

7TH  
EDITION  
2022

TASKS AND RESPONSIBILITIES  
**CHECKLIST**

A Reference Guide to Action

**MUNICIPAL MAYORS**



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

7th Edition

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TASKS AND RESPONSIBILITIES

# CHECKLIST

A Reference Guide to Action

MUNICIPAL MAYORS

7th Edition





## 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 *Municipal 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

<b>AIP</b>	Annual Investment Plan
<b>BDRRMP</b>	Barangay Disaster Risk Reduction and Management Plan
<b>BIR</b>	Bureau of Internal Revenue
<b>BP</b>	Batas Pambansa
<b>CLUP</b>	Comprehensive Land Use Plan
<b>DBM</b>	Department of Budget and Management
<b>DDB</b>	Dangerous Drugs Board
<b>DENR</b>	Department of Environment and Natural Resources
<b>DILG</b>	Department of the Interior and Local Government
<b>DOF</b>	Department of Finance
<b>DOH</b>	Department of Health
<b>DRRM</b>	Disaster Risk Reduction and Management
<b>DRR-CCA</b>	Disaster Risk Reduction-Climate Change Adaptation
<b>DTI</b>	Department of Trade and Industry
<b>ECCD</b>	Early Childhood Care Development
<b>ELA</b>	Executive-Legislative Agenda
<b>EO</b>	Executive Order
<b>FDPP</b>	Full Disclosure Policy Portal
<b>GAD</b>	Gender and Development
<b>GOCC</b>	Government-Owned and Controlled Corporations
<b>HIV/AIDS</b>	Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome
<b>HLURB</b>	Housing and Land Use Regulatory Board
<b>IACPOPSP</b>	Integrated Area Community Peace and Order and Public Safety Plan
<b>IP</b>	Indigenous People
<b>IRA</b>	Internal Revenue Allotment
<b>IRAP</b>	Integrated Rural Accessibility Planning



# ABBREVIATIONS

<b>IRR</b>	Implementing Rules and Regulations
<b>JMC</b>	Joint Memorandum Circular
<b>LCCAP</b>	Local Climate Change Action Plan
<b>LCE</b>	Local Chief Executive
<b>LCPC</b>	Local Council for the Protection of Children
<b>LDRRM</b>	Local Disaster Risk Reduction and Management
<b>LDRRMF</b>	Local Disaster Risk Reduction and Management Fund
<b>LGC</b>	Local Government Code of 1991
<b>LGU</b>	Local Government Unit
<b>MADAC</b>	Municipal Anti-Drug Abuse Council
<b>MARINA</b>	Maritime Industry Authority
<b>MBAC</b>	Municipal Bids and Awards Committee
<b>MC</b>	Memorandum Circular
<b>MDC</b>	Municipal Development Council
<b>MDP</b>	Municipal Development Plan
<b>MHB</b>	Municipal Health Board
<b>MPOC</b>	Municipal Peace and Order Council
<b>MSB</b>	Municipal School Board
<b>NDPP</b>	National Disaster Preparedness Plan
<b>NDRRMC</b>	National Disaster Risk Reduction and Management Council
<b>NEDA</b>	National Economic and Development Authority
<b>NGO</b>	Non-Governmental Organization
<b>NYC</b>	National Youth Commission
<b>OIC</b>	Officer-In-Charge
<b>Pag-IBIG</b>	Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industriya at Gobyerno
<b>PCW</b>	Philippine Commission on Women
<b>PD</b>	Presidential Decree

# ABBREVIATIONS

<b>PhilHealth</b>	Philippine Health Insurance Corporation
<b>PO</b>	People's Organization
<b>POPSP</b>	Peace and Order & Public Safety Plan
<b>QAT</b>	Quality Assurance Tool
<b>RA</b>	Republic Act
<b>RDO</b>	Revenue District Office
<b>SALN</b>	Statement of Assets, Liabilities and Net worth
<b>SLGR</b>	State of Local Governance Report

PART 1

**GETTING  
SETTLED IN  
THE FIRST  
100 DAYS**

# I ASSUMPTION TO OFFICE

## The Municipal Mayor shall:

- **Take an Oath of Office together with other newly elected municipal officials** before an authorized administering officer [Section 92 (a), Local Government Code (LGC)];
  - › The officers authorized to administer an oath under the Administrative Code of 1987 as amended by Republic Act (RA) No. 6733 and further amended by RA No. 10755 include the Punong Barangay and the President of the Philippines;
- **File a sworn Statement of Assets and Liabilities and Net Worth (SALN)**, disclose the names of relatives in government service, declare financial and business interests, and submit personal data sheets;

These obligations must be complied with and duly reported at the Office of the Deputy Ombudsman within 30 days from assumption of office [Section 91, LGC; Section 8A, RA No. 6173];

- **Faithfully exercise the powers and perform the duties and functions** of the Municipal Mayor [Section 444, LGC];
- **Refrain from directly or indirectly engaging in any business transaction** with the Local Government Unit (LGU) [Section 89, LGC];
- **Refrain from practicing his or her profession** or engaging in any occupation other than that of the Chief Local Executive (LCE) [LGC 1991]; and

- **Hold office in the municipal hall during his or her incumbency** [Section 444 (c), LGC]. This is imperative in order for the Municipal Mayor to effectively, efficiently, and economically perform his or her duties and responsibilities to his or her constituents as mandated under the law. More importantly, the Municipal Mayor's presence in his or her area of jurisdiction is indispensable in order for him or her to be aware and be responsive to any unexpected events and situations affecting the general welfare of his or her municipality [Department of the Interior and Local Government (DILG) Opinion No. 57, s. 2019].

**Note:** As a general rule, there is no impropriety or violation of the law regarding ownership of a business as long as the LCE does not actively participate in its management and daily operations.

However, the practice of a profession is absolutely prohibited. If the Municipal Mayor will be allowed to practice a profession, this may give rise to a conflict of interest.

### **General Administrative Concerns**

- Exercise general supervision and control over all programs, projects, services, and activities of the Municipal Government [Section 444 (b) (1), LGC];
- At the opening of the regular session, present the program of government and propose policies and projects for the consideration of the Sangguniang Bayan (SB) [Section 444 (b) (1) (iii), LGC];
- Call on any national official or employee stationed in the municipality or assigned there for a briefing on matters affecting the municipality and to discuss recommendations thereon [Section 444 (b) (xvi), LGC];
- Exercise general supervision over all component barangays. General supervision means ensuring that all component barangays and their officials are acting within their prescribed powers [Section 4, Art. X, 1987 Constitution; Sections 25 and 32, LGC]; and

## Tasks and Responsibilities: Municipal Mayor

- Review all Executive Orders (EOs) promulgated by the Punong Barangay within his or her jurisdiction to check whether such EOs have been issued within the powers granted by law and in conformity with provincial and municipal ordinances [Section 30, LGC 199]).

## Organization of Municipal-Based Institutions

The Municipal Mayor shall organize, if none is still in place, or reorganize, if one already exists, the following local councils, boards, and committees:

- Municipal Development Council (MDC) [Section 106, LGC];
- Municipal Bids and Awards Committee (MBAC) [RA No. 9184];
- Municipal School Board (MSB) [Section 98, LGC];
- Municipal Health Board (MHB) [Section 102, LGC];
- Municipal Peace and Order Council (MPOC) [Section 116, LGC; EO No. 309, s. 1988 as amended by EO No. 729 and further amended by EO No. 773, s. 2009]
- Municipal Disaster Risk Reduction and Management (DRRM) Council [Sections 1-2, Rule 5, Implementing Rules and Regulations (IRR), RA No. 10121; DILG Memorandum Circular (MC) No. 2010-143];
- Municipal Board of Assessment Appeals [Section 227, LGC];
- Municipal Finance Committee [Section 316, LGC];
- Municipal Fisheries and Aquatic Resources Management Council [DILG MC No. 99-142, s. 1999; Section 75, RA No. 8550; DILG MC No. 2018-59];
- Municipal People's Law Enforcement Board [Article 187, IRR, LGC; DILG MC No. 06-59, s. 2006; DILG MC No. 2017-154];
- Municipal Ecological Solid Waste Management Board [RA No. 9003; DILG MC No. 01-19, s. 2001; DILG MC No. 01-38, s. 2001];
- Municipal Council for Women [DILG MC Nos. 2002-167 and 2006-125];

### *Getting Settled in the First 100 Days*

- Municipal Tourism Council [DILG MC Nos. 95-162, s. 1995];
- Municipal Council for the Protection of Children [DILG MC No. 02-121, s. 2002];
- Municipal Price Coordinating Council [DILG MC No. 05-130, s. 2005; DILG MC No. 04-75, s. 2004; DILG MC No. 98-81, s. 1998; DILG MC No. 2018-128];
- Municipal Small and Medium Enterprise Development Council [DILG MC No. 02-107, s. 2002];
- Municipal Council for Culture and the Arts [DILG MC No. 2017-133];
- Municipal Anti-Drug Abuse Council (MADAC) [DILG-Dangerous Drugs Board (DDB) JMC No. 2018-01];
- Gender and Development (GAD) Focal Point System [RA No. 9710]; and
- Municipal Physical Fitness and Sports Development Council [DILG MC No. 96-97, s. 1996; EO No. 63; EO No. 64; DILG MC No. 2003-33].

### **Formulation of the Executive-Legislative Agenda**

- Formulate a term-based Executive and Legislative Agenda (ELA) [DILG MC No. 04-64, s. 2004];
  - › Organize a team that will lead the multi-stakeholder consultations and the preparation of the ELA;
  - › Provide funds for the formulation and implementation of the ELA;
  - › Use the following documents as references in formulating the ELA:
    1. Local Governance Performance Management;
    2. State of Local Governance Report (SLGR);
    3. Comprehensive Development Plan;
    4. Comprehensive Land Use Plan (CLUP);
    5. Three-year Peace and Order and Public Safety Plan (POPSP);
    6. Local Poverty Reduction Action Plan;
    7. ELA Manual and Facilitators' Guide; and
    8. Annual Investment Plan (AIP).

