



**2016 ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS, AND
SELECTION OF REPRESENTATIVES TO THE LOCAL SPECIAL BODIES**

Memorandum Circular No. 2016-97
July 19, 2016

1.0 Background

- 1.1 The Implementing Rules and Regulations of the Local Government Code of 1991, specifically Article 64, provides the procedures and guidelines for the selection of representatives of Civil Society Organizations (CSOs) in Local Special Bodies. This Memorandum Circular contains the rules on accreditation process for the purpose of representation to the Local Special Bodies.
- 1.2 This policy shall cover all provinces, cities and municipalities, and all civil society organizations intending to apply for accreditation and to seek representation in the local special bodies. A civil society organization and its chapters, affiliates, offices or local organizations, and an organization that does not cover an entire local government unit are also covered by this Circular. Such organizations may be qualified for accreditation in the localities where such entities operate; provided that, (a) they comply with all the requirements and criteria set forth in this Circular and (b) their programs or projects have significant impact in the concerned local government unit.

2.0 Purpose

To reiterate the provisions of the Local Government Code and its Implementing Rules and Regulations and to provide other clarificatory guidelines relative to the accreditation of CSOs, and in the selection of their representatives to the local special bodies, and to strengthen their participation in local governance and development processes.

3.0 Legal Compliance

Pursuant to Article 64 of the Implementing Rules and Regulations of the Local Government Code, the LGUs, upon the assumption of the newly-elected Sanggunian must have an accreditation of CSOs for purposes of representation in local special bodies.

4.0 Scope/Coverage

All Provincial Governors and Vice Governors, City and Municipal Mayors and Vice Mayors, DILG Regional Directors, ARMM Regional Governor, and all others concerned.

5.0 Definitions

For purposes of this Memorandum Circular, the following terms shall be defined as:

- 5.1 *Civil Society Organization (CSO)* – refers to a non-state and non-profit association that works to improve society and the human condition. Basic types of CSOs include non-governmental organization, civic organization, cooperative, social movement, professional group and business group. In this Circular, the terms “CSO” and “organization” are used interchangeably.
- 5.2 *Non-Governmental Organization* – refers to a non-stock, non-profit organization that works with different sectors and communities, promoting their general welfare and development, provide a wide range of services for people’s organization and tends to operate with full time staff. Social development organization, foundations, and independent research institutions fall in this category.
- 5.3 *People’s Organization* – refers to an association of residents in a barangay, or barangays, established to promote public interest and with an identifiable leadership structure and membership. People’s organizations are often formed among the disadvantaged sectors of society such as the farmer-peasant, artisanal fisherfolk, workers in the formal sector and migrant workers, workers in the informal sector, indigenous people and cultural communities, women, differently-abled persons, senior citizens, victims of calamities and disasters, youth and students, children, and urban poor.
- 5.4 *Indigenous People’s Organization* – refers to a private, non- profit, voluntary organization of members of indigenous cultural communities (ICCs) or indigenous people (IPs), which are accepted as representatives of such ICCs or IPs.
- 5.5 *Cooperative* – refers to an autonomous and duly registered association of persons with a common bond of interests who have voluntarily joined together to achieve their social, economic and cultural needs and aspirations by making equitable contributions to the capital required, patronizing their products and services and accepting a fair share of risks and benefits of the undertaking in accordance with the universally accepted cooperative principles.
- 5.6 *Civic Organization* – refers to any local service club, fraternal society or association, volunteer group, or local civic league or association not organized for profit but operated exclusively for educational or charitable purposes, including the promotion of community welfare, and the net earnings of which are devoted exclusively to charitable, educational, recreational or social welfare purposes.
- 5.7 *Social Movement* – refers to a large informal grouping of individuals or organization that aims to affect social change through sustained, organized and collective action. Some social movements are not permanent institutions but instead tend to coalesce, pursue their aims, and then dissolve. Religious movements are included in this category.
- 5.8 *Professional Group* – refers to a duly incorporated non-stock corporation of registered professionals established for the benefit and welfare of the professionals of one discipline, for the advancement of the profession itself and for the other professional ends.

