



**2018 SEAL OF GOOD LOCAL GOVERNANCE:
PAGKILALA SA KATAPATAN AT KAHUSAYAN NG PAMAHALAANG LOKAL**

Memorandum Circular No.: 2018-49

April 6, 2018

1. Prefatory Statement

SGLG All-In: Reaping the results of good governance!

The Seal of Good Local Governance (SGLG) symbolizes integrity and good performance through continuing governance reform and sustained local development. It is an emerging and progressive assessment system to give distinction to remarkable local government performance across several areas.

For the last three years, this Department, through the SGLG, has continually recognized local governments by primarily looking at existing structures, systems and processes that promote transparency, integrity and quality service delivery. Such efforts yielded affirmative results as an increasing number of local governments has embraced the challenge in effecting internal administrative change in compliance with laws and regulations. However, not all LGUs qualified for the SGLG with only 27% as the highest passing rate. Nevertheless, overall data showed that there is improvement in the governance performance of LGUs since the first conferment in 2015. None has been left behind.

These gains inspire the DILG to continue raising the bar of governance by exacting meaningful outcomes. As accountability is a primary principle the SGLG espouses, it now also begins to look into how this is observed in light of the supervisory function over component local governments. Results-oriented parameters are also gradually integrated into the assessment to gauge the effect of local actions and interventions.

For 2018, the SGLG elevates the assessment criteria from "4+1" to "ALL-IN". With this, the LGU must pass all areas of: (1) Financial Administration; (2) Disaster Preparedness; (3) Social Protection; (4) Peace and Order; (5) Business-Friendliness and Competitiveness; (6) Environmental Management; and (7) Tourism, Culture and the Arts.

Aside from these, the LGU has to demonstrate positive result out of its reform efforts taking into account local leadership and the cohesive action of the entire workforce.

With these upgrades, the SGLG continues to advance the Philippine's development principle – *"Gobyernong may Malasakit tungo sa Pagbabago at Patuloy na Pag-unlad"*.

2. Scope/Coverage

This policy shall cover:

- 2.1 Eighty-one provinces, 145 cities and 1,489 municipalities which shall be subjected to the SGLG assessment;
- 2.2 All Regional and Sub-Regional Offices which are primarily involved in the regional implementation, together with partner-non-government organizations (CSOs) civil society organizations (CSOs), local research institutes (LRIs) and/or national government agencies;
- 2.3 Bureau of Local Government Supervision – Local Governance Performance Management Division (BLGS-LGPMD) as overall lead in the implementation of the program; and
- 2.4 Other DILG Central Office Bureaus and Services which shall provide the necessary technical, administrative and/ or logistical support.

3. Policy Content and Guidelines

3.1 Assessment Criteria

For 2018, the “All-In” principle applies in the assessment. This means for an LGU to qualify, it must meet all the minimum criteria in the seven (7) areas namely, financial administration; disaster preparedness; social protection; peace and order; business-friendliness and competitiveness; environmental management; and tourism, culture and the arts.

In addition, for a province to qualify, ten percent (10%) of its component cities and municipalities must be passers.

Assessment results shall be subjected to validation and further deliberation to ensure alignment to the objectives and principles of the SGLG.

The SGLG governance areas espouse for an LGU to:

- 3.1.1 Financial Administration: *Foster transparency and accountability.*
- 3.1.2 Disaster Preparedness: *Prepare for challenges posed by disasters.*
- 3.1.3 Social Protection: *Broaden access to social services especially the marginalized and most vulnerable in the community.*
- 3.1.4 Peace and Order: *Protect the community from threats to life and security.*
- 3.1.5 Business-Friendliness and Competitiveness: *Attract more businesses for investments and employment.*

- 3.1.6 Environmental Protection: *Uphold the integrity of the environment.*
- 3.1.7 Tourism, Culture and the Arts: *Optimize tourism potential, and enrich cultural heritage and community.*

3.2 Assessment Prerequisites: Tools, Mechanisms, Structures and Partners' Support

- 3.2.1 Assessment Tools. New prescribed Forms shall be issued to document data and observations. A subsequent issuance will be circulated separately to the Regional Offices to provide the tools and supporting guidelines in more detail.
- 3.2.2 Mechanisms. The Local Governance Performance Management System continues as the operational platform of the SGLG particularly for online data entry and web reports. Moreover, the designated LGPMS-SGLG Google Drive serves as the main storage facility of all documents and databases relative to LGU assessments and monitoring of activities.

Coordination through various means, including email and social media, is maintained to further support operational requirements.

