

7TH
EDITION
2022

TASKS AND RESPONSIBILITIES
CHECKLIST

A Reference Guide to Action

CITY MAYORS



The **City Mayors Tasks and Responsibilities Checklist: A Reference Guide to Action**

7th Edition

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MESSAGE FROM THE EXECUTIVE DIRECTOR



First of all, let me extend my warmest congratulations to you! Winning an election is indeed worth celebrating!

Now that the people have chosen you as their leader, you must continuously choose to serve them. Public service is an enormous responsibility that requires passion, skills, and determination, and we at the Local Government Academy are ready to support you with programs that will build and strengthen your capacities as a local leader. Through our program for Newly-Elected Officials, we continue to provide capacity-building activities that will help you govern effectively. We have designed activities and resources that can guide you in creating and implementing plans for a more competitive, inclusive, and sustainable community.

As such, we are pleased to present the *City Mayors Tasks and Responsibilities Checklist: A Reference Guide to Action* to you. We hope this will help you navigate your way through your first days in office. May this guide not only equip you with useful knowledge in governing your community better, but also further ignite your passion to be the best servant-leader for your community.

A handwritten signature in blue ink that reads "Thelma T. Vecina".

Dir. Thelma T. Vecina, CESO IV
Executive Director, LGA

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ABBREVIATIONS

ADAC	Anti-Drug Abuse Council
ADP	Annual Development Plan
AIP	Annual Investment Plan
BIR	Bureau of Internal Revenue
CHB	City Health Board
CLUP	Comprehensive Land Use Plan
CDP	City Development Plan
CPOC	City Peace and Order Council
DBM	Department of Budget and Management
DENR	Department of Environment and Natural Resources
DILG	Department of the Interior and Local Government
DOH	Department of Health
DRRM	Disaster Risk Reduction and Management
DRR-CCA	Disaster Risk Reduction-Climate Change Adaptation
EO	Executive Order
ECCD	Early Childhood Care Development
ELA	Executive-Legislative Agenda
EMB	Environmental Management Bureau
FMB	Forest Management Bureau
GAD	Gender and Development
HLURB	Housing and Land Use Regulatory Board
ICC	Indigenous Cultural Communities
IP	Indigenous Peoples
IPRA	Indigenous Peoples' Rights Act
IRA	Internal Revenue Allotment
IRR	Implementing Rules and Regulations
JMC	Joint Memorandum Circular
LCE	Local Chief Executive
LCW	Local Council of Women
LCPC	Local Council for the Protection of Children

ABBREVIATIONS

LDRRMF	Local Disaster Risk Reduction and Management Fund LGC
LMB	Land Management Bureau
MARINA	Maritime Industry Authority
MC	Memorandum Circular
MFS	Monthly Financial Statement
NAPOLCOM	National Police Commission
NDRRMC	National Disaster Risk Reduction and Management Council
NGO	Non-Government Organization
OIC	Officer-in-Charge
Pag-IBIG	Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industriya at Gobyerno
PD	Presidential Decree
PNP	Philippine National Police
PO	People’s Organization
PWD	Persons with Disabilities
RBA	Rights-Based Approach
RDO	Revenue District Office
SALN	Statement of Assets, Liabilities and Net Worth
SGLG	Seal of Good Local Governance
SLGR	State of Local Governance Report
SSS	Social Security System

PART 1

STARTING UP: TASKS AND RESPONSIBILITIES FOR THE FIRST 100 DAYS IN OFFICE

General Administrative Matters

- Republic Act (RA) No. 7160 or the Local Government Code of 1991 (LGC) is the primary law that governs the powers, duties, and functions of Local Government Units (LGUs) and their officials. The charter of a city created after the effectivity of RA No. 7160 may only provide for additional powers, duties, and responsibilities upon the City Mayor, but as a general rule, it may not diminish those already provided under the LGC. The material should not give the impression that the city charter is the controlling law insofar as the powers, duties, and functions of the City Mayor is concerned.
- Exercise general supervision and control over all programs, projects, services, and activities of the City Government [Section 455 (b) (1), LGC].
- Present the program of government and propose policies and projects for the consideration of the Sangguniang Panlungsod (SP) [Section 455 (b) (1) (iii), LGC].

Organization of Local Special Bodies

The City Mayor shall organize or reorganize, whichever is applicable, the following Local Special Bodies:

- City Development Council [Section 106, LGC];
- City School Board [Section 98, LGC];
- City Health Board (CHB) [Section 102, LGC];
- City Bids and Awards Committee [RA No. 9184];
- City Peace and Order Council (CPOC) [Section 116, RA No. 7160; Executive Order (EO) No. 309, as amended by EO No. 773];
- People's Law Enforcement Board [Section 43, RA No. 6975]; and
- City Disaster Risk Reduction and Management Council [RA No. 10121].



ALL CITY MAYORS ARE REQUIRED TO:

- **Take an Oath or Affirmation of Office** together with other elective and appointive city officials and employees [Section 92, LGC].
- **File a sworn Statement of Assets, Liabilities and Net Worth (SALN)**, make a full disclosure of the names of relatives in government service as well as all financial and business interests, and submit a Personal Data Sheet as required by law (Section 91, LGC).
- **The SALN and Disclosure of Business Interest and Financial Connections shall be filed within 30 days** upon assumption of office. The same should be filed with the appropriate regional satellite office of the Ombudsman.
- **Call upon any national official or employee** stationed in or assigned in the city for advice and recommendation [Section 455 (b) (1) (xvi), LGC].

NOTES ON THE EXECUTIVE- LEGISLATIVE AGENDA



1. The ELA identifies the priority areas for improvement or reform.
2. It is structured as follows:
 - Governance – financial accountability; transparency; citizen participation; equity; and local legislation
 - Administration – development planning; revenue generation; revenue allocation and utilization; human resource management and development; and customer services
 - Social Services – health and nutrition; education; housing and basic utilities; and peace, security, and disaster preparedness
 - Economic Development – agriculture and fisheries development; and business, enterprise, and industry promotion
 - Environmental management – natural resources management; and waste management and pollution control
3. In the formulation of the ELA, civil society and the business community must be involved [DILG MC No. 2007-114, s. 2007].

Formulation of the Executive-Legislative Agenda

The City Mayor shall lead the formulation of a term-based Executive-Legislative Agenda (ELA) [Department of the Interior and Local Government (DILG) MC No. 04-64, s. 2004; DILG MC 2007-114]

On Other Plans

- Formulate or update the Comprehensive Land Use Plan (CLUP) [DILG MC No. 2007-114, s. 2007]; and
- Formulate the City Development Plan (CDP) [Section 455 (b) (1) (ii), LGC].

Personnel Actions

- Ensure that all personnel actions are in accordance with the Civil Service Laws, rules, and regulations [Section 77, LGC].
- Appoint all officials and employees whose salaries and wages are wholly or mainly paid out of city funds and whose appointments are not otherwise provided for in the LGC [Section 455 (b) (1) (v), LGC].
- The city treasurer and the assistant city treasurer are appointed by the Secretary of the Department of Finance from among three people recommended by the City Mayor.
- The secretary and all other officials and employees of SP are appointed by the City Vice-Mayor (Section 456, LGC).

POINTERS IN THE PREPARATION OF THE ANNUAL BUDGET



- Total Appropriations-shall not exceed the estimates of income [Section 324 (a), LGC]
- Full Provision-shall be made for all statutory and contractual obligations of the city [Section 324 (b), LGC]
- Debt Servicing-shall not exceed 20% of the regular income of the city
- Aid to Component Barangays-shall not be less than One Thousand Pesos (P1,000) per barangay [Section 324 (c), LGC]
- Local Disaster Risk Reduction and Management Fund (LDRRMF)-shall be 5% of the estimated revenue from regular sources [Sec 324 (d), LGC; R.A. 8185]
- Development Fund-at least 20% of the annual Internal Revenue Allotment (IRA) shall be appropriated for development projects [Section 287, LGC; EO No. 189 s. 1999; DILG-Department of Budget and Management (DBM) Joint Memorandum Circular (JMC) No. 1, s. 2005]

POINTERS IN THE PREPARATION OF THE ANNUAL BUDGET



- Personal Services-shall not exceed 45% for 1st-3rd class cities and 55% for 4th-6th class cities [Section 6, EO No. 249, s. 1987]
- Intelligence or Confidential Undertakings -shall not exceed 30% of the total annual amount allocated for peace and order efforts or 3% of the annual appropriations, whichever is lower [DILG MC No. 99-65, s. 1999, as amended; COA-DBM-DILG JMC No. 2015-01 dated 8 January 2015]
- Discretionary Purposes-shall not exceed 2% of the actual receipts derived from basic real property tax in the preceding calendar year [Section 325 (h), LGC]
- 1% of IRA of the LGU shall be allocated for strengthening the Local Council for the Protection of Children (LCPC) [RA No. 9344]
- Senior Citizens and Persons with Disability- 1% of regular income
- Gender and Development (GAD)-5% of regular income



THE CITY MAYOR IS TO DIRECT THE CITY ACCOUNTANT AND BARANGAY OFFICIALS

to submit the Monthly Financial Statements (MFS) to the SP 30 days after the close of each month, and the Year-End Statement of Accounts 60 days after the 31st of December [DILG MC No. 96-161, s.1996].

