

REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT RECORDS SECTION DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City http://www.dilg.gov.ph

GUIDELINES IN THE CONDUCT OF THE LIGA NG MGA BARANGAY (LnB) CHAPTER ELECTIONS AT ALL LEVELS

MEMORANDUM CIRCULAR No. 2018 - 90 Date: June 21, 2018

I. LEGAL BASES

- A. Article One, Chapter I, Title Six. Book III of the Local Government Code of 1991 provides that "there shall be an organized Liga ng mga Barangay (LnB) Chapters at the Municipal, City, Provincial and Metropolitan Political Subdivision levels which shall elect their respective officers and members".
- B. Sec. 3 of R.A. 10952 stipulates in part that "The Liga ng mga Barangay at the municipal, city, and provincial levels shall not later than July 31, 2018, conduct elections for *ex officio* positions in the sanggunians under the supervision of the Department of the Interior and Local Government".
- C. Sec. 2 of R.A. 10952 stipulates that "The term of office of the barangay and sangguniang kabataan officials elected under this Act shall commence at noon of June 30 next following their election..."

II. PURPOSE

This MC is issued to provide the following:

- A. Guide to concerned local officials and DILG field officers on their roles in the conduct of the Liga ng mga Barangay Chapter Elections at all levels.
- B. Updated forms and templates for the conduct of the LnB Chapter Elections.

III. COVERAGE

This MC shall cover all Provincial Governors, City/Municipal Mayors, Punong Barangays, Representatives of the Liga ng mga Barangay National/Regional/Provincial/City/Municipal Chapters, LnB Chapter Secretary, Presiding Officers of the Sanggunians, DILG Regional, Provincial and City Directors, City/ Municipal Local Government Operations Officers, ARMM Regional Governor, Philippine National Police and all others concerned.

IV. CREATION AND COMPOSITION OF COMMITTEES AND BOARDS

A. Nominations Committee

 The incumbent LnB Chapter President with the concurrence of the incumbent board members shall create a Nominations Committee and shall appoint a Chairman and at least two (2) but not more than four (4) members from the general membership (all newly elected Punong Barangays [PBs]).

- 2. The Chairman and Members of the Nominations Committee shall not be eligible to run for office in their respective chapter, while serving as Chairman and Members of the Nomination Committee.
- 3. The Nominations Committee shall circularize to the general membership the composition and addresses of the members of the Nominations Committee, together with the notice of meeting (Form 1).

A. Registration and Credentials Committee

1. The incumbent LnB Chapter President shall chair the Registration/Credentials Committee with the chapter secretary and treasurer or in whose absence, those appointed in their stead, serving as member therein.

B. Election Committee

. 1

- 1. The incumbent LnB Chapter President, with the concurrence of the incumbent board members, shall appoint a Chairman and at least two (2) but not more than four (4) members from the general membership.
- 2. No chairman of member of the Election Committee shall be eligible to run for any office in the chapter wherein he/she is performing such duties.

C. Board of Canvassers

- 1. The incumbent LnB Chapter President with the concurrence of the incumbent board members, shall appoint a Chairman and two (2) members from the general membership.
- 2. The chairman and the members of the Board of Canvassers shall not be eligible for any office in his/her LnB Chapter.

D. Board of Election Supervisors (BES)

- It shall be composed of DILG as the Chairperson and Four (4) members, preferably one
 from the COMELEC, one from the Local Parish Pastoral Council or Church Leader, one
 from the Department of Education and one from the different government agency/office
 or non-government organization (NGO) or people's organization (PO), as may be
 determined by each incumbent LnB Chapter Board concerned.
- Its duties and responsibilities are as follows:
 - a. Resolve any controversies such as breaking tie through toss coin, application of neighborhood rule, appreciation of marked ballot and absolute adherence to compliance to all pre-requisites in an all or nothing rule that may rise during the election meeting of the local LnB Chapter;
 - b. Refer all post-proclamation electoral protests, which must be submitted in writing to the LnB National Office within twenty-four (24) hours from the close of the election for its review and provide the decision of which shall be final and executory.
 - c. If the situation warrants, call upon the *Philippine National Police (PNP)* for assistance to ensure the smooth conduct of the election.