3.2.3 Structures and Composition

- 3.2.3.1 National Steering Committee, organized by the BLGS, composed of experts and advocates from national government agencies and civil society organizations, and select DILG Regional Directors and Central Office personnel, including the Assistant Secretary for Plans and Programs and Undersecretary for Local Government, tasked to finalize and ensure the acceptability of SGLG criteria and implementation strategies.
- 3.2.3.2 Regional Assessment Teams, to be organized by the DILG-Regional Office and headed by the Assistant Regional Director, consisting of the Chief of the Local Government Monitoring and Evaluation Division (LGMED), regional focal persons, and at least two (2) representatives from CSOs or local research institutes (LRIs), mainly responsible for data verification and certification.
- 3.2.3.3 National Validation Teams, to be organized by the BLGS, composed of representatives from DILG-Central Office, DILG-Regional Offices, NGOs/CSOs, LRIs and/or partner-agencies, primarily involved in the onsite visit and thorough review of supporting documents.
- 3.2.3.4 National Quality Committee, to be organized by the BLGS, composed of experts and advocates of good governance coming from partner NGAs, NGOs/CSOs and LRIs, including the Assistant Secretary for Plans and Programs and the Undersecretary of Local Government, to undertake screening for acceptability of results prior to indorsement.

- 3.2.3.5 **National Awards Committee, to be organized by the BLGS, composed of DILG management, Bureau and Service personnel, select DILG-Regional Offices, and others concerned, to administer the preparatory, deployment and post-activity requirements of the national conferment.**
- 3.2.4 **Participation of and Support to NGO/CSO/LRI Partners.** To ensure a cohesive and balanced perspective in the overall implementation, as well as maintain the integrity of assessment results, representatives from partner NGOs/CSOs or LRIs, either national or regional, shall be tapped. Selection shall be based on DILG-CO/RO's existing partnerships and/or their degree of participation or advocacy on good local governance reforms. As members of the RAT, they shall be deeply engaged in the thorough review of supporting documents, shortlisting of potential LGU passers, onsite validation and recommendation.

Subject to the availability of funds and the usual accounting and auditing rules, honorarium for NGO/CSO/LRI-partners shall be allocated by the BLGS while travel expenses shall be charged to the respective Regional Offices.

3.3 Phases of the Implementation, Indicative Schedule and Responsibilities

The outcome of the assessment relies heavily on the quality of data generated and adherence to the prescribed process and principles of the SGLG. Proper and complete documentation is deemed important, emanating from the LGU up to the final stage of evaluation by designated validators. The overall assessment is guided by the following:

3.3.1 **Regional Assessment: Data Gathering and Certification, Documentary Review, Calibration and Online Data Entry (3rd week of April to 3rd week of June 2018)**

3.3.1.1 **Data Gathering and Certification**

- a. **LGPMS-LGU Profile.** LGU basic information shall be collected by the LGPMS-LGU Team.
- b. **SGLG.** Each of the LGUs within a region shall ensure data availability or accessibility to the Provincial/City/Municipal Local Government Operations Officer or Provincial/ City Director, whichever is applicable, who shall be responsible in collecting data for the assessment.

3.3.1.2 **Documentary Review, Quality Check and First Shortlisting.** To ensure reliability of SGLG data provided at the local level, the members of the Regional Assessment Teams shall check the data vis-a-vis verifying the completeness and sufficiency of documentation for each LGU entry through table assessment. The provincial focal persons and cluster heads shall provide technical assistance to the RATs.

The DRR-Regional and Provincial Focal Persons are integral in this activity to serve as resource persons and confirm adequacy of information and corresponding evidences for the parameters under Disaster Preparedness.

In case of observed data discrepancy on:

- a. **NGA Data vs. Local Data.** The DILG-RO shall notify the BLGS accordingly, through the Change Request Process, to facilitate confirmation and action from NGA concerned.
- b. **RO Data vs. Local Data.** The DILG-RO shall coordinate with regional office or agency concerned to reconcile data and reflect final entry in the SGLG forms. BLGS shall be notified accordingly.

Out of the certified initial results, the RATs shall process and determine the shortlisted potential LGU-passers of the SGLG of the region and indorsed such list to the DILG-Regional Director for vetting and approval.

The DILG-Provincial Office may also do a pre-processing prior to the submission of accomplished data gathering forms and supporting documents to the DILG-RO.

3.3.1.3 Data Entry thru the online LPGMS database. Once all data are verified, inputting in the online LGPMS database follows. Specifically:

- a. **LGPMS-LGU Profile.** This shall be the sole responsibility of the LGU-LGPMS Team.
- b. **SGLG Data.** The LGPMS-SGLG Regional Focal Person shall be responsible for provinces, HUCS and ICCs, while the LGPMS-SGLG Provincial Focal Person shall be responsible for component cities and municipalities.

Select cross-posted C/MLGOOs or Cluster Heads may also be tapped to augment needs of the DILG-RO or PO for online data entry.

3.3.2 National Assessment: Calibration and Validation (4th week of June to August 2018)

3.3.2.1 Data Extraction and Database Normalization. The working database of the assessment shall be finalized by the BLGS based on applicability of criteria and in comparison with the potential passers identified in the regional list.

3.3.2.2 National Data Processing and Quality Check. A cross-region approach of document review vis-à-vis processed data shall be employed to finalize results and come up with the shortlisted LGU passers to be subjected to national validation.

