

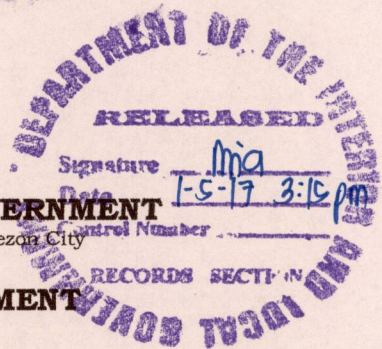


Republic of the Philippines

**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**

DILG - NAPOLCOM CENTER Building, EDSA Corner Quezon Avenue, Quezon City

**BUREAU OF LOCAL GOVERNMENT DEVELOPMENT**



January 5, 2017

MEMORANDUM CIRCULAR NO. 2017-03

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

**SUBJECT :** ATTENDANCE TO THE 13<sup>TH</sup> CBMS PHILIPPINES NATIONAL  
CONFERENCE

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 the 13<sup>th</sup> CBMS National Conference on 1-3 March 2017 at Crowne Plaza Manila Galleria, Ortigas Avenue, corner ADB Avenue, Quezon City.

The three-day policy conference gathers partners and stakeholders from national and local government units, non-government organizations, and academic and development partner agencies to discuss current developments, findings, and best practices on the implementation and use of the community-based monitoring system (CBMS). It aims to feature presentations and sharing of best practices on the uses of CBMS for multi-dimensional poverty diagnosis, bottom-up planning and budgeting, program targeting, disaster-risk reduction management and climate change adaptation, monitoring the sustainable development goals (SDGs), and impact monitoring among others.

All Local Chief Executives (LCEs) and other 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 extended until **15 January 2017**.

## 2. Registration Guidelines

### 2.1 Registration Fee Packages

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

### 2.2 Live-Out Registration Package: (Php 5,500.00 /NETT/person)

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

### 2.3 Live-In Registration Package:

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

## 3. Registration Payment

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

Particulars	Land Bank 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 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 January 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 January 2017** will only be accommodated on a first come first served basis. Note that late registrants shall not 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://www.cognitofrms.com/PEPAsiaCBMSNetworkOffice/\\_13thCBMSPhilippinesNationalConference](https://www.cognitofrms.com/PEPAsiaCBMSNetworkOffice/_13thCBMSPhilippinesNationalConference).

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.

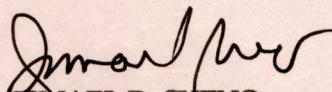
An official email and/or SMS notification with DLSU Official Receipt of Payment Reference Number will be sent to registered participants by the CBMS Network Office. Registered participants are required to show this official notification at the designated registration desk during the conference to claim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

Regular updates about the conference and other logistical arrangements are also provided in the conference website at <https://www.pep-net.org/13th-cbms-philippines-national-conference> and the CBMS International Network Facebook Group page at <http://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.

  
ISMAEL D. SUENO  
Secretary





**13<sup>th</sup> Community Based Monitoring System (CBMS) Philippines National Conference**  
**March 1-3, 2017**

Ballroom, Crowne Plaza Manila Galleria  
*Ortigas Ave. Corner ADB Ave., Quezon City, Philippines*

**Call for Papers and Presentation**

The CBMS Network Office of DLSU is inviting local government units (LGUs) that are implementing the **community-based monitoring system in the Philippines** to submit **proposals for papers** to be presented during the **13th CBMS-Philippines National Conference**. Proposed papers should be able to document and discuss the actual uses and applications of **CBMS data** 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. Impact monitoring of an LGU-initiated program to address priority needs of any of the following sectors:
  - Children
  - Indigenous Peoples (IPs)
  - Persons with Disabilities (PWDs)
  - Women
  - Youth
3. Targeting of beneficiaries for poverty reduction initiatives
4. Disaster preparedness and rehabilitation
5. Environment Management and Climate Change Adaptation
6. Migration and Development

Interested applicants must have **completed at least one round of the CBMS census** using the **CBMS-Accelerated Poverty Profiling (CBMS)**, and/or currently implementing the CBMS APP.