- 5.9 Business Group – refers to a non-stock corporation composed of businesses in the same industry established to pursue the interest of the industry. Chambers of commerce and industry associations fall in this category.
- 5.10 *Recognized Organization* – refers to an organization allowed by the Sanggunian to participate in a local special body for purposes of meeting the minimum requirements for membership. An organization may only be recognized if it meets all the criteria except for registration.
- 5.11 *Registered Organization* – refers to an organization that obtains registration from the Securities and Exchange Commission, Cooperative Development Authority, Department of Labor and Employment, Department of Agriculture, Department of Agrarian Reform, National Housing Authority, Housing and Land Use Regulatory Board or any other national government agency that is empowered by law or policy to accredit or register such organizations, such as, but not limited to, the Department of Social Welfare and Development, Department of Health, Department of Education, National Commission on Indigenous Peoples, National Anti-Poverty Commission, Insurance Commission and Philippine Regulatory Commission.
- 5.12 *Accreditation* – refers to the process of granting authorization, within 60 days from the organization of the newly elected Sanggunian, to an organization for purposes of representation to a local special body. An organization may still be accredited after the prescribed 60-day period for other purposes, such as participation in local government programs.
- 5.13 *Inventory* – refers to the process of gathering CSO information from, among others, CSO networks, the Local Government Academy CSO Map, and National Government Agencies empowered to accredit or register. The output of this process is a Directory.
- 5.14 *Directory* – refers to a document which contains profile of CSOs in a local government.
- 5.15 *Local Special Bodies* – refer to the Local Development Council, Local Health Board, Local School Board and Local Peace and Order Council.

6.0 Policy Content and Guidelines

The following policies and guidelines are hereby prescribed for the guidance of all concerned:

6.1. Inventory and Directory of Civil Society Organization

- 6.1.1. All Provinces, cities and municipalities shall conduct an inventory to generate or update their directory of CSOs. The directory shall serve as one of the source documents for the issuance of notices for accreditation.
- 6.1.2. Within the 2nd to 4th week of July, every Provincial Governor, City Mayor, and Municipal Mayor shall cause the inventory of all CSOs within the local government unit, to be conducted by the Planning and Development Officer or by a duly designated appointive official.
- 6.1.3. On the basis of the said inventory, a Directory of Civil Society Organizations is to be prepared, and shall contain the following information:
- 6.1.3.1. Name of the organization

- 6.1.3.2. Contact information (office address, telephone number, fax number and email address, if any);
 - 6.1.3.3. Objectives or purposes
 - 6.1.3.4. Services offered;
 - 6.1.3.5. Community or communities served or currently being served;
 - 6.1.3.6. Project development and implementation track record;
 - 6.1.3.7. Names, addresses, telephone or fax numbers of officials, as well as, list of members;
 - 6.1.3.8. National, regional, provincial city and municipal, affiliations, if any; and
 - 6.1.3.9. Registration information (whether the organization is registered, and by which government office, or with a pending registration).
- 6.1.4. The Governor or Mayor shall enlist the support of the head of the DILG Field Office, other appropriate National Government Agencies, and CSO Networks, if any, in the conduct of such inventory and in the preparation of the said directory. By the last working day of the 4th week of July, the initial draft of this directory shall be posted in at least three (3) conspicuous places within the province, city or municipality. The same may also be posted in the LGU website, social or print media. CSOs in the area which are not in the Directory may request to be included or correct the information therein by informing the Planning and Development Officer or the duly designated appointive official.

