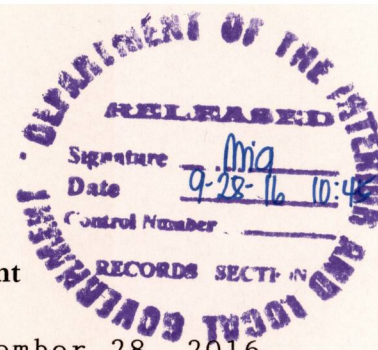




Republic of the Philippines  
Department of the Interior and Local Government



MEMORANDUM CIRCULAR  
NO. 2016-132

September 28, 2016

**TO :** CITY MAYORS, MUNICIPAL MAYOR, DILG REGIONAL DIRECTOR, DILG-NCR AND OTHERS CONCERNED

**SUBJECT :** 1st GENERAL ASSEMBLY AND 3rd REGULAR BOARD MEETING OF THE METRO MANILA COUNCILORS LEAGUE

Section 3, Article VII of the Constitution and By-Laws of the Metro Manila Councilors League (MMCL) provides for the conduct of their general assembly once a year. For CY 2016, the 1<sup>st</sup> General Assembly will be conducted on November 23-25, 2016 in Tagaytay City.

As indicated in their request, there will be technical sessions on Federalism, Local Autonomy and Decentralization, and adoption of the League's Constitution and By-Laws, as well as plans and programs from 2016-2019.

In this connection, and upon the request of Councilor Richard F. Peralta, Chairman and Councilor Carolyn C. Cunanan, President, both from the MMCL, all City Mayors and Municipal Mayor are encouraged to allow their sanggunian members, to participate in the said activity, on official business.

The payment of applicable traveling expenses, and a registration fee, if any, to cover the cost of hotel accommodation, meals and activity materials, per participant, may be authorized in accordance with, and subject to applicable limitations prescribed in COA Circular NO. 2012-003 dated October 29, 2012, chargeable against available local funds and to the usual accounting and auditing requirements and to all pertinent laws, rules and regulations.

The MMCL President shall submit a Post-Activity Report to the Secretary of Interior and Local Government, through the Director of the Bureau of Local Government Supervision, within fifteen (15) days after the conduct of the said activity, with the following prescribed format:

- I. Executive Brief;
- II. List of Participants;
- III. Outputs of Technical Sessions;
- IV. Issues and Agreements or Recommendations, if any;
- V. Total Fees and Disbursements; and
- VI. Appendices, if any.

For the information and guidance of all concerned

ISMAEL D. SUENO  
Secretary



**"Matino, Mahusay at Maaasahan"**