



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City  
<http://www.dilg.gov.ph>



January 27, 2016

MEMORANDUM CIRCULAR

NO. 2016-11

**T O** : ALL CITY AND MUNICIPAL MAYORS, LIGA NG MGA BARANGAY, PROVINCIAL, CITY AND MUNICIPAL CHAPTER PRESIDENTS, PUNONG BARANGAYS, DILG REGIONAL DIRECTORS AND ARMM REGIONAL GOVERNOR

**SUBJECT** : CONDUCT OF BARANGAY ASSEMBLY FOR THE FIRST SEMESTER OF CY 2016

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Pursuant to Proclamation No. 260, dated 30 September 2011, the Barangay Assembly Day for the First Semester of CY 2016 is set on March 26, 2016.

Pursuant to Sections 397 (a) of the Local Government Code, a Barangay Assembly shall be composed of all persons who are actual residents of the Barangay for at least six (6) months, fifteen(15) years of age or over, citizens of the Philippines, and duly registered in the list of Barangay assembly members.

Relative to Section 397 (b) every barangay is enjoined to undertake the following activities:

1. Deliver the State of Barangay Address (SOBA), with emphasis on:
  - (a) CY 2015 Second Semester Accomplishments;
  - (b) CY 2015 Second Semester Financial Report to include, among others, the Itemized Monthly Collections and Disbursement and the Summary of Income and Expenditures; and
  - (c) Updates on CY 2016 on-going programs and projects.
2. Discuss barangay compliance to DILG Memorandum Circular No. 2014-81 dated July 15, 2014 regarding the posting of Barangay Budget, Statement of Income and Expenditures and other Barangay Financial Transactions, and Annual Procurement Plan.
3. Discuss barangay compliance to DILG Memorandum Circular No. 2015-63 dated June 16, 2015 on the Revitalization of the Barangay Anti-Drug Abuse Council (BADAC) and their Role in Drug Clearing Operations through the campaign, "MAMAMAYAN, SUGPUIN ANG ILIGAL NA DROGA" (MASID).
4. Advocate the "Barangay Registration of Kasambahay" by requiring every employer within his/her jurisdiction to register his or her domestic workers under his or her employment in the Kasambahay Masterlist.

5. Present to the assembly members the proposed priority projects to be funded under the Barangay Bottom-Up Budgeting (BBuB) funds.
6. Discuss issues or concerns affecting the barangay, such as but not limited to:
  - (a) Disaster Preparedness;
  - (b) Solid Waste Management; and
7. Invite members of faith-based organizations within the barangay, Ugnayan ng Barangay at Simbahan (UBAS) and other Civil Society Organizations to attend in the assembly and enjoin them to provide necessary support in the discussion of their involvement in monitoring the project under the Barangay Bottom-Up Budgeting Process and in advocacy for good local governance.

No meeting of the Barangay assembly shall take place unless a written notice is given one (1) week prior to the meeting except on matters involving public safety or security, in which case notice within a reasonable time shall be sufficient.

Barangay officials may also undertake other activities they deem appropriate to create public awareness on, and generate participation in, the Barangay Assembly, such as but not limited to medical or dental mission, cultural presentations, etc. Likewise, they are enjoined to post or hang Barangay Assembly posters or banners in conspicuous places in the barangay like the barangay hall, plaza, main street, transport terminals and market or talipapa.

All City and Municipal Mayors are enjoined to ensure compliance and maximum participation in the said undertaking of all barangay officials in their respective jurisdictions, pursuant to Proclamation No. 260. Said LCEs are also enjoined to post or hang barangay assembly posters or banners in various conspicuous locations, like the city or municipal hall, plaza, main street, tricycle, jeep or bus terminal and public market, within their territory.

Corresponding administrative complaint against barangay officials who fail to conduct a barangay assembly may be filed by any resident of the barangay, concerned citizen, governmental or non-governmental entity before the sangguniang panlungsod or sangguniang bayan concerned pursuant to Section 61 of the Local Government Code or to the Office of the Ombudsman pursuant to Administrative Order No. 07 or the "Rules of Procedure of the Office of the Ombudsman," dated April 10, 1990.