- Establish a Local Revenue Management Information System [DILG MC No. 98-51, s. 1998].
- Institute administrative or judicial proceedings for violations of ordinances pertaining to the collection or payment of taxes, fees or charges as well as recovery of public funds and property [Section 455 (b) (3) (ix), LGC].
- Formulate or update and enforce the City Environmental Code [DILG MC No. 97-267, s. 1997].

NOTES

- Determine, according to law or ordinance, the time, manner, and place of payment of salaries or wages of public officials and employees [Section 455 (b) (1) (viii), LGC].
- Allocate and assign office space to public officials and employees [Section 455 (b) (1) (ix), LGC].

On Peace and Security

- Formulate or update and implement the City Peace and Order Annual Action Plan [DILG MC No. 97-142, s. 1997; DILG MC 2015-128].
- Formulate or update and implement the Integrated Area/Community Peace and Order and Public Safety Plan [DILG MC No. 02-162, s. 2002; DILG MC No. 2015-128].

Other Concerns

Prepare the executive budget for the ensuing fiscal year and its submission to the SP not later than the 16th day of October of the current fiscal year [Section 318, LGC].

PART 2

GEARING UP FOR THE CONTINUING TASKS

LOCAL ADMINISTRATIVE GOVERNANCE

- Enforce all laws and ordinances relative to the governance of the city, and in the exercise of its corporate powers, cause the implementation of all approved policies, programs, projects, services, and activities of the city [Section 455 (b) (2), LGC].
- Call conventions, conferences, seminars or meetings of elective or appointive officials of the city [Section 455 (b) (2) (ii), LGC].
- Exercise general supervision over component barangays [Section 32, LGC].
 - › Ensure that the acts of component barangays and their officials and employees are within the scope of their prescribed powers [Section 455 (b) (2) (i), LGC].
 - › Visit component barangays at least once every six months to deepen your understanding of their problems and conditions, to listen and give appropriate counsel to local officials and inhabitants, and to inform the component barangay officials and inhabitants of general laws and ordinances [Section 455 (b) (1) (xiii), LGC].
 - › Ensure that all barangays have a complete and updated Registry of Barangay Inhabitants [DILG MC No. 06-134, s. 2006].
 - › Put an erring elective barangay official under preventive suspension, subject to determination by

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the SP of the propriety of the action [Section 63 (a) (3) of the LGC of 1991].

- Acts as disciplinary authority over all city appointive officials and employees, except the city treasurer, the assistant city treasurer, and the officials and employees of SP (Sec. 85, 86, 87, LGC).
- Establish cooperative undertakings with other LGUs [Section 33, LGC].
- Lead the replication of exemplary practices of other local governments [DILG MC No. 04-152, s. 2004].
- Ensure that the city is defended against all suits to ensure that its interests, resources, and rights are adequately protected [Section 455 (b) (3) (ix), LGC].
- Represent the city in all its business transactions and sign or approve on its behalf all bonds, contracts, obligations, and other documents, upon the authority of the SP and pursuant to law or an ordinance [Section 455 (b) (1) (vi), LGC].
- Have the State of Local Governance Report (SLGR) or Annual Report prepared. The report should contain a summary of all matters pertinent to governance, administration, social services, economic development, and environmental management, including supplemental reports on unexpected events and situations [Section 455 (b) (1) (xx), LGC and DILG MC No. 07-24, s. 2007].
- Organize the Seal of Good Local Governance (SGLG)-Local Governance performance Management System Team and give directives on compliance with national and international standards as envisioned in the SGLG (DILG MC 2018-49).
- Ensure that SLGR is optimally utilized as a principal source in the formulation and implementation of

programs, projects, or administrative reforms that are within the competence and authority of city officials to undertake [DILG MC No. 07-24, s. 2007].

- Apply and secure permission from the authorities before going on official travel outside the city [Section 96, LGC].

On Transparency

Implement an **Open Door Policy** to bring the government closer to the people.

- To ensure transparency in the financial transactions of the city, ensure that the Full Disclosure Policy is complied with [DILG MC No. 2010-083; DILG MC No. 2011-008-A; DILG MC No. 2011-134; DILG MC No. 2012-141; DILG MC 2013-140].
- Institutionalize a policy that gives people equal access to City Government offices.
- Designate a Citizens' Desk at the lobby of the city hall, properly identified and completely staffed at least eight hours a day to provide information and other forms of assistance.
- Conduct regular informative tours of city offices for the youth to be familiar with the workings of the City Government.
- Establish semi-permanent bulletin boards or billboards containing information on the functions, programs, and services of the city offices [DILG MC No. 96-45, s. 1996, as amended].
- Lead the implementation of RA No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 by:
 - › Publicly displaying a Citizen's Charter that details a uniform checklist of requirements for each type

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of application or request; the proper procedure to avail of any service; the maximum time to conclude the each process; the required documents and fees for every transaction; and the procedure for filing complaints.

This shall be posted at the main entrances of the city government offices and/or at the most conspicuous places within the city [Section 6, RA No. 11032].

- › Implementing appropriate working schedules or mechanisms to ensure the uninterrupted delivery of frontline services, such as rotation system among office personnel, sliding flexi-time, and reliever system.
- › Designating alternate signatories in case the authorized signatory is on official business or official leave. Electronic signatures or pre-signed license, clearance, permit, certification, or authorization with adequate security and control mechanisms may be used. [Section 9 (d), RA No. 11032].
- › Continuously undertaking programs to promote customer satisfaction and improve service delivery.
 - a. All applications or requests submitted shall be acted upon within the prescribed processing time stated in the Citizen's Charter. No application or request shall be returned to the applicant or requesting party without appropriate action [Section 9 (b) (1) (2), RA No. 11032].
 - b. All officers and employees transacting with the public should wear proper identification cards during office hours [Section 9 (g), RA No. 11032 and Section 8, Rule VII, of the law's Implementing Rules and Regulations (IRR)].

- c. Public assistance desk or complaints desk where an officer or employee shall be available for consultation and advice; and other mechanisms which may be instituted, such as hotline numbers, texting numbers, or walk-in service counters; and special lanes for pregnant women, senior citizens, and Persons with Disabilities (PWDs) [Section 9, Rule VII, IRR of RA No. 11032].

On Participation

- Promote the establishment and operation of People's Organizations (POs) and Non-Governmental Organizations (NGOs) to become active partners in the pursuit of local autonomy [Section 34, LGC].
- Enter into joint ventures and other cooperative arrangements with POs and NGOs in the delivery of basic services, capacity-building, and livelihood projects in the city [Section 35, LGC].
- Provide assistance, financial or otherwise, to accredited city-based POs and NGOs for economic, social, environmental, or cultural projects to be implemented in the city [Section 36, LGC].

On Indigenous Cultural Communities and Indigenous Peoples

- Uphold and ensure the free exercise of the rights of Indigenous Cultural Communities (ICCs) and Indigenous Peoples (IPs) in the city [DILG MC No. 02-89, s. 2002].
- Integrate ICC's and IP's rights and concerns within the framework of GAD [DILG MC No. 05-34, s. 2005].
- Ensure that Section 16 of RA No. 8371 or the Indigenous People's Rights Act (IPRA) is complied with. The IPRA provides that IPs must be represented in all local legislative bodies.

On Development Planning

- Formulate or update the CLUP and ensure that the zoning ordinance is strictly enforced [DILG MC No. 04-133, s. 2004; DILG MC No. 2010-112].
- To fast-track the formulation or updating of the CLUP and ensure the transparency of the process, seek assistance from the Housing and Land Use Regulatory Board (HLURB) or directly contract the services of private technical experts or consultants [DILG MC No. 01-76, s. 2001].

On Other Plans

- Direct the formulation and implementation of the CDP [Section 455 (b) (1) (ii), LGC; DILG-NEDA-DBM-DOF JMC No. 1, s. 2016].
- In the formulation and implementation of youth-oriented programs and policies, adopt the Medium-Term Youth Development Plan for CY 2019-2024 and every five years thereafter [EO No. 438, s. 2005].
- Incorporate development projects on culture and the arts in the short-and long-term development plans.
- Incorporate in the Annual Development Plan (ADP) programs or projects that will enhance the development and management of fisheries and other aquatic resources [DILG MC No. 98-68, s.1998; DILG MC No. 01-131, 2001].

On Revenue Generation

- Generate resources and revenues to finance the implementation of development plans, programs, objectives and priorities [Section 455 (b) (3), LGC and DILG MC No. 99-111, s. 1999].



IF THE CLUB IS NOT ACTED UPON

by the SP within the prescribed three-month period:

- Issue a certification that the CLUP was not acted upon by the SP
- Submit to the DILG Central Office, through the DILG Regional Office, the CLUP together with such certification on the inaction by the SP

Enhance tax enforcement and collection efforts through the following actions:

- Ensure the collection of correct taxes and remit the same to the appropriate bodies.
- Include the tax account number in all applications for government permits, community tax certificate, and other official papers and documents.
- Submit updates about the current and fair market value of properties.
- Provide the Bureau of Internal Revenue (BIR) with an alphabetical list of taxpayers.
- Provide the Revenue District Office (RDO) of BIR with a list of contractors who are engaged in government contracts and the list of professionals who are required to pay professional tax.



