



OFFICE OF THE SANGGUNIANG BAYAN

Excerpt from the MINUTES OF THE 16th REGULAR SESSION OF THE 10th SANGGUNIANG BAYAN OF DUMINGAG, ZAMBOANGA DEL SUR HELD AT THE MUNICIPAL SESSION HALL ON NOVEMBER 19, 2019.

OFFICERS/MEMBERS:	POSITION	PRESENT	ABSENT	OB	OL
Hon. Mydell G. Pacalioga	Municipal Vice Mayor	—/—	—	—	—
Hon. Julius G. Jamero	SB Member	—/—	—	—	—
Hon. Lars Christian C. Tangalin	SB Member	—/—	—	—	—
Hon. Irish J. Mandao	SB Member	—/—	—	—	—
Hon. Tracy E. Morpos	SB Member	—/—	—	—	—
Hon. Paquito P. Duerme, Jr.	SB Member	—/—	—	—	—
Hon. Nilo B. Ledesma	SB Member	—/—	—	—	—
Hon. Jenny T. Arbitrario	SB Member	—/—	—	—	—
Hon. Francis Joeray T. Gumban	SB Member	—/—	—	—	—
Hon. Jerson L. Cabahug	Ex - Officio Member	—/—	—	—	—
Hon. Leonel C. Dinawanao	Ex - Officio Member	—/—	—	—	—

Municipal Ordinance No. 25, s. 2019

AN AMENDATORY ORDINANCE PROVIDING GUIDELINES ON ACCREDITATION AND SELECTION OF CIVIL SOCIETY ORGANIZATIONS (CSOs) FOR REPRESENTATION TO THE LOCAL SPECIAL BODIES IN THE MUNICIPALITY OF DUMINGAG, ZAMBOANGA DEL SUR.

SECTION 1. TITLE.

This ordinance shall be called, "CIVIL SOCIETY ORGANIZATIONS (CSOs) ACCREDITATION ORDINANCE OF 2019."

SECTION 2. DECLARATION OF POLICY.

It is hereby declared the policy of the local government unit of Dumingag to involve Civil Society Organizations in the plans, programs, projects or activities of the local government unit and their representation or membership to local special bodies except those as provided for by law.

SECTION 3. AUTHORITY AND PURPOSE.

As provided for in Section 447 of the Local Government Code of 1991 or RA 7160, the Sangguniang Bayan shall enact this ordinance. This act provides that the LGU shall promote the establishment and operation of CSOs to become active partners in the pursuit of local autonomy. The same code provides for the procedures and guidelines for the selection of CSOs representatives to the local special bodies subject to such criteria as may be provided by law.

DILG Memorandum Circular No. 2019-72 reiterates the provisions of RA 7160 and its Implementing Rules and Regulations (IRR) to provide guidelines in the accreditation of CSOs and in the selection of representatives to the local special bodies.

This ordinance shall provide for the guidelines on the process for accreditation and selection of CSOs and their representatives to the local special bodies and to strengthen their participation in local governance, reiterating and strengthening the provisions of RA 7160 and its IRR. It also aims to develop and strengthen partnerships with the CSOs in order to empower citizens to express their needs as they participate in the decision-making process, program planning, implementation and monitoring which can increase the responsiveness and efficiency of the local government unit of Dumingag in the delivery of basic services to its people.

Section 4. DEFINITION OF TERMS.

For the specific use of this ordinance, the following shall mean as follows:

- (a) CSOs - Civil Society Organizations, refers to socio-civic group association of professionals and business organization such as the Philippine Chamber of Commerce and Industry or its Local Chamber, it also includes for specific use of this ordinance peoples organizations (POs), non-government organizations (NGOs), civic organizations, cooperatives, associations and social groups.
- (b) POs - Peoples Organizations, refers to an association of residents in the barangay established to promote public interest.
- (c) NGOs - Non-Government Organizations, refers to an organization between the people and the state, and where the principal interest is to promote the welfare of the poor and disadvantaged.
- (d) LSBs - Local Special Bodies, refers to the Local Development Council, Local Health Board, Local School Board, Local Peace and Order Council and other local special bodies/committees/councils created by the LGU of Dumingag.
- (e) LGU - Local Government Unit, refers to the Local Government Unit of Dumingag
- (f) RA 7160 - refers to the Local Government Code of 1991
- (g) IRR - Implementing Rules and Regulations
- (h) DILG - refers to the Department of Interior and Local Government

SECTION 5. REGULATORY PROVISIONS.