## Tasks and Responsibilities: Municipal Mayor

**Note:** **Involve civil society and the business community in formulation of the ELA** [DILG MC No. 02-91, s. 2002]. The ELA should prioritize, but should not be limited to, the basic services and facilities listed in Sec. 17, (b)(2), LGC and other existing laws. Avail of technical support from the Municipal Local Government Operations Officer concerned.

### Review Plans and Budget

- Review, formulate, and update the CLUP and strictly enforce the zoning ordinance to ensure efficient allocation, utilization, management, and development of the municipality's land [DILG MC No. 04-133, s. 2004];
- Formulate the Municipal Development Plan (MDP) [Section 444 (b) (1) (ii), LGC];
- Formulate the AIP and the Municipal Development Investment Program [Department of Budget and Management (DBM)-Department of Finance (DOF)-National Economic and Development Authority (NEDA)-DILG Joint Memorandum Circular (JMC) No. 1, s. 2007];
- Formulate the Annual GAD Plan and Budget and GAD Annual Accomplishment Report [RA No. 9710; Philippine Commission on Women (PCW)-DILG-DBM-NEDA JMC No. 2016-01];
- Establish a local revenue management information system [DILG MC No. 98-51, s. 1998];
- Prepare the Executive Budget for the ensuing fiscal year and its submission to the SB not later than the 16th day of October of the current fiscal year [Section 318, LGC];
- Establish a local revenue management information system [DILG MC No. 98-51, s. 1998]; and
- Prepare the Executive Budget for the ensuing fiscal year and its submission to the SB not later than the 16th day of October of the current fiscal year [Section 318, LGC].

**Note:** In the formulation and/or updating of the CLUP, and to ensure the transparency thereof, **the Municipal Mayor may seek assistance from the Housing and Land Use Regulatory Board (HLURB) or may**



**avail of services provided by private technical experts and consultants** [DILG MC No. 01-76, s. 2001].

## REMINDERS

- Direct the Municipal Accountant and barangay officials to submit the Monthly Financial Statements to SB 30 days after the close of each month and the Year-End Statement of Accounts 60 days after December 31;
- Direct the Municipal Accountant and the Barangay Treasurer to submit monthly accounts to the Municipal Auditor [DILG MC No. 96-161, s.1996]; and
- Fully disclose financial transactions by posting them in the Full Disclosure Policy Portal (FDPP) and in three conspicuous places to keep constituents informed of how the LGU budget is managed, disbursed, and used [DILG MC No. 2013-140].

**Note:** DBM-DOF-DILG JMC No. 2018-1 provides for the adoption of the modified format



## AT A GLANCE

**The ELA contains the following information**, structured as follows:

- **Governance.** Financial accountability; transparency; citizen participation; equity; and local legislation;
- **Administration.** Development planning; revenue generation; revenue allocation and utilization; human resources management and development; and customer services;
- **Social Services.** Health and nutrition; education; housing and basic utilities; road network; peace and security; and disaster preparedness;
- **Economic Development.** Agriculture and fisheries development; and business, enterprise, and industry promotion; and
- **Environmental Management.** Natural resources management; waste management and pollution control, subject to the Department of Environment and Natural Resources (DENR) and provincial policies.

## Tasks and Responsibilities: Municipal Mayor

for the Statement of Receipts and Expenditures of LGUs and updated guidelines on the preparation and submission thereof.

### Personnel Action

- Ensure that all personnel actions, such as appointments, transfers, reassignments, are in accordance with 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 the municipal funds and whose appointments are not otherwise provided for in the LGC, as well as those the Municipal Mayor may be authorized by law to appoint [Section 444 (b) (1) (v), LGC];
- The Municipal Treasurer is appointed by the Secretary of the Department of Finance from a list of at least three recommendees of the Municipal Mayor;
- Officials and employees of SB, including its secretary, are appointed



## AT A GLANCE

### Characteristics of a Quality CLUP

- Participatory in its formulation: children and other vulnerable groups were involved;
- Defines land utilization based on best use;
- Consistent with the Physical Framework Plan;
- Based on a comprehensive and evidence-based risk assessment;
- Disaster Risk Reduction-Climate Change Adaptation (DRR-CCA) mechanisms are included [DILG MC No. 2015-77];
- Financing scheme is an integral component; and
- Monitoring and evaluation is an integral component.

by the Vice-Mayor subject to limitations provided by civil service laws and regulations per Sec. 445 (a)(2) of the LGC;

- Head the Personnel Selection Board [Section 80 (c), LGC];

- If the salary of an employee or official is charged against the municipal funds, even if this employee reports to the Vice-Mayor or is assigned to his or her office, the Mayor retains the authority to appoint the said employee pursuant to the LGC. Accordingly, the appointing power of the Vice-Mayor is limited to those employees of the Office of the Vice-Mayor and SB whose salaries are paid out of the funds appropriated for the SB [Atienza v. Villaroza, 2005];
- No person shall be appointed in the career service of the local government if he or she is related within the fourth civil degree of consanguinity or affinity to the appointing or recommending authority [Section 79, LGC];
- No elective or appointive local official shall be eligible for appointment or designation in any capacity to any public office or position during his or her tenure [Section 94, LGC];
- No elective or appointive local official or employee shall receive additional, double, or indirect compensation unless specifically authorized by law, nor accept without the consent of Congress, any present, emoluments, office, or title of any kind from any foreign government. Pensions or gratuities shall not be considered as additional, double, or indirect compensation [Section 95, LGC];
- Act on leave applications of officials and employees appointed by him or her and the commutation of the monetary value of leave credits according to law [Section 444 (b) (1) (xiv), LGC];
- Authorize the official trips outside the municipality of municipal officials and employees for a period not exceeding 30 days [Section 444 (b) (1) (xv), LGC]; and
- The official local travels of local government personnel for 30 days or more shall be approved by the Secretary of the DILG or his authorized representatives [Title I, Section 4 (c)(iii), EO No. 77].

**NOTES:**

- **Determine, according to law or ordinance, the time, manner, and place of payment of salaries or wages of the municipal**

**officials and employees**

[Section 444 (b) (1) (viii), LGC];

- **Allocate and assign office spaces to officials and employees** [Section 444 (b) (1) (ix), LGC]; and
- **Officials and employees of the SB, including its Secretary, are appointed by the Vice-Mayor subject to civil service laws and regulations.**



**AT A GLANCE**

**FULL DISCLOSURE POLICY.**

Financial documents required to be posted in the FDPP and in three conspicuous places:

- **QUARTERLY REPORTS. To be posted in the next/ensuing quarter;**
  - › Trust Fund Utilization;
  - › 20% Component of the Internal Revenue Allotment (IRA) Utilization;
  - › Local Disaster Risk Reduction and Management Fund (LDRRMF) Utilization;
  - › Quarterly Statement of Cash Flow;
  - › Bid Results of Civil Works, Goods, and Services;
  - › Special Education Fund Utilization;
  - › Unliquidated Cash Advances Manpower Complement; and
  - › Supplemental Procurement Plan.
- **ANNUAL REPORTS. To be posted in the First Quarter Posting Period**
  - › Annual Budget;
  - › Annual Procurement Plan;
  - › Annual GAD Accomplishment Report;
  - › Statement of Debt Service; and
  - › Statements of Receipts and Expenditures.



## AT A GLANCE

### Pointers in the Preparation of the Executive 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 municipality [Section 324 (b), LGC];
- Debt Servicing-Shall not exceed 20% of the regular income of the municipality [Section 324 (b), LGC];
- Aid to Component Barangays-Shall not be less than P1,000.00 per barangay [Section 324 (c), LGC];
- LDRRMF-Shall not be less than 5% of the estimated revenue from regular sources [Section 324 (d), LGC as amended by RA No. 8185 and further amended by Section 21, RA No. 10121; Rule 18, Section 1, IRR of RA No. 10121];
- Development Fund-At least 20% of the annual National Tax Allotment pursuant to the Mandanas ruling by the Supreme Court shall be appropriated for development projects [Section 287, LGC; DILG-DBM JMC No. 2017-1];
- Personal Services-Shall not exceed 45% for 1st-3rd class municipalities, and 55% for 4th-6th class municipalities [Section 325 (a), LGC];
- Confidential Fund-Total amount shall not exceed 30% of the total annual amount allocated for the LGU's Peace and Order Programs [Item 5.1.3.1, Commission on Audit-Department of National Defense-DBM-DILG-GCGOCC JMC No. 2015-01];

*Continued on next page >*



## AT A GLANCE

### Pointers in the Preparation of the Executive Budget

- Discretionary Purposes-Shall not exceed 2% of the actual receipts derived from basic real property tax in the next preceding calendar year [Section 325 (h), LGC];
- Child Protection-1% of the IRA of the Municipal Government shall be allocated for the strengthening of the Local Council for the Protection of Children (LCPC) [RA No. 9344];
- GAD Budget-Shall be at least 5% of the total LGU budget appropriations, to be used for GAD-related activities [RA No. 7192, RA No. 9710 , and PCW-DILG-NEDA-DBM JMC No. 2016-01];
- Persons with Disabilities (PWDs) Budget Allocation-Program, projects, activities, services, and facilities that will address the concerns and needs of PWDs (RA No. 7277 as amended by RA Nos. 9442 and 10070; Batas Pambansa (BP) Blg. 344];
- Senior Citizens Budget Allocation-Programs, projects, activities, services, and facilities that will address the concerns and needs of senior citizens pursuant to the applicable provisions in the annual General Appropriations Acts, RA No. 7432, and RA No. 7876;
- Advances and Loans to Local Economic Enterprises and Public Utilities [Section 313, LGC];
- Community-Based Human Immunodeficiency Virus/ Acquired Immune Deficiency Syndrome (HIV/AIDS) Prevention and Care Services (RA No. 8504); and
- Programs for Public Social Workers [RA No. 9433].