FORMULATE PLANS WITH THESE IN MIND:

- Integrate the Rights-Based Approach (RBA) in the City Government Plan of Action.
- Make the process essentially participatory. Make sure members of the vulnerable and marginalized sectors are not left out.
- Allocate funds for RBA programs and use RBA in development planning, programming, budgeting, and policy formulation.
- Ensure that access improvement interventions based on Integrated Rural Accessibility Planning analysis, findings, and recommendations are included in the Annual Investment Plan (AIP).
- Ensures that the plans are based on a comprehensive and evidence-based risk assessment as part of the development of the local development plans, specifically for Disaster Risk Reduction and Climate Change Adaptation (DRR-CCA) related plans.
- Ensure that DRR-CCA is mainstreamed in the local development plans [DILG MC No. 2015-77].



SUBMIT THE UPDATED CLUP, AIP, AND ADP

- Submit the updated CLUP and the Comprehensive Medium-Term AIP to the DILG Regional Office. The plans should include the approved zoning ordinances [DILG MC No. 97-221, s. 1997].
 - Submit the ADP to the DILG; copy furnish DBM. Release of the 20% Development Fund shall be in accordance with the procedures and guidelines issued by DBM on the speedy and effective enforcement of the provisions of Section 288 of RA No. 7160 and its IRR [DILG MC No. 01-55, s. 2001; EO No. 189, s. 1999].
-
- Require the presentation of proper documents prior to the renewal of a business permit.
 - Assist in the dissemination of tax reminders, promotion of BIR programs, and other reminders or campaigns on the issuance of official receipts for every purchase that a taxpayer makes.
 - Submit requirements to BIR.
 - Assist the RDO in locating unregistered taxpayers and delinquent taxpayers.
 - Give authorized BIR personnel access to the assessment, collection, and remittance records, subject to applicable laws, rules, and regulations [DILG MC No. 01-33, s. 2001].

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- Strictly implement withholding tax laws and regulations and advise all officers-in-charge concerned that failure to comply thereto is subject to administrative and penal liabilities as provided for by the law [DILG MC No. 99-151, s. 1999; DILG MC No. 95-164, s. 1999; Revenue Memorandum Order Nos. 14-98 and 70-98].
- Impose terminal, parking, and other similar fees, and enforce regulations on the routing of Public Utility Vehicles in strict conformity with the approved route mandated by the Land Transportation Franchising and Regulatory Board [DILG MC No. 02-17, s. 2002].
- Include operational and logistical support to the Philippine National Police (PNP) in the annual budget appropriations [EO No. 546, s. 2006].
- Have revenue ordinances codified with the aim of improving local revenue administration [DILG MC No. 98-51, s. 1998].

On Illegal Fees and Charges

- Do not enforce an ordinance authorizing the levy of fees and taxes on inter-province transport of goods, regulatory fees from passengers in local ports, and other additional taxes, fees or charges on transporting goods and passengers [DILG MC No. 2006 70, s. 2006].
- Repeal ordinances authorizing the levy and collection of fees, taxes, and other charges on transporting goods and passengers carried into or out of or passing through the territorial jurisdiction of the LGU concerned [Sec. 133 (e), LGC; DILG MC No. 2006-70, s. 2006].
- Adhere to the fundamental principles, limitations, and requisites of the exercise of the taxing powers of the LGU (DILG MC Nos. 2009-42 and 2009-76, s. 2009).
- Rectify defective tax ordinances that levy fees on passing

through vehicles, especially those carrying agricultural goods and products [DILG MC Nos. 2009-42 and 2009-76 s. 2009].

On Resource Allocation and Utilization

Ensure that the 20% component of the IRA is optimally utilized for development projects, such as these listed below.

1. SOCIAL DEVELOPMENT

- Construction or rehabilitation of health centers, rural health units or hospitals, and purchase of medical equipment
- Construction or rehabilitation of local government-owned potable water supply system



REQUIRE CERTIFICATION FROM THE FOREST MANAGEMENT BUREAU BEFORE ISSUING A TAX DECLARATION

Prior to the issuance of a tax declaration, require a certification from the directors of Forest Management Bureau (FMB) and Land Management Bureau (LMB) or their duly authorized representatives stating that the area declared for taxation purposes is alienable and disposable [DILG MC No. 99-165, s.1999; Presidential Decree (PD) No. 705].

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- Establishment or rehabilitation of manpower development centers
- Construction or rehabilitation of evacuation centers
- Purchase or repair of area-wide calamity-related alarm or warning system
- Rehabilitation of cultural and historical sites
- Purchase or repair of appropriate calamity-related rescue operations equipment, such as inflatable boats, breathing apparatus, extraction tools, safe line rescue ropes, fire extinguishers, chainsaws, and two-way handheld radios
- Purchase and development of land for the relocation of informal settlers and relocation of survivors of calamities
- Construction or rehabilitation of facilities, such as multi-purpose hall
- Installation and maintenance of a street lighting system, excluding payment of electric bills

2. ECONOMIC DEVELOPMENT

- Construction or rehabilitation of communal irrigation or water impounding system and purchase of post-harvest facilities, such as farm or hand tractor with trailer, thresher, and mechanical drier
- Construction or rehabilitation of local roads or bridges and purchase of appropriate engineering equipment, such as dump trucks, graders, and payloaders
- Capital expenditures related to the implementation of livelihood, entrepreneurship, and local economic development projects
- Amortization of loans used to finance development projects subject to a 20% debt service cap

3. ENVIRONMENTAL MANAGEMENT

- Reforestation and urban greening
- Construction or rehabilitation of sanitary landfills and materials recovery facilities; purchase of garbage trucks and similar equipment
- Implementation of flood and erosion control projects, such as rehabilitation and construction of drainage systems, desilting of rivers, and declogging of canals
- Other environmental management projects that promote air and water quality as well as productivity of the coastal or freshwater habitat, agricultural land, and forest land

On Financial Accountability

- Provide efficient and effective property and supply management in the city; protect its funds, credits, rights, and other city properties [Section 455 (b) (3) (viii), LGC].
- Organize or reorganize a City Finance Committee [Section 316, LGC].
- Direct the city accountant and barangay treasurers to submit monthly accounts to the city auditor [DILG MC No. 96-161, s. 1996].
- Have a bookkeeper appointed for every barangay, subject to the approval of the SP and availability of funds [DILG MC No. 96-161, s. 1996].
- Ensure that the City Government and component barangays submit their financial reports and comply with the rules and regulations regarding financial transactions.
- Direct the city accountant and barangay officials to submit MFSs to the SP 30 days after the close of each month, and the Year-end Statement of Account 60 days after the 31st of December [DILG MC No. 96-161, s. 1996].



PRIORITIZE FUNDING FOR HEALTH, AGRICULTURE, SOCIAL WELFARE, AND THE ENVIRONMENT

Prioritize funding or resource allocation to devolved projects, services, and facilities, particularly those that affect health, agriculture, social welfare and the environment [DILG MC No. 95-14, s. 1995].

- Require an annual physical inventory of properties and equipment in all barangays at the end of every year and have the reports submitted to the city auditor [DILG MC No. 2018-12].
- Direct the city accountant to submit a Monthly Bank Reconciliation Statement on Barangay Depository Account to the city auditor for verification and review.
- Direct the punong barangays or barangay treasurers to post itemized revenues and expenditures within 30 days after the end of each year. This information should be posted in at least three conspicuous places in the barangay [Section 352, LGC].
- Cause legal actions against barangay officials who misuse barangay funds or properties [DILG MC No. 96-161, s. 1996].
- Before entering into a contract, exert all efforts to determine that the private contracting party is free and

clear of all tax liabilities to the government [Section 2, EO No. 398, s. 2005].

- Strictly adhere to the government policy on austerity and economic measures [DILG MC No. 2000-13, s. 2000; Administrative Order No. 339; National Budget Circular No. 446-A].

On Customer Service

Implement the Anti-Red Tape Program for Local Governments, now called Simplification of Civil Application Systems, focusing on the Simplification of Internal Regulatory Systems.

- Simplify and rationalize local rules and procedures for processing business permits, building permits, certificates of occupancy, civil registry documents, and real property documents.
- Prepare for the eventual computerization of internal regulatory systems.
- Display step-by-step application procedures in the form of flowcharts in publicly accessible and conspicuous places within the city hall premises.
- Publish primers or flyers about the simplified rules and procedures and distribute these to the public [DILG MC No. 01-120, s. 2001; DILG MC No. 04-50, s. 2004; DILG MC No. 04-65, s. 2004].
- Establish a One-Stop Shop (OSS) or One-Stop Processing Center [DILG MC No. 01-120, s. 2001].
- Require the OSS to extend operations to 9:00 in the evening within the months of January through March, whenever necessary [DILG MC No. 03-10, s. 2003].
- Set up a customer complaints desk [DILG MC No. 01-120, s. 2001].

TIMELINE IN THE ISSUANCE OF ENDORSEMENT



1. Consultation with NGOs, POs, and other sectors concerned-not more than one (1) week upon hearing on the merits of the project proposal and upon evaluation that the proposal will be in furtherance of the development agenda of the LGU.
 2. Enactment of the requisite Sanggunian resolution-not more than two (2) weeks upon receipt of the results of the consultation accepting or endorsing the proposed project.
 3. Preparation, approval, and release of the endorsement-not more than one (1) day upon receipt by the Sanggunian [DILG MC No. 03-58, s. 2003].
-
- Require the prompt issuance of a barangay clearance and city permit or license in accordance with the LGC and its IRR [DILG MC No. 02-11, s. 2002].
 - Require the prompt issuance of a locational clearance for proposed ecozones, provided that the application for such clearance is consistent with the approved Land Use Plan and Zoning Ordinance of the city [DILG MC No. 97-220, s. 1997].

