



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
 Telephone Numbers (02)925.1137 / (02)925.03.28 (telefax)
<http://www.dilg.gov.ph>

CONDUCT OF BARANGAY ASSEMBLY DAY FOR THE SECOND SEMESTER OF CALENDAR YEAR (CY) 2020

Memorandum Circular No. 2020-137

Date 15 OCT 2020

1.0 BACKGROUND

Section 397 of Republic Act. No. 7160 otherwise known as the Local Government Code of 1991 requires that there shall be a barangay assembly composed of all persons who are actual residents of the barangay for at least six (6) months, fifteen years of age or over, citizens of the Philippines and duly registered in the list of barangay assembly members.

Twice a year, the Department issues Memorandum Circular for the conduct of Barangay Assembly to institutionalize the same as a venue to promote accountability, transparency and interaction between and among barangay officials and residents. Further, with the aim of ensuring widest participation to the barangay assembly, President Rodrigo Roa Duterte signed Proclamation No. 599 series of 2018 declaring the Saturdays and Sundays of March and October of every year as Barangay Assembly Days. Pursuant to the said Proclamation, all barangays shall hold their respective barangay assembly for each semester on any of the aforesaid days.

With the current situation, mass gatherings or similar events pose considerable risk of increasing COVID-19 transmission. In light of this prevailing condition and in response to the altered situation brought by the COVID-19 pandemic, the Barangay Assembly Day for the Second Semester of CY 2020 shall be in accordance with the policies and guidelines issued by the IATF-MEID and in compliance with the enacted local ordinance/s in line with the implementation of the community quarantine in the locality.

2.0 LEGAL BASES

- 2.1 Section 397 (b) of Republic Act No. 7160 or 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 barangay concerning its activities and finances as well as problems affecting the barangay.
- 2.2 Proclamation No. 599 Series of 2018 dated October 9, 2018 declares the Saturdays and Sundays of March and October as barangay assembly days.
- 2.3 Omnibus Guidelines on the Implementation of the Community Quarantine in the Philippines.

3.0 SCOPE AND COVERAGE

All City and Municipal Mayors, Punong Barangays, Sangguniang Barangay Members, DILG Regional and Field Officers, BARRM Minister of Local Government and all others concerned.

4.0 PURPOSE

This Memorandum Circular provides guidance to all barangay officials on the activities to be undertaken before and during the Barangay Assembly Day.

Further, it enjoins all LCEs and directs all DILG Field Offices to ensure compliance of all barangays in their areas of jurisdiction in the said undertaking.

5.0 POLICY CONTENT

5.1 BARANGAY ASSEMBLY DAY

5.1.1 SCHEDULE

Considering the varied COVID-19 related tasks needing immediate and undivided focus of the barangays in compliance with the directives of the IATF-MEID, DILG Circulars, and other policies and issuances, all barangays are allowed to conduct their Barangay Assembly Day for the

Second Semester of CY 2020 on any of the Saturdays or Sundays of October and November.

However, all barangays are reminded that this Circular is issued in the context of the existing IATF guidelines. The situation is extremely fluid because of the pandemic. Hence, modifications and further advisories may be issued as warranted by subsequent developments.

5.1.2 MODES OF CONDUCTING THE BARANGAY ASSEMBLY DAY

In light of this prevailing condition and in response to the altered situation brought by the COVID-19 pandemic, the Barangay Assembly Day for the Second Semester of 2020 may be conducted, through any of the following modes:

- a. Utilizing the social media platforms, particularly via Facebook Live.
- b. As much as practicable, public gathering in barangays *under the Modified General Community Quarantine* or in barangays where no community quarantine is in place, with the strict adherence to the following:
 - b.1 Compliance with the IATF-EID guidelines on mass gatherings specifically on the number of maximum persons allowed;
 - b.2 Compliance with the local ordinance in the implementation of community quarantine in the locality;
 - b.3 Enforcement of prevention protocols which includes observing at least 1-meter social physical distance, thermal scanning, provision of alcohol and sanitizer, use of face masks and face shields and footbath stations.
- c. Distribution of flyers, leaflets or similar materials within the barangay jurisdiction which may contain, but not limited to the following:

- c.1 Financial Report of the Barangay to include financial status, income, disbursement, or remaining barangay funds;
- c.2 Accomplishments, on-going projects, COVID-19 initiatives,
- c.3 COVID and non-COVID related plans or upcoming projects;
- c.4 Report on the implementation of the Social Amelioration Program
- c.5 Newly enacted Barangay Ordinance/s.
- c.6 Other information involving barangay operations.
- d. Recorrida, mobile announcement or radio guesting, whenever applicable.