- (a) No CSOs shall be recognized by the LGU for representation between the people or membership to the committee or any special body created by law or initiated by the government unless accredited by the municipal government through the Sangguniang Bayan except those of automatic representation as provided for by law.
- (b) When two or more organization of the same kind/type whose representation or membership is provided by law, priority preference for membership or representation to any committee, council or any special body corrected by law or initiated by the government shall be given to duly accredited organization.

Section 6. GENERAL GUIDELINES.

The following guidelines in the accreditation and selection of CSOs are hereby prescribed:

(a) Inventory and Directory of Civil Society Organizations (CSOs)

- ✓ The LGU shall conduct an inventory to generate or update their existing Directory of CSOs. The final updated Directory shall serve as the source document for the issuance of Notices of Call for Accreditation.
- ✓ The Municipal Mayor shall engage the support of the head of the DILG Field Office, other appropriate National Government Agencies, and CSO Networks, if any, in the conduct of such inventory and in the preparation of the said Directory.
- ✓ Within the 1st week of July, both the schedule of the conduct of the inventory shall be announced and the existing Directory of CSOs shall be posted in the Municipal Hall bulletin boards and, if applicable, through the LGU website, social and/or print media. Concerned CSOs may coordinate with the LGU through the Municipal Planning and Development Officer or the duly designated LGU appointed official for inclusion in the directory and/ or updating of their organizational profile.

- ✓ Within the 1st to 2nd week of July, the Municipal Mayor shall cause the inventory of all existing CSOs operating within the local government unit, to be conducted by the Municipal Planning and Development Officer.
- ✓ The Municipal Planning and Development Officer shall ensure that all existing CSOs operating within the local government unit are covered by the conduct of the inventory.
- ✓ On the basis of the said inventory, a final updated Directory of Civil Society Organizations is to be prepared, and shall contain the following information for each CSO:
 - ❖ Name of organizations
 - ❖ Contact information (office address, telephone number, fax number, email address, and website, if any)
 - ❖ Organization's objectives or purposes
 - ❖ Services offered
 - ❖ Community or communities served or currently being served
 - ❖ Project development and implementation tract record
 - ❖ Name and telephone or fax numbers of officials, as well as, list of members
 - ❖ National, regional, provincial, city, and municipal, affiliations, if any; and
 - ❖ Registration information (whether the organization is registered, and by which government office, or with a pending registration).
- ✓ Within the 3rd to 4th week of July, the initial draft of the Directory shall be posted in at least three (3) conspicuous places within the municipality and, if applicable, through the LGU website, social and or print media, to give time to CSOs in the draft Directory to verify the information therein, and for CSOs which are not in the draft Directory to request to be included by informing the Municipal Planning and Development Officer.
- ✓ By the last working day of the 4th week of July, the final updated Directory of CSOs shall be posted in at least three (3) conspicuous places within the municipality. The same shall also be posted in the LGU website, social and/or print media, if applicable.

(b) Call for Accreditation.

- ✓ Within the 1st week of August, the Sanggunian shall issue a Notice of Call for Accreditation to all the CSOs listed in the final updated Directory of CSOs, whether previously accredited or seeking accreditation for the first time, through the conduct of a CSO Conference that shall be conducted by the local government unit.
- ✓ The Sanggunian shall also see to it that, within the 1st week of August, copies of the Notice of Call for Accreditation are prominently posted in at least three (3) conspicuous places within the municipality. The same shall also be posted in the LGU website, social and/or print media, if applicable.
- ✓ The CSO Conference shall be conducted to enhance the awareness and understanding of CSOs on the importance of civil society participation, and to increase their capacity to effectively engage in local governance.
 - ❖ The CSO Conference shall be handled by Municipal Local Government Operations Officer or their designated DILG personnel, and the concerned Municipal Planning and Development Officer.
 - ❖ The CSO Conference shall cover four major topics: a) relevance of participatory governance: b) guidelines on LGU accreditation of CSOs c) reconstitution of LSBs; and d) formation of a local CSO Network.

