



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
A. Francisco Gold Condominium II, EDSA Cor. Mapagmahal St.,  
Barangay Pinyahan, Diliman, Quezon City

August 7, 2009

**MEMORANDUM CIRCULAR**  
NO. 2009-109

**TO : ALL CITY/MUNICIPAL MAYORS, PUNONG BARANGAYS, MEMBERS OF THE SANGGUNIANG BARANGAY, DILG REGIONAL DIRECTORS AND FIELD OFFICERS AND ALL OTHERS CONCERNED**

**SUBJECT: GUIDELINES IN MONITORING THE FUNCTIONALITY OF THE BARANGAY DEVELOPMENT COUNCILS**

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### **PREFATORY STATEMENT**

Pursuant to Section 106 of the Local Government Code of 1991, each local government unit shall have a comprehensive multi-sectoral development plan to be initiated by its development council and approved by its sanggunian. At the barangay level, it is the Barangay Development Council that shall assist the Sangguniang Barangay in setting the direction of economic and social development and coordinating development efforts within its territorial jurisdiction.

Indeed, the BDC plays a pivotal role in the over-all development and progress of the barangay and is considered the mother of all special bodies in the barangay being the umbrella organization of all barangay based institutions (BBIs).

### **OBJECTIVES**

This guidelines is hereby issued to regularly monitor and evaluate the BDCs to assess their performance vis-à-vis their mandated functions and responsibilities thereby determining whether they are functional or not. The result of the assessment will enable the barangay governments themselves, municipal/city government or national agencies concerned to adopt policies and/or program interventions to make the BDCs viable community-based institutions.

### **I. COMPOSITION AND FUNCTIONS OF THE BARANGAY DEVELOPMENT COUNCIL (BDC)**

1. Pursuant to Section 107 of the LGC, the BDC shall be composed of the following:
  - 1.1 Punong Barangay as Chairman;
  - 1.2 Members of the sangguniang barangay;
  - 1.3 Representatives of non-governmental organization operating in the barangay, who shall constitute not less than one fourth (1/4) of the members of the fully organized council; and
  - 1.4 A representative of the congressman as member.

## 2. Functions (Section 109, LGC)

- 2.1 Mobilize people's participation in local development efforts;
- 2.2 Prepare barangay development plans based on local requirements;
- 2.3 Monitor and evaluate the implementation of national or local programs and projects; and
- 2.4 Perform such other functions as may be provided by law or competent authority.

*Likewise, Section 113 of the LGC call for the constitution of the BDC Secretariat headed by the Barangay Secretary and assisted by the City or Municipal Planning and Development Coordinator concerned and shall be responsible:*

- a. provision of technical support to the BDC;
- b. documentation of the Council's proceedings;
- c. preparation of the Council's reports; and
- d. provision of other assistance as needed by the Council.

## II. FUNCTIONALITY INDICATORS

The functionality of BDC shall be assessed in the following areas: 1) Organization; 2) Meetings; 3) Policies and Plans; and 4) Accomplishments

### 1. Organization

- 1.1 The BDC shall be organized/reorganized through an Executive Order of the Punong Barangay issued within 75 days upon assumption to office;
- 1.2 The BDC shall conform with the prescribed membership pursuant to Section 107 of the LGC of 1991;
- 1.3 The BDC members shall be oriented/trained on their roles and functions by the Punong Barangay assisted by the MPDC and DILG Field Officer;
- 1.4 BDC Secretariat shall be constituted, to be headed by the Barangay Secretary;
- 1.5 BDC Executive Committee shall be created, composed of the Punong Barangay as Chairman, a representative of the Sangguniang Barangay chosen from its members and a representative of NGOs that are represented in the council; and
- 1.6 The BDC may organize sectoral or functional committees whose membership is composed of coordinators and/or volunteers in the community to assist them in the performance of their functions.

### 2. Meetings

- 2.1 The BDC shall meet at least once every six (6) months or as often as necessary. Quorum, which means a majority of all the members of the BDC, shall at all times be observed during meetings;
- 2.2 The BDC secretariat shall prepare the Minutes of the meeting to be signed by the Punong Barangay;
- 2.3 Executive Committee Meetings shall be conducted; and
- 2.4 Sectoral/Functional Committee Meetings shall be conducted.

### **3. Policies and Plans**

#### **3.1 Formulated policies and plans on:**

- a. Mobilization of peoples' participation in local development efforts;
- b. Preparation of barangay development plan; and
- c. Monitoring and evaluation of national and local programs/projects.