V. CALENDAR OF ACTIVITIES (Annex H)

1.1

A. Component City and Municipal LnB Chapters

On June 25, 2018 (Monday) (Sec. 1.1 of Article I, LnB Election Code)

- ✓ The incumbent LnB Chapter President or in his/her absence, the next highest ranking incumbent LnB Officer, duly assisted by the C/MLGOO, shall send a written notice of meeting to the general membership, as well as the incumbent Liga Chapter Board Members for the purpose of forming the various committees and boards.
- ✓ The newly-elected PB shall personally receive the written notice, or in his/her absence, by other officials of the barangay. Said written notice shall notify him/her of the following:
 - Date, Time, Place, and Agenda of the General Membership Meeting of the Chapter (Form 1)
 - 2. Date, Time, Place, and Agenda of the Election Meeting (Form 2)

On July 2, 2018 (Monday)

✓ The incumbent LnB Chapter President, duly assisted by the C/MLGOO, shall convene the Meeting for the formation and designation of the members of the Committees and Boards.

On July 9, 2018 - July 11, 2018

- ✓ The Nominations Committee, or the LnB Chapter Secretary, shall make available to the prospective candidates the candidacy forms (Form 3).
- ✓ It shall receive, in writing, Certificates of Candidacies before 5:00 PM of July 11, 2018.

On July 13, 2018 (Friday)

- ✓ The Nominations Committee shall determine and certify prior to the election as to the qualifications of the candidates in accordance with the LnB Constitution and By-Laws (CBL) and Election Code.
- ✓ It shall also post in the chapter office prior to the elections a list as to those candidates who have duly qualified for election to their respective offices.

On July 16, 2018, Monday (Synchronized Component City/Municipal Chapter Election)

- ✓ The Registration/Credentials Committee shall:
 - Take charge of the accreditation and registration of delegates to the election meeting.
 - Prepare and issue the necessary proof of presence of a quorum for the said meeting

- Prepare and issue the voter's credentials for election purposes, duly signed by the LnB Secretary and Treasurer and duly attested by the LnB Chapter President.
- Render a report as to the number of voting delegates duly registered, certified and accredited.

✓ The Election Committee shall:

- Exercise supervision and control over the conduct of the election proper.
- Proclaim the winning candidate as the duly elected officers and board members of the respective LnB Chapter, on the basis of the election results certified by the Board of Canvassers.

✓ The Board of Canvassers shall:

- Be responsible for the public canvassing and counting of the ballots cast and certifying the results as to the number of votes garnered by each candidate for each of the elective positions.
- Submit to the Election Committee the results of the election using Form 7.

✓ The Board of Election Supervisors shall:

- Resolve any controversies such as breaking tie through toss coin, application of neighborhood rule, appreciation of marked ballot and absolute adherence to compliance to all pre-requisites in an all or nothing rule that may rise during the election meeting of the local LnB Chapter.
- If the situation warrants, call upon the Philippine National Police (PNP) for assistance to ensure the smooth conduct of the election.

On July 20, 2018 (Friday)

- ✓ The C/MLGOO shall transmit the Certified True Copy of the Certificates of Canvass and Proclamation, minutes of the election meeting and other pertinent documents to the:
 - Provincial or Metropolitan Chapters; and,
 - National Liga with office address at the Unit 1410 14th Flr., East Tower, Philippine Stock Exchange Centre, Exchange Road, Ortigas Center, Pasig City, Telephone Nos: (02) 687-1316, Email add: lnbnational@yahoo.com.ph

B. Provincial, Metropolitan, Highly Urbanized City and Independent Component City Chapters

On July 16, 2018 Monday (Sec. 1.2 of Article I, LnB Election Code)

✓ The incumbent LnB Chapter President or in his/her absence, the next highest ranking incumbent LnB Officer, duly assisted by the P/HUC Directors/CLGOO, shall send a written notice of meeting to the newly- elected PBs in Metropolitan/HUC/ICC and to the newly elected Presidents of the LnB CC and Municipal Chapters, as well as the incumbent LnB Chapter Board Members for the purpose of forming the various committees and boards.

