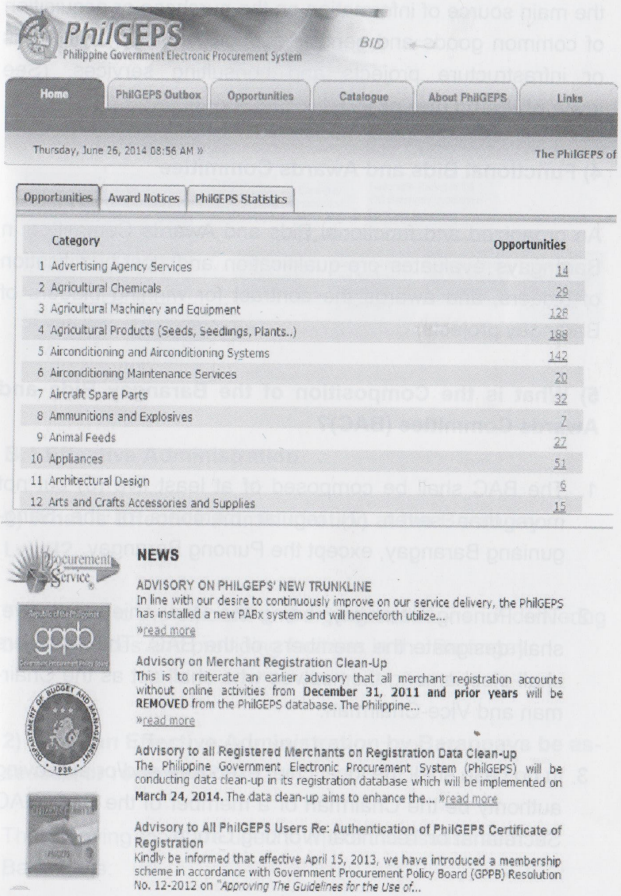
Transparency means openness to the public. Government is transparent when information about its programs, policies and finances are readily available to the public to prevent graft and corruption or inefficient implementation of programs. With transparency safeguards in place, people will have more trust and confidence in public officials and employees.

2) How is Transparency shown at the Barangay Level?

This is shown by following the Barangay Full Disclosure Policy for fiscal management, that is, Barangays must be open to the public by making certain financial documents accessible to the people. The documents stated below must be posted in places easily seen by the public such as the Barangay hall bulletin board or other areas within the Barangay, and preferably in the Quezon City website:

a. Annual Budget. (See Sec. 513 of RA 7160 or The Local Government Code)
b. Summary of Income and Expenditure(See Sec. 352 of RA 7160)
c. Component of the IRA Utilization
d. Items to Bid (See Sec. 21.1 of RA 9184 or The Government Procurement Reform Act)
e. Bid Results on Civil Works and Goods and Services and
f. Abstract of Bids as Calculated (See DILG Memorandum Circular No. 2010-149)

3) What is the Philippine Government Electronic Procurement System (PhilGEPS)?



PhilGEPS is the website for public procurement activities between the government and suppliers in the Philippines. It is the main source of information on the purchase or acquisition of common goods and general support services, civil works or infrastructure projects and consulting services. (See **www.philgeps.gov.ph**)

4) Functional Bids and Awards Committee

An organized and functional Bids and Awards Committee in Barangays evaluates pre-qualification and post-qualification of bidders, and awards the contract for winning bidders of Barangay projects.

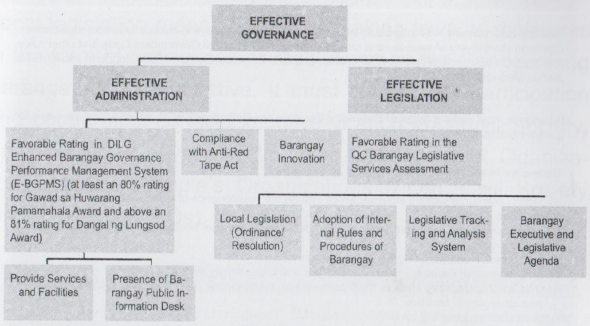
5) What is the Composition of the Barangay Bids and Awards Committee (BAC)?

1. The BAC shall be composed of at least five (5) but not more than seven (7) regular members of the Sangguniang Barangay, except the Punong Barangay.

2. The Punong Barangay, being the local chief executive, shall designate the members of the BAC. The members shall elect among themselves who shall act as the Chairman and Vice-Chairman.

3. In no case shall the local chief executive and/or approving authority be the Chairman or a member of the BAC, BAC Secretariat or Technical Working Group.

B. EFFECTIVE GOVERNANCE



B.1.Effective Administration

1) What is Effective Administration at the Barangay Level?

This refers to the efficient and organized manner of delivering basic services and providing facilities in the Barangay.

2) How can Effective Administration by Barangays be assessed or reviewed?

The following tools are used to make the assessment of Barangays:

Enhanced Barangay Governance Performance Management System (E-BGPMS)

This is a self-assessment tool created by the DILG for the Barangays to assess or review their performance in the delivery of services and compliance to the 1991 Local Government Code and other rules. The areas to be checked include Administration, Social Services, Economic Development and Environmental Management.

Barangays must make a **State of Barangay Governance Report or SBGR**, which will be the basis for government assistance.

Barangays must provide these **services and facilities**:

a) Health and social welfare services which include the maintenance of a Barangay health center and day-care center
b) Services and facilities related to general hygiene and sanitation, beautification, and solid waste collection
c) Maintenance of a Katarungang Pambarangay
d) Maintenance of Barangay roads and bridges and water supply systems
e) Infrastructure facilities such as multi-purpose hall, multipurpose pavement, plaza, sports center, and other similar facilities
f) Information and reading center
g) Satellite or public market, where viable. (Section 17(b)(1) of the Local Government Code of 1991)

Barangays may implement other projects and programs that promote livelihood, peace and order, good health, safety, morals, and the well-being of the people even if not expressly provided in the Local Government Code.

Barangay Public Information Desk must be established to extend prompt and responsive services, and provide easy access to information about the programs of the Barangay to the public.

Compliance with Anti-Red Tape Act of 1997

Also known as the Anti-Fixer Act, this law seeks to simplify and speed up processing of government transactions, punish fixers, remove graft and corrupt practices and improve efficiency of delivering frontline service.

Barangays must set up **Citizen's Charter** in the form of step-by-step information billboards posted at areas in the Barangay hall easily seen by the public containing the following:

a) Procedure for obtaining a particular service
b) Person/s responsible for each step in the process of obtaining this service
c) Maximum number of hours or days of the entire process assuming complete requirements have been submitted, if any
d) Document/s to be presented by the customer, if any
e) Amount of fees to be paid, if any
f) Procedure for filing complaints.

Barangays must also practice and post a notice of "**No Noon Break Policy**" in their offices.

B.2. Effective Legislation

What is Effective Local Legislation?

Local legislation means the act of making laws or measures in the form of ordinances or resolutions by the Sangguniang Barangay. To be effective, it must involve the participation and cooperation of the Executive Branch and Civil Society, which includes private sector, Non-Governmental Oganizations (NGOs), People's Organizations (POs), Civil Society Organizations (CSOs), and constituents.

Barangay Ordinance	Barangay Resolution
Local law that prescribes rules of conduct. It continues to be in force until repealed or superseded by a subsequent enactment of the Sanggunian or local legislative body.	Mere expression of the opinion or sentiment of the local legislative body on matters relating to proprietary function and to private concerns.
Permanent in character	Temporary in character

How can Effective Local Legislation be assessed or reviewed?

To qualify for the Seal, Barangays must get a favorable rating in the Quezon City Barangay Legislative Services Assessment conducted by the Technical Working Group, which includes the areas of Barangay Local Legislation, Internal Rules and Procedures, Legislative Tracking and Analysis System and Executive And Legislative Agenda (ELA).

3) What is the Barangay Internal Rules of Procedure?

This is the document mandated by the Local Government Code that governs the orderly transaction of business and

defines the duties and responsibilities of the officers during the conduct of meetings. It must be adopted by the Sanggunian on the first regular session day following the election of the members of the Sanggunian and may be amended within 90 days thereafter.

Sample of Internal Rules of Procedures

Republic of the Philippines
Quezon City
Barangay_____
OFFICE OF THE SANGGUNIANG BARANGAY
Resolution No: __-___

Series of 2014

A BARANGAY RESOLUTION ADOPTING THE INTERNAL RULES AND PROCEDURE FOR THE SANGGUNIANG BARANGAY OF _____.

WHEREAS, The Sangguniang Barangay of _____is a legislative body duly organized pursuant to law for the enactment of ordinance and the adoption of resolution for the governance of Barangay _____.