- ❖ The DILG Central Office, through the Bureau of Local Government Supervision (BLGS) and the Support for Local Governance Program (SLGP-PMO) shall provide the Training Modules that shall be used in the conduct of the CSO Conference.
- ❖ The Sanggunian shall see to it that application forms are readily available in the office of the Secretary to the Sanggunian and during the CSO Conference.
- ✓ An invitation shall also be sent to all organizations participating in different government programs, and those representing various local boards or councils pursuant to applicable laws, rules, and regulations, encouraging these organizations to participate in the accreditation and selection processes.
- ✓ Within the 2nd week of August, but not later than the last working day of the 3rd week, every organization seeking for a new accreditation, or renewal, shall submit one (5) copies of each of the following requirements to the Sanggunian.
 - ❖ Letter of Application
 - ❖ Duly accomplished Application Form for Accreditation
 - ❖ Duly approved Board Resolutions signifying intention for accreditation for the purpose of representation in the local special body
 - ❖ Certificate of Registration or Certificate of Accreditation (or in the case of IPOs, certification issued by NCIP).
 - ❖ List of current Officers and Members.
 - ❖ Original Sworn Statement, issued by the chief executive officer or equivalent officer of the CSO, stating that the CSO is an independent, non-partisan organization and that it will retain its autonomy while pursuing the advancement of the people's interest through its membership in a local special body, after satisfying all the requirements and after securing a Certificate of Accreditation from the concerned Sanggunian.
 - ❖ For existing CSOs, minutes of the Annual Meetings of the immediately preceding year as certified by the organizations' board secretary.
 - ❖ For existing CSOs, Annual Accomplishment Report for the immediately preceding year.
 - ❖ For existing CSOs, Financial Statement, at the minimum, signed by the executive officers of the organization, also of the immediately preceding year. And indicating therein other information such as the source(s) of funds.
 - ❖ For CSOs applying to be members of the Local School or Health Boards, photocopy of profiles of at least three (3) individuals in the organization that will verify their involvement in education or health services, as prescribed in Sections 98 and 102 of RA7160.

(c) Accreditation Proper

- ✓ The Sanggunian shall evaluate all applications for accreditation, upon receipt thereof, starting on the 3rd but not later than the last working day of August, on the basis of the following criteria:
 - ❖ Registration with the Securities and Exchange Commission, Cooperative Development Authority, Housing and Land Use Regulatory Board or any national government agency that is empowered by law or policy to accredit or register such organization.

- ❖ Organization purposes and objectives, which include community organization and development, institution-building, local enterprise development, livelihood development, capacity-building and similar development objectives and considerations.
 - ❖ Community-based and sectoral-based with project development and implementation track record of at least one (1) year.
 - ❖ Reliability as evidenced by the preparation of annual reports and conduct of annual meetings duly certified by the board secretary of organizations
 - ❖ For CSOs applying to be members of the local school or health Boards, must be composed of individuals that have competencies that are related to the functions relevant to the local special body that the organization intends to be a member of.
 - ❖ No Certificate of Accreditation shall be issued to any organization that failed to submit any of the enumerated requirements and failed to satisfy any of the set criteria.
- ✓ The Sanggunian shall issue before, but not later than, the last working day of August, the following:
- ❖ Certificate of Accreditation to every qualified CSO.
 - ❖ Notice to every organization, which applied and satisfied the set criteria but failed to submit all the requirements, encouraging them to complete the lacking requirements, not later than the last working day of the 1st week of September.
 - ❖ Notice of Non-qualification of CSOs that were not able to satisfy the requirements and set criteria, informing them of the reason/s for said non- qualification.