- ✓ The newly-elected PB/LnB CC and Municipal Chapter President shall personally receive the written notice, or in his/her absence, by other officials of the barangay. Said written notice shall notify him/her of the following:
 - 1. Date, Time, Place, and Agenda of the General Membership Meeting of the Chapter (Form 1)
 - 2. Date, Time, Place, and Agenda of the Election Meeting (Form 2)

On July 23, 2018 (Monday)

✓ The incumbent LnB Chapter President, duly assisted by the P/HUC Director/CLGOO, shall convene the Meeting for the formation and designation of the members of the Committees and Boards.

On July 24, 2018 - July 26, 2018

- ✓ The Nominations Committee or the LnB Chapter Secretary shall make available to the prospective candidates the candidacy forms (Form 3).
- ✓ It shall receive, in writing, Certificates of Candidacies before 5:00 PM of July 26, 2018.

On July 27, 2018 (Friday)

- ✓ The Nominations Committee shall determine and certify prior to the election as to the qualifications of the candidates in accordance with the LnB Constitution and By-Laws (CBL) and Election Code.
- ✓ It shall also post in the chapter office prior to the elections a list as to those candidates who have duly qualified for election to their respective offices.

On July 30, 2018, Monday (Synchronized Provincial, Metropolitan, HUC and ICC LnB Chapter Election)

- ✓ The Registration/Credentials Committee shall:
 - Take charge of the accreditation and registration of delegates to the election meeting.
 - · Prepare and issue the necessary proof of presence of a quorum for the said meeting
 - Prepare and issue the voter's credentials for election purposes, duly signed by the LnB Secretary and Treasurer and duly attested by the LnB Chapter President.
 - Render a report as to the number of voting delegates duly registered, certified and accredited.

✓ The Election Committee shall:

Exercise supervision and control over the conduct of the election proper.

 Proclaim the winning candidate as the duly elected officers and board members of the respective LnB Chapter, on the basis of the election results certified by the Board of Canvassers.

✓ The Board of Canvassers shall:

- Be responsible for the public canvassing and counting of the ballots cast and certifying the results as to the number of votes garnered by each candidate for each of the elective positions.
- Submit to the Election Committee the results of the election using Form 7.

✓ The Board of Election Supervisors shall:

- Resolve any controversies such as breaking tie through toss coin, application of neighborhood rule, appreciation of marked ballot and absolute adherence to compliance to all pre-requisites in an all or nothing rule that may rise during the election meeting of the local LnB Chapter.
- If the situation warrants, call upon the Philippine National Police (PNP) for assistance to ensure the smooth conduct of the election.

On August 3, 2018 (Friday)

✓ The DILG Provincial Director shall transmit the Certified True Copy of the Certificates of Canvass and Proclamation, minutes of the election meeting and other pertinent documents to the National Liga with office address at the Unit 1410 14th Flr., East Tower, Philippine Stock Exchange Centre, Exchange Road, Ortigas Center, Pasig City, Telephone Nos: (02) 687-1316, Email add: lnbnational@yahoo.com.ph

C. National and Regional Chapters

On August 3, 2018 - August 5, 2018 (Sec. 1.3 of Article I, LnB Election Code)

- ✓ The incumbent LnB National President, duly assisted by the National Barangay Operations Office (NBOO) of the DILG, shall send a written notice of meeting to the duly-elected Provincial, Metropolitan, Highly-Urbanized and Independent Component City Chapter Presidents, as well as the incumbent National LnB Board for the purpose of forming the various committees and boards.
- ✓ Said written notice shall include the following:
 - Date, Time, Place, and Agenda of the General Membership Meeting of the Chapter (Form 1)
 - 2. Date, Time, Place (in Metro Manila), and Agenda of the Election Meeting (Form 2)

In case of the Municipality of Pateros in NCR, a written notice shall be sent to the elected chapter president to participate in the Regional LnB Chapter Election.

On August 7, 2018 (Tuesday)

✓ The incumbent LnB National President, duly assisted by the NBOO, DILG, shall convene
the Meeting for the formation and designation of the members of the Committees and
Boards.