WHEREAS, pursuant to the provisions of RA 7160, otherwise known as the Local Government Code of 1991, Book 1, Chapter 3, Section 50 provides that local Sangguniang bodies have the inherent right and obligation of adopting its own rules of procedure for the proper discharge of legislative functions;

WHEREAS, in the maintenance of good order in Sangguniang deliberations, it is necessary that specific rules be adopted and enforced in the interest of effective legislation;

NOW THEREFORE;

BE IT RESOLVED by the Sangguniang Barangay of _____to adopt the following Rules of Procedure to govern its deliberations:

RULE 1 – MEMBERSHIP

Section 1 - COMPOSITION – The Sangguniang Barangay of _____shall be composed of the Punong Barangay as the presiding officer and seven (7) members elected at large.

Section 2 - TERM OF OFFICE – The term, of office of the members of the Sangguniang Barangay of _____shall be three (3) years, which shall commence on such dates as may be provided by law.

Section 3 - OATH OF AFFIRMATION – All the members of the Sangguniang Barangay of _____ shall upon assumption to office, take an oath of Office or Affirmation in the prescribed form, duly subscribed before a person authorized to administer oaths.

4) What is the Legislative Tracking and Analysis System?

The Legislative Tracking and Analysis System is an electronic database system that manages and provides easy access to ordinances and resolutions. It is an electronic library of local laws organized according to subject, date, author, committee referral, sectors affected and status in the legislative process, and contains information on the committees and members of the *Sanggunian* and their performances.

5) What is the Barangay Executive and Legislative Agenda?

The Executive and Legislative Agenda or ELA is a joint agreement between the Executive and Legislative Departments about the direction to be taken for Barangay development as per DILG Memorandum Circular No. 64, s. 2004. It is a road map for complementary executive and legislative actions in local governance. Inputs for the ELA preparation may be acquired from the following:

a. State of Local Governance Report;
b. Consultation with citizens;
c. Pertinent issues present in the locality that must be addressed;
d. Directives from the City.

C. ACCOUNTABLE GOVERNANCE

Accountability

Favorable report of the Commission on Audit

1) What is Accountability?

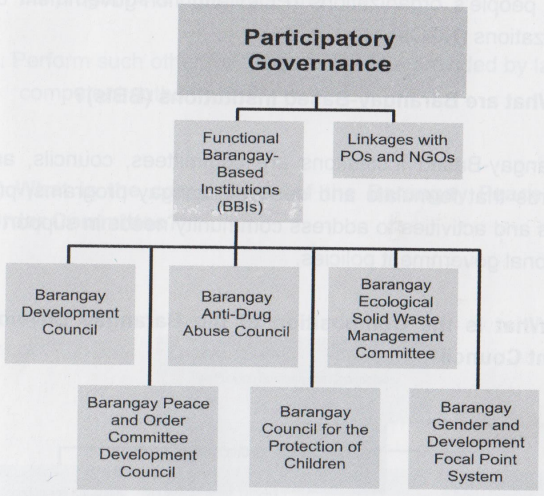
Accountability means the act of making public officials responsible for their policies or decisions, including the obligation to report, explain decisions, and be answerable for resulting consequences.

2) Why do we need to evaluate the effectiveness of public officials?

This is to ensure that local officials perform their best in carrying out proper public services and respond well to the community they are meant to be serving so as to strengthen the people's trust and confidence in government.

To qualify for the Seal, Barangays must have a favorable report or opinion rendered by the Commission on Audit regarding their financial statements for the immediately preceding year.

D. PARTICIPATORY GOVERNANCE



1) What is Participatory Governance?

Participatory governance means the involvement of the public in issues affecting their Barangays. Local officials should encourage people to express their opinions, help solve problems and participate in the decisions and actions of the Barangays.

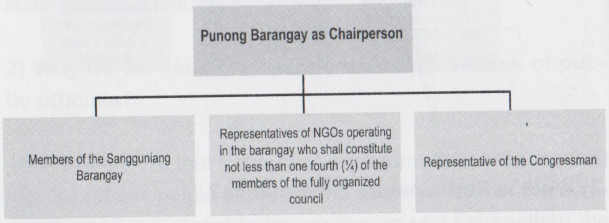
2) How is Participatory Governance practiced at the Barangay Level?

This is practiced through the organization of functional Barangay-Based Institutions (BBIs), and establishment of linkages with people's organizations (POs) and non-government organizations (NGOs).

3) What are Barangay-Based Institutions (BBIs)?

Barangay-Based Institutions are committees, councils, and boards that formulate and design Barangay programs, projects and activities to address community needs in support of national government policies.

4) What is the Composition of the Barangay Development Council?



5) What are the functions of the Barangay Development Council?

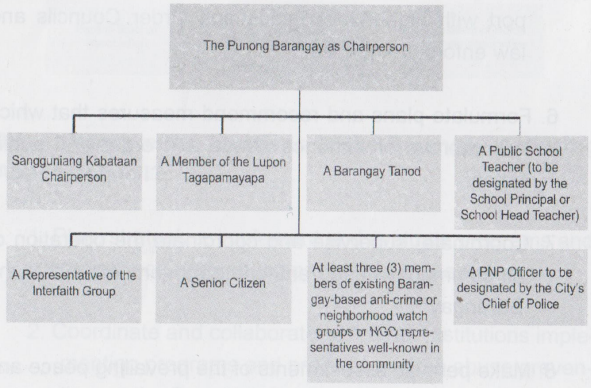
1. Mobilize people's participation in local development efforts;

2. Prepare Barangay development plans based on local requirements;

3. Monitor and evaluate the implementation of national or local programs and projects; and

4. Perform such other functions as may be provided by law or competent authority.

6) What is the composition of the Barangay Peace and Order Committee?



7) What are the functions of the Barangay Peace and Order Committee?

1. Monitor and coordinate the implementation of peace and order programs and projects at the Barangay level;

2. Gather information on matters related to peace and order;

3. Monitor, verify and reportall nefarious activities;

4. Identify Barangay constituents with strong deviant behavior for referral to appropriate authorities;

5. Maintain constant dialogue, close coordination and rapport with higher levelPeace and Order Councils and law enforcement units;

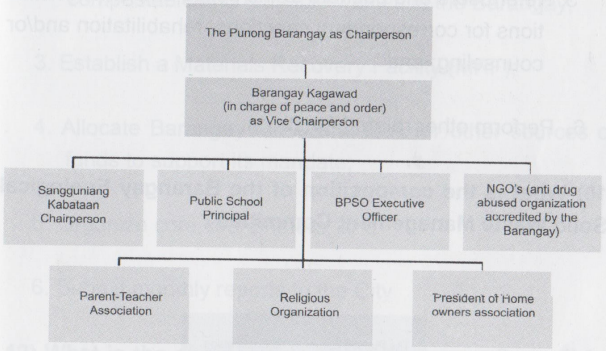
6. Formulate plans and recommend measures that which will improve or enhance peace and order and public safety;

7. Coordinate, supervise and coordinate the operation of all community-based anti-crime movements within the Barangay;

8. Make periodic assessments of the prevailing peace and order situation and submit reports with appropriate recommendations to higher level Peace and Order Council; and

9. Perform such other functions that may be assigned by higher level Peace and Order Councils.

8) What is the composition of the Barangay Anti-Drug Abuse Council?



9) What are the functions of the Barangay Anti-Drug Abuse Council?

1. Plan, strategize, implement and evaluate programs and projects on drug abuse prevention in the Barangay;

2. Coordinate and collaborate with other institutions implementing programs and projects on drug abuse prevention -at the Barangay level;

3. Continuously gather and update data on drug abuse

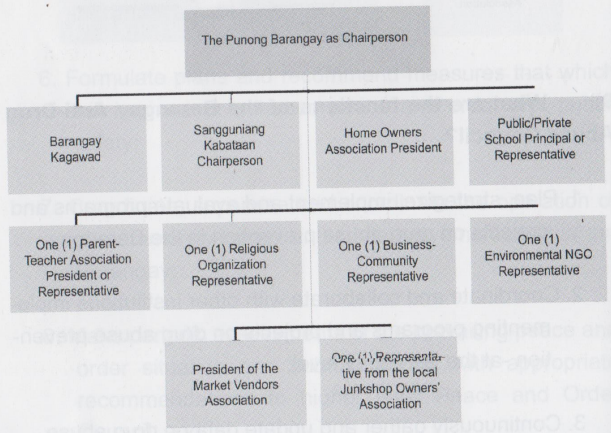
and its effect on the peace and order situation in the Barangay, including identifying of drug users, pushers, and suspected laboratories, if any;

4. Submit a monthly report to the Quezon City Field Office;

5. Refer users and pushers to the police and other institutions for corresponding sanctions, rehabilitation and/or counseling; and

6. Perform other related functions.

10) What is the composition of the Barangay Ecological Solid Waste Management Committee?