- Require the submission of a certificate of Social Security System (SSS) coverage prior to the issuance of an annual business license or permit [DILG MC No. 2000-164, s. 2000; Section 24 (g), RA No. 8282].
- Require the employers of business establishments to always display their SSS Certificate of Registration next to their licenses or permits, and provide the SSS with an annual list of business establishments that have not renewed their business license or permit [DILG MC No. 96-181, s. 1996].

FUNCTIONS OF A ONE-STOP SHOP

- › Facilitate the processing and issuance of business permits, building permits, certificates of occupancy, civil registry documents, and real property documents;
- › Address issues regarding the delivery of basic services or refer such issues to competent local authorities for resolution;
- › Maintain a record of permits and other documents processed; and
- › Recommend measures to the City Mayor on how to improve operations and processes.

FUNCTIONS OF A CUSTOMER COMPLAINT DESK

- › Act on red tape-related complaints and queries that are within its authority and capability to handle;
- › Refer to the City Mayor all red-tape related complaints against any local government personnel;
- › Maintain a database of queries or complaints and actions taken; and
- › Give the City Mayor regular updates on customer feedback about the implementation of the internal regulatory system and the OSS.

On the Issuance of Business Permits

- Do not issue a business permit or license to any pest control operator, pesticide dealer or distributor, as well as individuals or entities that would like to engage in a similar business enterprise, unless they are duly registered with the Fertilizer and Pesticide Authority or covered by a numbered provisional permit issued by the Authority [DILG MC No. 95-147, s. 1995].



REMINDER TO CITY MAYORS IN THE NATIONAL CAPITAL REGION

Prior to the issuance or renewal of business permits, require newly-registered employers or contractors to present a Certificate of Employer Registration, and require actively paying and remitting employers or contractors to present a Certificate of Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industriya at Gobyerno (Pag-IBIG) Fund Active Membership issued by Pag-IBIG Fund [DILG MC No. 04-29, s. 2004].

- Instruct the city engineer to issue a building permit only to hospital projects with a Permit to Construct Certificate issued by the Department of Health (DOH) [DILG MC No. 96-26, s. 1996].
- If your city is within an airport zone, do not issue a building permit unless a permit is first secured from the Air Transportation Office [DILG MC No. 2000-118, s. 2000].
- Enforce a 30-day time standard as prescribed under EO No. 258 for the issuance of a development permit for a housing project, consistent with the CLUP and investment program of the city [DILG MC No. 2000-136, s. 2000].
- Prior to the issuance of a building permit for a condominium project, require a contractor to secure a development permit issued by the HLURB [EO No. 71 s. 93 and DILG MC No. 97-106, s. 1997].
- Require the owner of an illegally constructed house, building, or other structure to obtain the necessary permit or to make the necessary change in the construction of the same when said construction violates any law or ordinance, or to order the demolition or removal of said house, building or structure within the period prescribed by law or ordinance in case the owner fails to rectify the error [Section 455 (b) (3) (vi), LGC].

On Human Resource Management and Development

- Ensure that all city officials and employees discharge their mandated duties and functions [Section 455 (b) (1) (x), LGC].
- Act on the leave applications of appointive officials and employees and the commutation of the monetary value of their leave credits [Section 455, (b) (1) (xiv), LGC].

Tasks and Responsibilities: City Mayor

- Authorize official trips of city officials and employees outside the city for a period not exceeding 30 days [Section 455 (b) (1) (xv), LGC].
- Determine the time, manner, and place of payment of salaries or wages of officials and employees in accordance with law or ordinance [Section 455 (b) (1) (viii), LGC].
- Authorize the payment for medical care, necessary transportation, subsistence, and hospital or medical fees of city officials and employees who are injured while in the performance of their official duties and functions, subject to the availability of funds [Section 455 (b) (1) (xvii), LGC].
- Initiate the formulation and implementation of a City Human Resource Development Program [DILG MC No. 96-171, s. 1996; PD No. 284].
- Allocate and assign office space to officials and employees [Section 455 (b) (1) (ix), LGC].
- Ensure the occupational health and safety, proper sanitation, and environmental conditions of local government workers, and that the workers' well-being is adequately maintained through regular annual mental, physical or medical check-up, clean and adequate comfort rooms, potable water, safe building or office facilities, and safety measures against fire and other hazards [DILG MC No. 98-54, s. 1998].
- Order a review of the job descriptions of midwives, fill up all vacant midwife positions, and create or retain midwife positions in the plantilla [DILG MC No. 03-89, s. 2003].

SOCIAL PROTECTION BENEFITS OF BARANGAY OFFICIALS



Encourage barangay officials and their personnel and volunteers to:

- **Enroll in the Philippine Health Insurance program**, and to allocate barangay funds for the enrollment [DILG MC No. 02-66, s. 2002].
- **Register for membership in the Pag-IBIG Fund** [DILG MC No. 06-178, s. 2006].

II LOCAL SOCIAL GOVERNANCE

- Provide the following basic services and facilities [Section 17, LGC]:

Social welfare services

- › Child and youth welfare, family and community welfare, women's welfare, and welfare of the elderly and persons with disabilities;
- › Community-based rehabilitation programs for vagrants, beggars, street children, scavengers, juvenile delinquents, and victims of drug abuse;
- › Livelihood and other pro-poor projects;
- › Nutrition services; and
- › Family planning services.

Infrastructure facilities

- › School buildings and other facilities for public elementary and secondary schools;
- › Clinics, health centers, and other health facilities;
- › Artesian wells, spring development, rainwater collectors, and water supply systems;
- › Traffic signals and road signs;
- › Public cemetery;
- › Tourism facilities and other tourist attractions;
- › Communication and transportation facilities;
- › Sites for police stations, fire stations, substations,

- and city jail; and
- › City buildings, cultural centers, public parks including freedom parks, playgrounds, sports facilities and equipment, and other similar facilities.
- Ensure that appropriations for social welfare services are optimally utilized and in furtherance of the poverty alleviation thrust of the government [DILG MC No. 02-19, s. 2002].
- Encourage full participation of constituents to ensure the success of activities sponsored by the Commission on Filipinos Overseas [DILG MC No. 01-67, s. 2001].
- Solemnize marriages as prescribed by law [Section 455 (b) (1) (xviii), LGC].
- Beyond the customary activities of wreath-laying, flag-raising, parades, and similar activities, celebrate Philippine Independence Day through activities that address the concerns of the poor, such as medical missions, job fairs, and other special programs or activities in government cultural facilities [DILG MC No. 99-87, s. 1999].
- Enjoin constituents to actively participate in sports activities [Section 455 (b) (1) (xix), LGC; DILG MC No. 98-26, s. 1998].
- Strictly enforce the law or ordinance that prohibits the sale of obscene and pornographic materials, publications, pictures, literature, and other similar articles, including the exhibition or giving away of indecent, immoral, or obscene plays, scenes, acts, or shows, whether live or on film [DILG MC No. 99-213, s. 1999; Article 201, Revised Penal Code].
- Have the violator of the abovementioned law and/or any related ordinance apprehended and have the obscene pictures, materials, articles, publications, literature, and

Tasks and Responsibilities: City Mayor

other materials confiscated [DILG MC No. 99-213, s. 1999; Article 201, Revised Penal Code].

- Exert effort to dispel the public perception that illegal gambling thrives because local and police officials either tolerate or connive with gambling lords by being unrelenting in the campaign against jueteng and other forms of illegal gambling [DILG MC No. 02-105, s. 2005; DILG MC No. 01-161, s. 2001].
- Ensure the efficient and effective implementation and administration of the Katarungang Pambarangay Law [Section 421, LGC].
- Implement a program or service for children in conflict with the law [DILG MC No. 06-104, s. 2006].

Strengthen efforts against human trafficking

- Call for the enactment and later on the enforcement of a city ordinance addressing human trafficking.
- Conduct an information dissemination campaign on the matter [DILG MC No. 05-26, s. 2005; DILG MC No. 06-172, s. 2006].
- Enforce the Anti-Sexual Harassment Act of 1995 [DILG MC No. 01-37, s. 2001].

On Senior Citizens, Women and Children

- Organize or re-organize the following councils and ensure that they fulfill their functions:
 - › Local Council of Women (LCW) [DILG MC No. 01-163, s. 2001]
 - › LCPC [DILG MC No. 02-121, s. 2002]
- Support the campaign and advocacy for the elimination of child labor [DILG MC No. 98-81, s. 1998].

- Enforce the Anti-Violence Against Women and Their Children Act of 2004 [DILG MC No. 04-118, s. 2004].
- Strengthen the operations of the LCW [DILG MC No. 02-167, s. 2002; DILG MC No. 06-125, s. 2006].
- Enforce the rights of Filipino women, especially those in marginalized sectors [RA No. 9710 or Magna Carta of Women].
- Establish and allocate funds for senior citizens and for daycare centers [DILG MC No. 98-102, s. 1998].
- Establish or strengthen the Office for Senior Citizens Affairs [DILG MC No. 05-63, s. 2005].
- Call for the enactment and eventual enforcement of an ordinance against the commercial and sexual exploitation of children [DILG MC No. 99-164, s. 1999].
- Register all indigent children free of charge [DILG MC No. 2006-86, s. 2006].
- Promote the general welfare and safety of children and ensure that their rights are being protected [PD No. 603 and the United Nations Convention on Rights of Children].
- Ensure the participation of women, children, and other vulnerable groups in the planning and implementation of various programs.