## PART 2

# GEARING UP FOR THE CONTINUING TASKS

# LOCAL ADMINISTRATIVE GOVERNANCE

- Enforce all laws and ordinances relative to the governance of the municipality and, in the exercise of its corporate powers, implement all approved policies, programs, projects, services, and activities of the municipality [Section 444 (b) (2), LGC];
- Call conventions, conferences, seminars, or meetings of any elective and appointive official of the municipality, including provincial and national officials and employees stationed in or assigned in the municipality, whenever necessary [Section 444 (b) (2) (ii), LGC];
- Provide appropriate authorities with copies of EOs within 72 hours after their issuance [Section 444 (b) (1) (xii), LGC];
- Defend the municipality against all suits to ensure that its interests, resources, and rights are adequately protected [Section 444 (b) (3) (ix), LGC];
- Apply and secure written permission from proper authorities before going on official travel outside of the municipality [Section 96, LGC]; and
- Exercise general and operational control and supervision over the local police forces in the municipality [Section 444 (b) (2) (v), LGC].

## **Barangay Supervision**

- Exercise general supervision over component barangays [Sections 25 and 32, LGC];



- Visit component barangays at least once every six months to better understand 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 444 (b) (1) (xiii), LGC];
- Ensure that the acts of the component barangays and their officials and employees are within the scope of their prescribed powers, functions, duties, and responsibilities [Section 444 (b) (2) (i), LGC];
- Order the maintenance and updating of records of all inhabitants of the barangay [DILG MC No. 06-134, s. 2006; DILG MC No. 05-69, s. 2005]; and
- Oversee the efficient and effective implementation and administration of the Katarungang Pambarangay [Section 421, LGC].

## **LOCAL LEGISLATION**

### **Ordinances in Support of Social Development**

- Initiate and propose legislative measures to the SB and, from time to time, as the situation may require, provide such information and data needed or requested by the Sanggunian in the performance of its legislative functions and in support of the following:
  - › Elimination or prevention of human trafficking [DILG MC 05-26, s. 2005; DILG MC No. 06-172, s. 2006];
  - › Promotion of food safety and security [DILG MC No. 99-194, s. 1999];
  - › DRRM [RA No. 10121];
  - › Intent and provisions of RA No. 8050 or the Revised Optometry Law of 1995 [DILG MC No. 04-148, s. 2004];
  - › HIV/AIDS prevention and control [DILG MC No. 99-233, s. 1999];
  - › Prohibition of sale of cigarettes and other tobacco products to persons below 18 years of age [DILG MC No. 02-71, s. 2002];

## Tasks and Responsibilities: Municipal Mayor

- › Regulation of smoking in public places in accordance with the provisions of RA No. 9211 or the Tobacco Regulatory Act of 2003 [DILG MC No. 04-85, s. 2004; DILG MC No. 02-27, s. 2002];
- › Campaign against commercial and sexual exploitation of children [DILG MC No. 99-164, s. 1999];
- › Child-friendly and investment-friendly ordinances
- › GAD Code [RA No. 9710];
- › Children and youth participation in local legislation, especially on laws that concern their rights, protection, and welfare [RA No. 7610; RA No. 1081; DILG-National Youth Commission (NYC) JMC No. 2015-01];
- › Climate Change Adaptation and Mitigation [RA No. 9729];
- › Ecological Solid Waste Management Act [RA 9003]; and
- › Accessibility Law [BP Blg. 344].

## Ordinances in Support of Economic Development

- Propose the codification of revenue ordinances with the aim of improving local revenue administration [DILG MC No. 98-51, s. 1998];
- Propose the enactment of ordinances, if none has been passed, in support of the following:
  - › Philippine Agricultural Engineering Act of 1998 [DILG MC No. 01-25, s. 2001]; and
  - › Registration of fishing vessels three gross tonnage and below and imposing penalties for non-registration [EO No. 305, s. 2004].
- Propose the enactment or amendment, if needed, of a tricycle franchise and regulatory ordinance in consideration of the following:
  - › Physical Requirements–No tricycle shall be issued a franchise unless applicable physical requirements are complied with as certified by 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;

- › For safety reasons, no tricycle shall operate on national highways;
  - › Zones must be established within the municipality; and
  - › A common color may be imposed on tricycles operating in the same zone [DILG MC No. 07-01, s. 2007].
- Propose the formulation of a Local Investment and Incentives Code [DILG-Department of Trade and Industry (DTI) JMC No. 2011-01].

### **Ordinances in Support of Environmental Management**

- Propose the formulation or updating of a Municipal Environmental Code [DILG MC No. 97-267, s. 1997];
- Propose the enactment of ordinances, if none has been passed, in support of the following:
  - › Prohibition of the use of a compressor as a breathing apparatus in all fishing activities [DILG MC No. 02-129, s. 2002];
  - › Protection and promotion of animal welfare [DILG MC No. 00-91, s. 2000; R.A. No. 8485];
  - › Implementation of a Comprehensive Solid Waste Management System that highlights waste segregation and storage, waste processing and resource recovery, collection, transportation, and disposal of solid waste [DILG MC No. 98-119, s. 1998];
  - › Prescription of safety measures in all gasoline stations [DILG MC No. 06-66, s. 2006];
  - › Localization of some provisions of the Agriculture and Fishery Modernization Act, especially the declaration and establishment of a fish sanctuary in the municipal waters; and
  - › Implementation of the Clean Air Act and localization of some of its provisions, particularly open fire burning and smoking in public places.

## Tasks and Responsibilities: Municipal Mayor

### Transparency

Implement an Open-Door policy to bring the government closer to the people by way of:

- Designating a Citizens' Desk at the lobby of the municipal hall, properly identified and completely staffanned at least eight hours a day to provide information and other forms of assistance;
- Installing a performance billboard or semi-permanent bulletin board containing such information as duties and functions of municipal offices, programs, services, and regular LGU reports;
- Conducting regular informative tours for the youth in municipal offices to familiarize them with the workings of the municipal government [DILG MC No. 96-45, s. 1996, as amended];
- Fully disclose financial transactions by posting them in the FDPP and in three conspicuous places to keep constituents informed of how the LGU budget is managed, disbursed, and used [DILG MC No. 2013-140];
- Implementing the Anti-Red Tape Act of 2007 or RA No. 9485 and ensuring that the "flow of procedures" is posted in offices; and
- In times of emergency, establish a Disaster Operations Center (DOC) which shall, among others, properly receive relief goods and assistance.

### Participatory Governance

- Seek the advice and recommendations of any national official or employee stationed in the municipality or assigned to it on matters affecting the municipality [Section 444 (b) (1) (xvi), LGC]; and
- Establish cooperative undertakings with other LGUs [Section 33, LGC].

### **People's Organizations and Non-Governmental Organizations**

- Promote the establishment and operation of People's Organizations (POs) and Non-Governmental Organizations (NGOs) and their becoming 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 municipality [Section 35, LGC];
- Provide assistance, financial or otherwise, to accredited municipal-based POs and NGOs for economic, socially-oriented, environmental, or cultural projects in the municipality [Section 36, LGC];
- Ensure the participation of NGOs and the community in planning and implementing programs, projects, and activities for the eradication of illiteracy [DILG MC No. 00-120, s. 2000];
- Institutionalize the participation of youth in DRR-CCA activities [DILG-NYC JMC No. 01, s. 2015];
- Enforce the guidelines in the accreditation and membership of POs and NGOs in the MDC, MSB, MHB, MPOC, and MBAC [DILG MC No. 2016-97];
- Strengthen citizens' support and participation in Peace and Order Programs, Projects, and Activities (PPAs) [DILG MC No. 02-162, s. 2002];
- Enhance the involvement of all religious organizations, civic organizations, and other NGOs in the Anti-Crime Campaign to complement peace and order efforts [DILG MC No. 02-162, s. 2002]; and
- Ensure that all component barangays conduct a barangay assembly at least once per semester [Section 397, LGC; Presidential Proclamation No. 599, s. 2018].

## Tasks and Responsibilities: Municipal Mayor

### Indigenous Cultural Communities

- Uphold and ensure the free exercise of the rights of Indigenous Cultural Communities or the Indigenous Peoples (IP) in the municipality [DILG MC No. 02-89, s. 2002; R.A. No. 8371];
- Integrate IP rights and related concerns within the framework of GAD [DILG MC No. 05-34, s. 2005]; and
- Ensure the implementation of Mandatory Representation of IPs in local legislative bodies [Section 16, RA No. 8371].

### DEVELOPMENT PLANNING

#### Annual Report

- Generate an Annual Report/SLGR containing a summary of all matters pertinent to governance, administration, social services, economic development, and environmental management, including supplemental reports when unexpected events and situations arise [Section 444 (b) (1) (xx), LGC; DILG MC No. 04-64, s. 2004];



### REMINDER

- Support the institutionalization of Integrated Rural Accessibility Planning (IRAP) procedure in local planning [DILG MC No. 01-8, s. 2015]; and
- Incorporate the three-year local POPSP in the MDP [DILG MC No. 2015-13].

If the CLUP was not acted upon by the Sangguniang Bayan within the prescribed three-month period:

- Issue a corresponding certification that the CLUP was not acted upon by the Sangguniang Bayan; and
- Submit to DILG Central Office, through the DILG Regional Office, the CLUP together with such certification on the inaction by Sangguniang Bayan [DILG MC No. 00-145, s. 2000; DILG MC No. 00-59, s. 2000].



