



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City



BUREAU OF LOCAL GOVERNMENT SUPERVISION

April 29, 2016

MEMORANDUM CIRCULAR  
NO. 2016-58

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

SUBJECT : REITERATING AND SUPPLEMENTING DILG MEMORANDUM  
CIRCULAR NO. 2008-102 DATED JUNE 17, 2008 RELATIVE TO  
THE *LUPONG TAGAPAMAYAPA* INCENTIVES AWARDS  
ENHANCED CRITERIA AND GUIDELINES

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In furtherance of the objectives of the *Lupong Tagapamayapa* Incentives Awards (LTIA), established pursuant to Executive Order No. 394 series of 1997 and to sustain the gains of the said awards, the guidelines relative thereto are herein reiterated and supplemented, as follows:

- Awards Objectives : The *Lupong Tagapamayapa* Incentives Awards aims to:
- a) Strengthen the *Katarungang Pambarangay* (KP) as an indigenous conflict resolution structure at the grassroots level;
  - b) Institutionalize a system of granting economic benefits and other incentives to *Lupong Tagapamayapa*, herein referred to as *Lupons*, which demonstrate exemplary performance; and
  - c) Generate greater awareness among, and support from, the various sectors of Philippine Society on the KP as a potent vehicle toward social ordering and human development.

## AWARDS GUIDELINES

1. All *Lupong Tagapamayapa* nationwide are eligible to participate in the annual award;
2. All the *Lupons* are evaluated on the basis of the following Criteria, with corresponding point score and point value:

CRITERIA	POINT SCORE	POINT VALUE
<b>I. EFFICIENCY IN OPERATION</b>		<b>35</b>
A. Observance of Settlement Procedure and Settlement Deadlines	15	
B. Systematic Maintenance of Records	5	
C. Timely Submission of Reports to Concerned Agencies	5	
D. Conduct of Monthly Meetings Exclusively on KP Matters	10	
<b>II. EFFECTIVENESS IN SECURING THE SETTLEMENT OF INTERPERSONAL DISPUTE OBJECTIVE OF THE <i>KATARUNGANG PAMBARANGAY</i></b>		<b>30</b>
A. Quantity of settled cases against filed	10	
B. Quality of Settlement of Cases	10	
C. At least 80% compliance with the terms of settlement or award after the cases have been settled	10	
<b>III. CREATIVITY AND RESOURCEFULNESS OF THE <i>LUPONG TAGAPAMAYAPA</i></b>		<b>25</b>
A. Settlement Technique	5	
B. Coordination with Concerned Agencies relating to disputes filed	5	
C. Sustained information drive to promote <i>Katarungang Pambarangay</i> (KP)	5	
D. KP Training or seminar within the assessment period	10	
<b>IV. AREA OR FACILITY FOR KP ACTIVITIES</b>		<b>5</b>
<b>V. FINANCIAL OR NON-FINANCIAL SUPPORT</b>		<b>5</b>
<b>TOTAL SCORE</b>		<b>100</b>

3. To ensure common understanding, the above criteria are further explained to mean:

### I. Efficiency in Operations

- A. **Observance of Settlement Procedure and Settlement Deadlines** is divided into two sub-indicators:

**1. Proper recording of every Dispute and Sending of Summons to Parties within the prescribed period of 1 to 3 days only.**

- a) **Proper Recording of every dispute** means to keep and maintain a record book of all complaints filed with the Punong Barangay numbered consecutively in the order in which they were received and enter therein the names of the parties, date and time filed, nature of the case, and disposition. [*Rule III, Section 2 (a) of Katarungang Pambarangay Implementing Rules and Regulations (KP IRR)*]
- b) **Sending of Summons to Parties within the prescribed period of 1 to 3 days only.** As stated under *Sec. 410 of the Revised Katarungang Pambarangay Law (RKPL)*, "b. Mediation by the *Lupon* Chairman – Upon receipt of the complaint, the *Lupon* Chairman shall **within the next working day**, summon the respondent(s), with notice to the complainant(s) for them and their witnesses to appear before him for a mediation of their conflicting interest."

**2). Settlement and Award Period**

- a). **Mediation (within 15 days after initial confrontation with the *Lupon* Chairman)** means upon receipt of the complaint, the *Lupon* Chairman shall within the next working day summon the respondent(s), with notice to the complainant(s) for them and their witnesses to appear before him for a mediation of their conflicting interests. If he fails in his **mediation effort within fifteen (15) days from the first meeting of the parties before him**, he shall forthwith set a date for the constitution of the Pangkat in accordance with the provisions of *Section 410 (b), Chapter 7 RKPL*.
- b). **Conciliation (15 days after initial confrontation with the Pangkat)** stipulates that the Pangkat shall arrive at a settlement or resolution of the dispute **within fifteen (15) days from the day it convenes** in accordance with *Section 410 (e), Chapter 7 RKPL*.
- c). **Conciliation with extendible period of another 15 days** means "this period shall, at the discretion of the pangkat, be **extendible for another period which shall not exceed fifteen (15) days**, except in clearly meritorious cases." (*Section 410 (e), Chapter 7 RKPL*)
- d). **Arbitration (within 10 days from the date of the agreement to arbitrate)** means the parties may, **at any stage of the proceedings**, agree in writing that they shall abide by the arbitration award of the *Lupon* Chairman or the pangkat. Such agreement to arbitrate may be repudiated within five (5) days from the date thereof for the same grounds and in accordance with the procedure hereinafter

prescribed. **The arbitration award shall be made after the lapse of the period for repudiation and within ten (10) days thereafter.** (*Section 413 par. (a), Chapter 7 RKPL*)

e). **Conciliation beyond 46 days but not more than 60 days** means this period shall, at the discretion of the pangkat, be extendible for another period which shall not exceed fifteen (15) days, **except in clearly meritorious cases.** (*Section 410 (e), Chapter 7 RKPL*)

B. **Systematic Maintenance of Records** means systematic records keeping of all complaints brought and filed, settled or resolved by the *Lupons* including Minutes of *Lupon* meetings and transmittal reports, compiled and kept in a filing cabinet. [*DILG Memorandum Circular No. 2004-43 (MC No. 2004-43), Efficiency in Operation, page 2 par. 4*)]

- i. **Records of Cases by docket number**
- ii. **Manually**, example of this are record books which contains docket numbers, names of the parties, date and time the case is filed, nature of the case, and disposition.
- iii. **Computerized** is computerized file which contains docket numbers, names of the parties, date and time the case is filed, nature of the case, and disposition.
- iv. Copies of Minutes of *Lupon* Meetings with Attendance Sheets
- v. Copies of Reports submitted to the Court and to the DILG on file
- vi. All records are kept on file in a secured filing cabinets

C. **Timely Submission of Reports to Concerned Agencies** means on time submission or transmittal of settlement and arbitration awards to the courts and DILG.