Interested LGUs to present in the conference may submit the following requirements through their DILG Regional Office not later than **December 31, 2016**:

1. Official letter of intent to present in the conference
2. A one-page **abstract of the presentation** which includes the following information:
  - a. Title of Presentation
  - b. Name and Position of Presenter
  - c. 2 to 5 statements on the specific benefits and actual uses of CBMS (APP or paper-track) in the locality with reference to any of the above-mentioned topics

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

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**13<sup>th</sup> Community Based Monitoring System (CBMS) Philippines National Conference**  
**March 1-3, 2017**

Ballroom, Crowne Plaza Manila Galleria  
 Ortigas Ave. Corner ADB Ave., Quezon City, Philippines

### About the Conference

The annual CBMS-Philippines national conference gathers partners and stakeholders from the national and local government units across the country to discuss current developments, findings, and best practices on the implementation and use of the community-based monitoring system (CBMS).

### REGISTRATION GUIDELINES

We are offering the following registration fee package rates for the 2017 conference:

**Live-out Registration Package (P 5,500/NETT/person):** This includes *conference registration fees, snacks and lunch for the 3-day conference, and conference kit*. Participants are expected to arrange and pay for their own hotel accommodation, breakfast and dinner arrangements.

**Live-In Registration Package (see attached document for details on individual or group registration rates):** This includes *conference registration fee, snacks and lunch for the 3-day conference, conference kit, and hotel room accommodation*. Updates are also provided in the conference website at <http://www.pep-net.org/13th-cbms-philippines-national-conference>, and from the CBMS International Network Facebook Group Page at: <https://www.facebook.com/groups/CBMSNetwork/>

### REGISTRATION PAYMENT

Payment can be remitted by cash or check deposit payment through any of the following accounts:

#### Land Bank of the Philippines

Account name: **De La Salle University, Inc.**  
 Account no.: 0592 - 1063 - 02

Account type: Current Account  
 Branch name: Taft Avenue Branch

**NOTE:** LBP check payments should be payable to **De La Salle University, Inc.**

#### United Coconut Planters Bank

Account Name: **De La Salle University**  
 Account Number: 120-1147119

Account type: Peso Savings Account  
 Branch name: P.Ocampo Branch

**NOTE:** UCPB check payments should be payable to **De La Salle University**

**13<sup>th</sup> Community Based Monitoring System (CBMS) Philippines National Conference**  
**March 1-3, 2017**

Ballroom, Crowne Plaza Manila Galleria  
Ortigas Ave. Corner ADB Ave., Quezon City, Philippines



**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 **January 31, 2017** will get a special token from the CBMS Network and will also be allotted with a special registration lane at the conference site.

**Late Registration**

Participants who will **register and pay after January 31, 2017** will only be accommodated on a *first come first served basis*. Note that late registrants shall not be entitled to any privileges provided to early registrants.

**Submission of Registration Forms and Proof of Payment**

Participants are advised to complete their conference registration online through <https://www.cognitofrms.com/PEPAsiaCBMSNetworkOffice/13thCBMSPhilippinesNationalConference>

Proof of payment of registration fee with names, organization and contact details of participants can be sent to the secretariat by e-mail at [cbms.network@gmail.com](mailto:cbms.network@gmail.com) or by fax at (02) 5262067.

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

For further details regarding this matter, your designated staff may call the conference secretariat at the PEP Asia-CBMS Network Office at (02) 5262067 or 2305100 loc. 2461 or e-mail at [cbms.network@gmail.com](mailto:cbms.network@gmail.com)

**Conference Secretariat**

**CBMS Network Office**

De La Salle University (DLSU)-Angelo King Institute for Economic and Business Studies  
10<sup>th</sup> Floor Angelo King International Center, Estrada Cor. Arellano Ave., Malate, Manila

E-mail: [cbms.network@gmail.com](mailto:cbms.network@gmail.com)

Tel. Number: (02) 5262067 or 2305100 loc. 2461

Fax Number: (02) 5262067

Website: <http://www.pep-net.org/about-cbms>

Facebook Group Page: <https://www.facebook.com/groups/CBMSNetwork/>

Conference website: <http://www.pep-net.org/13th-cbms-philippines-national-conference>

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th CBMS Philippines National Conference: March 1-3, 2017