## REMINDER

- Strictly implement withholding tax laws and regulations and advise all officers in charge of withholding taxes that failure to comply with the requirements is subject to administrative and penal liabilities [DILG MC. 95-164, s. 1995; DILG MC No. 99-151, s.1999; Revenue Memorandum Orders Nos. 14-98 and 70-98]; and
  - Propose special ordinances establishing municipal parking areas.
- Submit the Annual Report to the SB on or before March 31 of each year [Section 97, LGC; DILG MC No. 07-24, s. 2007]; and
  - Ensure that the Annual Report is optimally utilized as a primary source document in the formulation and implementation of programs, projects, or administrative reforms which are within the competence and authority of local authorities to undertake and in support of good local governance and meaningful development [DILG MC No. 07-24, s. 2007].

## Municipal Development Plan

- Ensure the full implementation of the MDP [Section 444 (b) (1) (ii), LGC];
- Ensure that the MDC is established and functional;
- Direct the formulation of the MDP [Section 444(b)(1)(ii), RA No. 7160];
- Incorporate development projects on culture and the arts in the short and long-term MDPs [DILG MC No. 95-117, s. 1995];
- Ensure that appropriate access and improvement interventions based on IRAP analysis, findings, and recommendations are integrated in the MDP, particularly in the AIP [DILG MC No. 02-06, s. 2002];

### **Tasks and Responsibilities: Municipal Mayor**

- Include programs that will increase the level of awareness and enhance capacities of the community to respond to threats and impacts of all hazards [National Disaster Preparedness Plan (NDPP) Volume II]; and
- Implement guidelines and mechanisms to monitor and evaluate the implementation of identified PPAs and conduct of regular review.

### **CLUP**

- Implement guidelines prescribing time periods for the adoption, review, and approval of the CLUP or Zoning Ordinance [DILG MC No. 02-30, s. 2002]; and
- Ensure that DRR-CCA is mainstreamed in local development plans for disaster and climate-resilient land use plans [Section 2, RA No. 10121; RA No. 9729; DILG MC No. 77, s. 2015].

### **Information Management**

- Establish a municipal archival system [Section 374, LGC].

### **REVENUE GENERATION**

- Direct the Local Treasurer, the Permits and Licensing Officer, and the Local Assessor to develop strategies and systematic schemes for collecting local revenues;
- Ensure that all taxes and other revenues are collected in accordance with law or ordinance [Section 444 (b) (3) (iii), LGC; DILG MC No. 99-111, s. 1999];
- Generate resources and revenues for the implementation of development plans, program objectives, and priorities [Section 444 (b) (3), LGC];
- Order the review of tax classifications and assessment levels;
- Propose an ordinance imposing terminal fees, parking fees, and other similar fees, and issue regulations on the routing



### *Gearing Up for the Continuing Tasks*

of private utility vehicles following the approved route as mandated by the Land Transportation Franchising and Regulatory Board [DILG MC No. 02-17, s. 2002];

- Upgrade and modernize tax information and collection services through the use of computer hardware and software and other means [Section 17 (B) 3-x, LGC]; and
- Ensure competitiveness and promote ease of doing business for all citizens and potential investors [RA No. 11032].



## AT A GLANCE

### Physical Requirements for Tricycles

- Clean windshield;
- Garbage receptacle;
- Functional horn that does not emit 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 head light and functional 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 playing a designated route;
- Functional anti-noise equipment;
- Sticker containing the body number of the vehicle and placed prominently and identifiable from a distance;
- Fully-operational mufflers; and
- Roadworthiness of the tricycle unit.

**Note:** A provision should be incorporated in the ordinance that failure to comply with physical requirements is a ground for revoking the franchise. This is to ensure public safety.



## AT A GLANCE

### **Ways to Enhance Tax Enforcement and Collection**

- Provide the Bureau of Internal Revenue (BIR) with an alphabetical list of taxpayers. In turn, the local treasurer may also request necessary information from the local BIR officer;
- Require the presentation of proper documents prior to the renewal of a business permit and other licenses;
- Provide the Revenue District Office (RDO) with a list of contractors who are engaged in government contracts and a list of professionals who are levied with profession or occupation tax;
- Include the TIN in all application for government permits, community tax certificates, and other official papers and documents;
- Ensure the withholding of correct taxes and remit the same to the appropriate bodies;
- Submit updates on the current and fair market value of properties;
- 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 made by the taxpayers;
- Submit the BIR requirements that will be used in the computation of certificates;
- Assist the RDO in locating unregistered taxpayers and delinquent taxpayers;
- Allow authorized personnel access to assessment, collection, and remittance of records, subject to the pertinent provisions of applicable laws, rules, and regulations [DILG MC No. 01-33, s. 2001]; and
- To verify whether the correct records and data are given by a taxpayer of local taxes, fees, and charges, the local treasurer may ask for records and data from BIR to compare them with the documents submitted by the local taxpayer.

## RESOURCE ALLOCATION AND UTILIZATION

- Order the preparation and submission of an executive budget for the ensuing year to the SB not later than the 16th day of October of the current fiscal year [Section 318, LGC];

**Note:** Require each head of office or department to prepare and submit an estimate of appropriations for the ensuing year on or before the 15th of July [Section 444 (b) (3) (i), LGC].

- Provide funds for the implementation of the ELA [DILG MC No. 04-64, s. 2004];
- Prioritize funding or resource allocation to devolved projects, services, and facilities under Section 17 of the LGC, particularly those that affect health, agriculture, social welfare, and the environment [DILG MC No. 95-14, s. 1995];
- Ensure that appropriations for social welfare services are optimally utilized and supportive of the poverty alleviation thrust of the national government [DILG MC No. 02-19, s. 2002];
- Order the preparation of an annual procurement program plan for the ensuing fiscal year [Section 373, RA No. 7160, as amended by RA No. 9184];
- Appropriate funds for the operational and logistical support of the Peace and Order Program of Philippine National Police (PNP) units in the municipality [EO No. 546 s. 2006];
- Appropriate funds for Rights-Based Approach programs [DILG MC No. 05-138, s. 2005];
- Allocate 1% of the IRA for strengthening of the PPAs of the LCPC [RA 9344 and DILG MC No. 2012-120]; and
- Ensure that revenues of the municipality are spent in accordance with law or ordinance [Section 444 (b) (3) (iii), LGC].



## AT A GLANCE

### Characteristics of a Good Executive Budget

- **Participatory** in its formulation;
- **Complementary to the budgetary requirements** of the provincial government plans;
- **Satisfies statutory and mandatory obligations;**
- **Balanced with total appropriations** covering the operating expenditures and capital outlays not exceeding the estimated income; and
- **Approved** within the prescribed period.

## **GUIDELINES IN THE UTILIZATION OF THE 20% DEVELOPMENT FUND**

Ensure that 20% of the IRA is optimally utilized for the following priority programs and projects:

### **Social Development**

- Construction or rehabilitation of health centers and rural health units or hospitals, including the purchase of a lot for the purpose;
- Purchase of ambulance and medical equipment;
- Construction or rehabilitation of a local government-owned potable water supply system;
- Establishment or rehabilitation of Manpower Development Centers;
- Construction or rehabilitation of evacuation centers, including the purchase of land for the purpose;
- Construction of Special Drug Education Centers and Drug Treatment and Rehabilitation Centers, including the purchase of a lot for the purpose;
- Rehabilitation of historical sites classified as such by the National Historical Commission of the Philippines;
- Purchase and development of land for the relocation of informal settlers and relocation of victims of calamities;
- Construction or rehabilitation of multi-purpose halls, including purchase of land for the purpose; and
- Installation of a street lighting system.

### **Economic Development**

- Construction or rehabilitation of a communal irrigation or water impounding system;
- Purchase of post-harvest facilities, such as a farm or hand tractor with trailer, thresher, and mechanical driers;
- Construction or rehabilitation of local roads or bridges, including the purchase of appropriate engineering equipment, such as dump trucks, graders, and pay loaders;
- Capital expenditures related to the implementation of livelihood, entrepreneurship, or local economic development projects;
- Development of alternative power or energy sources, such as renewable energy power plants; and
- Amortization of loans used to finance development projects, subject to the 20% debt service cap prescribed under Section 324 (b) of the LGC.

### **Environmental Management**

- Reforestation and urban greening;
- Construction or rehabilitation of sanitary landfills and MRFs;
- Purchase of garbage trucks and related equipment for environmental management and protection;
- Implementation of flood and erosion control projects, such as rehabilitation and construction of drainage systems, de-silting of rivers, declogging of canals; and
- Other environmental management projects that promote air and water quality, such as but not limited to treatment of wastewater for conservation or re-use purposes and installation of air pollution control device.

## FINANCIAL ACCOUNTABILITY

- Ensure an efficient and effective property and supply management, and protect the funds, credits, rights, and other properties of the municipality [Section 444 (b) (3) (viii), LGC];
- Represent the municipality in all its business transactions and sign or approve on its behalf all bonds, contracts, and obligations, and other documents, upon authority of the SB, or pursuant to law or ordinance [Section 444 (b) (1) (vi), LGC]; and
- Direct all outgoing Punong Barangays, as the primary accountable officers for all government property assigned or issued to their office [Section 375, (a), LGC], to conduct an inventory of property, finances, and records, and turnover the same to the incoming Punong Barangays on or before the latter's assumption to office [DILG MC No. 2018-02].