3.3.2.3 National Validation. Potential SGLG passers shall be assessed by the National Validation Teams to substantiate regional assessment results through onsite visit, interview and documentary review, whichever is appropriate.

Additional sub-parameters may be applied for some criteria which may require further inquiry by the assigned validator(s).

3.3.3 Presentation of Validation Results, Indorsement and Approval (2nd week of September 2018).

3.3.3.1 Presentation of National Validation Results and Indorsement. Based on validation results, the Initial List of 2018 SGLG Awardees shall be determined and presented to the members of the National Quality Committee for screening.

Additional validation parameters vis-à-vis its application to LGUs covered shall be deliberated upon by the members of the Committee. These measures include but are not limited to: (a) institutional integrity (e.g. non-involvement to cases subjected to disciplinary actions); and (b) effectiveness of disaster-preparedness (e.g. reports on casualties and damages). Other additional measures, once deemed highly relevant, may be identified during the whole process.

Once agreements are reached, the List shall be indorsed to the Secretary of Interior and Local Government (SILG), through the Undersecretary of Local Government (USLG).

3.3.3.2 Approval of the SILG. The final stage of results acceptability lies in the decision of the SILG. The recommended list along with the additional validation measures shall be presented. Once found valid and credible, the indorsed list shall be signed and become the Official List of LGUs to be conferred with the SGLG for 2018.

3.3.4 Announcement of Results (October 2018). The list of passers shall be officially published through the DILG website and/or print media. Likewise, the same shall be communicated to the DILG-ROs for dissemination containing the qualified LGUs for the following:

3.3.4.1 Good Financial Housekeeping. A separate policy covers the simplified certification process for GFH.

3.3.4.2 Seal of Good Local Governance

a. **2018 SGLG Passers.** Four-cluster awarding ceremonies (North Luzon, South Luzon, Visayas and Mindanao) shall be organized where each LGU-awardee is to be conferred with 2018 SGLG marker.

- b. Passers of at least "4+1". LGUs which met the basic assessment principle of 2017 shall be accorded with Certificate of Merit to recognize their efforts in keeping up with the previous "4+1" overall criteria. This means that an LGU must at least pass financial administration, disaster preparedness, social protection, and peace and order; and any of the following: business-friendliness and competitiveness, environmental management, or tourism, culture and the arts, to receive such recognition.
- c. LGUs that did not qualify for the SGLG shall be notified with their performance scorecards citing areas of compliance and opportunities for development.

3.4 Governance Assessment Report and Conduct of Exit Conference

The Governance Assessment Report (GAR) displays the overall performance of LGUs across the seven areas in a given assessment period. Such results may be used by the LGU as inputs to a more comprehensive analysis of its performance and in crafting immediate and future intervention. Results can also be highlighted by the local chief executives in public assemblies (e.g. State of the Province/City/Municipality Address) and other local activities as a means to communicate LGU condition to constituents along with their plan of action.

The GAR shall be disseminated by the designated DILG Regional / Provincial / City Director or C/M.LGOO through an exit conference which is a venue for dialogue where areas for improvement may be identified and agreed upon for LGU action.

3.5 Link to the Performance Challenge Fund and Other Opportunities

Awardees of the 2018 Seal are eligible to the Performance Challenge Fund (PCF) to finance local development initiatives in furtherance of national goals and strategic thrusts. Details of the PCF incentive shall be issued in a separate Circular.

Moreover, LGU access to other program windows and capacity development assistance from the Department will form part of the incentives package, subject to national policies and guidelines.

4. References

4.1 Legal Provisions. The assessment is supported by the provisions of:

- 4.1.1 Administrative Order No. 267 s. 1992
- 4.1.2 Local Government Code of 1991
- 4.1.3 General Appropriations Act FY 2018

4.2 LGU Data. The evidence for the SGLG indicators shall be sourced from agency-partners and directly from LGUs, as follows:

4.2.1 Data from National Government Partners (to be collected by BLGS)

Indicator	Data Source
• Accredited LGU-managed hospitals and rural health units	Philippine Health Insurance Corporation
• Accredited LGU-managed residential care facilities	Department of Social Welfare and Development
• Audit opinion and percentage of previous year's audit recommendations acted upon	Commission on Audit
• Average local revenue for 3 consecutive years	Department of Finance – Bureau of Local Government Finance
• Competitiveness Index	National Competitiveness Commission
• Compliance with the Full Disclosure Policy	Bureau of Local Government Supervision
• Comprehensive Land Use Plan	Housing and Land Use Regulatory Board
• e-SRE online posting compliance	Department of Finance – Bureau of Local Government Finance
• Gawad KALASAG Awardees for Best LDRRMC and Hall of Fame Awardees	Department of National Defense – Office of Civil Defense
• Indigenous Peoples Mandatory Representation (IPs issued with Certificate of Affirmation	National Commission on Indigenous Peoples
• List of LGU-managed hospitals and main health facilities	Department of Health
• Most Business-Friendly LGU Awardees	Philippine Chamber of Commerce and Industry
• Open and/or controlled dumpsite	Department of Environment and Natural Resources – National Solid Waste Management Commission
• Physical accomplishment for Conditional Matching Grant for Provinces (CMGP) for Road Repair, Rehabilitation and Improvement Project Fund	DILG-Office of Project Development Services
• Provincial Development and Physical Framework Plan	National Economic and Development Authority
• Reports on Casualties and Damages during Disasters	DILG-CO Disaster Information Coordination Center
• Sanitary landfill	Department of Environment and Natural Resources – National Solid Waste Management Commission
• Seal of Child-friendly Local Governance Awardees	DILG – National Barangay Operations Office