On August 7, 2018 - August 8, 2018

- ✓ The Nominations Committee or the LnB Secretary-General shall make available to the prospective candidates the candidacy forms (Form 3).
- ✓ It shall receive, in writing Certificates of Candidacies before 5:00 PM of August 8, 2018.

On August 20, 2018 (Monday)

✓ The Nominations Committee shall determine and certify at least seven (7) days prior to the election as to the qualifications of the candidates in accordance with the LnB Constitution and By-Laws (CBL) and Election Code.

On August 27, 2018 (Monday)

- ✓ Arrival and registration of Delegates and Voting Presidents (Hotel in Metro Manila, TBA)
- ✓ The Nominations Committee shall post in the election venue a list as to those candidates who have duly qualified for election to their respective offices.

On August 28, 2018 (Tuesday)

✓ National Convention (To be announced)

On August 29, 2018 (Wednesday)

✓ LnB National and Regional Chapter Elections (Hotel in Metro Manila, TBA)

VI. DILG ROLES AND RESPONSIBILITIES

- 1. Supervise the conduct of the local LnB chapter elections;
- 2. Extend support, when necessary, in sending notice of the date, time and venue of the chapter elections;
- Secure, for the use of the Liga, the needed ballot box, portable voting booths and writing board
 from the treasurer of the city, municipality or province where election is to be held, or if
 necessary, any adequate paraphernalia for the purpose;
- 4. Provide assistance, upon request of the National Liga or Chapter concerned, in arranging a suitable change of venue for the conduct of the elections of a particular Liga Chapter/level;

- Upon recommendation of the Regional Director, the Provincial/City Director shall undertake appropriate actions based on situations obtaining from operational considerations on matters affecting the conduct of the Municipal/City Liga Chapter Elections.
- All DILG Field Officers are hereby enjoined to disseminate this Memorandum Circular in their
 respective areas of jurisdiction and extend technical assistance to the Liga ng mga Barangay
 Chapters as may be necessary and appropriate.

VII. ELECTION REQUIREMENTS AND ELECTIVE POSITIONS

	CC and Municipal Chapter Elections	Provincial/HUC/ICC Chapter Elections	National and Regional Chapter Elections
2.	Payment of registration fees. The fees shall cover the election expenses, e.g. the honoraria for the BES Chairman and Members (Liga Election Code, as amended). Certified True Copy of COMELEC Certificate of Canvass and Proclamation of the winning candidate as Punong Barangay, and others as defined in the Liga Election Code, as amended.	 Payment of registration fees. The fees shall cover the election expenses, e.g. the honoraria for the BES Chairman and Members (Liga Election Code, as amended) Certificate of Confirmation issued by the National Liga as to his/her election as CC/Municipal Chapter President, or if not yet made available, a certified true copy of the Certificate of Canvass and Proclamation of the CC/Municipal Chapter elections duly attested by the board of Election Supervisors (BES) in support of his/her election. In the case of Metropolitan/HUC/ICC, a certified true copy of COMELEC Certificate of Canvass and Proclamation of the winning candidate as Punong Barangay, and others as defined in the Liga Election Code, as amended. 	fees shall cover the election expenses, e.g. the honoraria for the BES Chairman and Members (Liga Election Code, as amended). 2. Certified True Copy of Certificate of Canvass and Proclamation of the Provincial, HUC and ICC Chapter Elections duly attested by the BES in support to his/her election as chapter president together with the Certificate of Confirmation from the National Liga.
EI	1. President 2. Vice-President 3. Auditor 4. Six (6) to eight (8) Board Members	ELECTIVE OFFICERS: 1. President 2. Vice-President 3. Auditor 4. Six (6) to eight (8) Board Members	ELECTIVE OFFICERS: National Executive Board 1. National President 2. Executive Vice-President 3. Vice-President for Luzon 4. Vice-President for Visayas 5. Vice-President for Mindanao 6. Secretary-General 7. Auditor 8. Sixteen (16) Regional Chairmen/Board of Directors
			Regional Chapter Board 1. Regional President 2. Regional Vice-President 3. Regional Secretary 4. Regional Auditor 5. Regional Treasurer

Payment of reasonable registration fees of participants to cover meals, honoraria, supplies, and other election-related expenses, is authorized in accordance with the Liga Constitution and By Laws, chargeable against their respective local funds subject to the usual accounting and auditing rules and regulations.

