



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City

<http://www.dilg.gov.ph>

**AMENDMENT TO DILG MEMORANDUM CIRCULAR NO. 2009 – 109, ENTITLED
“GUIDELINES IN THE MONITORING THE FUNCTIONALITY OF THE BARANGAY
DEVELOPMENT COUNCIL (BDC)”**

Memorandum Circular No. 2019-69

Date: May 15, 2019



1. Background

Pursuant to Section 106 of the Local Government Code of 1991, each local government unit shall have a comprehensive multi-sectoral development plan to be initiated by its development council and approved by its sanggunian. At the barangay level, it is the Barangay Development Council (BDC) that shall assist the Sangguniang Barangay in setting the direction of economic and social development and coordinating the development efforts within its territorial jurisdiction.

Indeed, the BDC plays a pivotal role in the over-all development and progress of the barangay and is considered the mother of all special bodies in the barangay being the umbrella organization of all barangay-based institutions (BBIs).

In this regard, the Department issued DILG Memorandum Circular No. 2009 – 109 re Guidelines in Monitoring the Functionality of the BDCs. Given the recent development in the policy environment, there is indeed a necessity to update the said issuance to harmonize the duties and functions of BDC pursuant to existing laws.

2. Legal Bases

2.1. Section 106 of the LGC of 1991 provides that *“each local government unit shall have a comprehensive multi-sectoral development plan to be initiated by its development council and approved by its sanggunian. For this purpose, the development council at the provincial, city, municipal, or barangay level, shall assist the corresponding sanggunian in setting the direction of economic and social development, and coordinating development efforts within its territorial jurisdiction.”*;

2.2. Section 107 (a) provides for the composition of the BDC;

2.3. Section 108 ensures the selection of NGO representatives to the councils, as well as the accreditation of NGOs by the local sanggunian;

2.4. Section 109 enumerates the functions of the BDC;

2.5. Section 110 mandates the BDCs to meet at least once every six (6) months or as often as may be necessary;

2.6. Section 111 mandates the creation of the Executive Committees to represent the council and act in its behalf when it is not in session;

2.7. Section 112 provides that BDC may form sectoral or functional committees to assist them in the performance of their functions; and

2.8. Section 113 provides for the creation of BDC Secretariat.

3. Purpose

This Circular is hereby issued to provide guidelines in monitoring the functionality of the Barangay Development Councils (BDCs).

4. Scope/Coverage

All City/Municipal Mayors, Punong Barangays, Members of the Sangguniang Barangay, DILG Regional Directors and Field Officers, and all others concerned.

5. Policy Content

5.1. ORGANIZATION AND COMPOSITION OF THE BDC

5.1.1. The Punong Barangay shall organize/reconstitute the BDC, through an issuance of Executive Order, within 100 days upon assumption to Office.

5.1.2. The BDC shall be composed of the following:

- a) Punong Barangay as Chairperson
- b) Members of the sangguniang barangay
- c) Representatives of accredited non-governmental organizations operating in the barangay who shall constitute not less than one fourth ($\frac{1}{4}$) of the members of the fully organized council; and
- d) A representative of the congressman as member

5.2. FUNCTIONS

The following shall be the functions of the BDC:

- 5.2.1. Mobilize people's participation in local development efforts;
- 5.2.2. Prepare barangay development plans based on local requirements;
- 5.2.3. Monitor and evaluate the implementation of national or local programs and projects; and
- 5.2.4. Perform such other functions as may be provided by law or competent authority.

5.3. CONSTITUTION OF BDC EXECUTIVE COMMITTEE (EXECOM)

An executive committee shall be created, within 30 days upon organization/reconstitution of the BDC, to represent and act in behalf of the council when the latter is not in session. The executive committee of the BDC shall be composed of the following:

- a) Punong Barangay as chairperson;
- b) The following shall serve as members:
 - 1) A representative of the sangguniang barangay to be chosen from among its members, and
 - 2) A representative of non-governmental organizations that are represented in the council, as members.