Indicator	Data Source
• Solid Waste Management Plan	Department of Environment and Natural Resources – National Solid Waste Management Commission
• Utilization rate of 20% component of the Internal Revenue Allotment	Department of Finance – Bureau of Local Government Finance
• Utilization of and physical accomplishment for Salintubig Project Fund	DILG-Office of Project Development Services

4.2.2 Data from NGA-Regional Offices

Indicator	Data Source
• Drug-free city/municipality or drug-cleared barangays	Philippine Drug Enforcement Agency – Regional Office
• Utilization of and physical accomplishment for Assistance to Municipalities Fund	DILG-Bottom-Up Budgeting - Assistance to Municipalities Project Management Office
• Utilization of Conditional Matching Grant for Provinces (CMGP) for Road Repair, Rehabilitation and Improvement Project Fund	DILG- Regional Office
• Utilization of and physical accomplishment for Performance Challenge Fund	DILG-Regional Office

4.2.3 Other data shall directly come from the LGU through the Provincial/City Director or C/MLGOOs assigned in the area which shall be certified correct and verified by the Regional Assessment Team. In particular, however, compliance with the Accessibility Law on ramps and toilets for persons with disabilities shall be further verified by the BLGS-LGPMD.

5. Annexes

- Annex "A": Assessment Criteria for Provinces
- Annex "B": Assessment Criteria for Cities
- Annex "C": Assessment Criteria for Municipalities

6. Effectivity

This Memorandum Circular shall take effect immediately.

7. Monitoring and Submission of Reports and other Requirements

7.1. In furtherance of the pertinent provisions of this Memorandum Circular, key players from the national, regional and sub-regional level shall be assigned critical tasks. In particular:

7.1.1. LGMED. Oversee the overall performance assessment and monitoring of LGUs within the Region through the Division Chief, with the assistance of the designated LGPMS-SGLG Regional and Provincial Focal Persons. It shall make sure that the process and requirements are faithfully adhered to from the data collection to conferment, and see to it that data provided are complete and credible. To enable these tasks, regional folders and monitoring sheets shall be made available in the LGPMS-SGLG Google Drive which must be updated as necessary. Link to the online facility shall be provided accordingly.

As a strategic means of coordination, it shall facilitate the communication of policies and updates on the implementation, as well as, provision of feedback to the LGUs on SGLG assessment results.

Moreover, it is also the responsibility of this Division to track utilization of downloaded funds and report to BLGS-LGPMD.


7.1.2. LGPMS-SGLG National Working Team of the BLGS-LGPMD. As the overall lead in the performance assessment and monitoring of LGUs nationwide, it shall monitor the progress of all regions for every phase of the process and shall take appropriate action(s) to address concern(s) encountered. It shall update management on the status and results of the SGLG implementation, as well as, coordinate with its regional counterparts and agency-partners.

Feedback generated from the assessment period shall serve as working inputs for the BLGS in improving the program.

Furthermore, it shall link its monitoring outcomes to the recognition of DILG-ROs and concerned personnel through the LGPMS-SGLG *Maaasahang Katuwang sa Pamamalakad*. A separate guideline shall be issued for the purpose.

7.1.3. SGLG National Quality Committee. This Committee shall be responsible for the final stage of quality assurance of the SGLG. The results shall be presented to them for vetting and recommendations based on their observations and on other relevant considerations. The BLGS-LGPMD shall provide technical and administrative support to the Committee.

8. Approving Authority


EDUARDO M. AÑO
Officer-in-Charge, DILG



9. Feedback

For related queries, kindly contact the Bureau of Local Government Supervision at Telephone Number (02) 8763454 (local 4208 or 4209), or at email address lgpms.team@yahoo.com.