The secretary of the *Lupon* shall **transmit** the settlement or the arbitration award to the appropriate city or municipal court **within five (5) days** from the **date of the award** or from the **lapse of the ten-day period repudiating the settlement.** (*Sec. 419, Chapter 7, RKPL*)

D. **Conduct of Monthly Meetings exclusively on KP matters**

***Katarungang Pambarangay matters*** is defined as a forum for the exchange of ideas on **matters relevant to the amicable settlement of disputes**, and to enable the various conciliation panel members to **share** with one another their **observations and experiences in effecting speedy resolution of disputes**, as well as to **discuss problems relating to the amicable settlement of disputes and device solution** thereto by harnessing the resources provided by the Sangguniang Barangay and other local resources of the Barangay. (*Rule IV, Section 7 (b), KP IRR*)

Please be reminded that the body of the Minutes of *Lupon* Meetings must contain the **status and agreement/resolution of cases** handles and sharing of **settlement procedure and technique**.

## II. Effectiveness in Securing the Settlement of Interpersonal Dispute Objective of the *Katarungang Pambarangay*

- A. **Quantity of Settled Cases against Filed** is the number of settled cases over the number of cases filed. To get the percentage multiply the quotient to 100.

$$\frac{\text{Total Number of Cases Settled}}{\text{Total Number of Cases Filed}} \times 100 = \text{---} \%$$

### B. Quality of Settlement of Cases

- **Zero case repudiated means** no case has been repudiated. (*DILG MC No. 2004-43, Effectiveness in Securing KP Objectives par. 2, page 2*)
  - **Non-recurrence of cases settled** means absence of repetition of the commission of similar or the same offense by the party or parties to cases already settled by the *Lupon*. (*DILG MC No. 2004-43, Effectiveness in Securing KP Objectives par. 2, page 3.*)
- C. **At least 80% compliance with the terms of settlement or award after the cases have been settled** pertains to the number of disputes where parties complied with the terms of settlement or award after the cases have been settled.

## III. Creativity and Resourcefulness of the *Lupong Tagapamayapa*

- A. **Settlement Technique** refers to the strategies applied by *Lupons* to expedite the mediation process, without diminishing or altering the concept of the KP.
- B. **Coordination with Concerned Agencies relating to Disputes Filed** refers to the coordination efforts exerted by the *Lupon* in securing participation from other government agencies and non-government organizations for the purpose of effecting speedy resolution of disputes. (*DILG MC No. 2004-43, Creativity and Resourcefulness of Mediators no. 2, page 2*)
- C. **Sustained information drives to promote *Katarungang Pambarangay*** are the initiatives of the *Lupons* to generate greater awareness among the various sectors in the community on the KP programs. (*DILG MC No. 2004-43, Creativity and Resourcefulness of Mediators no. 2, page 2*)
- D. **KP Training or Seminar within the Assessment Period** refers to the seminars, exchange visits and similar fora undertaken in furtherance of KP program objectives. (*DILG MC No. 2004-43, Creativity and Resourcefulness of Mediators no. 4, page 3*)

#### IV. Area or Facility for KP Activities

**Area or Facilities for KP activities** refers to a separate structure or a space within the Barangay Hall compound exclusively used for settlement proceedings and other KP related activities such as filing of complaints, meetings and others. It should have tables and chairs to accommodate the parties and the *Lupons*, filing cabinet/s, record book/s or a computer set and office supplies for documentation purposes.

#### V. Financial or Non-Financial Support

Financial or non-financial supports are grants whether it be monetary or in kinds, given to the *Lupong Tagapamayapa* for the purpose of the implementation of *Katarungang Pambarangay*. These grants may be proven by a certified true copy of Deed of Donation, MOA, Resolution and Appropriation Ordinance of higher Sanggunian, Acknowledgment Receipt and vouchers.

4. In the determination of the official entries in all the awards categories concerned awards committees shall be guided by the Overall Performance Rating (OPR) and its Adjectival Equivalent as follows:

Overall Performance Rating (OPR)	ADJECTIVAL RATING
95-100	Outstanding or Excellent
90-94	Very Satisfactory
85-89	Satisfactory
80-84	Fair
75-79	Poor
Below 75	Very Poor

5. Only the highest ranked *Lupons* with the OPR of not lower than 90 points is qualified to compete at the National Level Final Assessment and Selection.
6. In case **no** *Lupong Tagapamayapa* have reached the OPR of not lower than 90 points, the RAC is required to submit **LTIA FORM 05-A : NON-SUBMISSION OF OFFICIAL ENTRY**. Comparative Performance Evaluation Result should be attached in the said letter.
7. In case of tie, the concerned awards committee shall further validate the assessment results to determine the official entry or awardee for each category.
8. The decision of the awards committees in all levels is final and executory.
9. All entries shall be done in the proper format to be submitted in a **SINGLE PDF file**.
10. All forms needed for the submission is further discuss under the **Documentation Report Requirements**.
11. The following shall constitute disqualification or imposition of deduction of points:
  - a) Submission of **incomplete documents**

- b) **Non-compliance** with the prescribed Standard Documentation Report Requirements,
  - c) **Late submission** of the Regional Entries to the National Secretariat, the Recognition and Awards Division (RAD)-BLGS.
12. The concerned RAC shall submit the Official Entry in a **SINGLE PDF file to the google drive account of RAD** not later than 5:00pm, of the last working day of the month of April, for submission.
13. A National Awardee for three (3) consecutive years in the same awards category or a five-time National Awardee in the same category shall be a recipient of a Hall of Fame Award.