**Note:** Require all outgoing barangay officials to secure a property clearance from the Barangay Treasurer.

## CUSTOMER SERVICE

- In consultation with the private sector, NGOs, POs, and other stakeholders, formulate and implement the Anti Red-Tape Program for Local Governments, now called Simplification of



## REMINDER

- Before entering into a contract, exert all efforts to determine that the private contracting party is free and clear of all tax liabilities from the government.
- Furnish the BIR regularly with the names of private contracting parties that the municipality has contracts with, as well as the amount of payments made to these private contracting parties [Section 4, EO No. 398, s. 200].





## AT A GLANCE

**Ensure the compliance of the municipal government and component barangays with the requirements on financial transactions through the following actions:**

- Direct the Municipal Accountant and barangay officials to submit Monthly Financial Statements to the SB 30 days after the close of each month and the Year-End Statement of Accounts 60 days after December 31;
- Direct the Municipal Accountant and the Barangay Treasurer to submit monthly accounts to the Municipal Auditor;
- Direct the conduct of an annual physical inventory of all barangays every year-end and the submission of reports to the Municipal Auditor;
- Direct the Municipal Accountant to submit to the Municipal Auditor for verification and review a Monthly Bank Reconciliation Statement on the Barangay Depository Account; and
- Direct the Punong Barangays or the Barangay Treasurers to post the itemized revenues and expenditures in at least three conspicuous places in the barangay within 30 days after the end of each year [DILG MC No. 96-161, s. 1996].

## Tasks and Responsibilities: Municipal Mayor

Civil Application Systems, focusing on the Simplification of Internal Regulatory Systems:

- › Simplify and rationalize local rules and procedures for the processing of business permits, building permits, certificates of occupancy, and such other application areas like civil registry and real property documents;
  - › Work for the eventual computerization of internal regulatory systems, as in the case of manual-based rules and procedures;
  - › Display step-by-step application procedures in the form of flowcharts in publicly accessible and conspicuous places within the municipal hall premises;
  - › Develop primers or flyers on the simplified rules and procedures for distribution to the general public [DILG MC No. 01-120, s. 2001;
  - › DILG MC No.04-50, s. 2004 and DILG MC No. 04-65, s. 2004]; and
  - › Invite the stakeholders for consultation because they are the clients to be served.
- Set up a One-Stop Shop or One-Stop Processing Center [DILG MC No. 01-120, s. 2001]; and
  - Operate the One-Stop Shop beyond the usual office hours to extend up to 9:00 in the evening, when necessary, within the months of January through March[(DILG MC No. 03-10, s. 2003].

### ***Issuance of a Business Permit***

- Ensure that the Business Permit and Licensing System follows the standards set in the DILG-DTI JMC No. 01, s. 2016, namely: adoption of a unified form; limiting the application procedure; compliance with the prescribed time for processing of business registrations (1-2 days for new business permits and 1 day for business permit renewals); and requiring a maximum of 2 signatories (Mayor/designated representative and business permit and licensing officer/treasurer); and
- Rationalize the documentary requirements for a business permit and issue a Conditional Permit that is valid for one month to a business where the only lacking clearances



## AT A GLANCE

### **One-Stop Shop Services**

- Facilitate the processing and issuance of business permits, building permits, certificates of occupancy, civil registry documents, real property documents, and other licenses;
- Act on problems in the delivery of basic services or refer such problems to competent local authorities for resolution;
- Maintain a record of permits, licenses, and other documents that have been acted upon; and
- Recommend measures to the Municipal Mayor on how to further improve the operations and services of the One-Stop Shop.

### **Customer Complaint Desk Services**

Install a Customer Complaint Desk [DILG MC No. 01-120, s. 2001]

- Act on red-tape related queries or complaints that are within its authority and competence to address;
- Refer to the Municipal Mayor all red-tape related complaints against any local government personnel for appropriate action;
- Maintain a database of queries or complaints and actions taken; and
- Provide regular update to the Municipal Mayor on customer feedback about the implementation of the internal regulatory system and One-Stop-Shop.

## Tasks and Responsibilities: Municipal Mayor

are from or concern the Social Security System, Philippine Health Insurance Corporation (PhilHealth) Program, and Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industriya at Gobyerno (Pag-IBIG) Fund [DILG MC No. 2011-15].

**Note:** Electronic signatures or pre-signed permits with adequate control mechanisms may be used. However, cities or municipalities that prefer the use of manual signatures must designate alternative signatories when the Mayor or principal approving authority is not available.

## REMINDERS TO MUNICIPAL MAYORS IN THE NATIONAL CAPITAL REGION

- Require business establishments to present a Certificate of Employer Registration for newly-registered employers or contractors or a Certificate of Pag-IBIG Active Membership prior to the issuance or renewal of a business permit [DILG MC No. 04-29, s. 2004];
- Require the submission of a license issued by the Optical Media Board before the release of a business permit to an Optical Media establishment [DILG MC No.2011-56]; and
- Cancel or revoke the business permits or licenses of business establishments that violate the pertinent issuances of the DTI, DOH, and Bureau of Food and Drugs on the manufacture, import, distribution, and sale of consumer products that are declared and published by such agencies as unsafe, substandard, injurious, and dangerous to health and safety [DILG MC No. 2006-162].

## WARNING

- Do not issue a business permit or license to any pest control operator, pesticide dealer or distributor, or individuals or entities who wish to engage in a similar business enterprise, unless the person or entity is duly registered with the Fertilizer and Pesticide Authority, or covered by a numbered provisional permit issued by the said Authority [DILG MC No. 98-147, s. 1995].

### ***Issuance of a Building Permit***

- Require owners of illegally constructed houses, buildings, or other structures to obtain the necessary permits, or to make the necessary changes in the construction of the same when said construction violates a law or ordinance, or to order the demolition or removal of said house, building or structure within the period prescribed by law or ordinance should the defects therein be not remedied [Section 444 (b) (3) (vi), LGC]; and
- Require contractors to obtain a development permit issued by the HLURB prior to the issuance of building permits for condominium projects [EO. No. 71, s. 93; DILG MC No. 97-106, s. 1997].

**NOTE:** Direct the Municipal Engineer to issue a building permit only to a hospital project with a Permit to Construct Certificate issued by the DOH [DILG MC No. 96-26, s. 1996].

- Expedite the issuance of locational clearance for proposed ecozones, provided that the application for such clearance is consistent with the approved CLUP and Zoning Ordinance [DILG MC No. 97-220, s. 1997]; and
- Enforce a 30-day standard 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 municipality [DILG MC No. 2000-136, s. 2000].

### **WARNING**

For municipalities within the airport zones, do not issue building permits unless a permit is first secured from the Air Transportation Office [DILG MC No. 00-118, s. 2000].

### ***Issuance of Other Permits and Licenses***

- Issue a municipal permit or license promptly and in accordance with LGC and its IRR [DILG MC No. 02-11, s. 2002]; and
- Advance and promulgate measures for the adoption of effective registration procedures, including the elimination of fees for the registration of births and foundlings [DILG MC No. 02-186, s. 2002].

## HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

- Formulate and implement a Municipal Human Resource and Development Program [DILG MC No. 96-17, s. 1996; Presidential Decree (PD) No. 284];
- Ensure that all municipal officials and employees faithfully discharge their mandated duties and functions [Section 444 (b) (1) (x), LGC];
- Act on leave applications of appointive officials and employees and the commutation of the monetary value of their leave credits [Section 444 (b) (1) (xiv), LGC];
- Authorize payments for medical care, transportation, subsistence, hospitalization, or medical fees of officials and employees who are injured while in the performance of their official duties and functions, subject to the availability of funds



## AT A GLANCE

### **Timelines for the issuance of acceptability endorsements**

on programs and projects that require Environmental Clearance Certificates

- Consultation with NGOs, POs and other sectors concerned
- –Not more than one week upon hearing the merits of the project proposal from the proponent, and upon evaluation that such is supportive of the development agenda of the municipality
- Passage of the requisite Sanggunian Resolution– Not more than two weeks upon receipt of the results of the consultation accepting or endorsing the proposed project
- Preparation, approval, and release of the endorsement –Not more than one day upon receipt by SB [DILG MC No. 03-58, s. 2003]

[Section 444 (b) (1) (xvii), LGC];

- Authorize official trips of officials and employees outside of the municipality for a period not exceeding 30 days [Section 444 (b) (1) (xv), LGC];
- Review the job descriptions of midwives, fill up all midwife positions that were vacated, and create or retain the items for midwives in the plantilla [DILG MC No. 03-89, s. 2003]; and
- Ensure that the occupational health and safety, sanitation, and conducive environmental conditions in the workplace of municipal government are available and adequately maintained by having annual mental or physical check-ups for municipal employees, 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. 98].

### ***Reminders regarding barangay officials and personnel***

- Encourage them to enroll in the PhilHealth Program during their tenure and to set aside barangay funds for the purpose [DILG MC No. 02-66, s. 2002];
- Encourage them to register as members of Pag-IBIG Fund [DILG MC No. 06-178, s. 2006];
- Provide social welfare services, which include programs and projects on:
  - › Child and youth welfare, family and community welfare, women's welfare, welfare of the elderly, and welfare of PWDs;
  - › Community-based rehabilitation programs for vagrants, beggars, street children, scavengers, juvenile delinquents, and victims of drug abuse; and
  - › Livelihood and other pro-poor projects [Section 17, LGC].
- Provide infrastructure facilities to serve the needs of the residents of the municipality and which are funded out of municipal funds including but not limited to:
  - › School buildings and other facilities for public elementary and secondary schools;



## AT A GLANCE

**For an effective human resource management, ensure that the following systems are in place and operational**, as appropriate and consistent with civil service laws, rules, and regulations:

- Human Resource Planning;
- Recruitment and Selection;
- Performance Evaluation;
- Human Resource Development;
- Career Development;
- Incentives and Awards System; and
- Grievance Committee.