All DILG Regional Directors and the ARMM Regional Governor are directed to:

- (a) Advocate the conduct of barangay assembly by displaying streamers in strategic locations within their offices premises, and other activities that would generate interest among the general public to attend the assembly;
- (b) Provide the concerned local chief executives particularly the Punong Barangay with a copy of Barangay Assembly tarpaulin design for uniformity;
- (c) Ensure compliance thereof by the local government units (LGUs) within their respective jurisdictions;
- (d) Make themselves available for television and radio guestings and print interviews to discuss the conduct of barangay assembly and the benefits that can be derived from it;

- (e) Link the barangay with the Church/faith-based organizations to ensure their attendance in the barangay assembly;
- (f) Remind the Punong Barangays to invite faith-based organizations;
- (g) Identify one (1) barangay in your jurisdiction showcasing meaningful partnership with faith-based organizations that institutionalize grassroots participation and promote good barangay governance and submit the name of the showcase barangay not later than March 11, 2016, using the following sample format:

REGION	PROVINCE/ HUC	BARANGAY	TIME	VENUE	GUESTS

- (h) Ensure the attendance and participation of the members of the PNP personnel assigned in the locality on the date, time and venue of the activity;
- (i) Cause the immediate dissemination of this issuance and provide technical assistance relative thereto; and
- (j) Submit the following reports:
  - Narrative report on Regional Showcase Barangay - not later than April 30, 2016; and
  - Regional consolidated report - not later than May 31, 2016.

Reports shall be submitted to the Office of the Undersecretary for Local Government, through the National Barangay Operations Office (NBOO), via e-mail at [barangayassembly@gmail.com](mailto:barangayassembly@gmail.com) or fax at (02) 925-0328.

For compliance and guidance of all concerned.

  
**MEL SENEN S. SARMIENTO**  
 Secretary 



Proposed Program for Showcase Barangay

BARANGAY ASSEMBLY DAY

Barangay \_\_\_\_\_,

March 26, 2016

Program of Activities

PART I: Preliminaries

Invocation.....	<i>Preferably UBAS Rep.</i>
National Anthem.....	<i>Barangay Staff</i>
Opening Remarks.....	<i>Punong Barangay</i>
Messages.....	<i>Invited Dignitaries</i>
Reading of SILG's Address to the Barangay.....	<i>DILG Regional Director</i>

PART II: Barangay Assembly Day Proper

1. State of Barangay Address (SOBA).....	<i>Punong Barangay</i>
2. Financial Report.....	<i>Barangay Treasurer</i>
3. Updates on CY 2016 Programs/Projects Implementation.....	
4. CY 2016 Plans and Programs/Projects.....	
5. Barangay Bottom-Up Budgeting (BBuB) .....	<i>Punong Barangay</i>
5.1 Introduction of Barangay Bottom-Up Budgeting	
5.2 Presentation of list of priority projects identified by the Barangay Development Council (BDC)	
5.3 UBAS and its involvement in Monitoring Bottom-Up Budgeting (BuB) Process Projects	
6. Campaign Against Illegal Drugs through "MAmamayan, Sugpuin ang Ilegal na Droga" (MASID) and Revitalization of Barangay Anti-Drug Abuse Council (BADAC)	
7. Discussion on Barangay Registration of Kasambahay	
8. Discussion on local issues and concerns (disaster preparedness, solid waste management, and other relevant issues affecting the barangay)	
9. Updates on Promoting and Sustaining Barangay Good Governance.....	<i>DILG Representative</i>
8.1 Compliance to Barangay Full Disclosure Policy	
10. Open Forum	
11. Closing Remarks	

BARANGAY ASSEMBLY DAY

Barangay \_\_\_\_\_,

March 26, 2016

Program of Activities

PART I: Preliminaries

Invocation

National Anthem

Opening Remarks

Message

Reading of SILG's Address to the Barangay.....*DILG Field Officer/  
PNP/ BFP/BJMP/PB*

PART II: Barangay Assembly Day Proper

1. State of Barangay Address (SOBA).....*Punong Barangay*
2. Financial Report.....*Barangay Treasurer*
3. Updates on CY 2016 Programs/Projects  
Implementation.....
4. CY 2016 Plans and Programs/ Projects.....
5. Barangay Bottom-Up Budgeting (BBuB) .....*Punong Barangay*
  - 5.1 Introduction of Barangay Bottom-Up Budgeting
  - 5.2 Presentation of list of priority projects identified  
by the Barangay Development Council (BDC)
  - 5.3 UBAS and its involvement in Monitoring Bottom-Up Budgeting  
(BuB) Process Projects
6. Campaign Against Illegal Drugs through  
"MAMAMAYAN, SUGPUIN ANG ILEGAL NA DROGA" (MASID)  
and Revitalization of Barangay Anti-Drug Abuse Council (BADAC)
7. Discussion on Barangay Registration of Kasambahay.....
8. Discussion on local issues and concerns  
(disaster preparedness, solid waste management, and other relevant issues  
affecting the barangay)
9. Updates on Promoting and Sustaining Barangay  
Good Governance.....*DILG Representative*
  - 8.1 Compliance to Barangay Full Disclosure Policy
10. Open Forum
11. Closing Remarks



# BARANGAY ASSEMBLY DAY

**(Proclamation No. 260, dated 30 September 2011)**

***Ipagpatuloy ang nasimulan, tungo sa tuwid na daan  
Makilahok, makisali sa Barangay Assembly!***

**Sabado, ika-26 ng Marso 2016**

**Isang paalala mula sa:**