#### **3.2 Formulated other policies and plans relative to barangay development**

Number of prioritized plans of other BBIs reviewed and integrated into the Barangay Development Plan

### **4. Accomplishments**

#### **4.1 Mobilization of peoples participation in local development efforts**

4.1.1 Presence of bayanihan. The BDC must seek residents' cooperation and participation, i.e. offering of free labor, materials and financial assistance to barangay initiated undertakings;

4.1.2 Attendance to Barangay Assembly; and

4.1.3 Compliance to other issuances calling for direct participation of barangay residents.

#### **4.2 Preparation of the barangay development plan based on the local requirements**

4.2.1 All BDC members shall actively participate in the preparation of barangay development plan;

4.2.2 The BDP shall be prepared based on the needs of the constituents. Public consultation shall be conducted prior to the preparation of BDP;

4.2.3 Presence of Barangay Socio-Economic Profile;

4.2.4 BDC members shall prioritize the plans and projects of other BBIs submitted for integration to the BDP; and

4.2.5 The approved BDP shall be integrated into the City/Municipal Development Plan (bonus point).

#### **4.3 Monitoring and evaluation of the implementation of national and local programs and projects**

4.3.1 Presence of accomplished Monitoring and Evaluation Forms;

4.3.2 Presence of contractors/implementers' progress report;

4.3.3 There shall be an assigned committee or personnel to monitor and evaluate the national or local programs/projects;

4.3.4 BDC members shall conduct ocular inspections in every project/program implemented in the barangay;

4.3.5 Barangay projects are carried out as planned;

4.3.6 Barangay funds are utilized in accordance with the approved barangay budget fully supported with complete documents and properly liquidated;

- 4.3.7 Individual or group interview shall be applied in evaluating the programs/projects for feedbacking; and
- 4.3.8 Results of evaluation are deliberated upon during barangay assembly.

### III. RATING ON THE FUNCTIONALITY OF BDCs

#### Level of Functionality

LEVEL	RATING
Basic	Acquired a rating of 20% and achieved the requirements for organization and meetings;
Progressive	Achieved a rating of 21-50%, and aside from organization and meetings, it achieved the requirements of any of the sub-indicators under Policies and Plans or Accomplishment Report or vice-versa;
Mature	Acquired a rating of 51-79% and achieved the requirements for organization and meetings, and any of the sub-indicators under Policies and Plans or Accomplishment Report or vice-versa;
Ideal	Acquired the rating of 80-100%, means that the BDC was able to achieve all the indicators for evaluating functionality

### IV. CREATION OF MONITORING AND ASSESSMENT TEAM (MAT)

The MAT shall be created in every city or municipality to evaluate the functionality of BDCs. The following is the suggested MAT composition:

#### City/Municipal MAT

- Chair : City/Municipal Local Government Operations Officer
- Members : C/M Planning Development Officer  
 President, Liga ng mga Barangay-C/M Chapter  
 C/M Budget Officer  
 One (1) NGO representative who is a member of the City/Municipal Development Council

The City/Municipal Mayors are allowed to change the MAT composition like designating other officials to chair the MAT (i.e. C/M Planning Development Officer, City/Municipal Administrator) or appointing other city/municipal officials as members of the MAT.

#### Functions:

1. Review BDC documents (i.e resolutions, minutes of the meetings, BDP, policies and plans, etc);
2. Evaluate/rate the BDCs based on the standard rating provided herein using BDC Form 1; and
3. Submit report to the DILG Provincial Office.

**Note: In case of HUC or ICC, the report shall be submitted directly to the DILG Regional Office**

## **V. MONITORING**

### **A. Role of the DILG**

#### **1. National Barangay Operations Office**

- a. Maintain National Masterlist of Barangays indicating the BDC's Level of Functionality;
- b. Submit a Status Report to SILG on the result of the annual monitoring; and
- c. Conduct validation activity whenever necessary.

#### **2. Regional Office**

- a. Maintain Regional Masterlist of Barangays indicating the BDC's Level of Functionality;
- b. Accomplish BDC Form No. 5 and submit the accomplished form together with the soft copy of Regional Masterlist of Barangays with the BDC's Level of Functionality to the Central Office through NBOO; and
- c. Provide technical assistance to the field offices whenever necessary about the requirements of this directive.