- › Artesian wells, spring development, rainwater collection, and water supply systems;
- › Traffic signals and road signs;
- › Public cemetery;
- › Municipal buildings, cultural centers, public parks including freedom parks, playgrounds, sports facilities and equipment, and other similar facilities [Section 17, LGC]; and
- › DRRM Facilities, such as evacuation center and emergency operations center and its equipment [Operation LISTO Disaster Preparedness Manual v. 2018].



# II LOCAL SOCIAL GOVERNANCE

- Solemnize marriages [Section 444 (b) (1) (xviii), LGC];
- Strictly enforce all laws and ordinances against the sale, publication, display, and distribution of pornography films [DILG MC No. 99-213, s. 1999; Article 201, Revised Penal Code];
- Prohibit events or scenes in shows or carnivals that degrade PWDs [DILG MC No. 98-74, s. 1998];
- Establish the Office of Senior Citizens Affairs [DILG MC No. 05-63, s. 2005];
- Direct Punong Barangays and community leaders to actively support the campaign and advocacy for the elimination of child labor [DILG MC No. 98-81, s. 1998]; and
- Lead the observance of the National Children’s Month [DILG MC No. 99217, 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 youth present and recommend ways to improve their welfare; topics may include child rights awareness and promotion and ways children can participate in planning and implementation of public projects concerning them;
- Lead activities that empower and support children’s participation in government planning;
- Enable the free registration of all indigent children [DILG MC No. 06-86, s. 2006];

### **Tasks and Responsibilities: Municipal Mayor**

- Implement the Early Childhood Care Development (ECCD) program:
- Support the organization of parent cooperatives to initiate the establishment of the ECCD program;
- Ensure that service providers of the public ECCD program in the municipality are compensated, that adequate funds are made available for such, and that their working conditions conform with national quality standards;
- Provide counterpart for training and continuing education of ECCD service providers and support the operations of municipal and barangay ECCD coordinating committees; and
- Comply with the new set of standards in the accreditation of center-based ECCD Programs and Service Providers [DILG MC No. 06-91, s. 2006; DILG MC No. 01-02, s. 2001].

### **SUGGESTED ACTIVITIES IN THE OBSERVANCE OF THE NATIONAL CHILDREN'S MONTH**

- Symposia, meetings or similar activities about current issues and concerns of the Filipino child;
- Child-friendly activities, such as parades, children's march, caravans, field trips, photo exhibits, art contests, and kids' fairs;
- Free mobile services, such as medical, dental, food, and nutrition services for poor children and their families;

### **HEALTH AND NUTRITION**

Provide basic health services, such as the following:

- Primary health care, maternal and child care, communicable and non-communicable disease control services;
- Access to secondary and tertiary health services;
- Nutrition services;
- Family planning services;
- Clinics, health centers, and other health facilities necessary to carry out health services;

- Medicines, medical supplies, and equipment [Section 17, LGC];
- Measures to further improve the system of dengue case management and services [DILG MC No. 05-86, s. 2005; DILG MC No. 05-74, s. 200];
- Support the **Polio-Free Maintenance Immunization Campaign**:
  - › Direct the Municipal Health Office to oversee the vaccination activities in the municipality and coordinate all efforts with the DOH Field Office;
  - › Establish patak centers in the area and send paramedical personnel to participate in the door-to-door immunization activities when necessary; and
  - › Disseminate information to all sectors in the municipality to have all children below five years old receive an oral anti-polio vaccine either at their homes or at the nearest patak center [DILG MC No. 02-14, s. 2002].
- Strictly enforce the provisions of the Code on Sanitation and other related laws and ordinances to prevent the possible outbreak of water and food-borne diseases and safeguard the health and safety of the public [DILG MC No. 97-105, s. 1997, DILG MC NO. 99-44, s. 1999; PD No. 856];
- Support the implementation of the comprehensive and unified policy for tuberculosis control and tap the assistance of the private sector involved in health care services to do the same [DILG MC No. 03-93, s. 2003];
- Implement a Youth Smoking Prevention Program in partnership with socio-civic organizations [DILG MC No. 02-71, s. 2002; DILG MC No. 04-86, s. 2004]; and
- Coordinate with concerned law enforcement agencies to ensure the implementation of RA No. 9211 or the Tobacco Regulation Act of 2003 (DILG MC No. 04-86, s. 2004).

## Tasks and Responsibilities: Municipal Mayor

### Note:

- Ensure that Voluntary Blood Donation Services are integrated in the Municipal Work and Financial Plans and include the same as an additional function of the MHB [DILG MC No. 99-133, s. 1999; DILG MC No. 99-66, s. 1999]; and
- Ensure that government ambulances are not used for any purpose other than the transport of patients [DILG MC No. 00-114, s. 2000].

## EDUCATION

- Coordinate and work closely with the Bureau of Non-Formal Education the Department of Education, Department of Social Welfare and Development, DILG, DBM, and other government agencies and NGOs in the municipality in the development and implementation of literacy and non-formal education [DILG MC No. 00-120, s. 2000]; and
- Provide the necessary school site requirement of at least one-half hectare land area, as may be necessary [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 municipality to ensure that the issue of informal settlement is properly addressed [DILG MC No. 98-202];
- Order the submission of an updated report on lands identified for socialized housing and resettlement areas [DILG MC No. 01-21, s. 2001]; and
- Ensure the operational autonomy of municipal water districts [DILG MC No. 05-21, s. 2005].

## **PEACE, SECURITY, AND DISASTER RISK REDUCTION AND MANAGEMENT**

- Formulate or update the Peace and Order Annual Action Plan and implement the same [Section 444 (b) (2) (v), LGC; DILG MC No. 2015-130 dated 3 November 2015];
- Provide the sites for police stations, fire stations and substations, and municipal jail [Section 17, LGC];
- Ensure the efficient and effective administration of the Katarungang Pambarangay [Section 421, LGC];
- Create and strictly implement an Integrated Area Community Peace and Order and Public Safety Plan (IACPOPSP) [DILG MC No. 02-162, s. 2002]; and
- Create a Disaster Emergency Response Task Force to be headed by the local DRRM Officer who shall immediately convene and establish a Command Operation Center during times of disaster or emergency.

## **WELFARE OF WOMEN AND CHILDREN**

- Adopt policies and cultivate programs that promote the rights of women, especially those in the marginalized sector [RA No. 9710 or Magna Carta of Women];
- Lead the implementation of programs for children through the LCPC and the Lupong Tagapamayapa [DILG MC 05-95, s. 2005; DILG MC No. 02-121, s. 2002];
- Provide funds and implement programs and services for Children in Conflict with the Law [DILG MC No. 06-104, s. 2006];
- Promote the general welfare and safety of children and ensure that their rights are being protected [PD No. 603; United Nations Convention on Rights of Children]; and
- Ensure the participation of women, children, and other vulnerable groups in the planning and implementation of various programs.

## ILLEGAL GAMBLING

- Adopt a concrete Action Plan against illegal gambling, particularly jueteng, in the municipality; for this purpose, the Municipal Mayor may call upon the Municipal Chief of Police for operational directives [DILG MC No. 02-105, s. 2002]; and
- Dispel the public perception that illegal gambling thrives because local and police officials either tolerate or connive with gambling lords; be 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].

## ILLEGAL DRUGS

- Strengthen the MADAC which shall be responsible for advocacy and information campaign against illegal drugs [DILG-DDB JMC No. 2018-01];
- Ensure that drug pushers and users are brought to justice;
- Provide for a mechanism to obtain funds, volunteers, facilities and technical expertise [Presidential Memorandum dated 01 August 2000; DILG MC No. 01-90, s. 2001; DILG MC No. 00-98, s. 2000; DILG MC No. 98-227, s. 1998; DILG MC No. 97-35, s. 1997];
- Organize a Municipal Special Drug Education Center Team to establish and operate a Special Drug Education Center for Out-of-School Youth and street children [DILG MC No. 06-150, s. 2006];
- Maintain close coordination with the Philippine Drug Enforcement Agency; and
- Establish and institutionalize drug-free workplace policies [DDB Regulation No. 13, s. 2018].

## INSURGENCY AND TERRORIST THREATS

- Enforce security measures to counter terrorist threats, violent extremism, and other forms of lawless violence [DILG MC No. 03-80, s. 2003];

- Support internal security operations against insurgency and other serious threats to national security;
- Deputize barangay tanods as force multipliers in the implementation of the peace and order plan in the municipality;
- Include in the IACPOPSP of the municipality a priority program of action or thrust in resolving insurgency and other serious threats to national security [EO No. 546 s. 2006];
- Support EO No. 70 which institutionalizes a whole-of-nation approach in attaining inclusive and sustainable peace, creates a national task force to end local communist armed conflict, and directs the adoption of a national peace framework; and
- 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. 2006].



## AT A GLANCE

### **Strengthen efforts against:**

- Sexual harassment [RA No. 7877; DILG MC No. 01-37, s. 2011];
- Violence against women and children [RA No. 9262; DILG MC No. 04-118, s. 2004]; and
- Human trafficking [DILG MC No. 05-26, s. 2005; DILG MC No. 06-172, s. 2006].

