



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG – NAPOLCOM CENTER Building, EDSA Corner Quezon Avenue, Quezon City

October 26, 2017

**MEMORANDUM CIRCULAR**

NO. 2017-144

TO : **ALL PROVINCIAL GOVERNORS, CITY/MUNICIPAL MAYORS, DILG REGIONAL/PROVINCIAL/CITY DIRECTORS AND OTHERS CONCERNED**

SUBJECT : **ATTENDANCE TO THE 14<sup>th</sup> COMMUNITY-BASED MONITORING SYSTEM (CBMS) PHILIPPINE NATIONAL CONFERENCE**

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The CBMS Network Team of the Angelo King Institute for Economic and Business Studies of the De La Salle University (DLSU) – Manila in partnership with the Department of the Interior and Local Government (DILG) will hold its **14<sup>th</sup> CBMS Philippines National Conference on March 5-7, 2018** at the **Grand Ballroom of the Novotel Manila Araneta Center, Quezon City.**

The annual CBMS national conference gathers all CBMS partners at the national and local level to share and discuss good practices in the implementation and use of CBMS in the country. This year's conference will also be the venue for discussion on the latest strategies and innovations in the operationalization of CBMS, and its applications for emerging development concerns and agenda.

The three-day conference will feature the use of the CBMS for bottom-up planning and budgeting, targeting and monitoring of national and LGU-initiated projects and programs to address the needs of vulnerable groups to include children, Indigenous People (IPs), persons with disabilities (PWD), women, youth and senior citizens. Moreover, it also intends to highlight system utility as it relates to addressing the following local development concerns: disaster preparedness and rehabilitation; migration and development; monitoring of sustainable development goals (SDGs); and, improving transparency and accountability in local governance.

All Local Chief Executives (LCEs) and local functionaries, Provincial/City/Municipal Planning Development Coordinators (P/C/MPDCs), DILG Regional/Provincial/City Directors, Municipal Local Government Operations Officers (MLGOOs) and CBMS Focal Persons are hereby encouraged to attend and/or participate in the conference. Below are pertinent information on areas where LGUs can participate as well as information on how to register.

## 1. Call for Papers

Details on the submission of proposals for papers to be presented during the Conference are in the AKI Guidelines on the *Call for Papers and Presentation* attached as Annex A.

Please be guided that the submission of requirements is until **15 November 2017**.

## 2. Registration Guidelines

### 2.1 Registration Fee Packages

The CBMS International Coordinating Network is offering the following registration fee package rates for this year's conference.

#### 2.1.1 Live-Out Registration Package:

##### 2.1.1.1 (P 6, 000.00 /NETT/person)

This includes conference registration fees, snacks and lunch for the 3-day conference, conference kit. Participants are expected to arrange and pay for their own hotel accommodation, breakfast and dinner arrangements. Deadline for conference registration is **January 31, 2018**.

##### 2.1.1.2 (P 5,500/NETT/person)

This package shall be offered only to participants who would complete their registration payment not later than **December 31, 2017**. This includes conference registration fees, snacks and lunch for the 3-day conference, conference kit. Participants are expected to arrange and pay for their own hotel accommodation, breakfast and dinner arrangements.

#### 2.1.2 Live-In Registration Package:

This includes conference registration fee, snacks and lunch for the 3-day conference, conference kit, and hotel and room accommodation. Please refer to **Annex B** for details on individual or group registration rates.

## 3. Registration Payment

**3.1** Payments can be remitted through cash or check deposit payment through any of the following accounts:

Particulars	LandBank of the Philippines	United Coconut Planters Bank
Account Name:	De La Salle University, Inc.	De La Salle University
Account No:	0592-1063-02	120-1147119
Account Type:	Current Account	Peso Savings Account
Branch Name	Taft Avenue Branch	P. Ocampo Branch

Note: LBP or UCPB check payments should be payable to De La Salle University, Inc.

### 3.2 Early Bird Special

Participants who will submit their completed conference registration form with proof of payment (e.g. scanned copy of deposit or payment slip) not later than 31 December 2017 will get a special token from the CBMS Network and will also be allotted with a special registration lane at the conference site.

### 3.3 Late Registration

Participants who will register and pay after 31 December 2017 will only be accommodated on a first come first served basis. Note that late registrants shall be entitled to any privileges provided to early registrants.

### 3.4 Submission of Registration Forms and Proof of Payment

Participants are advised to complete their conference registration online through [https://form.jotform.me/cbmsnatcon/14thcbmsnatcon\\_registrationform](https://form.jotform.me/cbmsnatcon/14thcbmsnatcon_registrationform).

Proof of payment of registration fee with names, organization and contact details of participants can be sent to the secretariat through e-mail at [cbms.network@gmail.com](mailto:cbms.network@gmail.com) or through fax at (02) 526-2067.


An official email and/or SMS notification with DLSU Official Receipt of Payment Reference Number will be sent to registered participants by the CBMS Network Office. Registered participants are required to show this official notification at the designated registration desk during the conference to claim their conference kits.

Regular updates about the conference registration program and other logistical arrangements are also provided in the conference website at <https://www.pep-net.org/14th-cbms-philippines-national-conference>, and the CBMS International Network Facebook-Group page: <https://www.facebook.com/groups/CBMSNetwork>.

