



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

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Diliman Quezon City

March 31, 2008

MEMORANDUM CIRCULAR

NO. 2008-52

TO : ALL PROVINCIAL GOVERNORS, CITY/MUNICIPAL MAYORS,
PUNONG BARANGAYS, DILG REGIONAL/ PROVINCIAL/
CITY DIRECTORS, FIELD OFFICERS, AND OTHERS
CONCERNED

SUBJECT : PROJECT ON REPLICATION OF GOOD PRACTICES FOR
LOCAL GOVERNMENTS

I. PREFATORY STATEMENT

After more than a decade of the implementation of the Local Government Code of 1991, local government units (LGUs) have become more aware of their roles and responsibilities and accountabilities. LGUs have become development-oriented, innovative and responsive to the national government's development thrusts as well as commitments to international declarations such as the Millennium Development Goals (MDGs), Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and Convention on the Rights of the Child (CRC). A number of LGUs have already demonstrated good local governance practices and some of them have shared these in conferences and "Lakbay-Aral" programs or Replication Inception Workshops.

Replication amongst LGUs is a powerful tool for development. And as part of the overall effort to continuously assist other LGUs enhance their capacities to enable them to improve their service delivery and effectively meet the challenges toward excellence in local governance, the Department of the Interior and Local Government (DILG) embarked on a project "**Good Practices in Local Governance; Facility for Adaptation and Replication**" (GO-FAR).

In view of these, the following guidelines on GO-FAR are hereby issued to assist LGUs implement a project/program or methodology to address development issues or performance gaps/weaknesses based on the results of the Local Government Performance Management System (LGPMS) and the

Community-based Monitoring System (CBMS) or other local governance-related problems by learning from the successful innovations of model LGUs through peer-to-peer learning processes.

II. PURPOSE

The purpose of this circular is to build awareness among local government units (LGUs) nationwide of a project that is designed to assist them improve local governance and service delivery through replication of good practices.

III. GENERAL PROJECT GUIDELINES

A. Definition

The **Good Practices in Local Governance: Facility for Adaptation and Replication (GO-FAR)** is a facility designed to assist build the capacities of LGUs by providing them the opportunity to improve local governance performance along the areas of development planning, resource generation and mobilization, and service delivery through sharing and replicating of good practices that are participatory, innovative and sustainable. It is an intervention mechanism that facilitates the documentation of replicable good practices; actual transfer of technology; monitoring the replication process; and managing knowledge for sustained technical assistance to LGUs. The project envisions to help enable the LGUs to localize and eventually meet the Millennium Development Goals (MDGs), comply with certain national directives and standards, and improve transparency and accountability.

B. Strategies

1. **Building Model LGU Capacities in Documenting Good Practices**

This involves providing technical assistance to potential and model LGUs story write their award and non-award winning good practices using a simple and easy-to-follow template to facilitate adaptability of the good practice. The output of the activity is called **reference document** which serves as the main project description and the marketing material for replication.

2. **Building Model LGU Capacities in Facilitating Replication Inception Workshops**

This involves providing technical assistance to potential and model LGUs prepare their **facilitators' guide** and **generic agenda** to enable them to effectively administer and/or facilitate the replication inception workshop as well as assist replicating LGUs in formulating their replication workplan.

3. Providing Technical Assistance to the Replicating LGUs

This involves the model LGU providing direct technical support to the Replicating LGU in the implementation of the replication workplan. This will also help determine implementation gaps and check progress in terms of strict compliance to the identified key implementation steps in the replication workplan.

4. Managing Knowledge for Sustained Technical Assistance to LGUs

A major component of GO-FAR, this involves establishment of a resource center to provide LGUs access to wealth and knowledge. Specifically, it involves collection of documented good practices and other basic information on LGUs; storage and management of information to facilitate access and retrieval; processing of data to allow its usage as reference materials in training programs, policy and program development; and dissemination of information to other LGUs and other resource institutions. All knowledge products and other relevant information shall be stored and processed at the Region's Local Governance Resource Center (LGRC) and BLGD's Knowledge Management Center (KMC).

5. Building Partnerships for GO-FAR Sustainability

The multifarious requirements for LGUs towards improving local governance operations necessitate participation of other sectors. GO-FAR, as a strategy to institutionalize replication of good practices, shall endeavor to establish partnerships with the LGU leagues, academe, institutions, government agencies, non-government organizations, local and foreign donors. This is to be able to cover all areas of LGU concerns such as meeting the MDGs and other international commitments, and national directives, exercise of corporate powers, economic and enterprise development, disaster risk management, anti-red tape campaign, inter-LGU cooperation, environmental protection and management; among others.

C. LGU Enrollment to the Replication Inception Workshop

1. LGUs interested in replicating a good practice shall apply in the GO-FAR facility by submitting their *letters of intent* to the concerned DILG Regional Office. The requesting LGU is required to specify in their letter the good practice it intends to replicate. The letter shall be supported with the following documents:

- Accomplished Application Form;
- LGU Executive Order creating their Replication 'Project' Team;
- Local Treasurer's Certification on the Availability of Funds to finance the replication project; and

- SB Resolution authorizing the LCE to enter into a MOA with the model LGU to replicate their good practice.
2. Once the application is approved based on the intent and accuracy of information/data, concerned replicating LGU shall be informed and requested to organize the participants' group (headed by the LCE and 4 members of the Replication Team). The membership shall vary according to the kind of good practice the LGU would like to replicate; and
 3. Replicating LGU shall also prepare the necessary documents related to the good practice which will be needed in the formulation of the Replication Workplan;

D. Monitoring and Evaluation the Replication Process

A monitoring system shall be established at the DILG Regional Office and at the Replicating LGU level to regularly check whether the activities reflected in the LGU's Replication Workplan are implemented as scheduled; determine the issues and gaps encountered in the implementation; and provide technical support and guidance to address the issues; and facilitate completion of the replication cycle. The Replicating LGU shall submit its Quarterly Progress Report every first week of April, July, October, and January to the DILG Regional Office for processing and submission of the consolidated report to Central Office c/o Bureau of Local Government Development. A periodic evaluation in coordination with the Model LGU shall be conducted to determine the facilitating and hindering factors in the replication process.

IV. ROLES OF BLGD, DILG REGIONAL AND FIELD OFFICES

The Bureau of Local Government Development (BLGD), as the office of primary responsibility (OPR) in the implementation of GO-FAR, shall assist the Regional Offices in enhancing the capacities of LGUs to effectively institutionalize the sharing and replication of good practices nationwide.

Correspondingly, DILG Regional and Field Offices are hereby directed to provide the necessary technical support to requesting LGUs within their respective jurisdictions. Concerned Regional GO-FAR Teams shall constantly coordinate with their LGRC focal persons relative to the establishment and maintenance of database of good practices for social marketing. Likewise, the Regional GO-FAR Team shall coordinate with the Regional and Field Office LGPMS focal persons on the identified performance gaps as a result of the LGPMS process. This will serve as basis in the identification of appropriate good practices to address those gaps.

All interested LGUs may communicate with the concerned DILG Regional Director – Attention: GO-FAR Team or the BLGD GO-FAR Team at telephone nos. (02) 9299215 or 35, and fax no. (02) 9277852.

For the guidance of all concerned.



RONALDO V. PUNO
Secretary *MC*



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