## **DISASTER PREPAREDNESS**

- Adopt a disaster risk reduction and management approach that is holistic, comprehensive, integrated, and proactive [RA No. 10121 or the Disaster Risk Reduction and Management Act of 2010]; per RA No. 10121 and National Disaster Risk Reduction and Management Council (NDRRMC)-DILG-DBM JMC No. 2013-01, 70% of LDRRMF can be utilized for disaster preparedness, prevention and mitigation, response, and rehabilitation and recovery activities;

## Tasks and Responsibilities: Municipal Mayor

- Conduct a comprehensive and science-based risk assessment as basis for the identification of the PPAs for DRR-CCA [RA 10121, DILG MC no. 77, s. 2015];
- Formulate or update the LDRRMP and and Local Climate Change Action Plan (LCCAP) and implement the same for the strengthening of the disaster risk reduction and management climate change adaptation system of your LGU [RA No. 10121; RA No. 9729];
- Submit an updated LDRRMP to NDRRMC;
- Create a mechanism for the Local DRRM Council to convene regularly [RA No. 10121 and its IRR];
- Ensure that the Barangay Disaster Risk Reduction and Management Plans (BDRRMPs) are reviewed by members of the review team using the Quality Assurance System for BDRRMPs [NDRRM MC No. 147, s. 2017 and NDRRMC MC No. 13, s. 2018];
  - › Use the Quality Assessment Tool (QAT) to gauge the quality of the submitted BDRRMPs; the QAT is a simple checklist that aids in the identification of gaps, needs, and recommendations, and in the development of participatory action points on how to address these and eventually enhance the plan to effectively implement DRRM projects and activities at the local level; the QAT shall be used by a review team in the municipal level to gauge the quality of the submitted BDRRMPs [NDRRMC No. 147 series of 2017, and NDRRMC MC 13 series of 2018]; and
  - › Have the barangays use the BDRRMP template as their guide in preparing their own BDRRMPs; the simplified BDRRMP template sets the minimum requirements of a BDRRMP based on QAT but also provides opportunities for innovation based on the context of the barangay.
- Ensure the protection of the fundamental rights of children before, during, and after disasters and 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 other emergency situations;
  - › Development and institutionalization of Early Warning Systems information-sharing among LGUs, communities, and the national government;
  - › Research on DRRM;
  - › Multi-stakeholders’ dialogue;
  - › Development and conduct of regular reviews of contingency plans;
  - › Development of information and database generation;
  - › Stockpiling of basic emergency supplies; and
  - › Other programs or projects of similar nature and considered necessary.
- Lead the implementation of emergency measures during and after human-induced and and natural disasters and calamities [Section 444 (b) (1) ( vii), LGC]; and
  - To assist you in enhancing your community’s preparedness to respond to threats and the impacts of hazards, take time to review the Operation LISTO: Disaster Preparedness Manual for city and municipal LGUs v.3 and the NDPP Volume II which may be accessed through the LGA website ([www.lga.gov.ph](http://www.lga.gov.ph)).

## **PUBLIC SAFETY CONCERNS**

- Strengthen the Municipal Engineering Office;
- Strictly enforce the applicable provisions of the National Building Code and Fire Code and ensure that no advertising billboard, signage, or any form of display media shall be constructed in the municipality that:
  - › Endangers the safety of a person or property, or harm the public interest;
  - › Hinders public order or violates sound social morals;
  - › Contains information that suggests obscenity, indecency, or violence, either in textual or graphical form;
  - › Conveys vague and double-meaning messages to the public;



## AT A GLANCE

### **Disaster Preparedness Programs per NDRRMC-DBM-DILG JMC No. 2013-01**

- Training on disaster preparedness and response; search, rescue, and retrieval operations;
  - Simulation exercises at various levels to test plans and skills;
  - Development of information, education, and communication campaign; information-sharing among LGUs, communities, and the national government;
  - Development of standard operations manual for DOCs; and
  - Development and implementation of standard operating procedures for deployment, evacuation, and coordination with rapid assessment teams.
- › Carries racially, sexually or ethnically abusive, offensive or objectionable content, or promotes social discrimination and prejudice against gender, beliefs, and convictions; and
  - › Obstructs the public view and hinders appreciation of natural scenery [DILG MC No. 04-158, s. 2004].
- In coordination with the Bureau of Fire Protection, initiate the organization of in-house and community volunteer fire brigades to include the conduct of 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].



## AT A GLANCE

**Ensure the safety of residents and prevent freak accidents from occurring in construction projects through the following measures:**

- Require the contractor to assume full responsibility for the proper safekeeping of construction materials and equipment used for the duration of the construction project and to assume liability for any untoward incident that may result from failure to observe the necessary precautionary measures; this shall be stipulated in the contract between the municipality and the contractor;
- Require the contractor to clear all construction debris in areas used by passersby; and
- Provide visible marks or signs in high-risk areas like open canals and manholes; install lighting facilities in construction sites, and employ other precautionary measures [DILG MC No. 95-87, s. 1995].

## **UPDATES ON THE DUTY TO INTENSIFY THE ACTION AGAINST ILLEGAL DRUGS**

- Include adequate appropriation for the enforcement of RA No. 9165 in the Local Annual Budget; prioritize preventive or educational programs and the rehabilitation or treatment of drug dependents;
- Enforce the provisions of Sections 51-53 of RA No. 9165;
- Initiate the formulation of prevention and rehabilitation programs in the LGU;
- Initiate the conduct of symposia and dialogues with school authorities and students, owners and employees of business establishments, government officials and employees, and the general public;
- Ensure the sustainability of rehabilitation and treatment programs for drug dependents;
- 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 said Act, and ensure the effective enforcement thereof;
- Ensure that Anti-Drug Abuse Councils at all levels perform their functions and responsibilities as embodied in relevant Department issuances [DILG MC No. 2009-09, s. 2009];
- Pursuant to the LCE's power of operational supervision and control over the local PNP under Section 51(2) of RA No. 6975 as amended by Section 62 of RA No. 8551, call on the local PNP to conduct periodic or unannounced onsite inspection of dens, resorts, bars, karaoke bars, night clubs, and other establishments or houses suspected of being used as drug dens or place of sale or delivery of illegal drugs;

## **UPDATES ON THE DUTY TO INTENSIFY THE ACTION AGAINST ILLEGAL DRUGS**

- Ensure that the Administrative Board under Section 52 (1) of RA No. 9165 is created, functional, and faithfully performing its mandated tasks; this is to address the nuisances contemplated under the said provision of RA No. 9165;
- Revoke the business permit of any business establishment found by the Administrative Board to be the site of delivery, sale, and use of illegal drugs and substances;
- Provide the local PNP with the financial and the necessary support for sustained operations against illegal drugs; and
- Ensure that the Punong Barangays perform their responsibilities as embodied in relevant Department issuances [DILG MC No. 2009-09, s. 2009].

# II LOCAL ECONOMIC GOVERNANCE

## Agriculture and Fisheries Development

- Facilitate the provision of extension and on-site research services and facilities related to agriculture and fishery activities, which include:
  - › Dispersal of livestock and poultry, fingerlings, and other seeding materials for aquaculture
  - › Palay, corn, and vegetable seed farm
  - › Medicinal plant gardens
  - › Fruit tree, coconut, and other kinds of seedling nurseries
  - › Demonstration farms
  - › Quality control of copra and improvement and development of local distribution channels, preferably through cooperatives
  - › Inter-barangay irrigation system [Section 17, LGC]
- Organize or activate an Agri-Credit Desk in the municipality and designate a senior staff member as Agri-Credit Information Officer [DILG MC No. 97-262, s. 1997];
- Ensure the maintenance of up-to-date records of fishing vessels with gross tonnage of 3 tons and below and regularly submit the information to the Maritime Industry Authority (MARINA) Central Office or MARINA Regional Offices, the Philippine Coast Guard Station/Detachment, and the Department of Agriculture-Bureau of Fisheries and Aquatic Resources [EO No. 305, s. 2004]; and
- Regulate and monitor fisheries activities in the municipal waters [DILG MC No. 2018-59].

## **Entrepreneurship, Business, and Industry Promotion**

- Facilitate the provision of infrastructure facilities to serve the needs of the residents of the municipality and which are funded out of municipal funds, including but not limited to:
  - › Municipal roads and bridges that connect one barangay to another;
  - › Communal irrigation and small water impounding projects;
  - › Fish ports; and
  - › Public markets, slaughterhouses, and other municipal enterprises [Section 17, LGC].
- Facilitate the provision of communication and transportation facilities [Section 17, LGC];
- Facilitate the provision of tourism facilities and other tourist attractions, including the acquisition of equipment, regulation and supervision of business concessions, and security services for such facilities ([ection 17, LGC];
- Facilitate the provision of necessary support and assistance to Public Market Vendors Cooperatives, if any, in the municipality [DILG MC No. 02-69, s. 2002];
- Initiate measures to ensure that the willing, able, and unemployed residents of the municipality are hired in local, national, and foreign-funded public works projects [DILG MC No. 00-167, s. 2000; RA No. 6685];
- Facilitate the development and implementation of a livelihood assistance program for victims of human trafficking [DILG MC No. 06-172, s. 2006; DILG MC No. 05-26, s. 2005];
- Coordinate with the Department of Energy in the conduct of periodic inspection of gasoline stations operating within the municipality to determine whether or not said establishments are compliant with the provisions of RA No. 8479 or Downstream Oil Industry Deregulation Act of 1998 and its IRR [DILG MC No. 04-113, s. 2004];
- Facilitate the institution of appropriate charges against erring gasoline stations and suspend or revoke their licenses or permits for violation of the law or conditions upon which said licenses or permits were issued [DILG MC No. 04-113, s. 2004]; and

## Tasks and Responsibilities: Municipal Mayor

- Designate a Local Economic and Investment Promotion Officer [DILG MC No. 2010-113].

### Consumer Welfare

- Formulate policies and strategies to keep prices of basic consumer goods at reasonable levels [DILG MC No. 05-130; DILG MC No. 04-75, s. 2004; DILG MC No. 98-81, s. 1998];
- Ensure an active national-local government collaboration in monitoring the prices of selected prime commodities, incidence of hoarding, violation of Price Tag Law, and other related concerns [DILG MC No. 98-81, s. 1998; DILG MC No. 06-58, s. 2006]; and
- Strictly enforce the Consumer Act of the Philippines and other related laws to ensure consumer protection by:
  - › Putting in place a Timbangan ng Bayan and enforcing compliance with weighing scale standards; and
  - › Setting up and regularly updating the price billboards in wet markets [DILG MC No. 06-58, s. 2006; DILG MC No. 92-47, s. 1992; Article 62, RA No. 7394; LGC].