2018 SEAL OF GOOD LOCAL GOVERNANCE

Assessment Criteria for Provinces

To qualify for the CY 2018 SGLG, a province must meet the following minimum requirements:

Financial Administration

- 1.1. Good Financial Housekeeping
 - 1.1.1. Most recent audit opinion is unqualified or qualified *plus 30% of recommendations acted upon*
 - 1.1.2. Compliance with the Full Disclosure Policy of Local Budget and Finances, Bids and Public Offerings as stated in DILG Memorandum Circular No. 2013-140 (CY 2017 4th quarter and CY 2018 1st quarter posting period documents)
 - 1.1.2.1. Posting in 3 conspicuous places
 - 1.1.2.2. Posting in the FDP portal
- 1.2. Financial Performance
 - 1.2.1. *At least 5%* increase in average local revenue growth for the last 3 consecutive years (2014-2016)
- 1.3. Financing Development
 - 1.3.1. *Functional* provincial development council
 - 1.3.2. Fund utilization or completion of NGA-supported capital investment projects:
 - 1.3.2.1. Full utilization of the 20% component of the 2016 Internal Revenue Allotment (Development Fund, CY 2016) (Benchmark is at least 59%)
 - 1.3.2.2. *Full utilization of, or completion of projects funded by, the Performance Challenge Fund (CY 2015 and 2016), if applicable*
 - 1.3.3. *CY 2018 Annual Budget is approved within the prescribed period*

Disaster Preparedness

- 2.1. 2017 Gawad KALASAG 1st Place National Awardee for Best Provincial Disaster Risk Reduction Management Council (PDRRMC), or Hall of Famer Awardee (2014 onwards), OR **ALL OF THE FOLLOWING:**
 - 2.1.1. Established structures and manpower complement: (a) organized PDRRMC; (b) plantilla PDRRMO head; and (c) at least three *plantilla* PDRRMO staff complement for research and planning, administration and training, and operations and warning
 - 2.1.2. Plans available and funds utilized: (a) Provincial Development & Physical Framework Plan; (b) PDRRM plan and budget; (c) provincial climate change action plan; (d) contingency plan; and (e) *at least 50%* utilization rate of 70% component of 2017 LDRRM Fund
 - 2.1.3. Early warning system
 - 2.1.4. Evacuation management: (a) system for registration; (b) equipped and trained search and rescue or emergency response teams; and (c) prepositioned goods and resources
 - 2.1.5. Standard Operating Procedures: (a) functioning 24/7 LDRRM operations center; (b) *ICS Training Level II or above*; and (c) SOP for pre-emptive and forced evacuation

Social Protection

- 3.1. *At least 85%* completion or utilization rate of the fund intended for the 2017 Provincial School Board Plan
- 3.2. Gender and development (GAD) mechanism: (a) focal point system; (b) updated GAD code; (c) GAD database; (d) CY 2017 GAD accomplishment report; and (e) CY 2018 GAD plan and budget submitted to DILG-FO for review
- 3.3. Updated provincial code for children
- 3.4. *At least 50%* of provincial government-run hospitals are 2017 Philhealth-accredited
- 3.5. Promoting the welfare of persons with disability
 - 3.5.1. Compliance with the Accessibility Law: ramps with handrails at the entrance/exit, special lift/elevator, as applicable, and wheelchair-accessible toilets with grab bars in the provincial capitol and main provincial hospital
 - 3.5.2. *Established Persons with Disability Affairs Office*
- 3.6. At least one DSWD-accredited LGU-managed residential care facility for the vulnerable sectors (e.g., women, children, senior citizens and PWDs)
- 3.7. Provincial social work and development officer holds plantilla position and is a registered social worker

- 3.8 Compliance with mandatory representation in the sanggunian with representative accorded with regular privileges and emoluments of a sanggunian member, if applicable

Peace and Order

- 4.1 Provincial peace and order council convened
4.2 Provincial anti-drug abuse council activated
4.3 Peace and Order, and Public Safety Plan for 2017 attained: *at least 75%* implementation rate of planned activities, or *at least 75%* utilization rate of fund allocation
4.4 Provided logistical support to the PNP Provincial Office (CY 2017 4th quarter and CY 2018 1st quarter)
4.5 Completed, at least 3, joint LGU-PNP activity as contained in the 2017 POPS Plan

Business-friendliness and Competitiveness

- 5.1 Finalist of the PCCI's Most Business-Friendly LGUs Award, OR
ALL OF THE FOLLOWING:
5.1.1 Established provincial economic and investment promotion office
5.1.2 Updated provincial investment and incentives code
5.1.3 *At least 60% completion or utilization rate of Conditional Matching Grant to Provinces for Road Repair, Rehabilitation and Improvement (formerly KALSADA program) for CY 2016*

Environmental Management

- 6.1 Provincial solid waste management board organized
6.2 Approved 10-year solid waste management plan

Tourism, Culture and the Arts

- 7.1 Tourism development, any **two** of the following sub-indicators: (a) provincial tourism office or officer; (b) tourist information and assistance center or desks; and (c) tracking system of tourism data
7.2 Cultural heritage promotion and conservation, any **three** of the following sub-indicators: (a) provincial council for the promotion of culture and the arts; (b) *at least 75% completion or utilization rate* of the budget appropriated for the conservation and preservation of cultural property for CY 2017; (c) cultural property inventory; and (d) *documented and published narrative of history and culture*

Tests of Results-Acceptability (For deliberation of National Quality Committee members)

- 8.1 *At least 10% of its component cities and municipalities are CY 2018 SGLG passers*
8.2 *Zero deaths after a disaster*
8.3 *Institutional integrity e.g., non-involvement to cases that may be subjected to disciplinary actions*