Implement Early Childhood Care Development

- Support the organization of parent cooperatives to initiate the establishment of an Early Childhood Care Development (ECCD) program.
- Ensure that service providers of the public ECCD program of the city are duly compensated, with adequate funds are made available therefor, and that their working conditions are in accordance with national quality standards.

Tasks and Responsibilities: City Mayor

- Provide counterpart for the training and continuing education of ECCD service providers and support the operations of the city ECCD Coordinating Committee [DILG MC No. 01-02, s. 2001].
- Comply with the new set of standards for the accreditation of center-based ECCD Programs and Service Providers [DILG MC No. 06-91, s. 2006].

SUGGESTED ACTIVITIES FOR NATIONAL CHILDREN'S MONTH

- Symposia, meetings, or similar activities about current issues and concerns of Filipino children;
- Child-friendly activities, such as parades, children's march, caravans, field trips, photo exhibits, art contests, kid fairs, and similar activities;
- Free mobile services, such as medical, dental, food, and nutrition services for children in need and their families [DILG MC No. 99-217, s. 1999];
- Presentation of the Local State of Children Report or "State of the Children's Report" (DILG MC No. 2009-106);
- Children's congress where children and the youth present and recommend ways to improve their welfare. Topics that can be discussed during this activity are child rights awareness and promotion and ways children can participate in government planning and program implementation; and
- Activities that empower and support children's participation in government's planning.

On Health and Nutrition

As mandated by Section 17 of the LGC, provide the following basic health services, programs, and projects on:

- Primary health care, maternal and child care, and communicable and non-communicable disease control services;
- Access to secondary and tertiary health services; and
- Purchase of medicines, medical supplies, and medical equipment.

Promote food safety

- Call for the enactment of an ordinance to promote food safety, or review an existing ordinance and enforce it to address food poisoning and other food-borne diseases.
- Adopt a city declaration of commitment to food safety [DILG MC No. 99-194, s. 1999].
- Perform activities that underscore the importance of food safety such as visits to food handling facilities [DILG MC No. 99-194, s. 1999]

Support the Polio-Free Maintenance Immunization Campaign

- Direct the city health office to oversee vaccination in the city and coordinate all efforts with the DOH field office.
- Set up “patak centers” in the area and send paramedical personnel to participate in the door-to-door immunization activities.
- Inform the public to have children below five years old receive an oral anti-polio vaccine either at home or the nearest patak center [DILG MC No. 02-14, s. 2002].

On smoking

- In partnership with socio-civic organizations, implement a Youth Smoking Prevention Program in support of the national government's campaign [DILG MC No. 04-86, s. 2004 and DILG MC No. 02-97, s. 2002].
- Coordinate with law enforcement agencies in implementing RA No. 9211 or the Tobacco Regulation Act of 2003 [DILG MC No. 04-86, s. 2004].
- Call for the immediate enactment and eventual enforcement of an ordinance prohibiting the sale of cigarettes and other tobacco products to persons below 18 years of age [DILG MC No. 02-71, s. 2002].
- Support the implementation of the comprehensive and unified policy for tuberculosis control in the Philippines and tap or solicit the assistance of the private sector in delivering health care services [DILG MC No. 03-93, s. 2003].

Support and participate in the Voluntary Blood Donation Program

- Provide funds as may be necessary and appropriate [DILG MC No. 96-66, s. 1996].
- Integrate Voluntary Blood Donation Services in the City Work and Financial Plan and include it as an additional function of the CHB [DILG MC No. 99-133, s. 1999; DILG MC No. 99-66, s. 1999].

Other Health and Nutrition Services

- Create a City Physical Fitness and Sports Development Council in support of the national policy of Sports For All [DILG MC No. 96-97, s. 1996; E.O. Nos. 63 and 64].

- Establish and operate a Special Drug Education Center for out-of-school youth and street children [DILG MC No. 06-150, s. 2006].
- Enforce the Code on Sanitation and other related laws and ordinances to prevent the outbreak of water and food-borne diseases and to safeguard the health and safety of the public, particularly students and school personnel [DILG MC No. 97-105, s. 1997; MC No. 99-44, s. 1999; PD 856].
- Implement measures to further improve dengue case management and services [DILG MC No. 05-86, s. 2005; DILG MC No. 05-74, s. 2005].
- Call for the enactment of a city ordinance, or amend or supplement an existing ordinance, in support of RA No. 8050 or the Revised Optometry Law of 1995 [DILG MC No. 04-148, s. 2004].
- Ensure that government ambulances are not used for any purpose other than the transport of patients [DILG MC No. 2000-114, s. 2000].
- Prohibit events or scenes in all shows or carnivals that degrade PWDs [DILG MC No. 98-74, s. 1998].

Education

- Coordinate and work closely with the Department of Education's Bureau of Non-Formal Education, Department of Social Welfare and Development, DBM, DILG, other government agencies, and NGOs in the city in the development and implementation of programs for literacy and non-formal education [DILG MC No. 2000-120, s. 2000].
- Include the eradication of illiteracy as one of the priorities in the CDP and allocate funds for and implement the same [DILG MC No. 2000-120, s. 2000].

Tasks and Responsibilities: City Mayor

- Ensure the participation of NGOs and the community in the eradication of illiteracy [DILG MC No. 2000-94, s. 2000].
- Provide the necessary school site requirement of at least one-half hectare land area [DILG MC No. 01-167, s. 2001].

Housing and Basic Utilities

- Provide technical, financial, and other possible forms of support or assistance to punong barangays within the city to ensure that the issue of informal settlements is properly addressed [DILG MC No. 98-202, s. 1998].
- Have an updated report submitted on lands identified for socialized housing and resettlement areas [DILG MC No. 01-21, s. 2001].
- Ensure the operational autonomy of local water districts [DILG MC No. 05-21, s. 2005].

Peace, Security and Disaster Risk Management

Undertake the following measures to maintain peace and order in the city:

- Act as the deputized representative of the National Police Commission (NAPOLCOM) in the city and formulate and implement the peace and order plan of the city [Section 455 (b) (2) (v), LGC].
- Strengthen citizens' support and participation in the maintenance of peace and order.
- Enforce security measures to counter terrorist threats and other forms of lawless violence [DILG MC No. 03-80, s. 2003].
- Exercise authority as the deputized representative of the NAPOLCOM in the city. As the deputized agent of the Commission, the City Mayor can inspect police forces and

units, conduct audit, and exercise other functions as may be duly authorized by the Commission [Section 64, RA No. 8551].

- Choose the chief of police from a list of five eligible recommendees of the provincial police director, preferably from the same province, city, or municipality [Section 63, RA No. 8551 amending Section 51(b) (4) of RA. No. 6975].
- Recommend to the provincial director the transfer, reassignment, or detail of PNP members outside of their respective city or town residences; [Section 63, RA No. 8551].
- Recommend the appointment of new members of the PNP from a list of eligible candidates previously screened by the CPOC. The appointees are to be assigned to their respective cities or municipalities. Whenever practicable and consistent with the requirements of the service, PNP members shall be assigned to the city or municipality of their residence [Section 63, RA No. 8551].
- Control and supervise anti-gambling operations [Section 63, RA No. 8551].

Support internal security operations against insurgency and other serious threats to national security

- Deputize the barangay tanods as force multipliers in the implementation of the peace and order plan in the city.
- Include in the Peace and Order and Public Safety Plan (POPS Plan) of the city a priority program of action or thrust for resolving insurgency and other serious threats to national security.
- Appropriate funds in support of peace and order efforts [E.O. No. 546, s. 2006].

Intensify actions against illegal drugs

- Organize and strengthen the City Anti-Drug Abuse Council (ADAC).
- Ensure that drug pushers are brought to justice.
- Serve as a focal point for various organizations and individuals that work together in planning, implementing, and evaluating activities against the proliferation of illegal drugs.
- Provide a mechanism for obtaining funds, volunteers, facilities, and technical expertise [Presidential Memorandum dated 01 August 2000; DILG MC No. 01-90, s. 2001; DILG MC No. 2000-98, s. 2000; DILG MC No. 98-227, s. 1998; DILG MC No. 97-35, s. 2007].
- Ensure the mandatory inclusion in the Local Annual Budget of a substantial appropriation for the enforcement of RA No. 9165, giving priority to preventive or educational programs and rehabilitation or treatment of drug dependents.
- Ensure that the provisions of Sections 51-53 of RA No. 9165 are strictly enforced.
- Conduct symposia and dialogues with school authorities and students, owners and employees of business establishments, government officials and employees, and the general public.
- Call for the enactment of an ordinance complementing the Comprehensive Drugs Act of 2002, if none has been passed, or to amend the same to be consistent with the pertinent provisions of the Act, and ensure its effective enforcement.
- Ensure the sustainability of rehabilitation or treatment programs for drug dependents.