5.1.3 BARANGAY ASSEMBLY DAY THEME

The theme for the Barangay Assembly Day for the Second Semester CY 2020 is ***“Barangay Bayanihan sa Panahon ng Epidemya Para sa Kaligtasan ng Mamamayan”***.

The barangays are enjoined to post or hang posters or banners bearing the Barangay Assembly Day Theme in conspicuous places in the barangay like the barangay hall, plaza, Main Street, transport terminals, public market or talipapa and if available, in official website or FB page of the Barangay.

Design of the Barangay Assembly Tarpaulin can be assessed through the link ***<http://bit.ly/endSem2020BADTarp>***.

5.1.4 ACTIVITIES ON THE DAY OF THE ASSEMBLY

In barangays where public gathering is allowed, every barangay is enjoined to undertake the following activities:

- 5.1.4.1 Deliver the State of Barangay Address (SOBA) highlighting the following:

- a. Accomplishments for the 1st Semester of CY 2020;
 - b. Financial Report for the 1st Semester of CY 2020; and
 - c. Updates on CY 2020 programs and projects.
 - d. Newly-enacted barangay ordinances.
 - e. Planned activities to deter the spread of COVID-19.
- 5.1.4.2 Provide information and reminders to their respective constituents on COVID-19 related health practices and protocols;
 - 5.1.4.3 Report about the implementation of the Social Amelioration Program/Emergency Cash Subsidy Program on their barangay; and
 - 5.1.4.4 Discuss issues or concerns affecting the barangay especially COVID-19 related issues.

The foregoing activities shall also be undertaken by all barangays that utilize the social media platforms, reccorida or through radio guesing.

5.2 ROLES AND RESPONSIBILITIES

5.2.1 CITY AND MUNICIPAL MAYORS

- a. Ensure compliance to this Circular of all barangay officials in their respective jurisdiction;
- b. Ensure adherence of all barangays with IATF-EID guidelines and/or local ordinances on mass gatherings;
- c. Provide necessary assistance to component barangays in the preparation and posting or hanging of the Barangay Assembly Posters or Banners in various conspicuous locations, like the city or municipal hall, plaza, main street, tricycle, jeep or bus terminal and public market within the locality
- d. Utilize social media platforms, particularly Facebook and Twitter, to inform the residents about Barangay Assembly Day, especially on the different modes in conducting the said activity.

5.2.2 PUNONG BARANGAYS

- a. Conduct the Barangay Assembly based on applicable modes as indicated in Item 5.1.2 of this Circular;
- b. Strictly adhere IATF-MEID guidelines and local ordinance or ordinances in the conduct of Barangay Assembly Day through public gathering;
- c. Post and/or hang Barangay Assembly Posters or Banners containing the Barangay Assembly Theme in the conspicuous place within the barangay jurisdiction and/or in the Official Website or FB Page of the Barangay, if available;
- d. Coordinate with the DILG Field Office concerned on Barangay Assembly matters;
- e. If applicable, read SILG's message if DILG Field Officer concerned is unavailable;
- f. Submit related reports to the respective DILG Field Office; and
- g. Ensure to post all Financial related documents and SAP related reports and the list of SAP Beneficiaries in the Barangay Full Disclosure Policy (BFDP) Board.

