



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City  
<http://www.dilg.gov.ph>



**OFFICE OF THE SECRETARY**

September 14, 2016

**MEMORANDUM CIRCULAR**

NO. 2016-124

**TO : ALL PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS, LIGANG MGA BARANGAY CHAPTER PRESIDENTS, DILG REGIONAL DIRECTORS AND FIELD OFFICERS, ARMM REGIONAL GOVERNOR, PUNONG BARANGAYS AND ALL OTHERS CONCERNED**

**SUBJECT : CONDUCT OF BARANGAY ASSEMBLY FOR THE SECOND (2<sup>nd</sup>) SEMESTER OF CY 2016**

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Pursuant to Section 397(b) of Republic Act (RA) 7160, otherwise known as the Local Government Code of 1991, mandates that *"the barangay assembly shall meet at least twice a year to hear and discuss the semestral report of the sangguniang barangay concerning its activities and finances as well as problems affecting the barangay."*

Further, Proclamation No. 260 was issued on 11 September 2011, declaring the last Saturday of March and the second Sunday of October 2011, and every year thereafter as BARANGAY ASSEMBLY DAYS.

Consistent with the above-cited laws, the conduct of barangay assembly for the 2<sup>nd</sup> Semester of CY 2016 is set on 9 October 2016, with the theme: *"Para sa Isang Tunay na Pagbabago, Mag-MASID, Makisali at Makiisa sa Isang Maka-MASAng Asembleya"*.

In this regard, all Punong Barangays (PBs) are hereby enjoined to undertake the following activities on the day of the assembly, such as:

1. Convey the State of Barangay Address (SOBA), with emphasis on:
  - (a) Accomplishments for the 1<sup>st</sup> Semester of CY 2016;
  - (b) Financial Reports for the 1<sup>st</sup> Semester of 2016, to take into account, among others, the Itemized Monthly Collections and Disbursement, and the Summary of Income and Expenditures; and

(c) Updates on the on-going programs, projects and activities for CY 2016

2. Discuss barangay compliance with national laws and issuances, such as:
  - (a) DILG Memorandum Circular (MC) No. 2014-81 dated 15 July 2016 relative to the posting of Barangay Budget, Statement of Income and Expenditures and other Barangay Financial Transactions, and the Annual Procurement Plan;
  - (b) DILG MC No. 2015-63 dated 16 June 2015 on the Revitalization of the Barangay Anti-Drug Abuse Council (BADAC) and their Roles in Drug Clearing Operations, giving emphasis on the organization/creation of the BADAC Committees on Operations and advocacy, as well as the BADAC Auxiliary Team;
  - (c) DILG MC No. 2016-116 on the implementation of the MASA-MASID Program of the DILG that engages community volunteers in the fight against criminality, corruption and illegal drugs;
  - (d) Section 51 RA 9165 (Comprehensive Dangerous Drugs Act of 2002), pertaining to the appropriation of substantial portion of the annual budget for anti-illegal drugs programs, projects and activities;
  - (e) RA 10361 or the Batas Kasambahay Law, requiring every employer, within the respective barangays, to register his/her domestic worker/s so as to be included in the Kasambahay Masterlist; and
  - (f) RA 9208 and DILG Memorandum Circular No. 2005-06, enjoining local officials to institute policies to eliminate *Human Trafficking* in their respective areas of jurisdiction.
3. Discuss issues and concerns affecting the barangay, such as but not limited to:
  - (a) Illegal Drugs or illegal drug activities
  - (b) Peace and Order Situation
  - (c) Disaster Preparedness
  - (d) Solid Waste Management
4. Invite members of the Faith-Based Organizations within the barangay, Ugnayan ng Barangay at Simbahan (UBAS), Civil Society Organizations (CSOs) and other community organizations' representatives to attend the assembly and enjoin them to provide necessary support in the discussion of their involvement in project monitoring and evaluation, and in the advocacy for good local governance.



All PBs and other barangay officials are reminded that no barangay assembly shall take place unless a written notice is given one (1) week prior to the meeting except on matters involving public safety or security, in which case notice within a reasonable time shall be sufficient, pursuant to Section 397(c) of RA 7160.

Thus, barangay officials are directed to conduct public awareness activities within the barangay and other activities that may be deemed necessary to generate participation from among the barangay residents/constituents, such as, but not limited to, medical or dental mission, tiangge, cultural presentations, etc. Likewise, you are enjoined to prepare barangay assembly posters and/or banners to be posted or hung in conspicuous places in the barangay hall, plaza, main streets, market or talipapa and in any tricycle, jeepney or bus terminal in the locality.

Corresponding administrative complaints may be filed against barangay officials who fail to conduct the barangay assembly by any resident of the barangay, concerned citizen, governmental or non-governmental entity before the sangguniang panlungsod/bayan concerned pursuant to Section 61 of RA 7160 or to the Office of the Ombudsman pursuant to Administrative Order No. 07 dated 10 April 1990, entitled: "Rules of Procedures on the Office of the Ombudsman".

