



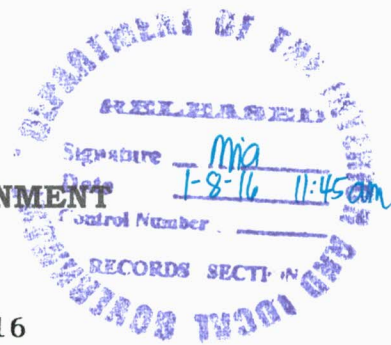
Republic of the Philippines

**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**

DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City

Telephone Number 925.11.48 • 925.88.88 • 925.03.32

www.dilg.gov.ph



January 8, 2016

**MEMORANDUM CIRCULAR**

NO. 2016-03

**TO : ALL PROVINCIAL GOVERNORS, CITY MAYORS, MUNICIPAL MAYORS, ARMM REGIONAL GOVERNOR, DILG REGIONAL DIRECTORS AND OTHER CONCERNED OFFICIALS**

**SUBJECT : RATIONALIZING THE CONDUCT OF COUNCIL AND COMMITTEE MEETINGS AT THE LOCAL GOVERNMENT LEVEL**

***Prefatory Statement***

Local special bodies (LSBs), local councils and committees, as mandated by the Local Government Code of 1991 (RA 7160) and other laws, rules and regulations, provide avenues for meaningful participation through organized representation in various decision making processes at the local government level. The frequency of meetings required for each council or committee is provided in the law creating said council or committee or in the implementing rules and regulations.

These LSBs, local councils and committees are chaired by the local chief executive and some members or representatives sit in councils or committees with the same sectoral concerns. Council and committee meetings take more time from participating local authorities, time that could be used to address equally pressing concerns in their local governments.

Due to the increasing clamor from the local chief executives to efficiently conduct councils/committees/boards meetings, the **cluster-based approach** is deemed necessary for closer and strategic coordination and efficient implementation of programs and projects.

***Coverage***

This Memorandum Circular covers all provinces, cities and municipalities.

***Cluster-based Approach***

The various LSBs, local councils and committees, as may be applicable or existing in every province, city and municipality, may be clustered into the following:

**1) Economic**

- Local Poverty-Reduction Action Team
- Price Coordinating Council
- Small and Medium Enterprise Development Council
- Tourism Council
- Other related bodies, councils and committees

Secretariat support to this cluster may be provided by the local planning and development office, or as may be determined by the local chief executive.

**2) Social Protection**

- Local School Board
- Local Health Board
- Local Literacy Coordinating Council

- Gender and Development Council
- Council on Disability Affairs
- Council for Senior Citizen Affairs
- Council for the Protection of Children
- Committee on Anti-Trafficking and Violence Against Women and Children
- Local Housing Board
- Council Against Syndicates and Professional Squatters
- HIV/AIDS Council
- Local Culture and the Arts Council
- Advisory Committee for the Effective Implementation of the 4Ps
- Other related bodies, councils and committees

Secretariat support to this cluster may be provided by the local social welfare and development office, or as may be determined by the local chief executive.

### **3) Environmental Management and Climate Change**

- Ecological Solid Waste Management Board
- Fisheries and Aquatic Resources Management Council
- Clean and Green Committee
- Water and Sanitation Council
- Forest Committee
- Other related bodies, councils and committees

Secretariat support to this cluster may be provided by the local environment and natural resources office, or as may be determined by the local chief executive.

### **4) Peace and Order and Public Safety**

- Peace and Order Council
- Disaster Risk Reduction and Management Council
- People's Law Enforcement Board
- Anti-Drug Abuse Council
- Crisis Management Committee
- Emergency Response Council
- Other related bodies, councils and committees

Secretariat support to this cluster may be provided by the local PNP, or as may be determined by the local chief executive.

### **5) Infrastructure**

- Electric Cooperative
- Public Works
- Water Utilities
- Telecommunications
- Transportation
- Other related groups

Secretariat support to this cluster may be provided by the local engineering office, or as may be determined by the local chief executive.

### ***Exemption to the Cluster-based Approach***

The Local Development Council shall independently function as prescribed by law, considering that its mandate encompasses the concerns of the above clusters.

### ***Cluster and Individual Committee Meetings***

Cluster meetings, regular or special, shall be conducted as may be determined by the local chief executive who shall call and preside the same.

Individual committee meetings, regular or special, are expected to be held as prescribed by existing laws, rules and regulations. The local chief executive may designate an official to chair said regular or special meetings.