6.2. Call for Accreditation

- 6.2.1. Within the 1st week of August, the Sanggunian, thru the Presiding Officer, shall issue a Notice of Call for Accreditation to every organization listed in the Directory of Civil Society Organizations, whether previously accredited or seeking accreditation for the first time. Any previously accredited organization is to renew accreditation for the purpose of representation in a local special body. Other interested CSOs not in the Directory may still be issued Notice of Call for Accreditation.
- 6.2.2. An invitation shall also be sent to all organizations participating in different government programs, and those representing various local boards or councils pursuant to applicable laws and rules and regulations, encouraging these organizations to participate in the accreditation and selection processes.
- 6.2.3. It shall, likewise, be the responsibility of the Sanggunian to see to it that:
 - 6.2.3.1. Within the 1st week of August, copies of the Notice of Call for Accreditation are prominently posted in at least three (3) conspicuous places within the municipality, city or province. The same may also be posted in the LGU website, social or print media; and
 - 6.2.3.2. Application forms are readily available in the Office of the Secretary to the Sanggunian.
- 6.2.4. Within the 2nd week of August, but not later than the last working day of the 3rd week, every organization seeking for a new accreditation, or renewal, shall submit one (1) copy each of the following requirements to the Sanggunian:
 - 6.2.4.1. Letter of Application (Annex "A");

- 6.2.4.2. Duly accomplished Application Form for Accreditation (Annex "B");
- 6.2.4.3. Board Resolution signifying intention for accreditation for the purpose of representation in the local special body;
- 6.2.4.4. Certificate of Registration (or in the case of IPOs, certification must be issued by NCIP);
- 6.2.4.5. List of current officers and members;
- 6.2.4.6. Annual Accomplishment Report for the immediately preceding year; and
- 6.2.4.7. Financial Statement, at the minimum, signed by the executive officers of the organization, also of the immediately preceding year, and indicating therein other information such as the source(s) of funds.

6.3. Accreditation Proper

6.3.1. The Sanggunian shall evaluate all applications for accreditation, upon receipt thereof, but not later than the last working day of August, on the basis of the following criteria:

- 6.3.1.1. Registration with the Securities and Exchange Commission, Cooperative Development Authority, Department of Labor and Employment, Department of Agriculture, Department of Agrarian Reform, National Housing Authority, Housing and Land Use Regulatory Board or any national government agency that is empowered by law or policy to accredit or register such organization, such as, but not limited to, the Department of Social Welfare and Development, Department of Health, Department of Education, National Commission on Indigenous Peoples, National Anti- Poverty Commission, Insurance Commission and Philippine Regulatory Commission.
 - 6.3.1.2. Organization purposes and objectives which include community organization and development, institution-building, local enterprise development, livelihood development, capacity-building, and similar development objectives and considerations;
 - 6.3.1.3. Community-based and sectoral-based with project development and implementation track record of at least one (1) year;
 - 6.3.1.4. Reliability as evidenced by the preparation of annual reports and conduction of annual meetings duly certified by the board secretary of organization; and
 - 6.3.1.5. Such other related information which the concerned Sanggunian may deem essential in the evaluation process.
- 6.3.2. The Sanggunian shall accredit CSOs which comply with all the administrative requirements and satisfy the criteria enumerated in this Memorandum Circular.
- 6.3.3. The Sanggunian shall issue, before but not later than the last working day of August, the following:
- 6.3.3.1. Certificate of Accreditation to every qualified CSO (Annex "C");
 - 6.3.3.2. Notice to every organization which did not apply, encouraging them to apply for accreditation

6.4. Appellate Jurisdiction

- 6.4.1. The Sangguniang Panlalawigan in the case of a component city and municipality, or the Secretary of Interior and Local Government or his duly authorized representative in the case of a province, highly urbanized city, independent component city, and the Municipality of Pateros, shall have jurisdiction over appeals from those which applied but were not accredited.
- 6.4.2. The appeal shall be made within fifteen (15) days from receipt of the disapproval. The decision of the Sangguniang Panlalawigan, or the Secretary of Interior and Local Government or his duly authorized representative, shall be final and executory.