All Provincial Governors, City and Municipal Mayors are hereby enjoined/encouraged to perform the following:

1. Ensure compliance and maximum participation of all barangays in the said undertaking by conducting barangay assemblies in their respective areas of jurisdiction;
2. Actively get involved in the activities to be undertaken by your respective barangays; and
3. Support the barangays under your jurisdiction and ensure the successful conduct of the said activity.

The DILG Regional Directors, Field Officers and ARMM Regional Governor are directed of the following:

1. Advocate the conduct of barangay assembly by displaying streamers in strategic places within your office premises, and other activities that would generate interest among general public to attend the assembly;
2. Provide the concerned local chief executives, particularly the PBs, with a copy/design of the Barangay Assembly tarpaulin<sup>1</sup> for uniformity and the

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<sup>1</sup> Annex "A" – Prescribed Barangay Assembly Tarpaulin.

suggested Programme of Activities<sup>2</sup>, and ensure compliance by the local government units within your respective jurisdictions;

3. Make yourselves available for possible television and radio guesting and print interviews to discuss the conduct of barangay assembly the benefits that can be derived from it;
4. Remind concerned PBs to invite any representatives/members from the faith-based organizations and the organized groups in the community;
5. Identify one (1) barangay in your jurisdiction showcasing meaningful partnership with faith-based organizations that institutionalize community participation and barangay good governance and the name of showcase barangay not later than 30 September 2016, using the sample matrix:

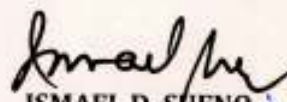
REGION	PROVINCE/ HUC	BARANGAY	TIME	VENUE	GUESTS

6. Ensure attendance and participation of PNP personnel assigned in the locality on the date, time and venue of the activity;
7. Cause the widest dissemination of this Circular and provide technical assistance relative thereto; and
8. Submit reports not later than 30 November 2016, on the following:
  - (a) Narrative report on the Regional Showcase Barangay
  - (b) Regional Consolidated Report

The SILG's message/address<sup>3</sup> to the barangay shall be delivered by the Regional Director or his/her authorize representative and the Punong Barangay, for the showcase barangays and non-showcase barangays, respectively.

Reports shall be submitted to the Office of the Undersecretary for Local Government, through the National Barangay Operations Office (NBOO), via email at [nboo.dilgco@gmail.com](mailto:nboo.dilgco@gmail.com) or at *telefax number 925-0328*.

For compliance and guidance of all concerned.

  
ISMAEL D. SUENO  
Secretary



<sup>2</sup> Annexes "B" & "C" - suggested Programme for Showcase Barangays and Non-Showcase Barangays, respectively.

<sup>3</sup> Annex "D" - SILG's message.





Barangay  
Logo

“Para sa Tunay na Pagbabago,  
Mag-MASID, Makisali at Makiisa sa Isang Maka-MASAng Asembleya”

# BARANGAY ASSEMBLY DAY 2016

(Proclamation No. 260 dated 30 September 2011)

Linggo, Oktubre 9, 2016

## BARANGAY ASSEMBLY DAY

Barangay \_\_\_\_\_  
City/Municipality of \_\_\_\_\_  
Province of \_\_\_\_\_  
Date: \_\_\_\_\_

### Programme

#### PART I: Preliminaries

Prayer.....*Preferably, UBAS Representative*  
National Anthem.....*AVP/Barangay Staff*  
Opening Remarks.....*Punong Barangay*  
Messages.....*Guest of Honor*  
Reading of SILG's Message to the Barangay.....*DILG Regional Director*

#### PART II: Barangay Assembly Proper

1. State of Barangay Address (SOBA).....*Punong Barangay*  
2. Financial Report.....*Barangay Treasurer*  
3. Updates on the Implementation of CY 2016  
Programs/Projects/Activities.....*Punong Barangay/Committee Chair*  
4. Barangay compliance with laws and issuances.....*C/MLGOO*  
*(ex. RA Nos. 9165, 10361, MC Nos. 2014-81, 2015-63, etc)*  
5. Barangay Issues and Concerns.....*Punong Barangay*  
6. Open Forum.....*Barangay Secretary (Facilitator)*  
7. Closing Remarks.....*Punong Barangay*

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Master of Ceremony

## BARANGAY ASSEMBLY DAY

Barangay \_\_\_\_\_  
City/Municipality of \_\_\_\_\_  
Province of \_\_\_\_\_  
Date: \_\_\_\_\_

### Programme

#### PART I: Preliminaries

Prayer.....*Barangay Staff*  
National Anthem.....*Barangay Staff*  
Opening Remarks.....*Punong Barangay*  
Messages.....*Guest of Honor, if any*  
Reading of SILG's Message to the Barangay.....*Punong Barangay*