## STANDARD OFFICIAL ENTRY AND DOCUMENTATION REPORT REQUIREMENTS

### A. Official Entry Requirements (to be prepared by RAC)

LTIA FORM 05-OFFICIAL ENTRY FORM address to the NAC indicating therein the Regional Entries in each category with the following attachments:

- 1. Original copy of LTIA Form 03 [R]-Comparative Performance Evaluation Form duly accomplished and signed by the Regional Awards Committee;
- 2. Certified true copies of LTIA Forms 03 [P] and LTIA Forms 03 [C/M]-Comparative Performance Evaluation Forms duly accomplished and signed by the Provincial/City/Municipal Awards Committee;
- 3. Original copy of LTIA Form 06-Summary of Cases duly accomplished and signed by the *Lupon* Secretary, *Lupon* Chairman, C/MLGOO and LTIA Regional Focal Person;
- 4. Original copy of LTIA Form 07-Performance Highlights with required attachments duly accomplished and signed by the *Lupon* Secretary, *Lupon* Chairman, C/MLGOO and LTIA Regional Focal Person; and
- 5. Original copy of LTIA Form 07-A-List of Cases signed by *Lupon* Secretary and *Lupon* Chairman.
- 6. Original Copy of LTIA Form 07-B : *Lupon* Profile

### B. Documentation Report Requirements (to be prepared by the Finalist or the Regional Entry *Lupon* with the assistance of the DILG LTIA Program Officer). The LTIA Regional Focal Person (RFP) or the City/Municipal Local Government Operations Office (C/MLGOO) shall submit the following in a **SINGLE PDF file**.

- 1. LTIA FORM 06- SUMMARY OF CASES
- 2. LTIA FORM 07-Performance Highlights with brief profile of the Barangay and Barangay Logo with the following Attachments
  - a) LTIA FORM 07-A : LIST OF CASES
  - b) Transmittal Letters of Report submitted to Concerned Agencies
  - c) Copy of Notices of Meetings and Minutes of *Lupon* Meetings
  - d) Proofs of Coordination such as Letters, Emails, or any written or verifiable means of communication, Visitor's Logbook

- d) Proofs of Coordination such as Letters, Emails, or any written or verifiable means of communication, Visitor's Logbook
- e) Deed of Donation/s, MOA, Resolution, Appropriation Ordinance of Higher Sanggunian, Acknowledgment Receipt, Vouchers, etc. whichever is available as proof of financial and non-financial support/s.
- f) Photos with caption of the following:
  - Two (2) photos of the record book and sample entries in the record book
  - Four (4) photos with caption of on-going settlement of dispute
  - Two (2) photos of each:
    - i. Record Books in reference to the assessment years,
    - ii. computerized records of cases
    - iii. Compilation of the Minutes of *Lupon* Meetings with Attendance Sheets
    - iv. Compilation of Copies of Reports submitted to the Court and to the DILG
    - v. Filing cabinet/s
  - Three (3) photos of on-going meeting
  - Two (2) photos of Settlement Technique used by the *Lupong Tagapamayapa*
  - Two (2) photos of Coordination with concerned agencies relating to disputes filed
  - Two (2) photos with caption of the information drive used by the *Lupong Tagapamayapa* in the promotion of KP in their community.
  - Two (2) photos each with caption of training/s conducted and attended.
  - Three (3) photos of the building structure or space used exclusively for KP and *Lupong Tagapamayapa* concerns

3. LTIA FORM 07-B : *Lupong Tagapamayapa* Profile

**ONLINE SUBMISSION GUIDELINES**

1. Submission of the National Entries shall be done either by the RFPs or the MLGOO of the *Lupong Tagapamayapa* nominee.
2. To have an access in LTIA National Secretariat, the RAD's google drive account, all LTIA RFPs should accomplish first the Detail's Form by opening this link: <https://docs.google.com/forms/d/1m6t1M5b6in0rwzBd4WJlkLr47vtKt7a3prMBfWwfUH8/viewform>
3. All LTIA Forms must be submitted into a **single PDF file** per *Lupong Tagapamayapa* nominee.



4. Kindly follow the file name format provided in uploading your entries.

Region	FILE NAME FORMAT			
	Highly Urbanized Cities	Component Cities	1 <sup>st</sup> to 3 <sup>rd</sup> Class Municipalities	4 <sup>th</sup> to 6 <sup>th</sup> Class Municipalities
I	R1_HUC	R1_CC	R1_1-3_CM	R1_4-6_CM
II	R2_HUC	R2_CC	R2_1-3_CM	R2_4-6_CM
III	R3_HUC	R3_CC	R3_1-3_CM	R3_4-6_CM
IV-A	R4A_HUC	R4A_CC	R4A_1-3_CM	R4A_4-6_CM
IV-B	R4B_HUC	R4B_CC	R4B_1-3_CM	R4B_4-6_CM
V	R5_HUC	R5_CC	R5_1-3_CM	R5_4-6_CM
VI	R6_HUC	R6_CC	R6_1-3_CM	R6_4-6_CM
VII	R7_HUC	R7_CC	R7_1-3_CM	R7_4-6_CM
VIII	R8_HUC	R8_CC	R8_1-3_CM	R8_4-6_CM
IX	R9_HUC	R9_CC	R9_1-3_CM	R9_4-6_CM
X	R10_HUC	R10_CC	R10_1-3_CM	R10_4-6_CM
XI	R11_HUC	R11_CC	R11_1-3_CM	R11_4-6_CM
XII	R12_HUC	R12_CC	R12_1-3_CM	R12_4-6_CM
XIII	R13_HUC	R13_CC	R13_1-3_CM	R13_4-6_CM
NCR	NCR_HUC	NCR_CC	NCR_1-3_CM	NCR_4-6_CM
CAR	CAR_HUC	CAR_CC	CAR_1-3_CM	CAR_4-6_CM
NIR	NIR_HUC	NIR_CC	NIR_1-3_CM	NIR_4-6_CM

5. How to submit LTIA nominations:

- a. Sign in to your google account then open google drive.
- b. Click the "Shared with Me" menu then open the folder "2017 LTIA ONLINE SUBMISSION" where you can find the folder of each awards category:
  - i. Highly Urbanized Cities
  - ii. Component Cities
  - iii. 1<sup>st</sup> to 3<sup>rd</sup> Class Municipalities
  - iv. 4<sup>th</sup> to 6<sup>th</sup> Class Municipalities
- c. Click the folder where you are to about to upload your entries. You may drag the file in the folder or click the red button box, **New** then click file/folder upload.
- d. Click the file to be uploaded. A dialog box will pop out containing the status of uploading.
- e. Wait until the uploading is completed then click **SHARE**. (Please do not forget to click **SHARE**.)