6.5. Selection Representatives to the Local Special Bodies

- 6.5.1. Within the 1ST week of September, after the accreditation process, the DILG Provincial Director, City Director, City Local Government Operations Officer and Municipal Local Government Operations Officer, as the case may be, shall issue a notice to all accredited CSOs for a meeting on the selection of representatives to the local special bodies, Said notice shall be posted in at least three (3) conspicuous places within the province, city or municipality. The same may also be posted in the LGU website, social or print media.
- 6.5.2. Within the 2nd week of September, above-said meeting with the executive officers, or with the duly authorized representatives, of all accredited CSOs shall be held where such groups shall choose from among themselves the representative-organizations to the local special bodies. An orientation on the functions of the local special bodies and responsibilities of the CSO that will be selected shall be conducted during the same meeting, to be presided by the DILG Provincial Director, City Director, City Local Government Operations Officer or Municipal Local Government Operations Officer.
- 6.5.3. In the selection of CSO representatives to the Local Development Council, the following shall be taken into consideration:
 - 6.5.3.1. Membership in the Local Development Council must have representatives from the women sector, or as may be practicable, at least forty percent (40%) of the fully-organized council shall be composed of women;
 - 6.5.3.2. Similarly, other existing laws enacted and passed subsequent to the passage of the LG Code of 1991 that further define the composition of the Local Development Councils and other special bodies, such as, but not limited to, Republic Act No. 8371 or the Indigenous Peoples Rights Act of 1997, and Republic Act no. 8435 or the Agriculture and Fisheries Modernization Act, involving the inclusion of the basic sectors in the LSBs, especially the LDC, should apply as relevant in this section; and
 - 6.5.3.3. Representatives of non-governmental organization operating in the barangay, municipality, city, or province, as the case maybe, shall constitute not less than one-fourth (1/4) of the members of the fully organized council.
- 6.5.4. The Following criteria shall apply to these local special bodies:

- 6.5.4.1. Local Health Board – the organization is involved in health services;
- 6.5.4.2. Local School Board – representative-organizations shall be limited to parents-teachers associations, and teachers’ organizations and organization of non-academic personnel of public schools in the locality, and other organizations involved in education services; and
- 6.5.4.3. Local Peace and Order Council – the three (3) organizations shall come from Civil Society Organizations as defined in this Memorandum Circular.
- 6.5.5. The executive officers, or the duly authorized representatives, of the selected CSOs shall designate their principle and alternate representatives to the local special bodies where they are to sit as members.
- 6.5.6. In no case shall an organization or a representative thereof be a member of more than one (1) local special body within a province, city, or municipality.
- 6.5.7. The term of office of a selected representative shall be coterminous with that of the local chief executive concerned. Should a vacancy arise, the selected CSO shall designate a replacement for the unexpired term.
- 6.5.8. The DILG Provincial Director, City Director, City Local Government Operations Officer or Municipal Local Government Operations Officer shall cause the documentation of the proceedings, and submit an official report to the Provincial Governor, City Mayor or Municipality Mayor, as the case maybe, copy furnished the Presiding Officers of the Sanggunian, within two (2) working days after the meeting. Said report shall also be posted in at least three (3) conspicuous places within the province, city or municipality, and may also be posted in the LGU website, social or print media.

6.6. Reconstitution and Convening of Local Special Bodies

- 6.6.1. Within the 3rd week of September, or immediately following the selection process, the Provincial Governor, City Mayor or Municipality Mayor shall call for a joint organizational meeting with the Local Development Council; Local Health Board; Local School Board; and Local Peace and Order Council.
- 6.6.2. The purposes of said joint organizational meeting shall include the discussion of the functions of the local special bodies, initial exploration of partnerships in local governance and development; and in the case of the LDC, the creation of an executive committee, consideration of the creation of sectoral and functional committees, and technical working group, and consideration of the selection of a CSO representative as vice-chairperson.

6.7. Major Activities and Scheduling

Major activities and schedules relative to accreditation and selection are indicated as follows:

Activities	Schedule
Inventory of CSOs	July 11 – 29, 2016
Call for Accreditation	August 1 – 12, 2016

Accreditation Proper

August 15 – 26, 2016

Selection of Representatives to the LSBs September 5 – 16, 2016

Reconstitution and Convening of the LSBs September 19 – 23, 2016

6.8. Exemption

6.8.1. Although the Implementing Rules and Regulations of the Local Government Code include the People's Law Enforcement Boards as one among the local special bodies, the provisions of the Code as to the manner of selecting representatives to the local special bodies do not find application to the PLEBs. As such, this Circular does not apply to the PLEBs.