#### PART II: Barangay Assembly Proper

1. State of Barangay Address (SOBA).....*Punong Barangay*  
2. Financial Report.....*Barangay Treasurer*  
3. Updates on the Implementation of CY 2016  
Programs/Projects/Activities.....*Punong Barangay/Committee Chair*  
4. Barangay compliance with laws and issuances.....*Punong Barangay*  
*(ex. RA Nos. 9265, 10361, MC Nos. 2014-81, 2015-63, etc)*  
5. Barangay Issues and Concerns.....*Barangay Secretary (Facilitator)*  
6. Open Forum.....*Barangay Secretary Facilitator*  
7. Closing Remarks.....*Punong Barangay*

Barangay Secretary/  
(Emcee)





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## SILG's ADDRESS TO THE BARANGAY

### Barangay Assembly Day

2nd Semester CY 2016

- Sa ating Punong Barangay, mga Kagawad at iba pang opisyal ng barangay, mga kinatawan mula sa City/Municipal Government, sa mga aktibong mamamayan at sa inyong lahat na dumalo at nakiisa sa mahalagang pagtitipon na ito ngayong umaga/hapon/gabi, isang mainit at mapagpalang pagbati sa inyong lahat!
- Ako po ay lubos na nagpapasalamat sa Poong Maykapal, dahil sa Kanyang walang humpay na pagbibigay sa ating lahat ng biyaya at malusog na pangangatawan kung kaya't tayo ay nakadalo sa pagtitipon na ito.
- Para po sa inyong kaalaman, ako po ay dati ng naglingkod sa ating mahal na bansa bilang isang Gobernador ng South Cotabato. At ngayon ay muling nagbabalik, upang manilbihan sa ating bansa bilang Kalihim ng DILG.
- Hindi po lingid sa ating lahat, kung ano ang kinakaharap ng ating bansa sa mga panahong ito. Anomalya! Kriminalidad! Pagkalat ng iligal na droga na nagdudulot ng malaking pinsala sa sangkatauhan at sa bansa.
- Ito po ang pinagtutuunan ngayon ng pansin ng ating pamahalaan, sa pangunguna ni Pangulong Rodrigo Roa Duterte. Mahigpit na kampanya upang supilin ang pagkalat ng iligal na droga sa ating bansa, sa tulong ng iba pang ahensiya ng pamahalaan at ang mga lokal na Anti-Drug Abuse Councils: PADAC, CADAC, MADAC at BADAC, na siyang katuwang ng pamahalaang national upang mas maging matagumpay tayong lahat sa kampanya laban sa mga ipinagbabawal na gamot.
- Ako po ay lubos na naniniwala, na sa labang ito, mas mahalaga ang partisipasyon at pakikiisa ng bawat isa upang ng sa gayon, ang iligal na droga ay matuldukan na, at ang minimithing tagumpay ay tatamasain natin sabay-sabay.
- Kaugnay nito, hinihimok namin kayong lahat na maki-isa sa mga programa ng gobyerno, at sa pamamagitan ng **MASA MASID Program** ng DILG o **Mamamayang Ayaw Sa Anomalya, Mamamayang Ayaw Sa Iligal na Droga** na naglalayong mas palalakasin pa ang partisipasyon, kakayanan at kaalaman ng mga miyembro ng komunidad, mga community mobilizers at community volunteers, kasama ang mga miyembro ng UBAS, BADAC, BPOC at iba pang organisadong grupo sa barangay upang labanan ang anomalya, kriminalidad at ang pakalat ng iligal na droga na nagdudulot ng malaking problema sa ating bansa.



- Bukod dito, tuloy-tuloy pa din ang mga proyekto at capability development trainings na ibinibigay ng DILG para sa mga local government units at sa mga lokal na opisyal nito, ngayon at sa susunod pang mga taon, ng sa gayun, tuloy tuloy din ang paghahatid ng mga pangunahing serbisyo, lalong lalo na ang mga barangay, sa kanyang mga nasasakupan.
- Asahan po ninyo, na kami sa DILG ay hindi nagsasawa sa pagplaplano at pagbubuo ng mga makabuluhang proyekto na direktang ipapatupad ng ating mga barangay at patuloy po ang aming pakikipag-ugnayan sa DBM para kaukulang pondo.
- Bilang panghuling mensahe, "MARAMI TAYONG TRABAHONG DAPAT GAWIN. SA PANAHONG ITO, UNTI-UNTI NA NATING NAKIKITA AT NADARAMA ANG PAGBABAGO. NANANAWAGAN AKO SA ATING MGA KABABAYAN NA SAMA-SAMA AT TULONG-TULONG TAYO SA PAGHAHATID NG TAPAT NA GOBYERNO PARA SA TUNAY NA PAGBABAGO."

  
SECRETARY ISMAEL D. BUENO JR.  
DILG