5.2.3 DILG FIELD OFFICERS

All DILG Field Officers are directed to:

- a) Advocate the conduct of barangay assembly by displaying streamers in strategic locations within their offices premises to increase awareness among the general public;
- b) Remind the barangay about the IATF-EID guidelines on mass gatherings;
- c) Post pictures and videos of the assembly in various social media platforms using the hashtag #barangayassembly2020;

- d) Provide the concerned local chief executives, particularly the Punong Barangays with a copy of Barangay Assembly tarpaulin design;
- e) Deliver/read SILG's message/address to the barangay if present during the conduct of the Barangay Assembly through public gathering, FB Live or radio guesting. In case of unavailability of said DILG Field Officers, the
- f) SILG's Message shall be read by the Punong Barangay.
- g) Remind the Punong Barangays relative to the posting of Financial Documents, including SAP related reports and the list of SAP Beneficiaries in the BFDP Board.
- h) Ensure compliance of barangays on the posting of relevant Financial Documents and SAP related reports in the BFDP Board;
- i) Cause the widest and immediate dissemination of this Circular and provide technical assistance relative thereto;
- j) Submit Barangay Assembly reports to DILG Central Office shared Google Drive prepared by NBOO.

6.0 SANCTION

Corresponding administrative complaint against barangay officials who fail to conduct a barangay assembly may be filed by any resident of the barangay, concerned citizen, governmental or non-governmental entity before the Sangguniang Panlungsod or Sangguniang Bayan concerned pursuant to Section 61 of the Local Government Code or to the Office of the Ombudsman pursuant to Administrative Order No. 07 or the "Rules of Procedure of the Office of the Ombudsman," dated April 10, 1990.

7.0 MONITORING AND SUBMISSION OF REPORTS AND OTHER REQUIREMENTS

7.1 The monitoring report on the compliance of barangays to this Circular shall be submitted thru shared Google Drive which will

be forwarded to the respective Regional and Field Offices' email addresses.

7.2 The Regional Consolidated Statistical Report shall be submitted to NBOO not later than **December 20, 2020.**

8.0 EFFECTIVITY

This Memorandum Circular shall take effect immediately.

9.0 APPROVING AUTHORITY


EDUARDO M. ANO
Secretary

10.0 FEEDBACK

Issues concerning this document shall be addressed/directed to the National Barangay Operations Office (NBOO) through telephone numbers 8925-1137 or 8876-34-54 local 4407 or send an email to barangayassembly@gmail.com.



**SILG'S ADDRESS TO THE BARANGAY
FOR THE 2 SEMESTER OF CY 2020 BARANGAY ASSEMBLY DAY**

Isang mainit na pagbati sa lahat ng tagapagsulong ng matino, mahusay at maaasahang lingkod ng pamahalaan. Binabati rin natin ang lahat ng opisyal ng barangay sa pamumuno ng inyong Punong Barangay, mga kagawad at iba pang kawani na kasama natin sa pagdaraos ng Barangay Assembly at sa lahat ng mga dumalo sa pagtitipon na ito.

Ako po ay lubos na nagpapasalamat sa mga residenteng naglaan ng panahon at oras upang makilahok sa pagdaraos ng Barangay Assembly at sumunod sa mga alituntunin ng batas na may kaugnayan sa pagsugpo sa pandemyang ating kinakaharap.

Ang DILG ay nagpapasalamat din sa mga Barangay Officials na bumubuo at kumilos upang maisaayos ang pag ganap ng Barangay Assembly upang maibahagi at maipaalam sa inyong lahat ang mga accomplishments ng inyong barangay at upang magkaroon ng isang maayos na dayalogo sa pagitan ng mga opisyaales ng barangay at mga residente upang pag-usapan at mabigyan ng solusyon ang mga problemang kinakaharap sa kasalukuyan.

Sa pagpasok ng 2020, ang unang kailangan ng inyong atensyon ay ang problema na kinahaharap ng lahat at ng ating bansa ay ang pagkalat ng **Corona Virus Disease** o COVID-19 na may banta sa ating kalusugan. Kaya mahalaga rin ang papel na gagampanan ng mga barangay upang mapigilan ang pagkalat ng **Corona Virus Disease** o COVID-19 sa inyong barangay at sa buong bansa.