2018 SEAL OF GOOD LOCAL GOVERNANCE

Assessment Criteria for Cities

To qualify for the CY 2018 SGI.G, a city must meet the following minimum requirements:

Financial Administration

1.1 Good Financial Housekeeping

1.1.1 Most recent audit opinion is unqualified or qualified *plus 30% of recommendations acted upon*

1.1.2 Compliance with the Full Disclosure Policy of Local Budget and Finances, Bids and Public Offerings as stated in DILG Memorandum Circular No. 2013-140 (CY 2017 4th quarter and CY 2018 1st quarter posting period documents)

1.1.2.1 Posting in 3 conspicuous places

1.1.2.2 Posting in the FDP portal

1.2 Financial Performance

1.2.1 *At least 5%* increase in average local revenue growth for the last 3 consecutive years (2014-2016)

1.3 Financing Development

1.3.1 *Functional* city development council

1.3.2 Fund utilization or completion of NGA-supported capital investment projects:

1.3.2.1 Full utilization of the 20% component of the 2016 Internal Revenue Allotment (Development Fund, CY 2016) (Benchmark is at least 55%)

1.3.2.2 *Full utilization of, or completion of projects funded by, Performance Challenge Fund (CY 2015 and 2016), if applicable*

1.3.3 *CY 2018 Annual Budget is approved within the prescribed period*

Disaster Preparedness

2.1 2017 Gawad KALASAG 1st Place National Awardee for Best City Disaster Risk Reduction Management Council, or Hall of Famer Awardee (2014 onwards), OR

ALL OF THE FOLLOWING:

2.1.1 **For HIUCs:** Established structures and manpower complement: (a) organized CDRRMC; (b) plantilla CDRRMO head; and (c) at least three *plantilla* CDRRMO staff complement for research and planning, administration and training, and operations and warning

For ICCs/CCs: Established structures and manpower complement: (a) organized CDRRMC; (b) plantilla CDRRMO head; and (c) at least one *plantilla* CDRRMO staff complement for research and planning, administration and training, and operations and warning

2.1.2 Plans available and funds utilized: (a) Approved Comprehensive Land Use Plan and zoning ordinance; (b) CDRRM plan and budget; (c) City climate change action plan; (d) contingency plan; (e) *at least 50%* utilization rate of the 70% component of 2017 LDRRM Fund; and (f) *at least 75%* of barangays have CBDRRM Plans

2.1.3 Early warning system

2.1.4 Evacuation management: (a) system for registration; (b) equipped and trained search and rescue or emergency response teams; (c) prepositioned goods and resources; and (d) *at least 75%* of barangays have info guide

2.1.5 **For HIUCs:** Standard Operating Procedures: (a) LDRRM operations center functions 24/7; (b) *ICS Training Level II or above*; and (c) SOP for pre-emptive and forced evacuation

For ICCs/CCs: Standard Operating Procedures: (a) LDRRM operations center functions at least during disaster; (b) *Basic ICS Training*; and (c) SOP for pre-emptive and forced evacuation

Social Protection

3.1 *2017 Seal of Child-friendly Local Governance Awardee*

3.2 *At least 85%* completion or utilization rate of the fund intended for the 2017 City School Board Plan

3.3 Mechanisms for gender and development and violence against women and their children: (a) focal point system; (b) updated GAD code; (c) GAD database; (d) CY 2017 GAD accomplishment report; (e) CY 2018 GAD plan and budget submitted to DILG-FO for review; (f) 100% of barangays with VAWC desks; and (g) *at least 80%* of barangays submitted their quarterly VAWC reports for CY 2017 4th quarter and CY 2018 1st quarter

3.4 Updated city code for children

3.5 **For HIUCs:** *At least 50%* of city government-run hospitals and/or main health facilities are Philhealth-accredited for maternal care package, primary care benefits, and TB-directly observed treatment short-course (TB-DOTS)

For ICCs/CCs: Philhealth accreditation of at least one hospital or health facility for maternal care package, primary care benefits, and TB-DOTS

3.6 Promoting the welfare of persons with disability

3.6.1 Compliance with the Accessibility Law: ramps with handrails at the entrance/exit, special lift/elevator, as applicable, and wheelchair-accessible toilets with grab bars in the city hall and main city hospital/health facility

3.6.2 For HUCs: Established Persons with Disability Affairs Office
For ICCs/CCs: A designated Persons with Disability Affairs Officer

- 3.7 **For HUCs only:** At least one DSWD-accredited LGU-managed residential care facility for the vulnerable sectors (e.g. women, children, senior citizens and PWDs)
- 3.8 City social work and development officer holds plantilla position and is a registered social worker
- 3.9 Compliance with mandatory representation in the sanggunian with representative accorded with regular privileges and emoluments of a sanggunian member, if applicable
- 3.10 Absence of illegal dwelling units/structures, or LGU efforts for resettlement of informal settlers
- 3.11 **Full utilization of funds for, or completion of, Salintubig project for CY 2012-2015, if applicable (Benchmark for CY 2016 is at least 50%)**