## ASSESSMENT AND SELECTION PROCEDURES

1. The **LTIA FORM 01** is the **Basic Performance Evaluation Form**. The Form is to be accomplished by the individual member of the concerned awards committee in the evaluation of participant *Lupon* in all categories.
2. Thereafter, the concerned awards committee prepares the **LTIA FORM 02-Consolidated Performance Evaluation Form**, to arrive at the OPR of the contestants *Lupon* of each municipality or city.
3. The concerned awards committee then prepares the appropriate **Comparative Performance Evaluation Form**, **LTIA FORMS 03-[C/M]** in the case of the CACs and MACs to determine the highest ranked *Lupon* in a city or municipality; **LTIA FORMS 03-[P]** in the case of the PACs to determine the highest ranked city/municipality-based *Lupon* within the province; and **LTIA FORMS 03-[R]** in the case of the RACs to determine the highest ranked *Lupon*, by category within the region.
4. In case of a tie, the concerned awards committee shall further validate the assessment results to determine the highest ranked *Lupon* for each category by using the **LTIA FORM 04 - Performance Validation Report Form**.
5. The concerned awards committee submits to the next higher level committee the highest ranked *Lupon* or awardee for each category using the **LTIA FORM 05-Official Entry Form** together with the appropriate attachments.

## AWARDS AND PRIZES

1. Each National Awardee *Lupon* through the *Lupon* Chairman shall be conferred with a Presidential Trophy and cash prize to be utilized for KP programs and projects.
2. Each Runner-Up Awardee *Lupon* through its chairman shall be conferred with a Plaque of Recognition and cash prize to be utilized for KP programs and projects.
3. A Hall of Fame Awardee, through its chairman, shall be conferred with a Presidential Trophy and a cash prize to be utilized for KP programs and projects.

## APPROVAL AND PROMULGATION OF THE LTIA GUIDELINES

By virtue of the approval of the Guidelines embodied in DILG Memorandum Circular No. 2008-102, the same is hereby promulgated pursuant to Executive Order No. 394 s. 1997.

Let copies of this Memorandum Circular be disseminated to all concerned.

  
MEL SENEN S. SARMIENTO  
Secretary, DILG 

Encls:

- A. LTIA FORM 01
- B. LTIA FORM 02
- C. LTIA FORM 03
- D. LTIA FORM 04
- E. LTIA FORM 05
- F. LTIA FORM 05-A
- G. LTIA FORM 06
- H. LTIA FORM 07
- I. LTIA FORM 07-A
- J. LTIA FORM 07-B





**CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 01-PERFORMANCE EVALUATION FORM**



**A. IDENTIFYING INFORMATION**

Lupong Tagapamayapa \_\_\_\_\_  
 City/Municipality \_\_\_\_\_  
 Region \_\_\_\_\_  
 Category \_\_\_\_\_

**B. EVALUATION CRITERIA**

CRITERIA	ASSIGNED POINT SCORE
<b>I. EFFICIENCY IN OPERATIONS</b>	<b>35</b>
A. Observance of Settlement Procedure and Settlement Deadlines	15 <input type="checkbox"/>
B. Systematic Maintenance of Records	5 <input type="checkbox"/>
C. Timely Submission of Reports to Concerned Agencies	5 <input type="checkbox"/>
D. Conduct of monthly meetings exclusively on KP matters	10 <input type="checkbox"/>
<b>II. EFFECTIVENESS IN SECURING THE SETTLEMENT OF INTERPERSONAL DISPUTE OBJECTIVE OF THE KATARUNGANG PAMBARANGAY (KP)</b>	<b>30</b>
A. Quantity of settled cases against filed	10 <input type="checkbox"/>
B. Quality of Settlement of Cases	10 <input type="checkbox"/>
C. At least 80% compliance with the terms of settlement or award after the cases have been settled	10 <input type="checkbox"/>
<b>III. CREATIVITY AND RESOURCEFULNESS OF THE LUPONG TAGAPAMAYAPA</b>	<b>25</b>
A. Settlement Technique	5 <input type="checkbox"/>
B. Coordination with concerned agencies relating to disputes filed	5 <input type="checkbox"/>
C. Sustained information drive to promote KP	5 <input type="checkbox"/>
E. KP Training or seminar within the assessment period	10 <input type="checkbox"/>
<b>IV. AREA OR FACILITY FOR KP ACTIVITIES</b>	<input type="checkbox"/> <b>5</b>
<b>V. FINANCIAL OR NON-FINANCIAL SUPPORT</b>	<input type="checkbox"/> <b>5</b>
<b>TOTAL POINT SCORE</b>	<input type="checkbox"/> <b>100</b>



**CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 01-PERFORMANCE EVALUATION FORM**



**C. WE CERTIFY TO THE CORRECTNESS OF THE ABOVE INFORMATION.**

\_\_\_\_\_ Awards Committee  
Chairperson - \_\_\_\_\_

\_\_\_\_\_ Awards Committee  
Vice Chairperson - \_\_\_\_\_

\_\_\_\_\_ Awards Committee  
Member - \_\_\_\_\_

\_\_\_\_\_ Awards Committee  
Member - \_\_\_\_\_

\_\_\_\_\_ Awards Committee  
Member - \_\_\_\_\_

\_\_\_\_\_ Awards Committee  
Member - \_\_\_\_\_

**D. DATE ACCOMPLISHED**

\_\_\_\_\_



**CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 02-CONSOLIDATED PERFORMANCE EVALUATION FORM**



**A. IDENTIFYING INFORMATION**

Lupong Tagapamayapa \_\_\_\_\_  
 City/Municipality \_\_\_\_\_  
 Region \_\_\_\_\_  
 Category \_\_\_\_\_