VIII. ANNEXES

•	Annex A. Form 1	-	Sample Notice of General Membership Meeting
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Annex B. Form 2
 Annex C. Form 3
 Sample Notice of Election Meeting
 Sample of Certificate of Candidacy

Annex D. Form 4 - Sample Ballot

• Annex E. Form 5 - Sample Delegate ID

• Annex F. Form 6 - Sample Certificate of Canvass and Proclamation

Annex G. Form 7 - Sample Attestation
 Annex H. - Calendar of Activities

IX. EFFECTIVITY

This MC shall take effect upon its approval.

X. APPROVING AUTHORITY

EDUARDO M. AÑO √ Officer-In-Charge, DILG

XI. FEEDBACK

For related queries, kindly contact the National Barangay Operations Office (NBOO) at Tel. nos (02) 925-0328 or (02) 925-1137, or e-mail us at nboolnb24@gmail.com.



LIGA NG MGA BARANGAY

		CHAPT	ER
TO:			
	City/Municipal Liga P	resident	City/Municipality
DATE:			
	NOTICE OF C	GENERAL MI	EMBERSHIP MEETING
Please b	e informed that there will be a General M	Iembership Me	eting of this chapter to be held:
On			AM/PM
	Day Date		Time
With the	following order of business as its agenda:		
		AGEN	DA
I.	Call to Order		
П.	National Anthem		
III.	Invocation		
IV.	Determination of Presence of Quorum		
V.	Forming of the Various Committees and Boa	ards in accordance	with Section 2 Article I of the Liga Election Code.
	a. Nominations Committee;		
	b. Registration/Credentials Committee;		
	c. Election Committee;		
	d. Board of Canvassers; and		
	e. Board of Election Supervisors		
VI.			the election expenses like the honoraria for the BES Chairman and
	Members as provided for in Section I Artice	IX of the 2010 Li	ga Election Code:
	"Section 1. Each Liga chapter shall app for the following honoraria for:	propriate funds fr	om the proceeds of the registration fees of its election meeting to pay
	1.2 For Independent compone	ent and Highly U	rbanized Cities, Metropolitan and Provincial Liga Chapters:
	BES Chairman	=	P2,000.00
	BES Member	3	P1,000.00
	BES Member	*	P1,000.00
VII.	Setting of date, time and place of the Liga ch DILG Memorandum Circular No. 2018		distribution of Calendar of Election Activities and Guidelines as per
Your at	tendance in this meeting is earnestly solicited	, or in your absen	ce, you may send an authorized representative.
	Liga Cha	pter President (or Authorized Representative)
		Noted:	(If available)
		DILG	-PD/CLGOO

LIGA NG MGA BARANGAY

			СНА	PTER	
TO:		- City/M	ınicipal LnB President		City/Municipality
DATE:		4			
			NOTICE OF ELE	CTION MEETING	
	P	lease be informed that	there will be a General Me	embership Meeting and	d Election Meeting of this chapter to be
held:					
On					_AM/PM
		Day	Date	Time	
With the	e fol	lowing order of business a	s its agenda:		
			AGI	ENDA	
	a.	Call to order (by Incu	mbent LnB Chapter Preside	nt)	
	b.	National Anthem	nocin zinz onapro ricora-	/	
	c.	Invocation			
	d.	Proof of Required Not	ice of Meeting		
	e.	Proof of the Presence			
	f.		retary (on 2018 Calendar of	Activities and paymer	nt of Registration fees)
1	g.	Report of the Commit			A CONTRACTOR OF THE CONTRACTOR
- 2	h.		over to Election Committee	2)	
		- Balloting			
		- Canvassing			
		- Proclamation			
i	i.	Adjournment (Turnov	er to the LnB Chapter Pres	ident)	
			In R Chanter Presider	nt (or Authorized Repr	esentative)
			A 1000 CO TO	ed: (If available)	
			Note	eu. (II avaliable)	

DILG-PD/CLGOO

FORM 3

Republika ng Pilipinas LIGA NG MGA BARANGAY

CHAPTER

CERTIFICATE OF CANDIDACY (All entries must be in print)