**Note:** Strictly implement the following control measures in all slaughterhouses:

- Conduct an inventory of all markets and slaughterhouses owned or managed either by the municipality or the Public Market Vendors Cooperative
- Direct the Municipality Veterinarian, or in his or her absence, the agriculturist, to actively participate in the supervision of the operation of slaughterhouses in the municipality [Administrative Order No. 32, s. 2022; DILG MC No. 03-52, s. 2003; DILG MC No. 01-04, s. 2001]



## **UPDATES ON LEVY, IMPOSITION AND COLLECTION OF ILLEGAL FEES OR CHARGES, AND OTHER MATTERS**

- Do not enforce any 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 in any form on transporting goods and passengers [DILG MC No. 2006 70, s. 2006];
- Call for the immediate repeal of 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 [Sec. 133 (e), LGC; DILG MC No. 2006-70, s. 2006];
- Strictly 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]; and
- Rectify defective tax ordinances that charge fees on passing-through vehicles, especially those carrying agricultural goods and products [DILG MC Nos. 2009-42 and 2009-76, s. 2009].

### **Natural Resources Management**

- Adopt adequate measures and standards to safeguard and conserve the land, mineral, marine, forest, and other natural resources of the municipality [Section 444 (b) (3) (vii), LGC];
- Implement water and soil resource utilization and conservation projects [Section 17 (b) (2) (viii), LGC];
- Provide seawalls, dikes, drainage and sewerage, and flood control facilities [Section 17 (b) (2) (viii), LGC];
- Strictly enforce fishery laws in municipal waters, including the conservation of mangroves [Section 17 (b) (2) (i), LGC];

# ||| LOCAL ENVIRONMENTAL GOVERNANCE

- Cancel the business permits of pet shops or file appropriate charges against persons found violating RA No. 9147 or the Wildlife Resources Conservation and Protection Act and RA No. 7578 or the National Integrated Protected Areas System Act of 1992 [DILG MC No. 04-44, s. 2004];
- Implement the provisions of the Code of Practice for Aquaculture
  - › Demolish illegal structures along a river or estuary, which impede normal water flow
  - › When awarding permits for the construction of a fish pen or a sea cage, adopt measures to prevent overcrowding and congestion in municipal waters, fish ponds, and fish pens, which may result in fish kills [DILG MC No. 02-64, s. 2002]; and
- Apprehend and prosecute those engaged in the illegal trading of animals [DILG MC No. 00-91, s. 2000; RA No. 8485].

## **Forest Management**

- Implement community-based forestry projects, which include integrated social forestry programs and similar projects, manage and control communal forests, and establish tree parks, greenbelts, and similar forest development projects [Section 17 (b) (2) (ii), LGC];
- Actively support the Anti-Illegal Logging Campaign by ensuring that any business permit applicant using wood as raw material has a certification from the DENR attesting that said materials

came from legal sources [DILG MC No. 98-203, s. 1998; EO No. 23, s. 2011]; and

- Strictly implement existing policies, rules and regulations on forest management:
  - › Enforce the provisions of DENR-DILG JMC No. 98-01, which embodies the manual of procedures of the DENR-DILG-LGU partnership on devolved forest management functions
  - › Mobilize the business community, civil society, and the general public in reforestation activities
  - › In coordination with DENR, monitor the state of forests, report logging activities, arrest illegal loggers, and file appropriate charges against the perpetrators [DILG MC No. 04-166, s. 2004].

### **Waste Management, Pollution Control, and Urban Land Quality**

- Facilitate the preparation and submission of the Municipal Solid Waste Management Plan [DILG MC No. 01-48, s. 2001];
- Facilitate the establishment of a solid waste disposal system, environmental management system and services, and/or facilities related to general hygiene and sanitation [Section 17 (b) (2) (vi), LGC];
- Facilitate the establishment of an incentive system for barangays that perform well in managing solid waste [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 campaigns on the benefits derived from the adoption of the technology [DILG MC No. 00-117, s. 2000]

# ROLE OF THE LGUs IN CLIMATE CHANGE ADAPTATION AND MITIGATION AND OTHER ENVIRONMENT ISSUES

## **RA No. 9729 (Climate Change Act of 2009)**

**Sec. 14. Local Climate Change Action Plan. — The LGUs shall be 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 Unit, 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 (1) 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 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 IRA 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:

#### **Solid Waste Facility**

- Closure of existing dump sites
- 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 the Code, 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 LGU 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; and
- Allocation of a certain parcel of land by the barangay or cluster of barangays for the MRF.

## Tasks and Responsibilities: Municipal Mayor

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.
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.
  - › Promote research and extension work on climate change adaptation thru local research institutions, the academe and other relevant stakeholders;
  - › Engage in PPAs 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;
  - › Encourage greater participation of the local media, inter-faith groups, and local schools in disseminating information on climate change adaptation, within the overall framework of sustainable development, to local communities, at the grassroots level; and
  - › Promote dialogues between workers and employers to realize 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.

3. 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 Local Chief Executives are encouraged to actively support the Philippine Clean Air Act of 1999 and the launch of the Linis Hangin Munisipyo Program by adopting appropriate measures such as the following:

1. Issuance of a municipal 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 smoke-free communities; and
4. Encouraging community leaders, civic organizations, religious organizations, and school institutions to actively support the campaign against air pollution in their localities.

## PART 3

# OFFICER-IN- CHARGE IN THE OFFICE OF THE MUNICIPAL MAYOR



# OIC IN THE OFFICE OF THE MUNICIPAL MAYOR

## **OIC in the Office of the Municipal Mayor as Distinguished from Acting Municipal 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 Municipal Mayor is governed by Section 46 (c) of the same Code.

When the Municipal 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 Municipal Vice-Mayor shall automatically exercise the powers and perform the duties and functions of the Municipal Mayor.

Exempt from the scope of the Municipal Vice-Mayor's functions is the power to appoint, suspend, or dismiss employees, which can only be exercised if the Municipal Mayor's period of temporary incapacity exceeds 30 working days.

If the period exceeds 30 days, the automatic assumption of the Municipal Vice-Mayor as Acting Mayor, even on the first day of temporary incapacity of the Municipal 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 Municipal Mayor, he or she can exercise all powers and perform all the duties and functions of the Municipal Mayor, subject to limitations provided for in cases of appointment, suspension, or dismissal of employees.

### **Tasks and Responsibilities: Municipal Mayor**

On the other hand, Section 46 (c) of LGC describes a situation where the Municipal 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 Municipal Mayor. Such authorization shall specify the powers and functions that the local official concerned shall exercise in the absence of the Municipal Mayor, except the power to appoint, suspend, or dismiss employees.

In this case, it may be noted that the Municipal 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 Municipal Mayor.

The Municipal 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 Municipal Mayor fails to return to his or her station, Section 46 (d) of the Code will apply. In this case, the Municipal Vice-Mayor shall assume office as Acting Municipal Mayor on the fourth day of absence of the Municipal 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.

# II GUIDING QUESTIONS AND SUPPORTING LEGISLATION

## **Who may be authorized to act as an OIC?**

Section 46 (c) of LGC states that the Municipal Mayor may designate in writing any municipal 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 assume his 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 Municipal Mayor [Section 46 (c), LGC].

Regarding the post of Acting Municipal Mayor, upon the occurrence of any event leading to the temporary incapacity of the Municipal Mayor, either for physical or legal reasons, the Municipal Vice-Mayor automatically assumes the post as Acting Municipal Mayor [Sec. 46 (9a), LGC].

Accordingly, the Acting Municipal 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

## **Tasks and Responsibilities: Municipal Mayor**

of his assumption as Acting Municipal Mayor, and that henceforth, all orders must emanate from him or her.

### **When shall an OIC cease to act as such?**

An OIC shall stop performing his or her functions as such on the fourth day of absence of the Municipal Mayor. This must be so because his or her designation as OIC is effective only during the three consecutive days of absence of the Municipal 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 Municipal Vice-Mayor automatically assumes the post as Acting Municipal Mayor pursuant to Section 46 (d) of LGC.

### **May the Municipal Vice Mayor, acting as Municipal Mayor continue to preside over the session of the Sangguniang Bayan?**

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 Municipal Vice Mayor, designated as OIC, continue to preside over the session of the Sanggunian?**

Yes. The situation is different between the OIC and Acting Municipality Mayor. In the acting capacity, there is a temporary vacancy in the Office of the Municipality Mayor. In OIC capacity, there is no temporary vacancy in the Office of the Municipality Mayor. Moreover, OICs exercise

### *Officer-in-Charge in the Office of the Municipal Mayor*

limited powers only as may be contained in the letter-authorization designating him or her as such.

Hence, if incidentally, the Municipality 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 Municipality 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 Municipal Vice Mayor, designated as OIC, appoint officials?**

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

#### **What are the tasks and responsibilities of an OIC?**

Act or perform in accordance with the authorization given by the Municipal Mayor, such as but not limited to the following tasks:

- Sign and approve vouchers for the payment of salaries of municipal employees
- Sign and approve vouchers and requisitions and purchases of essential supplies and hospital subsistence, if any
- Attend conferences as well as other ceremonial functions to represent the office of the Municipal Mayor
- Perform routine and administrative functions such as the supervision of the day-to-day operations of the Office of the Municipal Mayor [Section 46 (a), LGC]



## **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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