**B. CRITERIA AND PERFORMANCE RATING**

CRITERIA	ASSIGNED POINT SCORE	PERFORMANCE RATING					TOTAL POINT SCORE	AVERAGE POINT SCORE
		EVALUATOR						
		1	2	3	4	5		
<b>I. EFFICIENCY IN OPERATIONS</b>	<b>35</b>							
A. Observance of Settlement Procedure and Settlement Deadlines	15							
B. Systematic Maintenance of Records	5							
C. Timely Submission of Reports to Concerned Agencies	5							
D. Conduct of monthly meetings exclusively on KP matters	10							
<b>II. EFFECTIVENESS IN SECURING THE SETTLEMENT OF INTERPERSONAL DISPUTE OBJECTIVE OF THE KATARUNGANG PAMBARANGAY (KP)</b>	<b>30</b>							
A. Quantity of settled cases against filed	10							



**CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 02-CONSOLIDATED PERFORMANCE EVALUATION FORM**



B. Quality of Settlement of Cases	10						
C. At least 80% compliance with the terms of settlement or award after the cases have been settled	10						
<b>III. CREATIVITY AND RESOURCEFULNESS OF THE LUPONG TAGAPAMAYAPA</b>	<b>25</b>						
A. Settlement Technique	5						
B. Coordination with concerned agencies relating to disputes filed	5						
C. Sustained information drive to promote Katarungang Pambarangay	5						
D. KP Training or seminar within the assessment period	10						
<b>IV. AREA OR FACILITY FOR KP ACTIVITIES</b>	<b>5</b>						
<b>V. FINACIAL OR NON-FINANCIAL SUPPORT</b>	<b>5</b>						
<b>GRAND TOTAL POINT SCORE</b>	<b>100</b>						
<b>OVERALL PERFORMANCE RATING</b>							



**CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 02-CONSOLIDATED PERFORMANCE EVALUATION FORM**



**C. WE CERTIFY TO THE CORRECTNESS OF THE ABOVE INFORMATION.**

\_\_\_\_\_  
Chairperson - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
Vice Chairperson - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
Member - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
Member - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
Member - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
Member - \_\_\_\_\_ Awards Committee

**D. DATE ACCOMPLISHED**

\_\_\_\_\_





**CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 03 [C/M]-COMPARATIVE PERFORMANCE EVALUATION FORM**



**A. IDENTIFYING INFORMATION**

City/Municipality \_\_\_\_\_  
 Province \_\_\_\_\_  
 Region \_\_\_\_\_  
 Category \_\_\_\_\_

**B. COMPARATIVE EVALUATION RESULTS**

LUPONG TAGAPAMAYAPA (LT)	OVERALL PERFORMANCE RATING	ADJECTIVAL RATING	RANK
1.			
2.			
3.			
4.			
5.			
n			

**C. WE CERTIFY TO THE CORRECTNESS OF THE ABOVE INFORMATION.**

\_\_\_\_\_  
 Chairperson - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
 Vice Chairperson - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
 Member - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
 Member - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
 Member - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
 Member - \_\_\_\_\_ Awards Committee

**D. DATE ACCOMPLISHED**

\_\_\_\_\_



**CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 03 [P]-COMPARATIVE PERFORMANCE EVALUATION FORM**



**A. IDENTIFYING INFORMATION**

Province \_\_\_\_\_  
 Region \_\_\_\_\_  
 Category \_\_\_\_\_

**B. COMPARATIVE EVALUATION RESULTS**

LUPONG TAGAPAMAYAPA (LT)	OVERALL PERFORMANCE RATING	ADJECTIVAL RATING	RANK
1.			
2.			
3.			
4.			
5.			
n			

**C. WE CERTIFY TO THE CORRECTNESS OF THE ABOVE INFORMATION.**

\_\_\_\_\_  
 Chairperson - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
 Vice Chairperson - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
 Member - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
 Member - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
 Member - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
 Member - \_\_\_\_\_ Awards Committee

**D. DATE ACCOMPLISHED**

\_\_\_\_\_



**CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 03 [R]-COMPARATIVE PERFORMANCE EVALUATION FORM**



**A. IDENTIFYING INFORMATION**

Region \_\_\_\_\_  
 Category \_\_\_\_\_

**B. COMPARATIVE EVALUATION RESULTS**

LUPONG TAGAPAMAYAPA (LT)	OVERALL PERFORMANCE RATING	ADJECTIVAL RATING	RANK
1.			
2.			
3.			
4.			
5.			
n			

**C. WE CERTIFY TO THE CORRECTNESS OF THE ABOVE INFORMATION.**

\_\_\_\_\_  
 Chairperson - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
 Vice Chairperson - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
 Member - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
 Member - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
 Member - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
 Member - \_\_\_\_\_ Awards Committee

**D. DATE ACCOMPLISHED**

\_\_\_\_\_



**CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 04-PERFORMANCE VALIDATION REPORT FORM**



1. VALIDEE LT \_\_\_\_\_ 1. VALIDEE LT \_\_\_\_\_

2. FINDINGS \_\_\_\_\_ 2. FINDINGS \_\_\_\_\_

\_\_\_\_\_

3. RECOMMENDATION(S)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. WE CERTIFY TO THE CORRECTNESS OF THE ABOVE INFORMATION.