6.8.2. Likewise, this Circular does not apply to the Pre-qualification, Bids and Awards Committees, now called Bids and Awards Committees established, considering that unlike the old PBAC, the composition of the BAC is now limited to local government personnel occupying plantilla positions in local government units.

6.9. Roles and Responsibilities of the Local Chief Executive

For purposes of this Memorandum Circular, the following shall have their respective roles and responsibilities, to wit:

6.9.1. Provincial Governors, City and Municipal Mayors:

6.9.1.1. Execute the intent of this Circular and cause the start of the accreditation process of CSOs, and selection of representatives to the local special bodies; and

6.9.1.2. Coordinate with their concerned DILG Local Government Officer for technical assistance and staff support, if any, in relation to the accreditation and selection processes.

6.9.2. DILG Regional Directors and the ARMM Regional Governor:

6.9.2.1. Cause the immediate and widest dissemination of this Memorandum Circular;

6.9.2.2. Mobilize additional staff support, where necessary and upon the request of local authorities, with emphasis on the accreditation and selection processes; and

6.9.2.3. Cause the provision of technical assistance to strengthen local special bodies, where necessary and also upon the request of local authorities.

7.0 Penal Provisions

Non-compliance with this Memorandum Circular shall be dealt with in accordance with pertinent laws, rules and regulations.

8.0 References

8.1. DILG Vigilance to Volunteerism Program

8.2. Executive Order No. 773, s. 2009

8.3. Republic Act No. 7160 or the Local Government Code, Implementing Rules and Regulations, Article 64

8.4. Republic Act No. 7160 or the Local Government Code, Sections 98, 102, 107, 111

- 8.5. Republic Act No. 8371 or the Indigenous People's Rights Act, Implementing Rules and Regulations, Rule II Section I
- 8.6. Republic Act No. 8425 or the Social Reform and Poverty Alleviation Act of 1997
- 8.7. Republic Act No. 9710, Known as the Magna Carta of Women, Section 11 (b)

9.0 Annexes

- 9.1. Annex "A": Sample Letter of Application
- 9.2. Annex "B": Sample Application Form for Accreditation
- 9.3. Annex "C": Sample Certificate of Accreditation

10.0 Repealing Clause

All DILG Memorandum Circulars, or parts thereof, which are inconsistent with this Memorandum Circular are hereby repealed or modified accordingly. Any reference to the guidelines and procedure on the accreditation of CSOs and in the selection of their representatives to the LSBs shall be made in reference to this Memorandum Circular.

11.0 Effectivity

This Memorandum Circular shall take effect immediately after the organization of the 2016 newly elected Sanggunian.

12.0 Monitoring and Submission of Reports and other Requirements

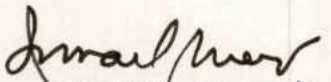
- 12.1. To help ensure that the pertinent provisions of the Local Government Code and this Memorandum Circular are strictly and faithfully observed, Monitoring and Reporting Committees shall be organized as follows:
 - 12.1.1. The Provincial, City or Municipality Monitoring and Reporting Committee (P/C/MMRC) shall be headed by the DILG Provincial Director, City or C/MLGOO and local CSO, Secretary to the Sangguniang and Local PDO as members. The P/C/MMRC shall see to it that the intent of this Memorandum Circular is complied with by the respective local government, generate provincial, city or municipal reports and recommend measures, through the RMRC, to the Secretary of Interior and Local Government to help strengthen the participation of CSOs in the workings of the local special bodies and in local governance, in general, within the province, city or municipality.
 - 12.1.2. The Regional Monitoring and Reporting Committee (RMRC) shall be headed by the DILG Regional Director or the DILG Secretary of the Regional Government (ARMM), and the regional representatives of the League of Provinces, League of Cities, League of Municipalities and regional CSO network as members. The RMRC shall see to it that the intent of this Memorandum Circular is complied with among provinces, highly urbanized and independent component cities in the region, generate regional reports and recommend measures, through the NMRC, to the Secretary of Interior and Local Government to further strengthen the participation of civil and private society organizations in the workings

of the local special bodies and in local governance, in general, within the region.