Updated as of November 25, 2016

LIVE-IN CONFERENCE FEES PACKAGE			RATE (IN PESO)
<b>3 DAYS AND 2 NIGHTS ACCOMMODATION (Holiday Inn Manila Galleria)- Includes hotel and conference registration fee</b>			
1	Single Room Occupancy (Single or 1 person registration)		
	Check in on Mar 1 and Check out on March 3. Standard check in time is 3:00 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 Mar 1 and Check out on March 3. Standard check in time is 3:00 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		11,000
3	Triple Room Occupancy (For every 3 participants registered)		
	Check in on Mar 1 and Check out on March 3. Standard check in time is 3:00 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		9,833
4	Quadruple Room Occupancy -with 2 Queen beds (For every 4 participants registered)		
	Check in on Mar 1 and Check out on March 3. Standard check in time is 3:00 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		9,250
<b>4 DAYS AND 3 NIGHTS ACCOMMODATION (Holiday Inn Manila Galleria)- Includes hotel and conference registration fee</b>			
1	Single Room Occupancy (Single or 1 person registration)		
	Option 1: Check in on Feb 28 and Check out March 3		
	Option 2: Check in on Mar 1 and Check out on Mar 4		
	Standard check in time is 3:00 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 Feb 28 and Check out March 3		
	Option 2: Check in on Mar 1 and Check out on Mar 4		
	Standard check in time is 3:00 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		13,750
3	Triple Room Occupancy (For every 3 participants registered)		
	Option 1: Check in on Feb 28 and Check out March 3		
	Option 2: Check in on Mar 1 and Check out on Mar 4		
	Standard check in time is 3:00 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		12,000
4	Quadruple Room Occupancy -with 2 Queen beds (For every 4 participants registered)		
	Option 1: Check in on Feb 28 and Check out March 3		
	Option 2: Check in on Mar 1 and Check out on Mar 4		
	Standard check in time is 3:00 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		11,125

<b>DAYS AND NIGHTS ACCOMMODATION (Holiday Inn Manila Galleria) - Includes hotel and conference registration fee</b>			
<b>1</b>	<b>Single Room Occupancy (Single or 1 person registration)</b>		
	<i>Check in on Feb 28 and Check out on March 4. Standard check in time is 3:00 pm while check out time is 12:00 noon.</i>		
	<i>Standard additional hotel fees apply for early and/or late check out arrangements</i>		
	<b>TOTAL REGISTRATION FEE (Per Person)-LIVE IN</b>		<b>25,500</b>
<b>2</b>	<b>Twin Room Occupancy (For every 2 participants registered)</b>		
	<i>Check in on Feb 28 and Check out on March 4. Standard check in time is 3:00 pm while check out time is 12:00 noon.</i>		
	<i>Standard additional hotel fees apply for early and/or late check out arrangements</i>		
	<b>TOTAL REGISTRATION FEE (Per Person)-LIVE IN</b>		<b>16,500</b>
<b>3</b>	<b>Triple Room Occupancy (For every 3 participants registered)</b>		
	<i>Check in on Feb 28 and Check out on March 4. Standard check in time is 3:00 pm while check out time is 12:00 noon.</i>		
	<i>Standard additional hotel fees apply for early and/or late check out arrangements</i>		
	<b>TOTAL REGISTRATION FEE (Per Person)-LIVE IN</b>		<b>14,167</b>
<b>4</b>	<b>Quadruple Room Occupancy -with 2 Queen beds (For every 4 participants registered)</b>		
	<i>Check in on Feb 28 and Check out on March 4. Standard check in time is 3:00 pm while check out time is 12:00 noon.</i>		
	<i>Standard additional hotel fees apply for early and/or late check out arrangements</i>		
	<b>TOTAL REGISTRATION FEE (Per Person)-LIVE IN</b>		<b>13,000</b>

**NOTES**

1. Room rate referred above is special rate by Holiday Inn Manila Galleria for delegates of the 13th CBMS Philippines National Conference. Rate includes buffet breakfast arrangements. Due to limited slots, reservation is on a first come , first served basis.
2. Holiday Inn Manila Galleria is located beside Crowne Plaza Manila Galleria  
Request for booking for early check in and late check out is subject to room availability.
3. The size of the room for all accommodation packages provided above is 32sqm.