Peace and Order

- 4.1 City peace and order council convened
- 4.2 City anti-drug abuse council activated
- 4.3 Peace and Order, and Public Safety Plan for 2017 attained: **at least 75%** implementation rate of planned activities, or **at least 75%** utilization rate of fund allocation
- 4.4 Provided logistical support to the PNP City Office (CY 2017 4th quarter and CY 2018 1st quarter)
- 4.5 Barangay peacekeeping action teams: 100% organized and 100% trained
- 4.6 Drug-free city or increase in drug-cleared barangays
- 4.7 Logistical support provided to Katarungang Pambarangay
- 4.8 Designated firecracker zones

Business-friendliness and Competitiveness

- 5.1 Finalist of the PCCI's Most Business-Friendly LGUs Award, OR Ranked among the Top 50 Cities and Top 50 Municipalities of the 2017 Competitiveness Index, OR
ALL OF THE FOLLOWING:
 - 5.1.1 Established city economic and investment promotion office
 - 5.1.2 Updated citizens charter
 - 5.1.3 Simplified business processing and licensing system: (a) not more than 3 steps, both for new and renewal of business; (b) not more than 1 day processing time for business renewal; (c) not more than 2 days processing for new business; and (d) Business-One-Stop-Shop
 - 5.1.4 **For HUCs:** Computerized tracking system of **all** economic data: (a) no. of new business; (b) no. of business renewal; (c) amount of capital investment derived from registered new businesses; and (d) no. of employees derived from registered new businesses and business renewals
 - 5.1.5 **For ICCs/CCs:** Computerized tracking system of at least three of the following economic data: (a) no. of new business; (b) no. of business renewal; (c) amount of capital investment derived from registered new businesses; and (d) no. of employees derived from registered new businesses and business renewals
 - 5.1.6 Updated city investment and incentives code
 - 5.1.7 Facilitating a conducive business environment, demonstrated through at least one of the following: (a) at least one new business; (b) 100% business retention of businesses from CYs 2016 to 2017; or (c) **increase in amount of capital investments derived from registered new businesses**

Environmental Management

- 6.1 City solid waste management board organized
- 6.2 **No operating open and/or controlled dumpsite**
- 6.3 **For HUCs:** ALL of the following: (a) approved 10-year solid waste management plan; (b) materials recovery facility; and (c) access to sanitary landfill or alternative technology as final disposal
- 6.4 **For ICCs/CCs:** ANY TWO of the following: (a) approved 10-year solid waste management plan; (b) materials recovery facility; and (c) access to sanitary landfill or alternative technology as final disposal

Tourism, Culture and the Arts

- 7.1 Tourism development, any **two** of the following sub-indicators: (a) city tourism office or officer; (b) tourist information and assistance center or desks; and (c) tracking system of tourism data
- 7.2 Cultural heritage promotion and conservation, any **three** of the following sub-indicators: (a) city council for the promotion of culture and the arts; (b) **at least 75% completion or utilization rate** of the budget appropriated for the conservation and preservation of cultural property for CY 2017; (c) cultural property inventory; and (d) **documented and published narrative of history and culture**

Tests of Results-Acceptability (For deliberation of National Quality Committee members)

- 8.1 **Zero deaths after a disaster**
- 8.2 **Institutional integrity e.g., non-involvement to cases that may be subjected to disciplinary actions**

2018 SEAL OF GOOD LOCAL GOVERNANCE

Assessment Criteria for Municipalities

To qualify for the CY 2018 SGLG, a municipality must meet the following minimum requirements:

Financial Administration

1.1 Good Financial Housekeeping

- 1.1.1 Most recent audit opinion is unqualified or qualified *plus 30% of recommendations acted upon*
- 1.1.2 Compliance with the Full Disclosure Policy of Local Budget and Finances, Bids and Public Offerings as stated in DILG Memorandum Circular No. 2013-140 (CY 2017 4th quarter and CY 2018 1st quarter posting period documents)
 - 1.1.2.1 Posting in 3 conspicuous places
 - 1.1.2.2 Posting in the FDP portal

1.2 Financial Performance

- 1.2.1 *At least 5%* increase in average local revenue growth for the last 3 consecutive years (2014-2016)

1.3 Financing Development

- 1.3.1 *Functional* municipal development council
- 1.3.2 Fund utilization or completion of NGA-supported capital investment projects:
 - 1.3.2.1 Full utilization of the 20% component of the 2016 Internal Revenue Allotment (Development Fund, CY 2016) (Benchmark is at least 66%)
 - 1.3.2.2 *Full utilization of, or completion of projects funded by, Performance Challenge Fund (CY 2015 and 2016), if applicable*
 - 1.3.2.3 *Full utilization of, or completion of projects funded by, Assistance to Municipalities (formerly BuB/ADM) (CY 2014 and 2016), if applicable (Benchmark for CY 2016 is at least 85%)*
- 1.3.3 *CY 2018 Annual Budget is approved within the prescribed period*