(Surname)	(Given Name)	(Middle Name)	(Nickname/Alias)
Candidate For:		Religion:	
Barangay:	YearYear	rs as P.B. : Tel. N	No
		se:	
		ed At:	
Have you ever be	een removed as a LnB officer	r/director? I	f so, state reason/s:
state reason/s:		ement of crimes involving	
		Name of the Control o	
reinstated:	_	r?	_ If so, state reason/s an
reinstated:		r?	_ If so, state reason/s an
reinstated: Schools Attended	and Courses completed:	r?	_ If so, state reason/s an

Republika ng Pilipinas LIGA NG MGA BARANGAY ————————————————————————————————————	Republika ng Pilipinas LIGA NG MGA BARANGAY ————————————————————————————————————
OFFICIAL BALLOT	OFFICIAL BALLOT
For President:	For President:
For Vice President:	For Vice President:
For Auditor:	For Auditor:
For Board of Directors:	For Board of Directors:
Voter's Signature Right Thumbmark	Voter's Signature Right Thumbmark

DELEGATE'S ID

Republika ng Pilipinas LIGA NG MGA BARANGAYChapter	
DELEGATE	
Name	
Barangay	
Republika ng Pilipinas	
LIGA NG MGA BARANGAY Chapter	
DELEGATE	

Name

Barangay

FORM 6 PAGE 1

	Republika ng Pilip LIGA NG MGA BARA CH	
ce/City of:		
CERT	IFICATE OF CANVASS ANI (2018 LnB Chapter Ele	
PRESIDENT:		
Name of Candidate	Total Number of Votes	Total Number of Votes in Words
VICE PRESIDENT:		
Name of Candidate	Total Number of Votes	Total Number of Votes in Words
AUDITOR:		
Name of Candidate	Total Number of Votes	Total Number of Votes in Words

FORM 6 PAGE 2

FOR BOARD OF DIRECTORS:

Name of Candidate	Total Number of Votes	Total Number of Votes in Words

SAMPLE ONLY

FORM 6 PAGE 3

Based on the foregoing canvass of the results of the elections, the following are hereby proclaimed: **PRESIDENT** VICE PRESIDENT **AUDITOR BOARD OF DIRECTORS** We HEREBY CERTIFY that all the entries recorded here are true and correct. **BOARD OF CANVASSERS:** Thumbmark Chairman Member Member **ELECTION COMMITTEE:** Chairman Member Member

ATTESTATION

Elections	tion Committee held	on	the results	or the	LIID I IOVI	at	the
Elections	neid	OII		are	hereby	forwarded	to
		t	o wit:	1777-JE	,		
1. Origin	al/Certified True	Copy of the	e Certificate o	of Canva	ass and Proc	lamation; and	
	es of the Election						
				Board	d of Election	a Supervisors:	
					Chairr	nan	

→ May								
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
17	18	19	20	21	22	23		
24	25 Sending of Notices for the CC & Municipal General Assembly and Election Meeting	26	27	28	29	30 12:00 noon Assumption to Office of the new sets of barangay officials		

⊲ June			~ July 2018	~		Augus
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Component City/ Municipality General Meeting & Creation of Committees	3	4	5	6	7
8	9	10	11 Deadline of Filing of Certificates of Candidacies for CC & Municipal Candidates	12	13 Posting and Release of Qualified Official Candidates for the CC & Municipal LnB	14
	Filin	g of Can	didacy		Elections	
15	16 LnB CC & Municipal Chapter Elections	17	18	19	20 Submission of the CC/Municipal LnB	21
	Sending of Notices for the Provincial, HUC & ICC General Assembly and Election Meeting				Chapter Election Results of the LnB National Office	
22	Provincial, HUC & ICC General Meeting & Creation of Committees	24	25	26 Deadline of Filing of Certificates of Candidacies for Provincial, HUC & ICC Candidates	Release of Qualified Official Candidates for the Provincial, HUC & ICC LnB	28
		Fi	ling of Candi	dacy	Elections	
29	30 LnB Provincial, HUC & ICC Chapter Elections	31	August 3 Submission of the P National Office	rovincial, HUC & ICC	LnB Chapter Election	Results of the Lni