A special meeting may be conducted to respond to urgent concerns involving a specific cluster or committee.

### ***Cluster Oversight Committee***

A *Cluster Oversight Committee (COC)* may be created with representatives from the bodies, councils and committees within each cluster. Members of each council or committee shall select from among themselves their representative to the COC. The local chief executive shall serve as chairperson of this committee, with a vice-chair who may be selected from among the representatives of the councils and committees within the cluster.

Meetings of the committee may be conducted to look into the status of the cluster-wide implementation of plans and programs, among other things, and ensure efficient and effective implementation of the same. Upon guidance from the chair, the vice-chair may also call for COC meetings.

### ***Cluster Secretariat Protocol***

The secretariat of each cluster is responsible for the following:

- 1) Schedule and agenda of cluster meetings, in reference to certain provisions of laws, rules and regulations creating such bodies, councils and committees;
- 2) Notices of meeting to concerned council or committee members;
- 3) Facilitating the conduct of the meeting;
- 4) Minutes of the Meeting; and
- 5) Cluster Accomplishment Reports.

Each council or committee shall submit to the secretariat their concerns, if any, for inclusion in the agenda.

Attached is a copy of a sample Executive Order for the implementation of this Circular (*Annex "A"*), together with the Cluster-Based Approach Structure (*Annex "B"*), for easy reference.

All DILG Regional Directors, ARMM Regional Governor and DILG field officers are directed to disseminate this Memorandum Circular in their respective areas of coverage, and provide technical assistance, as may be requested, in convening the said cluster meetings.

For information and guidance.

  
MEL SENEN S. SARMIENTO  
Secretary 



DILG-OSEC OUTGOING 09292015-1111

**Republic of the Philippines**  
**(Province of \_\_\_\_\_)**  
**(City/Municipality of \_\_\_\_\_)**

**(Office of the Provincial Governor)**  
**(Office of the City/Municipal Mayor)**

**EXECUTIVE ORDER NO. \_\_\_\_\_**  
**AN ORDER RATIONALIZING THE CONDUCT OF COUNCIL AND COMMITTEE MEETINGS**  
**AT THE LOCAL GOVERNMENT LEVEL**

**WHEREAS**, local special bodies (LSBs), local councils and committees, as mandated by the Local Government Code of 1991 (RA 7160) and other laws, rules and regulations, provide avenues for meaningful participation through organized representation in various decision making processes at the local government level;

**WHEREAS**, the frequency of meetings required for each council or committee is provided in the law creating said council or committee or in the implementing rules and regulations;

**WHEREAS**, these LSBs, local councils and committees are chaired by the local chief executive and some members or representatives sit in councils or committees with the same sectoral concerns;

**WHEREAS**, council and committee meetings take more time from participating local authorities, time that could be used to address equally pressing concerns in their local governments;

**NOW, THEREFORE, I, (name of Local Chief Executive), Provincial Governor of \_\_\_\_\_ (or City/Municipal Mayor of \_\_\_\_\_ in the Province of \_\_\_\_\_),** by virtue of the powers vested in me by law, do hereby order the use of the "*cluster-based approach*" in order to rationalize the convening of these LSBs, local councils and committees:

**SECTION I. Cluster-Based Approach**

The various LSBs, local councils and committees shall be clustered into the following:

**1) Economic**

- Local Poverty-Reduction Action Team
- Price Coordinating Council
- Small and Medium Enterprise Development Council
- Tourism Council
- Other related bodies, councils and committees

Secretariat support to this cluster may be provided by the local planning and development office.

**2) Social Protection**

- Local School Board
- Local Health Board

- Local Literacy Coordinating Council
- Gender and Development Council
- Council on Disability Affairs
- Council for Senior Citizen Affairs
- Council for the Protection of Children
- Committee on Anti-Trafficking and Violence Against Women and Children
- Local Housing Board
- Council Against Syndicates and Professional Squatters
- HIV/AIDS Council
- Local Culture and the Arts Council
- Advisory Committee for the Effective Implementation of the 4Ps
- Other related bodies, councils and committees

Secretariat support to this cluster may be provided by the local social welfare and development office.

### **3) Environmental Management and Climate Change**

- Ecological Solid Waste Management Board
- Fisheries and Aquatic Resources Management Council
- Clean and Green Committee
- Water and Sanitation Council
- Forest Committee
- Other related bodies, councils and committees

Secretariat support to this cluster may be provided by the local environment and natural resources office.