11) What are the functions of the Barangay Ecological Solid Waste Management Committee?

1. Formulate solid waste management programs consistent with those of the City;

2. Ensure the segregation and collection of biodegradable, compostable and reusable wastes in the Barangay;

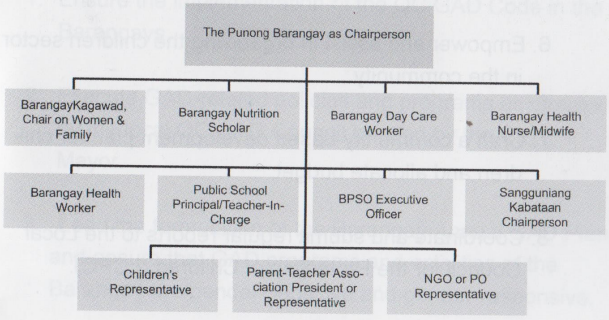
3. Establish a Materials Recovery Facility (MRF);

4. Allocate Barangay funds and look for other sources of funds to support its mandate;

5. Organize core coordinators; and

6. Submit monthly reports to the City

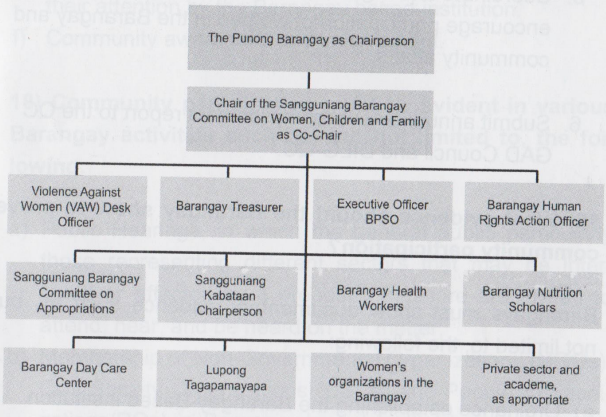
12) What is the composition of the Barangay Council for the Protection of Children?



13) What are the functions of the Barangay Council for the Protection of Children?

1. Ensure the survival, development, protection and participation of children at the Barangay and community level.
2. Organize effective and responsive community-based mechanisms and structures that will promote and guarantee the welfare and development of children in the Barangay.
3. Plan, promote and institutionalize child-friendly policies, programs and processes.
4. Respond immediately to issues and concerns affecting children.
5. Optimize and mobilize community leaders and families for the promotion and protection of children's rights.
6. Empower and assist in organizing the children sector in the community.
7. Craft a community-based development plan for children and allocate budget.
8. Coordinate and submit regular reports to the Local Council for the Protection of Children (LCPC).

14) What is the composition Barangay Gender and Development Focal Point System?



15) What are the functions of the Barangay Gender and Development Focal Point System?

1. Ensure the implementation of the QC GAD Code in the Barangays.
2. Execute GAD-related policies and programs as directed by the local QC GAD Council headed by the City Mayor.
3. Lead the formulation of the Barangay Annual GAD Plan and ensure that GAD programs and activities of the Barangay are gender-sensitive and gender-responsive.

4. Conduct GAD orientation for Barangay officials, employees and its constituents.

5. Coordinate and organize the local POs and NGOs to encourage participation of women in the Barangay and community affairs.

6. Submit annual GAD accomplishment report to the QC GAD Council and DILG-QC.

16) What evidence should the Barangay show to prove community participation?

Barangays must show documentary evidence such as, but not limited to, the following:

a) Ordinance establishing the Barangay-Based institution
b) Photos of activities such as seminars and public hearing
c) Minutes of meeting
d) Letter/s to Non-Governmental Organizations, Civil Society Organizations and People's Organization
e) Accomplishment Report
f) Action Plan.

17) What are the indicators of a functioning Barangay-Based Institution?

a) Multi-sector membership and participation commitment.
b) Regular meetings.
c) Institutionalization and enforcement of plans and policies.
d) Updated Barangay data bank on the Barangay-based Institution.
e) Ordinance or policy passed by the Sangguniang Barangay as a response to the constituent concern brought to their attention by the Barangay based-institution.
f) Community awareness and involvement.

18) Community participation must be evident in various Barangay activities such as, but not limited to, the following:

a) Public Hearings, in which the general public particularly those representing different sectors that may be interested or affected by a proposed measure are invited to attend, hear, and be heard on the matter;
b) Membership of Non-Governmental Organizations (NGOs), Civil Society Organizations (CSOs) and People's Organizations(POs) in Barangay-based Institutions such as the Barangay Peace And Order Committee (BPOC),Barangay Development Council (BDC), Barangay Anti-Drug Abuse Council (BADAC), Barangay Ecological and Solid Waste Management Committee (BESWMC), Barangay Council for the Protection of Children (BCPC), and Gender and Development(GAD);
c) Preparation of Barangay Socio-Economic Profile that provides general information on the economic, social and political condition of the Barangay, and which must be updated every 3 to 5 years [Section 394 (d) (6) of RA 7160];
d) Maintenance/Updating of a Registry of Barangay Inhabitants (RBIs) as a tool for planning and as a reference in the identification and determination of the number of inhabitants of a Barangay. (DILG MC No. 2005-69);

e) Formulation of the Barangay Development Plan;
f) Generation of feedback through such venues as a strategically placed suggestion box, small gatherings, or other means to enable Barangay residents to express their opinions, comments and suggestions on matters, issues and concerns affecting them (Section 391 (5) of RA 7160);and
g) The Barangay Assembly (Section 397 of RA 7160).

CHAPTER III
FREQUENTLY ASKED QUESTIONS

1) Can all one hundred forty-two (142) Barangays of the City be awarded the QCBSGH?

Yes. If the one hundred forty-two (142) Barangays in Quezon City qualify in the assessment, it is possible that all will be awarded the QCBSGH.

2) What is the reason for giving cash incentives to awardees of Quezon City Barangay Seal of Good Housekeeping?

The Cash Incentive Award is given to motivate Barangay officials and employees to improve the performance of their duties. This cash incentive will be exclusively used for priority programs and projects specified under the QCBSGH IRR for the benefit of the Barangay's residents.

3) What is the effect in the composition of Barangay Committees if a required member does not exist in a particular Barangay, for example, a public school teacher in a Barangay without a public school?

A Barangay may exclude in the composition of a Barangay-based institution committee any member which is not applicable to their locality. Thus, a Barangay which has no public school within its vicinity, for example, may exclude in its ordinance a public school teacher as a mandatory member of the Barangay Peace and Order Committee.

4) When are Barangays of Quezon City expected to assess themselves with the E-BGPMS?

The Barangays of Quezon City shall be urged to accomplish the E-BGPMS every December of the year.

5) Can fairness be assured by the TWG regardless of the territorial size and revenue of the Barangays?

Yes, regardless of size and revenue, all 142 Barangays have an equal playing field in achieving the QCBSGH. The TWG is composed of seven members from different offices of both Local and National Government to ensure fairness and equality. Moreover, most of the criteria set forth in the QCBSGH Ordinance, IRR and E-BGPMS are based on the 1991 Local Government Code and other special laws.

6) If a Barangay qualifies for the Gawad sa Huwarang Pamamahala Award in a particular year, can it be given the same award the next year?

No. The QCBSGH IRR provides that a Barangay can receive the Cash Incentive Award for the same level only once every three (3) years starting from April 21, 2014, its date of effectivity. For example, if a Barangay is given the Gawad sa Huwarang Pamamahala in 2015, it can no longer receive the same award in 2016. However, the Barangay may be awarded the Dangal ng Lungsod in 2016 to urge the Barangay to strive for the higher level seal.

7) If a Barangay has an 80% rating in the E-BGPMS, can it qualify for the Gawad sa Huwarang Pamamahala Award even without complying with the criteria under transparent and accountable governance?

No. After attaining an 80% rating in the E-BGPMS a Barangay should also satisfy other criteria under transparent, accountable and effective governance. Mere compliance with the 80% average rating in the E-BGPMS under effective governance will not suffice in achieving the Gawad sa Huwarang Pamamahala Award.

8) What can be considered Barangay innovations?

Innovation is typically understood as the successful introduction of something new and original that greatly benefits the residents such as the introduction of new methods, techniques, or practices that can be considered a Best Practice,

and can be adopted or replicated by other barangays.

Some examples of Innovative or Best Practice can include but are not limited to:

a. Urban Farming Projects.
b. Appointment of a Barangay PWD Focal Person.
c. Establishment of a Barangay Health Management Council.

9) How many Innovations must a Barangay have and what kind of requirements must be submitted to merit compliance?

A Barangay must have at least one Barangay Innovation to satisfy the Barangay Best Practice requirement under the Dangal ng Lungsod Award. It must have been in operation for at least one year before the deadline of submission.