Disaster Preparedness

2.1 2017 Gawad KALASAG 1st Place National Awardee for Best Municipal Disaster Risk Reduction Management Council, or Hall of Famer Awardee (2014 onwards), OR

ALL OF THE FOLLOWING:

- 2.1.1 Established structures and manpower complement: (a) organized MDRRMC; (b) plantilla MDRRMO head; and (c) *plantilla* MDRRMO staff complement for research and planning, administration and training, and operations and warning [*for 1st to 3rd Class: at least one staff complement; for 4th to 6th Class: at least one designated staff complement*]
- 2.1.2 Plans available and funds utilized: (a) Approved Comprehensive Land Use Plan and zoning ordinance; (b) MDRRM plan and budget; (c) Municipal climate change action plan; (d) contingency plan; (e) *at least 50%* utilization rate of the 70% component of 2017 LDRRM Fund; and (f) *at least 75%* of barangays have CBDRRM Plans
- 2.1.3 Early warning system
- 2.1.4 Evacuation management: (a) system for registration; (b) equipped and trained search and rescue or emergency response teams; (c) prepositioned goods and resources; and (d) *at least 75%* of barangays have info guide
- 2.1.5 *For 1st to 3rd Class: Standard Operating Procedures: (a) LDRRM operations center functions at least during disaster; (b) Basic ICS Training; and (c) SOP for pre-emptive and forced evacuation*
For 4th to 6th Class: Standard Operating Procedures, any two of the following sub-indicators: (a) LDRRM operations center functions at least during disaster; (b) Basic ICS Training; or (c) SOP for pre-emptive and forced evacuation

Social Protection

- 3.1 *2017 Seal of Child-friendly Local Governance Awardee*
- 3.2 *At least 85%* completion or utilization rate of the fund intended for the 2017 Municipal School Board Plan
- 3.3 Mechanisms for gender and development and violence against women and their children: (a) focal point system; (b) updated GAD code; (c) GAD database; (d) CY 2017 GAD accomplishment report; (e) CY 2018 GAD plan and budget submitted to DILG-FO for review; (f) 100% of barangays with VAWC desks; and (g) *at least 80%* of barangays submitted their quarterly VAWC reports for CY 2017 4th quarter and CY 2018 1st quarter
- 3.4 Updated municipal code for children
- 3.5 Philhealth accreditation of at least one hospital or health facility for maternal care package, and either primary care benefits or TB-directly observed treatment short-course (TB-DOTS)

- 3.6 Promoting the welfare of persons with disability
 - 3.6.1 Compliance with the Accessibility Law: Ramps with handrails at the entrance/exit, special lift/elevator, as applicable, and wheelchair-accessible toilets with grab bars in the city hall and main city hospital/health facility
 - 3.6.2 *A designated Persons with Disability Affairs Officer*
- 3.7 Municipal social work and development officer holds plantilla position and is a registered social worker
- 3.8 Compliance with mandatory representation in the sanggunian with representative accorded with regular privileges and emoluments of a sanggunian member, if applicable
- 3.9 *Full utilization of funds for, or completion of, Salintubig project for CY 2012-2015, if applicable (Benchmark for CY 2016 is at least 50%)*

Peace and Order

- 4.1 Municipal peace and order council convened
- 4.2 Municipal anti-drug abuse council activated
- 4.3 Peace and Order, and Public Safety Plan for 2017 attained: *at least 75%* implementation rate of planned activities, or *at least 75%* utilization rate of fund allocation
- 4.4 Provided logistical support to the PNP Municipal Office (CY 2017 4th quarter and CY 2018 1st quarter)
- 4.5 Barangay peacekeeping action teams: 100% organized and *100%* trained
- 4.6 Drug-free municipality or increase in drug-cleared barangays
- 4.7 Logistical support provided to Katarungang Pambarangays
- 4.8 Designated firecracker zones

Business-friendliness and Competitiveness

- 5.1 Finalist of the PCCI's Most Business-Friendly LGUs Award, OR Ranked among the Top 50 Cities and Top 50 Municipalities of the 2017 Competitiveness Index, OR **ALL OF THE FOLLOWING:**
 - 5.1.1 An office or designated officer for local economic and investment promotion
 - 5.1.2 Updated citizens charter
 - 5.1.3 Simplified business processing and licensing system: (a) not more than 3 steps, both for new and renewal of business; (b) not more than 1 day processing time for business renewal; (c) not more than 2 days processing for new business; and (d) Business-One-Stop-Shop
 - 5.1.4 Computerized tracking system of at least three of the following economic data: (a) no. of new business; (b) no. of business renewal; (c) amount of capital investment derived from registered new businesses; and (d) no. of employees derived from registered new businesses and business renewals

Environmental Management

- 6.1 Municipal solid waste management board organized
- 6.2 *No operating open and/or controlled dumpsite*
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