(d) Selection of Representatives to the Local Special Bodies

Unless otherwise provided by existing laws and policies, selection of CSO representatives to the Local Special Bodies shall be guided by the following:

- ✓ Within the 1st week of September, after the accreditation process, the Municipal Local Government Operations Officer shall issue a notice to all accredited CSOs for a meeting on the selection of representatives to the local special bodies. Said notice shall be posted in at least three (3) conspicuous places within the municipality. The same shall also be posted in the LGU website, social and / or print media, if applicable.
- ✓ Within the 2nd week of September, above- said meeting with the executive officers, or with the duly authorized representatives of all accredited CSOs shall be held where such groups shall choose from among themselves the representative - organizations to the local special bodies.
- ✓ During the above - said meeting, the Municipal Local Government Operations Officer shall conduct orientation, to be presided by the Municipal Mayor, on the functions of the local special bodies and responsibilities of the CSO will be selected.
- ✓ The Executive Officers, or the duly authorized representatives, of the selected CSOs shall designate their principal and alternative representatives to the local special bodies where they are to sit as members.
- ✓ In no case shall an organization or a representative thereof be a member of more than one (1) local special body within a municipality.
- ✓ The term of office of a selected representative shall be coterminous with that of the local chief executive concerned. Should a vacancy arise, the selected CSO shall designate a replacement for the unexpired term.

- ✓ The Municipal Local Government Operations Officer shall cause the documentation of the proceedings, and submit an official report to the Municipal Mayor, copy furnished the Presiding Officer of the Sanggunian, within two (2) working days after the meeting. Said report shall also be posted in at least three (3) conspicuous places within the municipality, and may also be posted in the LGU website, social and/ or print media.
- ✓ In the selection of CSO representatives to the Local Development Council, the following shall be taken into consideration:
 - ❖ Membership in the Local Development Council must have representatives from the women sector, or as may be practicable, at least forty percent (40%) of the fully- organized council shall be composed of women as prescribed by RA 9710 or the Magna Carta Of Women of 2009.
 - ❖ Similarly, other existing laws enacted subsequent to the passage of RA 7160 that further define the composition of the Local Development Councils and other special bodies, such as, but not limited to RA 8371 or the Indigenous Peoples Rights Act of 1997, and RA 8435 or the Agriculture and Fisheries Modernization Act, involving the inclusion of the basic sectors in the LSBs, especially the LDC, should apply as relevant in this section.
 - ❖ Representatives of non- governmental organizations operating in the municipality, shall constitute not less than one- fourth (1/4) and may be increased to (1/2) of the members of the fully organized council to further expand citizen participation.
- ✓ The following criteria shall apply to these local special bodies:
 - ❖ Local Health Board - the organization is involved in health services;
 - ❖ Local School Board - representative- organizations shall be limited to parents- teachers associations, and teacher's organizations and organization of non-academic personnel of public schools in the locality, and other organizations involved in education services
 - ❖ local Peace and Order Council- The three (3) organizations shall be chosen in adherence to Article 63(e) of the Implementing Rules and Regulations of RA 7160 and Section 1 of Executive Order No.309 s.1987, and shall come from Civil Society Organizations that falls under the definition that is provided in this Memorandum Circular.

(e) Replacement of Representative- Civil Society Organization

- ✓ The Sanggunian shall replace the representative-CSO that has incurred three cumulative absences to the meetings of the local special body where it sits as a member. The replacement organization shall be chosen from among the CSOs in the local government unit that were accredited for the purpose, provided further, that the Sanggunian shall adhere to the selection guidelines in selecting the replacement organization.

(f) Reconstitution and Convening of Local Special Bodies

- ✓ Within the 3rd week of September, or immediately following the selection process, the Municipal Mayor shall call for a joint organizational meeting with the local Development Council, Local Health Board, Local Board, and Local Peace and Order Council.
- ✓ The purpose of the said joint organizational meeting shall include the discussion of the functions of the local special bodies, initial exploration of partnerships in local governance and development, and in the case of the LDC, the creation of an executive committees, technical working group, and consideration of the selection of a CSO representative as vice chairperson.