Barangays must submit a report to the QCBSGH TWG of their Barangay Innovation or Best Practice on or before December 1 of the assessed year. Total length of the Document Report shall be short, direct to the point and between 3-8 pages (excluding appendices).

Document Report shall consist of the following parts:

Title	This should reflect the major theme of the project, short, direct to the point and includes the name of the Barangay.
Summary (1/2 page)	This should give a general overview of the project. Explains the strategy, methodology and stakeholders involved.

Project Description (1/2 page)	This should state the reason or the purpose for the project. This includes the rationale (the main problems, consequences, attempted solutions) and the objectives (what did the practice set to address/accomplish).
Project History (1/4 page)	This should describe how the project was initiated.
Results (1/2 page)	These should highlight the main accomplishments; describe the extent of which objectives were met; identify indicators to measure result and identify impact of the project.
Key Implementation (up to 2 pages)	These should describe in chronological order the chain of events in implementing the project. A typical project may have 5-8 main implementation steps and each of these steps can be broken down in more detail with a few sub-steps or activities relating it. Each main step will have to indicate the main output; procedures, tools, techniques, systems or structures needed to be in place; people to be involved and why; required budget and when; and other resources required.

For parts that require narratives, please be concise and straightforward. Please use only white short-sized (8.5 x 11 in.) bond papers. Margin is 1 inch for all sides (top, bottom, left and right). Use only Arial as font style and font size at 10 points.

Assessment of Barangay Best Practice:

First Level Screening	The QCBSGH TWG goes over all applications to initially screen and identify programs with high potential.
Second Level Screening:	The QCBSGH TWG reviews and identifies the programs for site validation.
Site Validation:	Assigned TWG members shall validate program and clarify concerns raised in previous screening levels

Note: The Technical Working Group may amend or modify this QCBSGH Primer as may be necessary.

ANNEX

Republic of the Philippines
QUEZON CITY COUNCIL
Quezon City
19th City Council

PO19CC-223

18th Regular Session

ORDINANCE NO. SP-2273, S-2014

AN ORDINANCE ADOPTING THE SEAL OF GOOD HOUSEKEEPING IN ALL BARANGAYS OF QUEZON CITY.

Introduced by Councilors JESUS MANUEL C. SUNTAY and FRANZ S. PUMAREN.
Co-Introduced by Councilors Anthony Peter D. Crisologo, Alexis R. Herrera, Precious Hipolito Castelo, Voltaire Godofredo L. Liban III, Roderick M. Paulate, Estrella C. Valmocina, Allan Benedict S. Reyes, Eufemio C. Lagumbay, Jaime F. Borres, Vincent DG. Belmonte, Raquel S. Malangen, Bayani V. Hipol, Jose A. Visaya, Julienne Alyson Rae V. Medalla, Godofredo T. Liban II, Karl Edgar C. Castelo, Marivic Co-Pilar, Rogelio "Roger" P. Juan and Ricardo B. Corpuz.

WHEREAS, pursuant to Department of the Interior and Local Government (DILG) Memorandum Circular No. 2012-78, the Seal of Good Housekeeping (SGH) advances the primacy of performance, accountability, transparency and participation; these are considered the strategic foundations of a responsible local government;

WHEREAS, DILG-Regional Memorandum Circular No. 2014-06, localizing the Seal of Good Housekeeping at the Barangay Level, instructs all National Capital Region (NCR) Local Government Units (LGUs) the issuance of enabling policy; utilize the results of the DILG-NCR Barangay Governance Performance Management System (BGPMS) as an assessment tool, as well as other localized assessment tools implemented by the City; and design an implementation process that can tailor-fit to barangays, ensuring the participation of civil society and providing resources for project implementation;

WHEREAS, the Local Government of Quezon City initiated the QCSGH to aggressively institutionalize the fundamentals of good governance essential to barangay public administration and development;

WHEREAS, the program seeks to encourage all barangays within the territorial jurisdiction of Quezon City to aspire for excellence and aggressively scale up interventions aimed at the practice of good governance;

WHEREAS, the Quezon City government is highly committed to the virtue of competent local governance especially at the barangay level;

WHEREAS, the adoption of the Seal of Good Housekeeping entails the observance of transparency and accountability through the espousal of the DILG's Barangay Full Disclosure Policy regarding the local budget and finances, and the posting of bids and public offerings in both three (3) conspicuous places as well as the localized Full Disclosure Policy Portal.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED:

SECTION 1. COVERAGE – All one hundred forty two (142) Barangays within the territorial jurisdiction of Quezon City.

SECTION 2. TWO (2) LEVELS OF THE SEAL – the Gawad sa Huwarang Pamamahala Award and the Dangal ng Lungsod Award. Each of these levels has assessment criteria as follows:

A. GAWAD SA HUWARANG PAMAMAHALA AWARD – SECOND LEVEL OF THE SEAL

a). Transparent Governance

1. *Full compliance with the Barangay Full Disclosure Policy of the local budget and finances, and the posting of bids and public offerings in both three (3) conspicuous places as well as at the localized Full Disclosure Policy Portal (preferably at the Quezon City Website).*

b). Effective Governance

1. *With at least an 80% average rating in the DILG Barangay Governance Performance Management System (BGPMS).*
2. *With at least an 80% average rating in the Quezon City Barangay Legislative Services Assessment.*
3. *Compliance to Republic Act No. 9485 or the Anti-Red Tape Act.*

c). Accountable Governance

1. *The opinion rendered by the Commission on Audit regarding the Local Government Unit's financial statements for the immediately preceding year.*

B. DANGAL NG LUNGSOD AWARD – HIGHEST LEVEL OF THE SEAL

a) Transparent Governance

1. *Full compliance with the Barangay Full Disclosure Policy of the local budget and finances, and the posting of bids and public offerings in both three (3) conspicuous places as well as at the localized Full Disclosure Policy Portal (preferably at the Quezon City Website).*
2. *Organized and functional Bids and Awards Committee pursuant to the standards set by law.*

3. Compliance with the on-line procurement posting requirement through the Philippine Government Electronic Procurement System.

b). Effective Governance

1. Above an 81% rating in the DILG Barangay Governance Performance Management System (BGPMS).
2. Above an 81% rating in the Quezon City Barangay Legislative Services Assessment.
3. Compliance to Republic Act No. 9485 or the Anti-Red Tape Act.
4. Innovator of a Barangays Best Practice

c). Accountable Governance

1. The opinion rendered by the Commission on Audit regarding the Local Government Unit's financial statements for the immediately preceding year.

d). Participatory Governance

1. Functionality of the mandatory Barangay Based Institutions: Barangay Peace and Order Committee (BPOC), Barangay Development Council (BDC), Barangay Anti-Drug Abuse Council (BADAC), Barangay Ecological Solid Waste Management Committee (BSWMC), Barangay Council for the Protection of Children (BCPC), and Gender and Development (GAD).

2. Linkages with People's or Non-Government Organizations through joint venture or cooperative arrangements in the delivery of basic services, capability building livelihood projects, agriculture and other socio-economic development endeavors.

SECTION 3. Barangays with the Seal of Good Housekeeping shall be entitled to a Cash Award, as a support fund to finance local development initiatives in furtherance of both national and local government goals and strategic thrusts.

SECTION 4. CREATION OF A TECHNICAL WORKING GROUP – There shall be created a technical working group to be composed of the following:

a). City Mayor or his/her duly authorized representative;

b). Vice Mayor or his/her duly authorized representative;

c). City Council Secretary;

d). Barangay Operations Center;

e). City Budget Officer;

f). City Accountant and;

g). DILG Quezon City Field Office Director.

SECTION 5. ANNUAL APPROPRIATION – The amount of Five Million Pesos (Php5,000,000.00) is hereby appropriated for the annual implementation of Barangay Seal of Good Housekeeping, and every year thereafter, to be taken from any available funds of the City Mayor subject to existing accounting and auditing rules and regulations.

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SECTION 6. The Liga ng Barangay and Barangay Operations Center are hereby tasked to efficiently disseminate this Ordinance at the soonest possible time to the one hundred forty-two (142) Barangays of Quezon City.

SECTION 7. IMPLEMENTING RULES AND REGULATIONS – Within sixty (60) days from the approval of this ordinance, the Technical Working Group shall formulate and issue the appropriate rules and regulations necessary for the effective and efficient implementation of this ordinance.

SECTION 8. EFFECTIVITY – This ordinance shall take effect immediately upon its approval.

ENACTED: February 10, 2014.

MA. JOSEFINA G. BELMONTE
Vice Mayor
Presiding Officer

ATTESTED:

Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept. Head III

APPROVED: 24 MAR 2014

HERBERT M. BAUTISTA
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on February 10, 2014 and was PASSED on Third/Final Reading on February 17, 2014.

Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept. Head III

Implementing Rules and Regulations Pursuant to Ordinance No SP-2273, Series of 2014

"AN ORDINANCE ADOPTING THE SEAL OF GOOD HOUSEKEEPING IN ALL BARANGAYS OF QUEZON CITY."

SECTION 1. TITLE -This shall be known as the Implementing Rules and Regulations (IRR) of Ordinance No. SP-2273, S- 2014, *otherwise known as* ***"AN ORDINANCE ADOPTING THE SEAL OF GOOD HOUSEKEEPING IN ALL BARANGAYS OF QUEZON CITY."***

SECTION 2.COVERAGE - All one hundred forty two (142) Barangays within the territorial jurisdiction of Quezon City.

SECTION 3.PURPOSE -These Implementing Rules and Regulations are promulgated to prescribe the procedures and guidelines for the implementation of Ordinance No. SP-2273, S-2014 in order to facilitate compliance therewith and achieve the objectives thereof.

SECTION 4. OBJECTIVES - These Rules and Regulations shall have the following objectives:

4.1 To encourage all barangays within the territorial jurisdiction of Quezon City to aspire for excellence and aggressively scale up interventions aimed at the practice of good governance;

4.2 Aggressively institutionalize the fundamentals of good governance essential to barangay public administration and development.

SECTION 5.ASSESSMENT CRITERIA – The Assessment criteria for the Gawad sa Huwarang Pamamahala and Dangal ngLungsod shall be as follows:

1) Gawad sa Huwarang Pamamahala	Transparent Governance	• Full compliance with the Barangay Full Disclosure Policy of the local budget and finances, and the posting of bids and public offerings in both three (3) conspicuous places as well as at the localized Full Disclosure Policy Portal (preferably at the Quezon City Website or to a designated website/web portal dedicated for the QC-BSGH- if any).
	Effective Governance	• With at least an 80% average rating in the DILG Enhanced Barangay Governance Performance Management System (E-BGPMS). • With at least an 80% average rating in the Quezon City Barangay Legislative Services Assessment. • Compliance to Republic Act 9485 or the Anti-Red Tape Act.
	Accountable Governance	• Qualified or unqualified opinion rendered by the Commission on Audit regarding the Local Government Unit's financial statements for the immediately preceding year.
2) Dangal ng Lungsod	Transparent Governance	• Full compliance with the Barangay Full Disclosure Policy of the local budget and finances, and the posting of bids and public offerings in both three (3) conspicuous places as well as at the localized Full Disclosure Policy Portal (preferably at the Quezon City Website or to a designated website/web portal dedicated for the QC-BSGH- if any). • Organized and functional Bids and Awards Committee pursuant to the standards set by law. • Compliance with the on-line procurement posting requirement through the Philippine Government Electronic Procurement System.

	Effective Governance	• Above an 81% rating in the DILG Enhanced Barangay Governance Performance Management System (E-BGPMS). • Above an 81% rating in the Quezon City Barangay Legislative Services Assessment. • Compliance to Republic Act 9485 or the Anti-Red Tape Act. • Innovator of a Barangay Best Practice
	Accountable Governance	• Qualified or unqualified opinion rendered by the Commission on Audit regarding the Local Government Unit's financial statements for the immediately preceding year.
	Participatory Governance	• Functionality of the mandatory Barangay Based Institutions: Barangay Peace And Order Committee (BPOC),Barangay Development Council (BDC), Barangay Anti-Drug Abuse Council (BADAC), Barangay Ecological Solid Waste Management Committee (BSWMC),Barangay Council for the Protection of Children (BCPC), and Gender and Development(GAD). • Linkages with People's or Non-Government organizations through joint ventures or cooperative arrangements in the delivery of basic services, capability building livelihood projects, agriculture and other socio-economic development endeavors.

SECTION 6. BARANGAY SEAL OF GOOD HOUSEKEEPING PROCEDURE

6.1 **Data Collection.** This covers the gathering of data requirements for theSeal. The Quezon City Barangay Seal of Good Housekeeping (QCBSGH) Technical Working Group shall be in-charge of the data collection. The following data will be collected:

ACTIVITIES	DATA TO BE COLLECTED/OUTPUT	OFFICE OF PRIMARY RESPONSIBILITY
Administration of the DILG E-BGPMS and the QCBSGH Legislative Services Assessment	Accomplished Data Capture Forms of the assessment tools (Annex 1)	DILG-QC Field Office, Office of the Vice-Mayor and Office of the City Council Secretary
Monitoring of the compliance to the: a) Anti-Red Tape Act- posting of Citizen's Charter and No-Noon Break policy. b)Full Disclosure Policy- posting of the following documents in conspicuous places and on web-site of the Quezon city government: b.1Annual Budget b.2 Itemized monthly collections and disbursement b.3Summary of income and expenditures b.4Annual Procurement Plan b.5Items to Bid b.6 Bid results on Civil Works and Goods and Services b.7 Abstract of Bids as Calculated	Accomplished monitoring form	Quezon City BSGH Technical Working Group
Audit report rendered by the Quezon City Commission on Audit (COA)		QC COA Technical Working Group
Documents relative to the functionality of the Barangay-based institutions (BBIs)	a) Minutes of meetings conducted b) Memorandum of Understanding (MOU) c) Memorandum of Agreement (MOA) d) Other supporting documents as proof of linkages between barangays and Civil Society Organizations (CSOs), POs and NGOs in providing basic services to constituents	QCBSGH Technical Working Group
Monitoring on the presence of innovations or best practices of barangays	Reports on best practices	QCBSGH Technical Working Group

Data Capture Form (annex 1) shall form part of this IRR.

6.2 Table Assessment.

This covers the table assessment of collected data. This shall be done by the Quezon City BSGH Technical Working Group.

6.3 Processing and Selection of Recipients.

6.3.1 After the table assessment, initial list of qualified barangays shall be prepared,

6.3.2 The barangays included in the list shall be subject for on-site validation to be conducted by the QCBSGH Technical Working Group.

6.3.3 After thorough deliberation of the validation report, the Technical Working Group will finalize the list of qualified barangays

6.3.4 Selection of recipients categorized per award level.

6.4 Conferment of Seal. All qualified barangays are to be conferred with *Gawad sa Huwarang Pamamahala* Award or *Dangal ng Lungsod* Award in an appropriate City organized event or event organized by the Office of the City Mayor.

SECTION 7.ESTABLISHMENT OF THE SEAL – There is hereby established the Seal award, which shall be evidenced by a Seal bearing the Barangay Seal of Good Housekeeping

logo, and the inscriptions *"Gawad sa Huwarang Pamamahala"* or *"Dangal ng Lungsod"*. The seal shall be of such design and bear such additional inscriptions as the Office of the City Mayor may prescribe. The value of each conferred seal shall not exceed ***Twenty Thousand Pesos*** *(Php20,000)* pesos: *provided,* it shall not be less than ***Five Thousand Pesos*** *(Php5,000).*

SECTION 8. CONFERMENT OF THE SEAL - The conferment of the award shall be made by the Mayor, Vice Mayor and other city officials in accordance with such ceremonies as may be prescribed by the rules and regulations to be promulgated hereinafter. Awarding ceremony shall only involve the conferment of the seal. Barangays shall only receive their CIA upon compliance with Section 12 of this IRR.

SECTION 9. CASH INCENTIVE AWARD (CIA) - *Barangays* with the Seal of Good Housekeeping shall be entitled to cash incentive award, as a support to finance local development initiatives in furtherance of both national and local government goals and strategic thrusts:

9.1 ***HUWARANG PAMAMAHALA AWARD.*** Each awardees of *Huwarang Pamamahala* award shall receive a Seal and Barangay Seal of Good Housekeeping Award amounting to ***Two Hundred Thousand pesos*** *(Php 200,000.00).*

9.2 ***DANGAL NG LUNGSOD AWARD.*** Each awardees of *Dangal ng Lungsod* Award shall receive a Seal and Barangay Seal of Good Housekeeping Award

amounting to ***Five Hundred Thousand pesos*** *(Php 500,000.00).*

SECTION 10.BSGH-CIA GUIDELINES – To ensure an efficient and effective implementation of the BSGH-CIA, the following guidelines are hereby prescribed:

10.1 ***Eligibility of Barangays*** -Only Barangays who passed the assessment criteria mentioned in Section 2 of Ordinance No. SP-2273, S - 2014 and Section 5 of this IRR shall be considered Eligible Barangay.

10.2 ***Priority Programs and Projects*** - Award received by eligible barangays shall be used to fund the following priority programs and projects aligned to the achievement of both national and local government thrust and priorities:

10.2.1 Attainment of Development Goals:

a) School facilities;
b) health center facilities;
c) birthing facilities; *and*
d) water and sanitation system.