12.1.3. The National Monitoring and Reporting Committee (NMRC) shall be headed by the Undersecretary for the Local Government, and the BLGS Director, representative from the Union of Local Authorities of the Philippines and CSO networks as members. The NMRC shall perform overall coordination function, generate national reports and recommend measures to the Secretary of Interior and Local Government to further enhance the participation of civil and private society organizations in the workings of the local special bodies and in local governance, in general. The Bureau of Local Government Supervision shall provide technical and secretariat support to the committee.

12.2. Reporting of accreditation-related activities conducted in all LGUs shall be reported to the BLGS. A prescribed reporting form with instructions is available in a Google Drive platform and can be accessed through the following link: <http://bit.ly/1roMWpf>. There is no need to download the forms, filling out of the monitoring report forms are to be done online.

13.0 Approving Authority


ISMAEL D. SUENO
Secretary



14.0 Feedback

For related queries, kindly contact the Bureau of Local Government Supervision-Policy Compliance Monitoring Division at Tel Nos. (02) 928 9181 or (02) 925 0351 or at email address at blgspcmd@gmail.com.

~Sample Letter of Application~

Date

Vice Mayor _____
Presiding Officer, Sangguniang Bayan
Municipality of _____
Province of _____

Dear Vice Mayor _____:

In response to your Notice of Call for Accreditation, kindly be informed that _____ (Name of CSO) _____, with office address at _____, would like to seek for accreditation by that Sanggunian.

In support of this application are the following administrative requirements:

1. Duly accomplished Application Form for Accreditation;
2. Board Resolution;
3. Certificate of Registration issued by _____;
4. List of Current Officers and Members;
5. CY ____ Annual Accomplishment Report;
6. CY ____ Financial Statement;
7. Profile indicating the purposes and objectives of our organization; and
8. Copy of the Minutes of the CY ____ Meeting of the organization.

Very truly yours,

(Head of the Organization)

~Sample Application Form for Accreditation~

Name of Organization : _____
 Registered Address : _____
 Contact Nos. : _____
 Date Organized : _____
 Date Registered : _____

Registering or Accrediting Agency: (Check appropriate box)

- Securities and Exchange Commission
- Cooperatives Development Authority
- Department of Labor and Employment
- Department of Social Welfare and Development
- Department of Health
- Department of Agriculture
- Department of Agrarian Reform
- Department of Education
- National Commission on Indigenous Peoples
- National Housing Authority
- Insurance Commission
- Philippine Regulatory Commission
- Housing and Land Use Regulatory Board
- Others: (Please specify) _____

Organizational Level: (Check appropriate box)

- Barangay-based
- Chapter
- Affiliate of a larger organization (Please identify larger organization) _____
- Others: (Please specify) _____

Purposes/Objectives: (Use of additional sheets, if necessary)

CY ____

Projects	Costs	Beneficiaries	Status

Project Financing (Sources or Schemes)

Services the Organization provides or can participate in

Name of Officers and Members of its Board of Directors

List of Members: (Use separate sheet)

- Within the LGU
- Outside of the LGU, if any

WE HEREBY CERTIFY to the correctness of the above information.

Secretary

President

~Sample Certificate of Accreditation~

LGU

Republic of the Philippines
(Name of Local Government Unit)

THIS IS TO CERTIFY THAT, having satisfactorily compiled with the requirements for accreditation pursuant to the Local Government Code and as promulgated in DILG Memorandum Circular No. _____, dated _____,

(Name of People's Organization, Non-Government Organization or Similar Aggrupation)

an organization duly registered with the _____
and established in accordance with law is hereby awarded this

CERTIFICATE OF ACCREDITATION

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of _____ to be affixed herein this ____ day of _____ in the year of our Lord, _____ at _____, Philippines.

Signature over Printed Name of the
Presiding Officer of the Sanggunian