Section 7. MAJOR ACTIVITIES AND SCHEDULES.

Activities	Schedule
Posting of Inventory Schedule and Existing Directory Of CSO's	1 st week of July
Conduct of Inventory	1 st and 2 nd week of July
Posting of the Final Updated Directory of CSOS	4 th week of July
Call for Accreditation	1 ST 2 nd week of August
Conduct of CSO Conference	1 st week of August
Accreditation Proper	1 st 4 th week of August
Selection of Representative to the LSBs	1 st 2 nd week of September
Reconstitution and Convening of the LSBs	3 rd - 4 th week of September

Section 8. EXEMPTIONS.

- ✓ Although the Implementing Rules and Regulations of RA 7160 include the People's Law Enforcement Board (PLEB) as one among the local special bodies, its provisions as to the manner of selecting representatives to the local special bodies do not find application to PLEB.
- ✓ Likewise, this Ordinance does not apply to the Pre- qualification, Bids and Awards Committees (PBAC).

Section 9. OTHER PROVISIONS.

- ✓ The SB Secretary must read the application letter during the regular session of the Sangguniang Bayan following the filing of such request.
- ✓ The Sangguniang Bayan must pass a resolution in three (3) readings the application of CSOs for accreditation.
- ✓ The LGU Accreditation must be numbered in the issuance of certificate i.e. Accreditation No. 2019-1-D (2019 stands for the year of issuance, 1 is the CSOs number in the list of the accredited organizations and letter D stands for Dumingag). Previous accreditation numbers for renewing CSOs will also be changed and numbered in the same way as new accreditation.
- ✓ The Sanggunian shall issue CERTIFICATE OF ACCREDITATION, signed by the Presiding Officer of the Sanggunian, the Chairman of the Committee on Accreditation and the Municipal Mayor.
- ✓ The Accreditation granted by the LGU shall be renewed every new set of Sangguniang Bayan. Any previously accredited CSOs must renew their accreditation.

SECTION 10. FEES AND CHARGES.

There shall be collected FIVE HUNDRED (500.00) PESOS as Accreditation Fee and THREE HUNDRED (P300.00) PESOS for renewal of accreditation to be paid to the Municipal Treasurer.

SECTION 11. REPEALING CLAUSE.

All other ordinances and resolutions inconsistent with the provisions of this ordinance are hereby repealed accordingly.

SECTION 12. SEPARABILITY CLAUSE.

Any part of the provision of this ordinance, which held invalid, the other parts of the provisions herein not affected thereby shall remain in full force and effect.

SECTION 13. EFFECTIVITY AND PUBLICATION CLAUSE.

This ordinance shall take effect after the review of the Sangguniang Panlalawigan and after fifteen (15) days from the date, a copy thereof is posted in the bulletin board at the entrance of the Municipal Hall and at least two (2) conspicuous places in the poblacion.

Enacted: November 19, 2019

SANGGUNIANG BAYAN MEMBERS:

Hon. Julius G. Jamero
Hon. Irish J. Mandao
Hon. Paquito P. Duerme, Jr.
Hon. Jenny T. Arbitrario
Hon. Jerson L. Cabahug

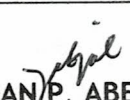
Hon. Lars Christian C. Tangalin
Hon. Tracy E. Morpos
Hon. Nilo B. Ledesma
Hon. Francis Joeray T. Gumban
Hon. Leonel C. Dinawanao

ATTESTED AND CERTIFIED
TO BE DULY ADOPTED



MYDELL G. PACALIOGA
Presiding Officer/Municipal Vice Mayor

APPROVED: December 13, 2019


JOAN P. ABEJUELA
Municipal Mayor

I hereby certify that the foregoing ordinance is true and correct.


JESSYL B. PALON
Secretary to the Sanggunian

Not valid without Sanggunian seal