- Ensure that ADACs at all levels perform their functions and responsibilities as embodied in relevant Department issuances [DILG MC No. 2009-09, s. 2009].
- Request the local PNP to conduct periodic or unannounced onsite inspection of dens, resorts, bars, karaoke bars, nightclubs, and other establishments or houses suspected of being used as drug dens or places where illegal drugs are sold or delivered.
- Ensure that the Administrative Board under Section 52 (1) of RA No. 9165 is created, performs its mandated tasks, and abates the establishment of drug-related public nuisances related to the sale or delivery of illegal drugs.
- Revoke the business permit of any business establishment found by the Board created under Section 52 (1) of R.A. 9165 to be the site of the delivery, sale, and use of illegal drugs and substances.
- Provide support, financial or otherwise, to the local PNP for the sustained operations of the campaign against illegal drugs.
- Ensure that punong barangays perform their responsibilities [DILG MC No. 2009-09, s. 2009].

Undertake disaster preparedness, mitigation and prevention measures that are holistic, comprehensive, integrated, and proactive to minimize the impact of natural disasters [RA No. 10121 or Disaster Risk Reduction and Management Act of 2010].

- Have the city disaster risk reduction and management (DRRM) plan updated periodically.

Tasks and Responsibilities: City Mayor

- Call for the passage of an ordinance in support of DRRM [DILG MC No. 98-94, s. 1998].
- Review latest version of the DILG-LGA's Operation LISTO: Disaster Preparedness Manual for city and municipal LGUs as one of the reference for preparedness actions [National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum Circular (MC) No. 2015-052].
- Lead the implementation of emergency measures during and in the aftermath of man-made and natural disasters and calamities [Section 455 (b) (1) (vii), LGC].
- Organize in-house and community volunteer fire brigades; conduct fire drills, periodic evaluation and inspection of firefighting equipment and electrical installations; and proper disposal of fire hazard materials [DILG MC No. 96-73, s. 1996].

ITEMS THAT MUST BE INCLUDED IN THE CITY DISASTER PREPAREDNESS PLAN

- Warning and communication systems;
- Early evacuation from high-risk areas;
- Rescue and emergency operations;
- Distribution of relief goods and services;
- Reporting of situations and action taken;
- Post-calamity clean-up;
- Medical assistance;
- Rehabilitation of agricultural and livelihood programs;
- Housing assistance;
- Burial assistance; and
- Loan assistance [DILG MC No. 98-94, s. 1998].

Prepare for natural disasters

- Create or activate the Public Safety and Emergency Office.
- Establish a support mechanism composed of NGOs, volunteer groups or emergency responders, and community organizations.
- Formulate a preparedness plan to include routes, protocols and standard operating procedures for evacuation.
- Ensure that the Local Disaster Risk Reduction and Management Council performs its functions.
- Ensure that the Barangay DRRM plans are reviewed by the members of the review team using the Quality Assurance System for BDRRM plans (QAS) [NDRRMC MC No. 147, s. 2017 and NDRRMC MC No. 13, s. 2018].
 - › Use the Quality Assessment Tool to gauge the quality of the submitted Barangay DRRM Plans (BDRRMPs).
 - › Have the barangays use the BDRRMP template as a guide for creating their own BDRRMP.
- Ensure the protection of the fundamental rights of children before, during, and after disasters, and in other emergency situations when children are gravely threatened or endangered by circumstances that affect their survival and normal development.
 - › RA No. 10821 or the Children’s Emergency Relief and Protection Act, mandates the provision of emergency relief and protection for children before, during, and after disasters, and in other emergency situations.
 - › Creation of an Ad Hoc Committee to develop the Local Comprehensive Emergency Program for Children (LCEPC) thru issuance of an EO and Initial Analysis of the Situation of children before, during and after a disaster [DILG Memo No. 2018–196].

Ensure that the early warning system works.

- Identify evacuation centers and possible resettlement areas for affected people. Note the guidelines for strengthening evacuation systems using the LDRRMF [DILG MC No. 2018-122].
- Make a damage and needs assessment, and take decisive and immediate action [DILG MC No. 06-20, s. 1996].
- Ensuring that the Barangay Disaster Risk Reduction and Management Councils are functional and have updated BDRRMPs. Follow the guidelines on the utilization of the LDRRMF [DILG MC No. 2012-073].
- As part of disaster preparedness and mitigation, conduct an infrastructure audit of all local government infrastructure projects and public buildings [DILG MC No. 2011-47].

Public Safety

- Enforce the provisions of the National Building Code and prohibit the following harmful advertising billboards, signages, and display media:
 - › Endanger the safety of a person or property, or harm public interest;
 - › Interfere with public order or violate sound social morals;
 - › Contain information that suggests obscenity, indecency, or violence, both in text and pictures;
 - › Convey vague messages and double-meaning;
 - › Contain messages that mislead or deceive consumers;

- › Contain racially, sexually, or ethnically abusive, offensive, or objectionable content; or promote social discrimination and prejudice against gender, beliefs, and convictions;
 - › Obstruct public view of natural scenery and hinder the enjoyment of such view; and
 - › Obstruct the picturesque view of scenery due to lack of harmony with its environmental surroundings by way of colors and tones, structure, size, and location [DILG MC No. 04-158, s. 2004].
- Supervise barangays in clearing road obstructions in their areas of responsibility.
 - Ensure the safety of residents and prevent accidents in construction projects.
 - Require the contractor to take full responsibility in the proper safekeeping of construction materials and equipment used for the entire duration of the construction project and assume liability for any accident that may result from failure to observe the necessary precautionary measures. This should be stipulated in the contract between the city government and the contractor.
 - Require the contractor to clear all construction debris that passersby might trip on.
 - Provide visible marks or signs in accident-prone areas such as open canals and manholes; install lighting facilities in construction sites; and employ other precautionary measures [DILG MC No. 95-87, s. 1995].
 - Ensure the strict enforcement of the Firecrackers and Pyrotechnic Devices Regulatory Law [DILG MC No. 02-188, s. 2002].

Tasks and Responsibilities: City Mayor

- Ensure public safety and peace and order during any public assembly or rally in a designated freedom park [DILG MC No. 06-42, s. 2006; DILG MC No. 06-79, s. 1996].
- Demolish illegal structures along rivers or estuaries if the structures impede normal water flow [DILG MC No. 02-64, s. 2002].
- Employ safety measures in all gasoline stations [DILG MC No. 06-66, s. 2006].

||| LOCAL ECONOMIC GOVERNANCE

Agriculture and Fisheries Development

- Have the following agriculture and fishery extension and on-site research services and facilities available to residents:
 - › Dispersal of livestock and poultry, fingerlings, and other seedlings for aquaculture;
 - › Palay, corn, and vegetable seed farm;
 - › Medicinal plant garden;
 - › Fruit trees, coconut, and other seedlings for a plant nursery;
 - › Demonstration farm;
 - › Quality control of copra improvement and development of local distribution channels preferably through a cooperative; and
 - › Inter-barangay irrigation system [Section 17, LGC].
- In the CDP and annual implementation plan, include a program or project on the development and management of fisheries and other aquatic resources [DILG MC No. 98-68, s. 1998; DILG MC No. 01-131, s. 2001].
- Organize or reorganize the Barangay Fisheries and Aquatic Resources Management Council [DILG MC No. 99-142, s. 1999].

Tasks and Responsibilities: City Mayor

- Organize or activate an Agri-Credit Desk, and designate a senior staff member as agri-credit information officer [DILG MC No. 97-262, s. 1997].
- In the CDP and annual implementation plan, include a program or project on integrated seaweed industry; give preferential treatment to a seaweed farming cooperative when granting a permit to operate within city waters [DILG MC No. 98-68, s. 1998].
- Have an inventory of postharvest facilities and include agricultural mechanization in the CDP and annual implementation plan [DILG MC No. 01-20, s. 2001].

Promoting Entrepreneurship, Business and Industry

Build the following infrastructure facilities, to be funded out of city funds:

- City roads and bridges;
- Communal irrigation and small water impounding projects
- Fish ports; and
- Public markets, slaughterhouses, and other city enterprises [Section 17, LGC].

Organize, or reorganize, the following:

- Local Price Coordinating Council [DILG MC No. 98-81, s. 1998; DILG MC No. 04-75, s. 2004; DILG MC No. 05-130, s. 2005]
- City Small and Medium Enterprise Development Council [DILG MC No. 02-107, s. 2002]
- Build an environment that will promote the development of small and medium enterprises in the city [DILG MC No. 96-13, s. 1996; DILG MC No. 97-47, s. 1997].
- Enforce the Consumer Act of the Philippines [DILG MC

No. 92-47, s. 1997;

- RA Nos. 7160 and 7394; Article 62 of the Consumer Act of the Philippines].

Protect consumer welfare

- Intensify price monitoring and enforce the Price Tag Law.
- Set up a Timbangan ng Bayan.
- Set up and regularly update the price billboards installed in wet markets [DILG MC No. 06-58, s. 2006; DILG MC No. 98-81, s. 1998; DILG MC No. 05-130, s. 2005].
- Provide support and assistance to the public market vendors' cooperative [DILG MC No. 02-69, s. 2002].
- Implement control measures in slaughterhouses [DILG MC No. 03-52, s. 2003].
- Ensure that the willing, able, and unemployed residents of the city are hired in public works projects, whether the projects are locally, nationally, or foreign-funded [DILG MC No. 2000-167, s. 2000; RA No. 6685].