10.2.2 Local Economic Development:

a) Tourism facilities;
b) market facilities,
c) slaughterhouses; *and*
d) other economic infrastructures and facilities.

10.2.3 Adaptation to Climate Change and Preparedness for Disasters:

a) Flood control;
b) solid waste management facilities;
c) storm drainage; *and*
d) rescue equipment.

10.3 Release of BSGH-CIA - Upon receipt of BSGH-CIA check, Barangay awardees shall issue official receipt corresponding to the amount of award received. Amount received by the Barangays with Seal of Good Housekeeping shall form part of their general fund.

Barangays can receive BSGH-CIA for the same level only once every three (3) years from the effectivity of this IRR.

10.4 Project Monitoring Team–A project monitoring team is hereby created to aggressively monitor the implementation of priority programs and projectsby eligible barangays. The Project Monitoring Team shall be composed of the following:

10.4.1 Head, Barangay Operations Center;

10.4.2Head,City Budget Officer;

10.4.3 DILG Quezon City Field Office Director; ***and***

10.4.4 appropriate office concerned (eg. School facilities project shall be administered by the Division of City Schools Superintendent).

SECTION 11.LIMITATION ON THE USE OF AWARD – BSGH-CIA received by Barangays with Seal of Good Housekeeping shall only be used on the list of priority projects and programs as indicated under Section 10 (10.2) of this IRR.

SECTION 12.LEGISLATION REQUIREMENT -*Barangay* Seal of Good Housekeeping awardees shall not receive their BSGH-CIA unless the *Sangguniang Barangay* passes the proper Barangay Ordinance authorizing their *Punong Barangay* to purchase or construct any of the priority projects or implement programs specified under Section 10 (10.2) of this IRR. The *Sangguniang Barangay* shall enact said ordinance within ninety (90) days from the date the Seal is awarded. Failure to comply with this requirement within the specified period shall bar the Barangay from claiming BSGH-CIA. The unclaimed BSGH-CIA shall automatically revert back to the general fund of the City government.

SECTION 13.TECHNICAL WORKING GROUP(TWG) - there shall be created a technical working group to be composed of the following:

13.1 City Mayor or his/her duly authorized representative;
13.2 Vice Mayor or his/her duly authorized representative;
13.3 City Council Secretary;
13.4 Barangay Operations Center;

13.5 City Budget Officer;
13.6 City Accountant; ***and***
13.7 DILG Quezon City Field Office Director.

The DILG Quezon City Field Office Director shall be designated as the Secretariat of QCBSGH.

SECTION 14.FUNDING -The amount of ***Five Million Pesos*** (Php 5,000,000.00) is hereby appropriated for the annual implementation of the Barangay Seal of Good Housekeeping, and every year thereafter, to be taken from any available funds of the City Mayor subject to existing accounting and auditing rules and regulations.

All necessary expenses for the implementation of the above mentioned Barangay Seal of Good Housekeeping shall be chargeable to the amount appropriated which shall include but not limited to the following:

14.1 Seal award;
14.2 Operational expenses
14.3 Cash incentive award;
14.4 Assessment and validation of data expenses; &
14.5 Awarding ceremony expenses.

SECTION 15.QUESTIONS RELATING TO RULES AND REGULATIONS - Any question or inquiry relating to any of the foregoing rules and regulations must be formally submitted to the QCBSGH Technical Working Group thru its Secretariat, the Department of Interior and Local Government Quezon City Field Office.

SECTION 16.SEPARABILITY CLAUSE - If any part or provision of this Implementing Rules and Regulations is held unconstitutional or invalid, other parts of provisions thereof which are not affected shall continue to remain in full force and effect.

SECTION 17.DISSEMINATION – Widest dissemination is enjoined including the publication of this IRR on both the City Government and City Council official websites.

SECTION 18.AMENDMENT -The Technical Working Group may amend or modify these Rules as may be necessary.

SECTION 19. EFFECTIVITY – These Implementing Rules and Regulations shall take effect immediately.

Recommending Approval:

Signed
JORGE P FELIPE
OIC, Barangay Operations Center

Signed
MARIAN C ORAYANI
Head, City Budget Department

Signed
LELISA S FRANCISCO
Assistant Head, City Accounting Department

Signed
JUAN JOVIAN E INGENIERO
City Director, DILG QC Field Office

Approved by:

Signed
HERBERT M BAUTISTA
Mayor

Date: _____, 2014

Note: Technical Working Group may amend or modify the E-BGPMS as may be necessary.

DATA CAPTURE FORM

Enhanced Barangay Governance Performance Management System

BARANGAY: _____ **Year Under Review:** 2013-2014

A. GENERAL INFORMATION

Region : NCR
City/Municipality :
Congressional District :
Legal Basis of Creation :
Land Area : Hectares

Total No. of Population (Use NSO Data. In case no NSO data, the RBI shall be used)

Total ☐ ☐ Male ☐ Female

Total No. of Households :
Total No. of Families :
Total No. of Registered Voters :
Total No. of Precincts :

Total Revenues:

Local Source	P
IRA	P
Others	P
TOTAL	P

Total Expenditures: P

I. Performance Area **ADMINISTRATIVE SYSTEMS AND PROCEDURES**

Service Area	1.1 Organizational Development	
1.1.1	Presence of Organizational Structure	
1.1.2	Presence of Administrative Requirements Barangay Seal Philippine Flag Picture of Incumbent President and other Local Officials Map of the Barangay Updated Record of all inhabitants Updated the Barangay Socio - Economic Profile	0
1.1.3	Mandatory Positions Filled-up (Appointed/designated) Treasurer Secretary Lupon Members Barangay Tanod	0
1.1.4	Other appointive positions filled-up (Appointed/designated/detailed) Barangay Health Workers *(include mun./city/ paid BHW)* Barangay Nutrition Scholar Bgy Human Rights Action Officer Bookkeeper Day Care Workers	0
1.1.5	Attendance to Trainings and other related activities Sangguniang Barangay Secretary Treasurer Lupong Tagapamayapa Barangay Tanod BHW / BNS BHRAO Bookeeper Day Care Workers	
1.1.6	Presence of Barangay Hall Lot title of the barangay hall in the name of the barangay	0
1.1.7	Presence of Communication and Transportation Services (owned by the barangay) Two-Way Radio Mobile Phone / Landline Internet Connection Multi Purpose Vehicle/Patrol Car	0
1.1.8	Presence of Barangay Public Information Desk	
1.1.9	Presence of Citizen's Charter *Presence of Printed Manual* *Posted in billboard/tarpaulin*	0
1.1.10	Awards / Recognition Received: A. Participated the Search for Outstanding Lupong Tagapamayapa *Awards Garnered* *Mun/City* 0 *Reg.* 0 *Nat'l* 0 *- One (1) point for participating the LTIA* *- Two (2) points for winning the city/municipal LTIA* *- Three points for winning the Regional LTIA* *- Four points for winning the National LTIA* B. Other Awards Awards Garnered *Mun/City* 0 *Reg.* *Nat'l* 0 *- Two (2) points for garnering city/municipal awards regardless of the number awards* *- Three (3) points for garnering regional awards regardless of the number awards* *- Four (4) points for garnering national awards regardless of the number awards*	0

Service Area	1.2 Barangay Administration	
1.2.1	Presence of Certified Statement of Actual Income & Expenditures	
1.2.2	Organization of Bids and Awards Committee	
1.2.3	Presence of Annual Procurement Program	
1.2.4	Presence of Annual Inventory of Assets	
1.2.5	Total Appropriation (compliance to the mandatory appropriations)	0

	As Mandated	Actual Appropriations	
55% Personal Services	P	P	
20% Development Fund	P	P	
5% BDRRM Fund	P	P	
10% Sangguniang Kabataan	P	P	
5% Gender and Development	P	P	
1% BCPC	P	P	
1% SC and Differently Abled Persons	P	P	

- the appropriations for Personnel Services can exceed the salary cap if it is appropriated for monetization of leave credits

1.2.8	Presence of "BDP identified" Project/s funded from other sources (grants/CDF/etc.)	
1.2.9	Presence of System to collect taxes, fees & charges	0
	Manual	
	Computerized/System	
1.2.10	Prompt submission of the financial reports	
	Collections and Deposits	
	Registry of Disbursements	
	Completeness of Documentation (RCA, Checks, vouchers)	
	Summary of Appropriation	
1.2.11	Presence of Fuctional Barangay Development Council	0
	1.2.11.1 Conducted at Least Two Semestral meetings	
	1.2.11.2 Prepared Three (3) year Barangay Development Plan	
	1.2.11.3 Prepared Three (3) year Barangay Development Investment Prograi	
	1.2.11.4 Prepared Annual Investment Program	
1.2.12	Adopted measures to effectively curtail the proliferation of informal settlers and mendicants and/or find ways to relocate existing informal settlers	
	Pls specify:	0