At bilang diskarte, lahat ng barangay ay inaatasang bumuo ng kanilang **Barangay Health Emergency Response Teams (BHERTS)** na siyang pangunahing katuwang ng ating pamahalan sa pagsugpo ng COVID-19 at sa pagpapalaganap ng mahahalagang impormasyon tungkol dito. Katuwang ng ating ahensiya, ang mga BHERTs din ay naatasang magsagawa ng contact tracing at iba pang mga mahahalagang tungkulin upang maiwasan na ang pagkalat ang virus sa ating barangay.

Hindi tayo maaring maging kampante sa bagay sa panahon na ito dahil ang nakasalalay dito ay ang kalusugan at buhay ng ating mga nasasakupan at ng ating mga mamamayan.

Kaagapay din natin ang **Barangay Peace and Order Committee** na kailangan maging masipag at masigasig sap ag-alam sa mga

isyu at problemang kinakaharap na nakakaapekto sa usaping kapayapaan, kaayusan, kaligtasan ng publiko at maging katuwang ng pamahalan sa pagsugpo ng insurgency sa ating nasasakupan.

Nais din po namin na pasalamatang ang inyong Barangay Anti-Drug Abuse Council o **BADAC** na naging aktibo sa pagsupil sa ilegal na droga. Kami ay umaasahang sa patuloy ninyong pakikiisa sa adhikain at kampanya ng Pagulong Duterte laban sa ilegal na droga.

Sa panahon ngayon, mahalaga din ang pagsasagawa ng mga tungkulin ng ating **Barangay Solid Waste Management Committee** o **BSWMC** na siyang nagging tagapagtaguyod sa pangangalaga ng ating kalikasan at pagpapanalili ng kalinisan sa ating barangay upang maiwasan ang polusyon na posibleng maging sanhi ng pagkalat ng COVID-19.

Sa lahat ng mga pagsubok na kinakaharap natin, mahalaga ang pagtutulungan, kooperasyon at higit sa lahat, disiplina ng bawat isa sa atin. **Disiplina sa ating sarili, sa pamilya at sa pamayanan.** Ito po ang hamon sa bawat isa sa atin na bahagi sa ating mga kabarangay ang kampanyang "**BIDA**" at ang "**Disiplina**

Muna” upang maging matagumpay tayo sa ating adhikaing labanan at sugpuin ang COVID-19.

Ang DILG ay nananalig sa inyong kakayahan at pakikiisa na simulan natin dito sa inyong barangay ang **sama-samang pagtutulungan at disiplina upang mapanatili ang kaayusan at kaligtasan** na siyang magiging susi upang ating makamit ang tagumpay at pag-asenyo na ating minimithi.

Lagi ninyong isipin na **MAGKAAGAPAY TAYO TUNGO SA ISANG LIGTAS, MATIWASAY AT MAAYOS NA PAMUMUHAY PARA SA BUONG SAMBAYANANG PILIPINO!**

Makialam! Makilahok! Makiisa! Barangay Mabuhay Ka!

EDUARDO M. AÑO
DILG Secretary

Province of _____
City/Municipality of _____
Barangay _____

BARANGAY ASSEMBLY DAY

Date: _____, 2020

PROGRAMME

PART I: PRELIMINARIES

Invocation.....Preferably Rep of Faith-Based Organization
National Anthem.....AVP/Barangay Staff
Opening Remarks.....Punong Barangay
Messages.....Guests
Reading of SILGs Message to the Barangay..... LGU Official/DILG Rep
(For showcase barangay: DILG Regional Director)

PART II: BARANGAY ASSEMBLY DAY PROPER

- 1. State of Barangay Address (SOBA).....Punong Barangay*
- 2. Barangay Compliance to National Laws and Issuances.....Punong Barangay*
- 3. Barangay issues and concerns (COVID-19 Pandemic, Disaster Preparedness, Solid Waste Management and other relevant issues)..... Punong Barangay*
- 4. Open Forum..... Punong Secretary (Facilitator)*
- 5. Closing Remarks..... Barangay Official*