Propose to enact or amend a tricycle franchise and regulatory ordinance with the following considerations:

- Physical Requirements–no tricycle shall be issued a franchise unless applicable physical requirements are complied with as certified the proper authority;
- Fares–should be established at a level that provides the operator a reasonable return of profit while remaining affordable to the general public;
- Load or Capacity Limit–no tricycle should be allowed to carry more passengers and goods than its capacity limit allows;

Tasks and Responsibilities: City Mayor

- For safety reasons, no tricycle should operate in national highways;
- Zones must be established within the city;
- A common color may be imposed on tricycles operating in the same zone [DILG MC No. 07-01, s. 2007]; and
- Coordinate with the Department of Energy on the periodic inspection of gasoline stations to determine whether these are compliant with the Downstream Oil Industry Deregulation Act of 1998 [RA No. 8479 and its IRR; DILG MC No. 04-113, s. 2004].

TASK RELATED TO FISHING VESSELS

- Call for the enactment or enforcement of an ordinance prescribing the procedure for registration of fishing vessels of three gross tonnages and below.
- Have the records of fishing vessels of three gross tonnages and below updated regularly and submit a list of city-registered vessels to the Maritime Industry Authority (MARINA) Central Office or MARINA Regional Offices, the PCG Station or Detachment, and the Bureau of Fisheries and Aquatic Resources of the Department of Agriculture [EO No. 305, s. 2004].

REQUIRED SAFETY FEATURES OF TRICYCLES



- Clean windshield;
- Garbage receptacle;
- Functional horn that does not emit an exceptionally loud or startling sound;
- Functional two signal lights, front and back for turning right or left or for emergency purposes;
- Functional tail light, including license plate light;
- Top chain extending to the rear wheel;
- Functional white headlight and red tail light, visible at least 50 meters from the front and rear of the tricycle and functioning under all weather conditions;
- Functional light installed inside the sidecar and kept lit while on a designated route;
- Functional anti-noise equipment;
- Sticker containing the body number of the vehicle that is highly visible and identifiable from a distance;
- Fully-operational mufflers; and
- Roadworthiness of the tricycle unit.

IV LOCAL ENVIRONMENTAL GOVERNANCE

Natural Resources Management

Adopt adequate measures to safeguard and conserve land, mineral, marine, forest, and other natural resources in the city through the following measures:

- Implement a water and soil resource utilization and conservation project;
- Provide seawalls, dikes, drainage, sewerage, and flood control facilities;
- Promote the conservation of mangroves;
- Enforce fishery laws in city waters;
- Implement community-based forestry projects, which should include an integrated social forestry program, management and control of communal forests, establishment of tree parks, greenbelts, and similar forest development projects; and
- Establish a solid waste disposal system or environmental management system and services or facilities related to general hygiene and sanitation [Section 17 and Section 455 (b) (3) (vii), LGC].

Implement environmental management projects

- Coordinate and collaborate with National Government Agencies for technical assistance.
- Work with private institutions with a proven track record in local capability-building and environmental management initiatives [DILG MC No. 97-267, s. 1997].
- Implement forest management policies, rules and regulations.
- In coordination with the Department of Environment and Natural Resources (DENR), monitor the state of forests, report logging activities, arrest illegal loggers, and file appropriate charges against the perpetrators of violations.
- Lead reforestation activities.
- Enforce the provisions of DENR-DILG JMC No. 98-01, which embodies the manual of procedures for the DENR-DILG-LGU partnership on devolved functions and forest management functions as well as strengthens and institutionalizes the partnership [DILG MC No. 04-166, s. 2004].
- Actively support the Anti-Illegal Logging Campaign by ensuring that any business permit applicant that uses wood as a raw material has a certification from the DENR that said materials are from legal sources [DILG MC No. 98-203, s. 1998].
- Assist in the enforcement of the National Integrated Protected Areas System Act of 1992 and the Wildlife Resources Conservation and Protection Act [DILG MC No. 04-44, s. 2004].
- Ensure that the Sangguniang Kabataan in every barangay allocates 10% of its annual budget in support of the Green Brigade [DILG MC No. 2000-94, s. 2000; E.O. No. 52, s. 1998].

Tasks and Responsibilities: City Mayor

- Prior to the issuance of a tax declaration, require a certification from the directors of FMB and LMB, or their duly authorized representatives, that the area declared for taxation purposes is alienable and disposable [DILG MC No. 99-165, s. 1999; PD No. 705].

Undertake the following actions:

- Adopt measures to prevent overcrowding and congestion in city waters, fish ponds, and fish pens. Make this a major consideration when awarding permits for the construction of fish pens or a sea cage.
- Call for the enactment or enforce an ordinance in support of the Code of Practice for Aquaculture [DILG MC No. 02-64, s. 2002].

ROLE OF LGUS IN CLIMATE CHANGE AND OTHER ENVIRONMENTAL ISSUES

R.A. 9729 (Climate Change Act of 2009)

SEC. 14. Local Climate Change Action Plan—The LGUs shall be the frontline agencies in the formulation, planning, and implementation of climate change action plans in their respective areas, consistent with the provisions of the Local Government Code, the Framework, and the National Climate Change Action Plan.

Barangays shall be directly involved with municipal and city governments in prioritizing climate change issues and in identifying and implementing best practices and other solutions. Municipal and city governments shall consider climate change adaptation as one of their regular functions. Provincial governments shall provide technical assistance, enforcement, and information management

in support of municipal and city climate change action plans. Inter-local government unit collaboration shall be maximized in the conduct of climate-related activities.

LGUs shall regularly update their respective action plans to reflect changing social, economic, and environmental conditions and emerging issues. The LGUs shall furnish the Commission with copies of their action plans and all subsequent amendments, modifications, and revisions thereof, within one month from their adoption. The LGUs shall mobilize and allocate necessary personnel, resources, and logistics to effectively implement their respective action plans.

The Local Chief Executive (LCE) shall appoint the person responsible for the formulation and implementation of the local action plan.

It shall be the responsibility of the national government to extend technical and financial assistance to LGUs for the accomplishment of their Local Climate Change Action Plans.

The LGU is hereby expressly authorized to appropriate and use the amount from its Internal Revenue Allotment necessary to implement said local plan effectively, any provision in the Local Government Code to the contrary notwithstanding.

DILG MC No. 2009-168 dated 27 October 2009

All LCEs are directed to strictly comply with the mandate of RA No. 9003 or the Ecological and Solid Waste Management Act of 2000, especially on the establishment of solid waste and materials recovery facilities, to wit:

Tasks and Responsibilities: City Mayor

Solid Waste Facility

- Closure of existing dump sites; and
- Development and operation of sanitary landfill sites as final disposal sites for solid, and, eventually, residual wastes of a municipality or city or a cluster of municipalities or cities.

Pursuant to Section 44 of the Act, in relation to Section 33 of LGC, provinces, cities, municipalities, and barangays, through appropriate ordinances, may consolidate, or coordinate their efforts, services, and resources for purposes of jointly addressing common solid waste management problems or establishing common waste disposal facilities.

Materials Recovery Facility

- Establishment of an LGU Materials Recovery Facility (MRF) in every barangay or cluster of barangays in a barangay-owned or barangay-leased land or in any suitable open space to be determined by the barangay through its Sanggunian;
- Allocation of a certain parcel of land by the barangay or cluster of barangays for the MRF; and
- The MRF includes a solid waste transfer station or sorting station, drop-off center, a composting facility, and a recycling facility.

In compliance with a Supreme Court en banc decision promulgated on December 18, 2008, all Mayors of Metropolitan Manila, the Governors, City Mayors and Municipal Mayors of and in Rizal, Laguna, Cavite, Bulacan, Pampanga, and Bataan are directed to do the following:

1. Immediately inspect all factories, commercial establishments, and private homes along the banks of major river systems, and other minor rivers and waterways that eventually discharge water into the Manila Bay, including lands abutting the bay, within their jurisdictions to determine whether they have wastewater treatment facilities or hygienic septic tanks as prescribed by existing laws, ordinances, and rules and regulations; and
2. Require non-complying establishments and homes to set up said facilities or septic tanks within a reasonable time to prevent industrial wastes, sewage water, and human wastes from flowing into these rivers, waterways, esteros, and the Manila Bay, under pain of closure or imposition of fines and other sanctions.

MC No. 2008-69 dated 28 April 2008

In order to address the various disaster concerns, the LCE as Chairperson of the Local Disaster Coordinating Council is encouraged to:

- Mainstream DRR-CCA measures into local policies, plans, budgets, and investment programs as a priority concern;
- Promote research and extension work on DRR-CCA thru local research institutions, the academe, and other relevant stakeholders;
- Engage in programs, projects, and activities, particularly in land and water use, land use change and forestry, reducing emissions from deforestation and degradation, coastal zones and fisheries, industry, facilities, farming practices, and indigenous clean energy;
- Call for greater participation of the local media, interfaith groups, and local schools in disseminating information on climate change adaptation within the overall framework

Tasks and Responsibilities: City Mayor

of sustainable development to local communities or at the grassroots level;

- Promote dialogue between workers and employers towards the realization of the potential for green and decent jobs through positive support from workers and employers in the transition towards environmentally sustainable patterns of production and consumption; and
- Vigorously collaborate with the provincial government and the Regional Development Council to push for more aggressive emission reduction targets and expeditious implementation of adaptation programs, projects, and activities that will ensure direct benefits to the local communities.