Service Area 1.3 Citizens' Participation

1.3.1	Conduct of Barangay Assembly twice a year 1st Sem 2nd Sem	0
1.3.3	Public Hearings/Consultations Conducted in aid of legislation	
1.3.4	NGO membership in the BDC not less than 1/4 of the fully organized council	
1.3.5	Membership of NGOs in: BPOC; BCPC; BADAC; and BSWMC.	
1.3.6	Feedback Mechanism: *Suggestion Box, Survey, SMS & Others* (specify suggestion box	
1.3.7	Implemented Programs/Projects in partnership with CSOs/POs	

Service Area 1.4 Transparency

1.4.1	Reported Semestral Accomplishments during Barangay Assembly Day	
1.4.2	Submitted Annual Report not later than March 31, 2014	
1.4.3	Posted Itemized monthly Collections & disbursement in Conspicuous Places	
1.4.3	Posted Annual Summary of Income & Expenditures Conspicuous Places	
1.4.3	Posted Barangay Plans and Programs in the Barangay hall	
1.4.3	Posted List of Implemented Projects in the Barangay Hall	
1.4.3	Posted Barangay Ordinances & Resolutions in Conspicuous Places	
1.4.7	Posted the List of Lupon Tagapayapa Members in three (3) conspicuous places in the brgy	
1.4.4	Posted the List of Barangay Assembly Members in conspicuous places	

II. Performance Area LEGISLATIVE SERVICES

Service Area 2.1 Secretariat Services

2.1.1	Session Hall with Fixture and Equipment	
2.1.2	Presence of Minutes of Regular Session (24 sessions)	
2.1.3	Formulated Sangguniang Barangay Internal Rules of Procedure	

2.1.4	Presence of Systematic Filing of legislative documents *(in labeled folders)*	

Service Area 2.2 Development Legislation

2.2.1	Formulated a Capacity Development Agenda	
2.2.2	Presence of Ordinances enacted (CY 2013-2014)	
2.2.3	Presence of Tax Ordinances or Revenue Code enacted	
2.2.4	Presence of Resolutions Passed (CY 2013-2014)	
2.2.5	Annual Budget for the following year approved within the budget calendar	
2.2.6	No. of Regular Sessions Conducted: (24 sessions)	

III. Performance Area SOCIAL SERVICES

Service Area 3.1 Health and Nutrition

3.1.1	Presence of Family Planning / Responsible Parenthood Program	
3.1.2	Presence of Maternal Care Program: No. of Beneficiaries	
3.1.3	Presence of Mothers' Class program: No. of Mothers Enrolled	
3.1.4	Promotion of Breastfeeding Program	
3.1.5	Presence of Health and Nutrition Program	0
	Operation Timbang: No. of Children Beneficiaries	
	Micro-Nutrient Supplement: No. of Beneficiaries	
	Food Supplement for Children: No. of Beneficiaries	
	Other Programs for Children: *Please Specify*	
3.1.6	Presence of Immunization Program	0
	DPT : Number of Beneficiaries	
	Anti-Polio: Number of Beneficiaries	
	Anti-Tetanus: Number of Beneficiaries	
	Others, *Please specify*	
3.1.7	Presence of Disease-Control Program	0
	Leptospirosis: Number of Beneficiaries	
	Tuberculosis: Number of Beneficiaries	
	Dengue: Number of Beneficiaries	
	Anti-Rabies: Number of Dogs vaccinated	
	Others, *Please specify*	
3.1.8	Presence of Senior Citizen's Program	
3.1.9	Presence of Program for Differently-abled Persons	

Service Area 3.2 Education/Culture/Sports

3.2.1	Presence of Barangay Day Care Center (*include clustered Day Care Centers*)	
	Number of Enrollees	
3.2.2	Presence of Sports Development Program	0
	a. Conduct of annual palarong barangay, in coordination with the SK	
	b. Conduct of other sports activities	
	b. Presence of Sports Facilities (please specify)	
3.2.3	Presence of Recreational facilities (Cultural center/Park / Plaza)	
3.2.5	Presence of Non-Formal Education/Alternative Learning System Program	
3.2.6	Presence of Information and reading center.	
3.2.7	Participation to cultural activities (Ex: Festivals, Fiestas)	
3.2.8	Presence of projects constructed/implemented in support of Education/Culture/Sports Fund-Raising Activities	

Service Area 3.3 Peace, Security and Disaster Risk Reduction Management

3.3.1	Presence of Functional Barangay Peace and Order Committee	0
	3.3.1.1 Prepared Barangay Public Safety Plan	
	3.3.1.2 Conducted Regular Monthly Meetings	
	3.3.1.3 Conducted Regular Foot Patrol/Ronda	

3.3.2	Presence of Barangay Anti - Drug Abuse Council (BADAC)		0
	3.3.2.1 Conducted BADAC meetings		
	3.3.1.2 Formulated and implemented policies to counter drug abuse		
3.3.3	Presence of Barangay Disaster Risk Reduction and Management Committee		0
	3.3.3.1 Prepared Barangay Disaster Risk Reduction and Management Plan		
	3.3.3.2 Prepared Contingency Plans on: Flooding; Earthquake and Fire Incidents		
	3.3.3.3 Presence of designated Evacuation Centers		
	3.3.3.4 Presence of a fire truck		
	3.3.3.5 Presence of a Disaster Risk Reduction Equipment		
3.3.4	Conduct of Disaster Preparedness Activities		0
	- Fire Safety Inspection		
	- Conduct of Disaster Equipment Inventory		
	- Community Drill		
	• Fire Drill		
	• Flood Drill		
	• Earthquake Drill		
	- Disaster Response Training/Drill		
	• Fire Searched & Rescue Training/Drill		
	• Earthquake Searched & Rescue Training/Drill		
	• Landslide Searched & Rescue Training/Drill		
	• Water Searched & Rescue Training/Drill		
	- Camp Management Training		
	**One point for the conduct of above mentioned activities regardless of the number it is conducted*		
3.3.5	Presence of Lupong Tagapayapa		0
	3.3.5.1 Conducted Regular Monthly Meetings		
	3.3.5.2 Acted of Disputes Filed		
	- Number of disputes filed		
	- Number of disputes settled		
	- Rate of Dispute Resolution Efficiency	#DIV/0!	
3.3.6	Presence of Barangay Council for the protection of Children		0
	3.1.10.1 Prepared Program for the Protection of Children		
	3.1.10.2 Conducted Quarterly Meetings		
	3.1.10.3 Advocated Programs and Service for "Children in Conflict with Law"		

IV. Performance Area **ECONOMIC DEVELOPMENT**

Service Area **4.1 Entrepreneurship and Local Industry Promotion**

4.1.1	Presence of Barangay - Initiated Livelihood Program Ex: Soap & candle making/rolling store/others *Pls specify*	
4.1.2	Presence of businesses enrolled in Bgy Micro-Business Enterprise Total no. businesses enrolled in BMBE	

4.1.3	Initiated/Participated in job fairs	

Service Area **4.2 Urban Agriculture Development**

4.2.1	Presence of Urban Agricultural Development Program	
4.2.2	Conducted skills training on urban agriculture	
4.2.3	Provided capital for urban agriculture	

V. Performance Area **ENVIRONMENTAL MANAGEMENT**

Service Area **5.1 Natural Resources Management**

5.1.1	Presence of Clean and Green Program	
5.1.2	Presence of Tree/Mangrove Planting Program	
5.1.3	Presence of Tree/Mangrove Preservation Program	
5.1.4	Deputized Barangay Environmental Enforcer	

Service Area **5.2 Waste Management**

5.2.1	Organized Barangay Ecological Solid Waste Management Committee		
5.2.2	Formulated Barangay Solid Waste Management Plan		
5.2.3	Enacted Ordinances on Solid Waste Management		
5.2.4	Garbage are Regularly Collected		
5.2.5	Garbage are Segregated at Source		
5.2.6	Presence of Materials Recovery Facility (include clustered MRF)		0
	(a) The building and/or land layout and equipment must be designed to accommodate efficient and safe materials processing, movement, and		
	(b) The building must be designed to allow efficient and safe external access and to accommodate internal flow.		
5.2.7	Presence of an innovative Garbage Collection Scheme that emulates the function of an MRF		
5.2.8	Presence of a Multi-Purpose Environment Cooperatives/Associations or Junkshops		
5.2.9	Absence of voluminous garbage along the street		
5.2.10	Sewerage/Drainage Canals Maintained		
5.2.11	Regular bi - monthly "Estero Clean - up" (One Bay One Day)		

Certified Correct: **BGPMS Barangay Assessment Team**

Punong Barangay | SB member | SB member | CSO Representative | CSO Representative

Barangay Secretary | Barangay Treasurer

Date Accomplished:

SCORE CARD

Enhanced Barangay Governance Performance Management System

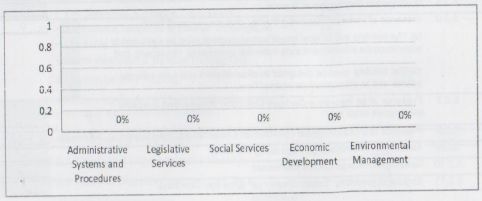
Barangay : o **Year Under Review:** CY 2012

City : o

District : o

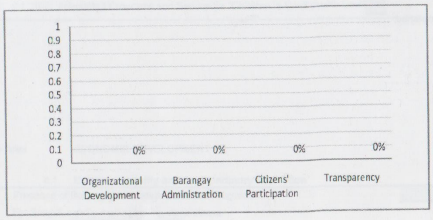
A. Performance Rating #REF!