\_\_\_\_\_  
 Chairperson - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
 Vice Chairperson - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
 Member - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
 Member - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
 Member - \_\_\_\_\_ Awards Committee

\_\_\_\_\_  
 Member - \_\_\_\_\_ Awards Committee

**DATE ACCOMPLISHED**

\_\_\_\_\_



**CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 05-OFFICIAL ENTRY FORM**



Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The Chairperson  
National Awards Committee

Sir/Ma'am:

We are pleased to transmit the list of Regional Finalists for CY Lupong Tagapamayapa Incentives Awards (LTIA) together with their respective documentation reports, as follows:

Highly Urbanized Cities Category \_\_\_\_\_

Component Cities Category \_\_\_\_\_

1<sup>st</sup>-3<sup>rd</sup> Class Municipalities Category \_\_\_\_\_

4<sup>th</sup>-6<sup>th</sup> Class Municipalities Category \_\_\_\_\_

Please find the following enclosures:

- (1) Original copy of LTIA Form 03 [R]-Comparative Performance Evaluation Form duly accomplished and signed by the Regional Awards Committee;
- (2) Certified true copies of LTIA Forms 03 [P] and 03 [C/M]-Comparative Performance Evaluation Forms duly accomplished and signed by the Provincial/City/Municipal Awards Committee;
- (3) Original copy of LTIA Form 06-Summary of Cases duly accomplished and signed by the Lupon Secretary, Lupon Chairman, C/MLGOO and LTIA Regional Focal Person;
- (4) Original copy of LTIA Form 07-Performance Highlights with required attachments duly accomplished and signed by the Lupon Secretary, Lupon Chairman, C/MLGOO and LTIA Regional Focal Person; and
- (5) Original copy of LTIA Form 07-A-List of Cases duly accomplished and signed by the Lupon Secretary and Lupon Chairman.

Very truly yours,

\_\_\_\_\_  
Chairperson, Regional Awards Committee (RAC)



**CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 05-OFFICIAL ENTRY FORM**



\_\_\_\_\_  
Vice Chairperson, RAC

\_\_\_\_\_  
Member, RAC

\_\_\_\_\_  
Member, RAC

\_\_\_\_\_  
Member, RAC

\_\_\_\_\_  
Member, RAC

\_\_\_\_\_  
Member, RAC



**CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 05-A : NON-SUBMISSION OF OFFICIAL ENTRY**



\_\_\_\_\_  
\_\_\_\_\_

The Chairperson  
National Awards Committee

Sir/Ma'am:

We would like to inform you that based on the assessment of the different Awards Committees, Barangay Lupons under the Category did not qualify in the selection of LTIA nominees for the national level. Listed below are the following reason/s for the non-submission of nominees:

REASON/S:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please find the following enclosures:

- (1) Original copy of LTIA Form 03 [R]-Comparative Performance Evaluation Form duly accomplished and signed by the Regional Awards Committee;
- (2) Certified true copies of LTIA Forms 03 [P] and 03 [C/M]-Comparative Performance Evaluation Forms duly accomplished and signed by the Provincial/City/Municipal Awards Committee;

Very truly yours,

\_\_\_\_\_  
Chairperson, Regional Awards Committee (RAC)

\_\_\_\_\_  
Vice Chairperson, RAC

\_\_\_\_\_  
Member, RAC

\_\_\_\_\_  
Member, RAC

\_\_\_\_\_  
Member, RAC

\_\_\_\_\_  
Member, RAC

\_\_\_\_\_  
Member, RAC



**CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 06-SUMMARY OF CASES**



**CATEGORY:** \_\_\_\_\_

**FINALIST LUPONG TAGAPAMAYAPA :** \_\_\_\_\_

**PUNONG BARANGAY:** \_\_\_\_\_

**CITY/MUNICIPALITY :** \_\_\_\_\_

**MAYOR:** \_\_\_\_\_

**PROVINCE:** \_\_\_\_\_

**REGION:** \_\_\_\_\_

**POPULATION :** \_\_\_\_\_

**LAND AREA :** \_\_\_\_\_

**TOTAL NO. OF CASES:** \_\_\_\_\_

**NUMBER OF LUPONS:** \_\_\_\_\_

**MALE :** \_\_\_\_\_

**FEMALE :** \_\_\_\_\_

*General Instruction: Please read the Technical Notes at the back before accomplishing this form. Supply only the number.*

NATURE OF CASES (1)		ACTION TAKEN							TOTAL (cases filed) (6)	OUTSIDE THE JURISDICTION OF THE BARANGAY (5)		
		SETTLED (2)			NOT SETTLED (3)							
CRIMINAL (1a)	OTHERS (1c)	TOTAL (1d)	MEDIATION (2a)	CONCILIATION (2b)	ARBITRATION (2c)	TOTAL (2d)	PENDING (3a)	DISMISSED (3b)	REFUTED (3c)	CERTIFIED TO FILE ACTION IN COURT (3d)	DROPPED WITH-DRAWN (3e)	TOTAL (3f)

\*\*\*Total Number of Lupons excluding Lupon Chairman and Lupon Secretary  
\*\*\*Please attached Form 06-A "LIST OF CASES"





CY LUPONG TAGAPAMA YAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 06-SUMMARY OF CASES



**Guidance on counting: (NOT INCLUDED IN THE SUBMISSION)**

**Settled Cases** are those cases that undergone KP process such as Mediation, Conciliation and Arbitration without repudiation and recurrence of cases settled by the Lupon.

**Unsettled Cases** are defined as follows:

- **Dismissed Cases** –cases where **complainant and/or respondent** after due notice, **refuses or willfully fails to appear without justifiable reason** on the date set for mediation, conciliation or arbitration. Such **dismissal ordered by the Punong Barangay/Pangkat Chairman** after giving the complainant and/or respondent an opportunity to explain his non-appearance shall be certified by the Lupon or Pangkat Secretary as the case may be, and shall bar the complainant and/or respondent from seeking judicial recourse for the same cause of action as that dismissed.
- **Pending** - those cases which have been filed within assessment period but was not able to settle within the assessment period.
- **Dropped/Withdrawn** - cases where **either party shows no intention to continue the process of settling their dispute** and decided to withdraw or dropped the case in the Barangay level. This should be proven by a written document signed by both parties stating their lack of intention to continue the case.
- **Repudiated** is where one of the parties **refused to perform the settlement or the arbitration award and file a repudiation** to the Punong Barangay within the prescribed period set under the Revised Katarungang Pambarangay Law. **Within 10 days** from the date of settlement in case of **settlement agreement** while within **five (5) days** from the date of the arbitration award.