For further details, participants may contact the conference secretariat through email at [cbms.network@gmail.com](mailto:cbms.network@gmail.com) or through telephone at (02) 526-2067 or (02) 230-5100 local 2461.

All DILG Regional Directors are hereby directed to cause the widest dissemination of this Memorandum Circular.

For the information and guidance of all concerned.

  
CATALINO S. CUY  
Officer-In-Charge, DILG



## Call for Papers for Presentations

All local government units (LGUs), implementing the Community-Based Monitoring System Accelerated Poverty Profiling (CBMS APP) in the Philippines, are invited to submit proposals for papers to be presented during the 14th CBMS-Philippines National Conference. Proposed papers should be able to document and discuss the actual uses and applications of CBMS for evidence-based policymaking and program implementation specifically relating to (but not limited to) any of the following areas of concern:

1. Bottom up planning and budgeting
2. Targeting and Monitoring of a national or LGU-initiated program to address priority needs of any of the following sectors:
  - Children
  - Indigenous Peoples (IPs)
  - Persons with Disabilities (PWDs)
  - Women
  - Youth
  - Elderly/Senior Citizens
  - Households in hazard/disaster prone or conflict areas
3. Disaster preparedness and rehabilitation
4. Migration and Development
5. Monitoring the sustainable development goals (SDGs)
6. Improving Transparency and Accountability in Local Governance

LGU proponents must have completed at least one round of the CBMS census using the CBMS-Accelerated Poverty Profiling (APP).

Interested LGUs to present in the conference may submit the following requirements through their DILG Regional Office not later than **November 15, 2017**:

1. Official letter of intent to present in the conference
2. A one-page abstract (summary) of the proposed presentation, double spaced at 12 size font, which includes and highlights the following information:
  - Title of Presentation
  - Name of Presenter and Position in the LGU
  - 2 to 3 statements on the major benefits and actual uses to the LGU of its adoption of CBMS in the locality in the context of any of the above-mentioned topics
    - Brief background statements on the reason/s for the adoption of CBMS by the LGU and current status (i.e. cite first CBMS census round, and latest round (if doing 2nd or 3rd round-which ever is applicable) of CBMS implementation.

Only LGUs with approved proposed presentations will be notified by the CBMS Network Coordinating Team and will be provided with full guidelines for the preparation of the paper and presentation.

LIVE-IN CONFERENCE FEES PACKAGE			RATE (IN PESO)
<b>3 DAYS AND 2 NIGHTS ACCOMMODATION (Novotel Manila Araneta Center)- Includes hotel and conference registration fee</b>			
1	Single Room Occupancy (Single or 1 person registration)		
	Check in on March 5 and Check out on March 7. Standard check in time is 2:00 pm while check out time is 12:00 noon.		
	Standard additional hotel fees apply for early and/or late check out arrangements		
	TOTAL REGISTRATION FEE (Per Person)-LIVE IN		15,500
2	Twin Room Occupancy (For every 2 participants registered)		
	Check in on March 5 and Check out on March 7. Standard check in time is 2:00 pm while check out time is 12:00 noon.		
	Standard additional hotel fees apply for early and/or late check out arrangements		
	TOTAL REGISTRATION FEE (Per Person)-LIVE IN		10,500
3	Triple Room Occupancy (For every 3 participants registered)		
	Check in on March 5 and Check out on March 7. Standard check in time is 2:00 pm while check out time is 12:00 noon.		
	Standard additional hotel fees apply for early and/or late check out arrangements		
	TOTAL REGISTRATION FEE (Per Person)-LIVE IN		9,700
<b>4 DAYS AND 3 NIGHTS ACCOMMODATION (Novotel Manila Araneta Center)- Includes hotel and conference registration fee</b>			
1	Single Room Occupancy (Single or 1 person registration)		
	Option 1: Check in on March 4 and Check out March 7		
	Option 2: Check in on March 5 and Check out on March 8		
	Standard check in time is 2:00 pm while check out time is 12:00 noon.		
	Standard additional hotel fees apply for early and/or late check out arrangements		
	TOTAL REGISTRATION FEE (Per Person)-LIVE IN		20,500
2	Twin Room Occupancy (For every 2 participants registered)		
	Option 1: Check in on March 4 and Check out March 7		
	Option 2: Check in on March 5 and Check out on March 8		
	Standard check in time is 2:00 pm while check out time is 12:00 noon.		
	Standard additional hotel fees apply for early and/or late check out arrangements		
	TOTAL REGISTRATION FEE (Per Person)-LIVE IN		13,000
3	Triple Room Occupancy (For every 3 participants registered)		
	Option 1: Check in on March 4 and Check out March 7		
	Option 2: Check in on March 5 and Check out on March 8		
	Standard check in time is 2:00 pm while check out time is 12:00 noon.		
	Standard additional hotel fees apply for early and/or late check out arrangements		
	TOTAL REGISTRATION FEE (Per Person)-LIVE IN		11,800

**NOTES**

1. Room rate referred above is special rate by Novotel Manila Araneta Center for delegates of the 14th CBMS Philippines National Conference. Rate includes buffet breakfast arrangements. Due to limited slots, reservation is on a first come, first served basis.
2. Request for booking for early check in and late check out is subject to room availability.