I. Performance Area	Administrative Systems and Procedures	0%
II. Performance Area	Legislative Services	0%
III. Performance Area	Social Services	#REF!
IV. Performance Area	Economic Development	0%
V. Performance Area	Environmental Management	#REF!



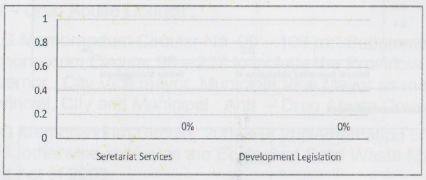
I. Performance Area ADMINISTRATIVE SYSTEMS AND PROCEDURES 0%

0	Service Area 1.1 Organizational Development	0%
0	Service Area 1.2 Barangay Administration	0%
0	Service Area 1.3 Citizens' Participation	0%
0	Service Area 1.4 Transparency	0%



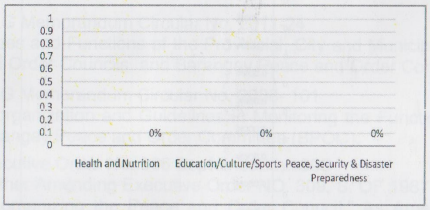
II. Performance Area LEGISLATIVE SERVICES 0%

Service Area 2.1 Seretariat Services 0%
Service Area 2.2 Development Legislation 0%



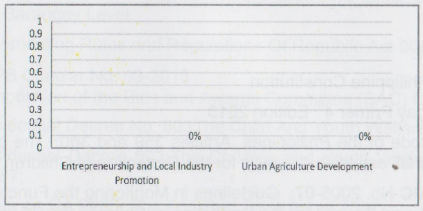
III. Performance Area SOCIAL SERVICES #REF!

Service Area	3.1 Health and Nutrition	0%
Service Area	3.2 Education/Culture/Sports	#REF!
Service Area	3.3 Peace, Security & Disaster Preparedness	0%



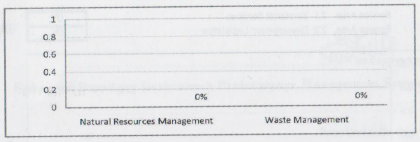
IV. Performance Area ECONOMIC DEVELOPMENT 0%

Service Area 4.1 Entrepreneurship and Local Industry Promotion 0%
Service Area 4.2 Urban Agriculture Development 0%

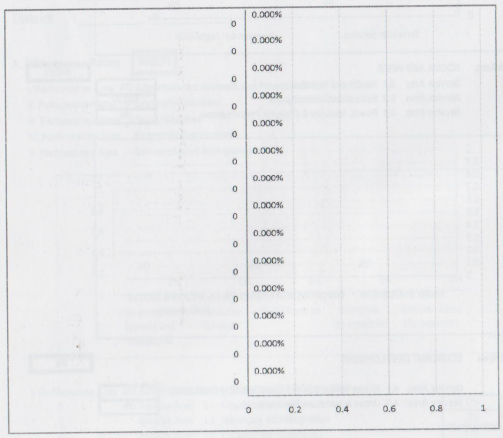


V. Performance Area ENVIRONMENTAL MANAGEMENT #REF!

Service Area 5.1 Natural Resources Management #REF!
Service Area 5.2 Waste Management 0%



B. Barangay Human Development Index



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- Barangay Primer 4th Edition 2013
- Civil Code of the Philippines, Articles 359 and 360: The government shall establish Councils for the Protection of Children;
- DILG MC No. 2005-07: Guidelines in Monitoring the Functionality of the Local Council for the Protection of Children (LCPC) at all levels and for other purposes.
- DILG Memorandum Circular No.2003-131
  Strengthening of Anti-Drug Abuse Councils

- DILG Memorandum Circular No. 98 – 227 dated December 2, 1998 re:" Creation of Provincial, City, Municipality and Barangay Anti – Drug Abuse Council".
- DILG Memorandum Circular No. 99 – 106 re:" Supplementing Memorandum Circular 98 – 227 to include the Provincial, Vice Governor , City Vice mayor, Municipal Vice Mayor as member of Provincial, City and Municipal Anti – Drug Abuse Council (ADAC)".
- DILG Memorandum Circular 2001-19: Implementation of RA 9003, otherwise known as the Ecological Solid Waste Management Act of 2000.
- DILG Memorandum Circular No. 2012-94
  Strengthening the City, Municipal, and Barangay Anti-Drug Abuse Council
- DILG Memorandum Circular No. 2011-24
  Duties and Functions of the Provincial, City and Municipal Peace and Order Councils, and Barangay Peace and Order Committees
- DILG Memorandum Circular No. 2008- 101
  Reorganization and Guidelines in Monitoring the Functionality of Barangay Peace and Order Committee (BPOC).
- Executive Order No. 366 September 5, 1996
  Further Amending Executive Order NO. 309, S. OF 1987, Entitled "Reorganizing the Peace and Order Council," As Amended By Executive Order No. 317, S. Of 1988, Executive Order No. 320, S. Of 1988 And Executive Order No. 20, S. Of 1992 And Organizing The Barangay Peace And Order Committees As The Implementing Arm Of The City/Municipal Peace And Order Council At The Barangay Level.
- Implementing Rules and Regulations Of Republic Act 9003
- GPPB Circular No. 03-2013
  Composition of the Bids and Awards Committee (BAC) for Barangays
- Presidential Decree No. 603The Child And Youth Welfare Code
- Presidential Decree 603:The Children and Youth Welfare Code, Art. 87;
- Primer on RA 9485: The Anti-Red Tape Act of 2007
- Quezon City Resolution No.2493-2004
  Resolution Urging All Sangguniang Barangays in Quezon City To Designate A Gender And Development (Gad) Focal Person For Every Barangay To Serve As Coordinator With The Quezon City

Gender And Development Council (Qc-Gad) And Authorizing Each Barangay To Appropriate At Least Five Percent (5%) From Their Annual Budget for Gad-Related Programs, Projects And Activities.

- Quezon City Ordinance No. SP-2273 S-2014
  An Ordinance Adopting the Seal of Good Housekeeping in All Barangays of Quezon City.
- Republic Act No. 7160 Local Government Code
- Republic Act No. 7610: Special Protection of Children Against Child Abuse, Exploitation and Discrimination Act;
- Republic Act 9003: The Ecological Solid Waste Management Act of 2000 and its Implementing Rules and Regulations.
- Reverendo Dihan. *Handbook on Local Legislation, Revised Edition.* Manila: MaryJo Publishing Inc.1998.
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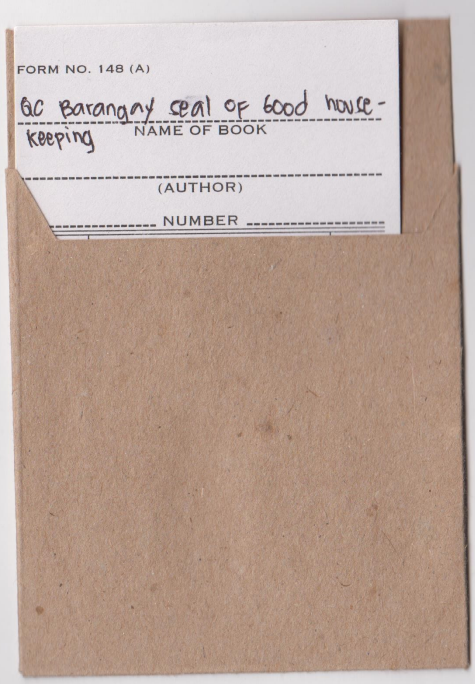

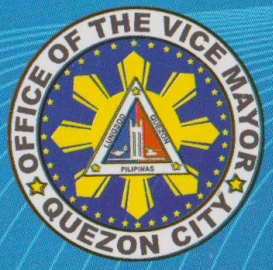

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