The BDC Execom shall exercise the following powers and functions:

- a) Ensure that the decision of the council are faithfully carried out and implemented;
- b) Act on matters requiring immediate attention or action by the council;
- c) Formulate policies, plans, and programs based on the general principles laid down by the council; and
- d) Act on other matters that may be authorized by the council.

5.4. CONSTITUTION OF BDC SECRETARIAT

A BDC Secretariat headed by the Barangay Secretary shall be constituted. Assisted by the City or Municipal Planning and Development Coordinator concerned, BDC Secretariat shall:

- a) Provide technical support to the BDC;
- b) Document of the Council's proceedings;
- c) Prepare of the Council's reports; and
- d) Other assistance as may be required in the discharge of its functions.

5.5. FUNCTIONALITY INDICATORS

The functionality of BDC shall be assessed in the following areas:

INDICATORS		PTS
A. STRUCTURE		10
1	Organization/Reconstitution of BDC	5
2	Organization/Reconstitution of BDC within 100 days upon assumption to office;	2
3	Constitution of BDC Executive Committee;	2
4	Constitution of BDC Secretariat;	1
5	Organization of BDC sectoral or functional committees	3*
B. PEOPLE		20
1	BDC membership is in accordance with prescribed members of Section 107 of RA 7160;	6
2	At least ¼ of the members of the BDC are representative from accredited NGO as provided	5
3	At least 40% of all the BDC members are composed of women pursuant to RA 9710 or the Magna Carta of Women of 2009;	4
4	BDC members attended any related trainings/orientation at least once in the previous year	5
C. SYSTEM		50
1. Conduct of Meetings		10
a	Conduct of BDC meetings at least twice a year;	5
b	Conduct of BDC Executive Committee meetings	5
c	Conduct of Sectoral and Functional Committee meetings	2*
2. Formulation of Plans and Programs		20
a	Formulation of Barangay Development Plan	8
b	Integration of sectoral plans in the BDP;	5
c	Formulation Local Development Investment Program/Annual Investment Program (LDIP/AIP)	5
d	Submission of BDP to the City/Municipal level for inclusion in the CDP	2
3. Planned Projects are Being Implemented		20
a	Percentage of accomplished vis-à-vis target PPAs in the AIP/Budget Ordinance	7
	100% - 85%	8
	84% - 50%	6
	49% - 25%	3
	Below 25%	2
b	Percentage of utilization of allocated budget	7
	100% - 85%	8
	84% - 50%	6
	49% - 25%	3
	Below 25%	2

c	Submission of annual accomplishment report	6
D. PEOPLE'S PARTICIPATION IN LOCAL DEVELOPMENT		20
a	Voluntary participation of the residents in the implementation of barangay PPAs	4
b	Conduct of public hearing/barangay assemblies for public consultation	5
c	Attendance of CSOs to the regular meetings of the BDC	3
d	Conduct of consultation meetings with various sectors	3
e	Attendance of BDC members to the meetings/consultations initiated by higher LGUs (P/C/M)	5
E. BDC INNOVATIONS AND GOOD PRACTICES		
	BDC implement process, mechanisms and programs as innovation to existing provisions of the existing policies	5*

*BONUS POINTS

5.6. LEVEL OF FUNCTIONALITY

LEVEL	RATING
Non – Functional	30 points and below and achieved the requirements of the structure and people
Low	31 - 50 points and achieved the requirements of the structure and people
Moderate	51 - 74 points; achieved the requirements of the structure and people
High	75 - 95 points; achieved the requirements of the structure and people
Ideal	Above 95 points; achieved all the HIGH Functionality and Implements BDC Innovations and Good Practices

5.7. MONITORING THE FUNCTIONALITY OF BDCs

5.7.1. The C/MAT shall be created in every city/municipality to evaluate the functionality of the BDC, with the following composition:

- Chair : City Director/City/Municipal Local Government Operations Officer or representative
- Members : C/M Planning and Development Coordinator or representative
President, Liga ng mga Barangay or representative
C/M Budget Officer or representative
One (1) NGO Representative who is a member of the City/Municipal Development Council

The C/MAT shall have the following functions:

- a. Assess the functionality of the BDC based on the submitted barangay self-assessment form;
- b. Review and evaluate the means of verification and relevant documents for the assessment of BDC Functionality;
- c. Conduct validation activities whenever necessary; and
- d. Submit consolidated monitoring report and assessment results to the DILG Provincial Office or DILG Regional Office, in case of highly urbanized cities (HUCs) or independent component cities (ICCs).