**Outside the Jurisdiction of the Barangay.** These are cases which may be brought to the Barangay level but shall only be recorded in the Barangay and later on endorsed to the proper office which can give it the appropriate action. This is not included in the total number of cases filed.



**CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 07 - PERFORMANCE HIGHLIGHTS**

<b>Category</b>	
<b>Name of the Lupong Tagapamayapa</b>	
<b>Punong Barangay</b>	
<b>City/Municipality</b>	
<b>Mayor</b>	
<b>Province</b>	
<b>Region</b>	
<b>IRA</b>	
<b>Land Area</b>	
<b>Population</b>	
<b>LTIA Awards Received (all levels)</b>	

Barangay Logo Here

**GENERAL INSTRUCTION:** Kindly fill-out this form by following the instructions stated per sub-criteria.

**CRITERIA**

**I. EFFICIENCY IN OPERATIONS**

<p><b>A). Observance of Settlement Procedure and Settlement Deadlines</b></p> <p><b>1) a) Proper Recording of every dispute</b></p>	<ul style="list-style-type: none"> <li>Please explain briefly how the Lupon Secretary records every dispute and attach two (2) photos of the record book and sample entries in the record book with caption.</li> </ul> <p><b>NOTE:</b> Record Book entries should contain docket number, names of the parties, date and time filed, nature of the case and disposition.</p>
---	--









CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 07-PERFORMANCE HIGHLIGHTS



**II. EFFECTIVENESS IN SECURING THE SETTLEMENT OF INTERPERSONAL DISPUTE OBJECTIVE OF THE KATARUNGANG PAMBARANGAY**

**A. Quantity of Settled cases against filed**

Please provide brief explanation and the computation based on the definition provided.

$$\text{Formula: } \frac{\text{Total Number of Settled Cases}}{\text{Total number of cases filed}} \times 100$$

Please attach Form 7-A, List of Cases

**B. Quality of Settlement of Cases**

Please supply the necessary information and briefly explain how the Lupong Tagapamayapa achieved such quality of settlement of cases.

Out of the (Total number of Settled Cases), there is only (Percentage of repudiated case/s).  
*i.e. Out of the 200 settled cases, there is only 2% of repudiated cases.*

Out of the (total number of settled cases), there is only (Percentage of non-recurrence) of cases settled by the Lupon.  
*i.e. Out of the 200 settled cases there is no recurrence of cases settled by the Lupon.*



**CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 07-PERFORMANCE HIGHLIGHTS**

C. At least 80% compliance with the terms of settlement or award after the case have been settled

• Please supply the necessary information and briefly explain how the Lupong Tagapamayapa achieved such quality of settlement of cases.

For (validation year), Barangay (name of Barangay), achieved (Percentage) compliance with the terms of settlement or award after the case have been settled.  
*i.e. For 2016, Barangay Putingkahoy, achieved 90% compliance with the terms of settlement or award after the case have been settled.*

- Kindly fill-out the information needed in the table.
- Attached at least 5 samples of proof of compliance.

MONITORING OF COMPLIANCE TO SETTLEMENT or AWARD						
LEGEND: M-Mediation		C-Conciliation	A-Arbitration	C w/ EP-Conciliation with Extendible Period	C46+ -Conciliation beyond 46 days	
CASE NO.	CASE TITLE (COMPLAINANT VS. RESPONDENT)	COMPLAINT TITLE	ACTION TAKEN (M, C, Cw/EP, A and C46+)	SETTLEMENT OR AWARD		REMARKS
				DATE AGREED	DATE OF EXECUTION	
2016-01	Juan Dela Cruz vs. Justa Change	Collection of Sum of Money	M	January 28, 2016	February 5, 2016	Respondent paid Complainant the amount of PHP 500,00 on: February 5, March 6, April 7 and May 5, 2016.







**CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 07-PERFORMANCE HIGHLIGHTS**



<p>C. Sustained information drive to promote Katarungang Pambarangay</p>	<ul style="list-style-type: none"> <li>Identify and briefly explain each information drive strategies practiced by the <i>Lupong Tagapamayapa</i> to create greater awareness to the community in promoting <i>Katarungang Pambarangay</i> (KP)</li> <li>Attached two (2) photos with caption of the information drive used by the <i>Lupong Tagapamayapa</i> in the promotion of KP in their community.</li> </ul> <p><i>Note: Innovative Campaign Strategy Examples: Use of social media such as FB and other innovative strategies like distribution of flyers, installation of tarpaulins or information board about KP.</i></p>																														
<p>D. Katarungang Pambarangay Training or Seminar within the Assessment Period</p>	<p>Kindly fill-out the information needed in the table below. Provide brief explanation about the training and attached two (2) photos with caption of each training conducted and attended.</p> <p>First line is filled-out as guide.</p>																														
<b>KP TRAINING or SEMINAR</b>																															
<p>1. Conducted by the Barangay</p> <p>2. Training conducted by government or non-government organizations participated by Lupon members</p>	<table border="1"> <thead> <tr> <th data-bbox="844 1491 885 1711">DATE</th> <th data-bbox="844 913 885 1491">TITLE OF THE TRAINING or SEMINAR</th> <th data-bbox="844 693 885 913">VENUE</th> <th data-bbox="844 504 885 693">SPONSOR/S</th> <th data-bbox="844 210 885 504">PARTICIPANTS</th> </tr> </thead> <tbody> <tr> <td data-bbox="885 1491 925 1711">April 14-15, 2016</td> <td data-bbox="885 913 958 1491">Training on Gender-Responsive, Child-Friendly and Indigenous Peoples-Relevant Katarungang Pambarangay</td> <td data-bbox="885 693 958 913">8<sup>th</sup> Floor Robredo Hall, Quezon City</td> <td data-bbox="885 504 925 693">DILG-RO</td> <td data-bbox="885 210 958 504">Lupon Chairman, Lupon Secretary and at least 2 Lupong Tagapamayapa members of all Barangays in Quezon City</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	DATE	TITLE OF THE TRAINING or SEMINAR	VENUE	SPONSOR/S	PARTICIPANTS	April 14-15, 2016	Training on Gender-Responsive, Child-Friendly and Indigenous Peoples-Relevant Katarungang Pambarangay	8 <sup>th</sup> Floor Robredo Hall, Quezon City	DILG-RO	Lupon Chairman, Lupon Secretary and at least 2 Lupong Tagapamayapa members of all Barangays in Quezon City																				
DATE	TITLE OF THE TRAINING or SEMINAR	VENUE	SPONSOR/S	PARTICIPANTS																											
April 14-15, 2016	Training on Gender-Responsive, Child-Friendly and Indigenous Peoples-Relevant Katarungang Pambarangay	8 <sup>th</sup> Floor Robredo Hall, Quezon City	DILG-RO	Lupon Chairman, Lupon Secretary and at least 2 Lupong Tagapamayapa members of all Barangays in Quezon City																											