### **4) Peace and Order and Public Safety**

- Peace and Order Council
- Disaster Risk Reduction and Management Council
- People's Law Enforcement Board
- Anti-Drug Abuse Council
- Crisis Management Committee
- Emergency Response Council
- Other related bodies, councils and committees

Secretariat support to this cluster may be provided by the local PNP.

### **5) Infrastructure**

- Electric Cooperative
- Public Works
- Water Utilities
- Telecommunications
- Transportation
- Other related groups

Secretariat support to this cluster may be provided by the local engineering office.

## **SECTION II. Exemption to the Cluster-based Approach**

The Local Development Council shall independently function as prescribed by law, considering that its mandate encompasses the concerns of the above clusters.

## **SECTION III. Cluster and Individual Committee Meetings**

- (a) Cluster meetings, regular or special, shall be conducted as may be determined by the local chief executive who shall call and preside the same.
- (b) Individual committee meetings, regular or special, are expected to be held as prescribed by existing laws, rules and regulations. The local chief executive may designate an official to chair said regular or special meetings.
- (c) A special meeting may be conducted to respond to urgent concerns involving a specific cluster or committee.

## **SECTION IV. Cluster Oversight Committee**

- (a) A Cluster Oversight Committee (COC) shall be created with representatives from the bodies, councils and committees within each cluster. Members of each council or committee shall select from among themselves their representative to the COC.
- (b) The local chief executive shall serve as chairperson of this committee, with a vice-chairperson who shall be selected from among the representatives of the councils and committees within the cluster.
- (c) Meetings of the committee shall be conducted to look into the status of the cluster-wide implementation of plans and programs, among other things, and ensure efficient and effective implementation of the same. Upon guidance from the chair, the vice-chair may also call for COC meetings.

## **SECTION V. Cluster Secretariat Protocol**

The secretariat of each cluster shall be responsible for the following:

1. Scheduling and preparation of agenda of cluster meetings, in reference to certain provisions of laws, rules and regulations creating such bodies, councils and committees;
2. Issuance of notices of meeting to concerned council or committee members;
3. Facilitation in the conduct of the meeting;
4. Documentation of the Minutes of the Meeting; and
5. Preparation of Cluster Accomplishment Reports.

Each council or committee shall submit to the secretariat their concerns, if any, for inclusion in the agenda.

## **SECTION V. Effectivity**

This Executive Order shall take effect immediately upon its signing.

**SO ORDERED.**

Signed this \_\_\_\_ day of \_\_\_\_, 2016.

LOCAL CHIEF EXECUTIVE

# Cluster-Based Approach

## Economic

- Local Poverty-Reduction Action Team
- Price Coordinating Council
- Small and Medium Enterprise Development Council
- Tourism Council
- Other related bodies, councils and committees

Secretariat support:  
local planning and development office, or as may be determined by the local chief executive.

## Social Protection

- Local School Board
- Local Health Board
- Local Literacy Coordinating Council
- Gender and Development Council
- Council on Disability Affairs
- Council for Senior Citizen Affairs
- Council for the Protection of Children
- Committee on Anti-Trafficking and Violence Against Women and Children
- Local Housing Board
- Council Against Syndicates and Professional Squatters
- HIV/AIDS Council
- Local Culture and the Arts Council
- Advisory Committee for the Effective Implementation of the 4Ps
- Other related bodies, councils and committees

Secretariat support:  
local social welfare and development office, or as may be determined by the local chief executive.

## Environmental Management and Climate Change

- Ecological Solid Waste Management Board
- Fisheries and Aquatic Resources Management Council
- Clean and Green Committee
- Water and Sanitation Council
- Forest Committee
- Other related bodies, councils and committees

Secretariat support:  
local environment and natural resources office, or as may be determined by the local chief executive.

## Peace and Order and Public Safety

- Peace and Order Council
- Disaster Risk Reduction and Management Council
- People's Law Enforcement Board
- Anti-Drug Abuse Council
- Crisis Management Committee
- Emergency Response Council
- Other related bodies, councils and committees

Secretariat support:  
local PNP, or as may be determined by the local chief executive.

## Infrastructure

- Electric Cooperative
- Public Works
- Water Utilities
- Telecommunications
- Transportation
- Other related groups

Secretariat support:  
local engineer, or as may be determined by the local chief executive.