5.7.2. The assessment of the functionality of the BDC shall be conducted annually in accordance with the following schedule:

Year Under Review	Assessment Period	Submission of Regional Assessment Results
Previous Year	July to September of current year	On or before September 30 of every year.

5.7.3. The DILG Regional Office shall prescribe the schedules of submission of provincial and city/municipal assessment results.

5.7.4. The Punong Barangay shall accomplish the self-assessment forms (Annex 1) and submit the same, along with all means of verification to the City/Municipal Assessment Team, through the City Director/C/MLGOO.

5.7.5. The result of the assessment shall be encoded through a shared google drive on or before September 15 of every year. Inputs in the google drive are expected to be final and verified.

5.7.6. A duly signed regional summary of the assessment results shall be submitted to the Central Office, through the NBOO, on or before September 30 of every year.

5.8. INSTITUTIONAL ARRANGEMENTS

5.8.1. PUNONG BARANGAY

5.8.1.1. Accomplish the self-assessment form; and

5.8.1.2. Prepare and submit to the City/Municipal Assessment Team, through the City Director/C/MLGOO, all necessary documents needed for the BDC Functionality Assessment to be prescribed in the technical guidenotes.

5.8.2. CITY/MUNICIPAL MAYORS

5.8.2.1. Designate personnel as member of the C/MAT; and

5.8.2.2. Provide technical assistance to the barangays.

5.8.3. DILG

5.8.3.1. NBOO

- a) Develop the technical guide notes for the conduct of the functionality assessment;
- b) Maintain national master list of barangays with functionality status of BDCs;
- c) Submit status report to SILG on the result of the assessment on or before September 30, 2019;
- d) Conduct validation activity whenever necessary; and
- e) Provide technical and administrative assistance to the field offices.

5.8.3.2. DILG REGIONAL OFFICES

- a) Formulate regional guidelines particularly on the timeline of submission of the city/municipal and provincial monitoring report and assessment results.
- b) Ensure the completeness and accuracy of the data encoded in the area of jurisdiction;
- c) Submit the duly signed regional summary of the assessment results to Central Office through NBOO;
- d) Maintain regional master list of barangays with functionality status of BDCs;
- e) Conduct validation activity whenever necessary; and
- f) Provide technical and administrative assistance to the field offices.

5.8.3.3. **DILG PROVINCIAL OFFICES**

- a) Ensure the completeness and accuracy of the data encoded in the area of jurisdiction;
- b) Submit the results of the assessment to the regional office;
- c) Maintain provincial master list of barangays with functionality status of BDCs;
- d) Conduct validation activity whenever necessary; and
- e) Provide technical and administrative assistance to the field offices.

5.8.3.4. **DILG CITY/MUNICIPAL OFFICES**

- a) Convene and orient the members of the C/MAT on guidelines of BDC Functionality Assessment prescribed in this Circular;
- b) Ensure all barangays within the area of jurisdiction are assessed;
- c) Encode the results of the assessment in the shared google drive monitoring;
- d) Submit the result of the assessment to the Provincial Office; and
- e) Conduct validation activity whenever necessary.

6. **Effectivity**

This Circular shall take effect immediately.

7. **Approving Authority**


EDUARDO M. AÑO
Secretary, DILG



8. **Feedback**

Inquiries concerning this Circular should be directed/addressed to NATIONAL BARANGAY OPERATIONS OFFICE (NBOO) through telephone numbers (02) 876 - 3454 local 4407 or 925-1137 .