DILG MC No. 2007-131 dated 2 October 2007

All City Mayors are encouraged to actively support the Philippine Clean Air Act of 1999 and the launch of the Linis Hangin Siyudad Program by adopting or initiating appropriate measures such as the following:

1. Issuance of a city resolution or enactment of an ordinance on air pollution control;
2. Inclusion of clean air policies in their respective local development plans;
3. Conduct of information campaign on the value of smoke-free communities; and
4. Encouraging community leaders, civic organizations, religious organizations, and schools to actively support the campaign against air pollution in their localities.

On Waste Management, Pollution Control and Urban Land Quality

- Organize or reorganize the City Solid Waste Management Board [DILG MC No. 01-19, s. 2001; DILG MC No. 01-38, s. 2001].
- Implement the Zero-Waste Management Technology through:
 - › Total recycling such as the conversion of wastes into factory-returnable goods, fertilizers, feeds, fuel, fine crafts, and filling materials;
 - › Adoption of methodologies in recycling wastes such as sorting, segregation at source, proper waste packaging, and ecologically-sound disposal system;
 - › Information campaign on the benefits derived from the adoption of the technology [DILG MC No. 200-117, s. 2000]; and
 - › Incentive system for barangays with good solid waste management [DILG MC No. 01-38, s. 2001].
- Do not grant a permit to pest control operators, pesticide dealers, or distributors, as well as individuals or entities who would like to engage in a similar business enterprise, unless duly registered with the Fertilizer and Pesticide Authority, or covered by a numbered provisional permit issued by the authority [DILG MC No. 95-147, s. 1995].

Tasks and Responsibilities: City Mayor

Call for the enactment of an ordinance on the following:

- Implementation of a comprehensive solid waste management system highlighting waste segregation and storage, waste processing and resource recovery, collection, transportation, and disposal of solid waste (DILG MC No. 98-119, s. 1998); and
- Smoking inside public buildings or enclosed public places, including public vehicles and other means of transport or in any enclosed area outside of one's private residence, private place of work, or any duly designated smoking area [DILG MC No. 02-27, s. 2002].

PART 3

OFFICER-IN- CHARGE (OIC) IN THE OFFICE OF THE CITY MAYOR

OIC in the Office of the City Mayor as Distinguished from Acting City Mayor

The function of the acting mayor is governed by Section 46 (a) of LGC, while that of the OIC in the Office of the City Mayor is governed by Section 46 (c) of the same Code.

When the City Mayor is temporarily incapacitated to perform his or her duties due to physical or legal reasons, such as leave of absence, travel abroad, and suspension from office, the City Vice-Mayor shall automatically exercise the powers and perform the duties and functions of the City Mayor. Exempt from the scope of the City Vice-Mayor's functions is the power to appoint, suspend, or dismiss employees, which can only be exercised if the City Mayor's period of temporary incapacity exceeds 30 working days.

If the period exceeds 30 days, the automatic assumption of the City Vice-Mayor as Acting Mayor, even on the first day of temporary incapacity of the City Mayor, is automatic and done by operation of the law. This means that no further order or appointment from the national government or any office is required. As Acting City Mayor, he or she can exercise all powers and perform all the duties and functions of the City Mayor, subject to limitations provided for in cases of appointment, suspension, or dismissal of employees.

On the other hand, Section 46 (c) of LGC describes a situation where the City Mayor is traveling within the country, but outside his or her territorial jurisdiction, for a period of not exceeding three consecutive days. In such a case, he or she may designate, in writing, an OIC in the Office of the City Mayor. Such authorization shall specify the powers and functions that the local official concerned shall exercise in the absence of the City Mayor, except the power to appoint, suspend, or dismiss employees.

Officer-in-Charge (OIC) in the Office of the City Mayor

In this case, it may be noted that the City Mayor can designate an official of the city government as OIC for three consecutive days while he or she is outside his or her territorial jurisdiction but within the country. It should be further noted that in the designation of OIC, there is no temporary vacancy to speak of in the Office of the City Mayor. The City Mayor may designate the Vice-Mayor or any member of the Sanggunian or any appointive official of the city to act as OIC during his or her absence for three consecutive days.

However, if on the fourth day the City Mayor fails to return to his or her station, Section 46 (d) of the Code will apply. In this case, the City Vice-Mayor shall assume office as Acting City Mayor on the fourth day of absence of the City Mayor, even if the designation of an OIC is beyond three days. This must be so because the designation as OIC is effective only for three days.

Who may be authorized to act as an OIC in the Office of the City Mayor?

Section 46 (c) of LGC states that the City Mayor may designate in writing any city official to act as OIC for three days during his or her absence. The authorization shall specify the powers and functions that the local official shall exercise.

How shall an OIC City Mayor assume his or her functions?

Upon presentation of a valid designation in writing, the designated official can assume his or her functions as OIC in the Office of the City Mayor [Section 46 (c), LGC].

Regarding the post of Acting City Mayor, upon the occurrence of any event leading to the temporary incapacity of the City Mayor, either for physical or legal reasons, the City Vice-Mayor automatically assumes the post as Acting City Mayor [Sec.

Tasks and Responsibilities: City Mayor

46 (9a), LGC]. Accordingly, the Acting City Mayor must issue a memorandum, copy furnished depository banks in the LGU, DILG, and other national offices, informing all department heads and employees of the province of his assumption as Acting City Mayor, and that henceforth, all orders must emanate from him or her.

When shall an OIC in the Office of the City Mayor cease to act as such?

An OIC shall stop performing his or her functions as such on the fourth day of absence of the City Mayor. This must be so because his or her designation as OIC is effective only during the three consecutive days of absence of the City Mayor, with the latter in a location outside his or her jurisdiction but within the country. On the fourth day, the designation of OIC ceases by operation of law and the City Vice-Mayor automatically assumes the post as Acting City Mayor pursuant to Section 46 (d) of LGC.

May the City Vice-Mayor, performing as Acting City Mayor, continue to preside over the session of the SP?

No. In the case of *Gamboa vs. Aguirre* (G.R. No. 14313, July 20, 1999), the Supreme Court ruled that the Vice-Governor, who is now acting as Acting Governor, cannot anymore continue to preside over the session as this would violate the principle of separation of powers and functions. The Vice-Governor, in his or her capacity as Acting Governor, is expected to perform full-time his or her executive functions, which include the approval of ordinances. This pronouncement of the Supreme Court equally applies to cities and municipalities.

May the City Vice-Mayor, if designated as OIC in the Office of the City Mayor, continue to preside over the session of the SP?

Yes. The situation is different between the OIC and Acting City Mayor. In the acting capacity, there is a temporary vacancy in the Office of the City Mayor. In OIC capacity, there is no temporary vacancy in the Office of the City Mayor. Moreover, OICs exercise limited powers only as may be contained in the letter-authorization designating him or her as such. Hence, if incidentally, the City Vice-Mayor is the designated OIC, he or she can continue to preside over the session of the Sanggunian since the ruling in the Gamboa case will not apply. As an OIC, he or she has no power to perform all the functions and powers of the City Mayor. More importantly, he or she is not empowered to approve ordinances. Such being the case, the violation of the separation of powers and functions, which the Gamboa ruling sought to avoid, is not present.

May the City Vice-Mayor, acting as OIC, appoint officials?

No. Under the Civil Service Commission rules on appointment, an OIC cannot issue an appointment.



ABOUT THE LOGO

The Department of the Interior and Local Government (DILG) implements the Program for Newly-Elected Officials (NEO), through the Local Government Academy (LGA), to assist newly elected Local Chief Executives (LCEs) in transitioning to their posts, taking responsibilities, and managing their respective LGUs. The program consistently intends to assist NEOs in developing their leadership and transformational capacities.

The Program for NEO primarily aims to develop newly elected officials to be strategic leaders who will guide their local governments towards being more competitive, efficient, and responsive development institutions. It is composed of five (5) components; the first two components aim to aid incoming local officials to ensure smooth transition in their LGUs; and jumpstart local governance upon NEOs' assumption to office, and until the end of their terms. The third component is intended to support the LGUs in developing, enhancing or updating their local plans. The fourth component is composed of interventions to further enhance competencies not only of the elected officials, but also of local functionaries. Finally, the last component aims to assist LGUs for their assessment, and be eligible for LGU awards and incentives.

Anchored on the six (6) LGU Capacity Pillars i.e., Structure, Competency, Leadership, Management Systems, Enabling

Policies and Knowledge and Learning, the program envisions to contribute to better quality of life among constituents of local governments as a result of improved leadership and decision-making skills of the newly-elected officials.

The logo takes its cue from the program's new focus on peace and resilience, articulated visually in the elements that build the lettermark itself. The letter N is an abstraction of two individuals forming a union, which affirms the communal character of peace and resilience-building that requires a whole-of-nation approach. Meanwhile, the letter E is a visual metaphor to resilience, for the bamboo will not cease to stand tall and still even when the strongest wind tires it out. Though often ascribed to how Filipinos bounce back stronger in the context of disasters, the metaphor remains potent in peace-building especially with the grit and indomitable spirit of Filipinos to choose hope during periods of threats and violence. Lastly, the letter O contains a globe insignia to elicit a global character of excellence being pursued in local leadership and governance through the Program for NEO. It also depicts a pair of hands below the globe to evoke a sense of goodwill, support, and care.



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