**IV. AREA OR FACILITY FOR KATARUNGANG PAMBARANGAY ACTIVITIES**

**Building structure or space**

- Please describe briefly the building structure or space provided by the Barangay exclusively for KP and Lupong Tagapamayapa concerns and attach three (3) photos with caption.

*Note: Area or Facility should have table and chairs to accommodate the parties and the Lupon and record book or computer for documentation purposes. It should also have a filing cabinet/s where KP documents are maintained.*

**V. FINANCIAL OR NON-FINANCIAL SUPPORT**

1. City, Municipal or Provincial Government and NGAs
  - Kindly fill-out the information needed in the table below. Explain briefly how the Lupong Tagapamayapa was able to acquire such grant from those provided in the criteria.
  - Please attach proof of granting a support such as Deed of Donation, MOA, Resolution, Appropriation Ordinance of higher Sanggunian, Acknowledgment Receipt, Vouchers, etc.

FINANCIAL OR NON-FINANCIAL SUPPORT			
FINANCIAL (Please provide the amount)	SUPPORT		DONOR/SPONSOR
	FINANCIAL	NON-FINANCIAL	
PhpP 15,000.00			Gerry Roxas Foundation, Inc.
	1 Desktop set		Quezon City Government

Prepared by: \_\_\_\_\_  
Approved by: \_\_\_\_\_



**CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 07 - PERFORMANCE HIGHLIGHTS**



Lupon Secretary  
Signature over Printed Name

Lupon Chairman  
Signature over Printed Name

Verified by:

C/MLGOO  
Signature over Printed Name

RFP  
Signature over Printed Name



**CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 07-A : LIST OF CASES**

Barangay Logo Here											
LIST OF CASES											
CASE NO.	CASE TITLE	COMPLAINT TITLE	NATURE	DATE FILED	DATE OF INITIAL CONFRONTATION	ACTION TAKEN	DATE OF SETTLEMENT OR AWARD	DATE OF EXECUTION OF SETTLEMENT OR AWARD	MAIN POINT OF AGREEMENT	STATUS OF COMPLIANCE ON THE SETTLEMENT OR AWARD	REMARKS
206-01	Juan Dete Cruz vs Juana Change	Collection of Sum of Money	Civil	January 22, 2016	January 25, 2016	M	January 28, 2016	February 5, 2016	Respondent agreed to pay Complainant Php 500,000 per month starting February to pay for the total debt amount of Php 2,000,000.	Complete	Respondent paid Complainant the amount of Php 500,000 on February 5, March 6, April 7 and May 5, 2016.

Prepared by: \_\_\_\_\_  
Lupon Secretary  
Signature over printed name  
Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Lupon Chairman  
Signature over printed name  
Date: \_\_\_\_\_



**CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 07-A : LIST OF CASES**

Name of the Lupong Tagapamayapa Punong Barangay City/Municipality Province Region							Barangay Logo Here				
LIST OF CASES											
CASE NO.	CASE TITLE	COMPLAINT TITLE	NATURE	DATE FILED	DATE OF INITIAL CONFRONTATION	ACTION TAKEN	DATE OF SETTLEMENT OR AWARD	DATE OF EXECUTION OF SETTLEMENT OR AWARD	MAIN POINT OF AGREEMENT	STATUS OF COMPLIANCE ON THE SETTLEMENT OR AWARD	REMARKS

Prepared by: \_\_\_\_\_  
Lupon Secretary  
Signature over printed name  
Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Lupon Chairman  
Signature over printed name  
Date: \_\_\_\_\_



**CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 07-B : LUPONG TAGAPAMAYAPA PROFILE**



Name of the Lupong Tagapamayapa		Barangay Logo Here	
Punong Barangay			
City/Municipality			
Province			
Region			
<b>LUPONG TAGAPAMAYAPA PROFILE</b>			
Photo of Lupon Member here	Photo of Lupon Member here	Photo of Lupon Member here	Photo of Lupon Chairman here
Name	Name	Name	<b>LUPON CHAIRMAN</b> Name
Date of Birth	Date of Birth	Date of Birth	Date of Birth
Terms of Office	Terms of Office	Terms of Office	Terms of Office
Educational Background	Educational Background	Educational Background	Educational Background
Photo of Lupon Member here	Photo of Lupon Member here	Photo of Lupon Member here	Photo of Lupon Secretary here
Name	Name	Name	<b>LUPON SECRETARY</b> Name
Date of Birth	Date of Birth	Date of Birth	Date of Birth
Terms of Office	Terms of Office	Terms of Office	Terms of Office
Educational Background	Educational Background	Educational Background	Educational Background





**CY LUPONG TAGAPAMAYAPA INCENTIVES AWARDS (LTIA)  
LTIA FORM 07-B : LUPONG TAGAPAMAYAPA PROFILE**



Name of the Lupong Tagapamayapa	Barangay Logo Here
Punong Barangay	
City/Municipality	
Province	
Region	

**LUPONG TAGAPAMAYAPA PROFILE**

Group Photo of the Lupong Tagapamayapa

A large, empty rectangular box intended for the group photo of the Lupong Tagapamayapa.