#### **3. Provincial Office**

- a. Maintain Provincial Masterlist of Barangays indicating the BDC's Level of Functionality;
- b. Accomplish BDC Form No. 4 and submit the accomplished form together with the soft copy of Provincial Masterlist of Barangays with the BDC's Level of Functionality to the regional office concerned.

#### **4. City/Municipal Office**

- a. Lead/Assist the Monitoring and Assessment Team (MAT);
- b. Maintain City/Municipal Masterlist of Barangays indicating the BDC's Level of Functionality;
- c. Accomplish BDC Form Nos. 2 and 3 and submit the accomplished forms to the next higher provincial office concerned; and

### **B) Frequency of Monitoring and Submission**

Monitoring and evaluation of the functionality shall be conducted annually to start on the first week of January to March of CY 2010 and every year thereafter. The preceding year shall be the reckoning period in the conduct of the assessment.

The soft copy of the Consolidated Form 05 shall be submitted to the National Barangay Operations Office (NBOO) thru e-mail at [mbreyes@dilg.gov.ph](mailto:mbreyes@dilg.gov.ph) on or before the end of April 2010 and every year thereafter.

All Regional Directors and DILG Field Officers are directed to cause the immediate dissemination and provide technical assistance relative to this issuance.

For compliance.



**FUNCTIONALITY OF BARANGAY DEVELOPMENT COUNCIL**  
For Calendar Year \_\_\_\_\_

Barangay : \_\_\_\_\_  
Municipality/City : \_\_\_\_\_  
Province : \_\_\_\_\_  
Region : \_\_\_\_\_

INDICATORS	ASSIGNED POINTS	RATING
<b>1. ORGANIZATION (10 Pts.)</b>	<b>10</b>	
1.1 Existence of PB's E.O. organizing/reorganizing the BDC within 75 days	2	
1.2 Composition:	3	
Complete barangay gov't representation (PB, 8 SBM & rep. of Congressman)	2	
Complete NGO representation (at least 4 NGOs)	1	
1.3 BDC members oriented/trained on their roles and functions	2	
1.4 With constituted Secretariat	1	
1.5 With organized BDC Executive Committee	1	
1.6 With organized Sectoral or Functional Committee	1	
<b>2. MEETINGS (10 Pts.)</b>	<b>10</b>	
2.1 Regular BDC meetings conducted at least once every six (6) months	3	
At least 2 meetings (complete attendance)	3	
At least 2 meetings (1 with complete attendance and 1 with presence of majority)	2	
At least 2 meetings (both with the presence of majority)	1	
2.2 Approved minutes of the regular BDC meetings	3	
2.3 Approved minutes of the Executive Committee meetings	3	
2.3 Approved minutes of the Sectoral/Functional Committee meetings	1	
<b>3. POLICIES AND PLANS (30 Pts.)</b>	<b>30</b>	
3.1 Formulated policies and plans on:		
3.1.1 Mobilization of people's participation in local development efforts	10	
3.1.2 Preparation of barangay development plan	8	
3.1.3 Monitoring and evaluation of national and local programs/projects	8	
3.2 Other policies and plans relative to barangay development	4	
Four or more prioritized plans of other BBIs reviewed and integrated	4	
Three prioritized plans of other BBIs reviewed and integrated	3	
Two prioritized plans of other BBIs reviewed and integrated	2	
One prioritized plan of other BBI reviewed and integrated	1	
<b>4. ACCOMPLISHMENTS (50 Pts.)</b>	<b>50</b>	
4.1 Mobilization of people's participation in local development efforts	<b>20</b>	
4.1.1 Presence of bayanihan, i.e. resident participated in the barangay undertakngs, offering free labor, materials, donations, etc,	10	
4.1.2 Attendance to Barangay Assembly Day	5	
4.1.3 Compliance to other issuances calling for resident's direct participation	5	
4.2 Preparation of Barangay Development Plans	<b>15</b>	
4.2.1 BDC members participated in the preparation of BDP	4	
4.2.2 BDP is prepared based on the needs of the residents and with public consultation	4	
4.2.3 Presence of updated Barangay Socio-Economic Profile	4	
4.2.4 Integrated other BBIs plans and projects	2	
4.2.5 Approved BDP was integrated into City/Municipal Dev't. Plan (bonus pt.)	1	
4.3 Monitoring the implementation of national and local programs and projects	<b>15</b>	
4.3.1 Presence of accomplished Monitoring and Evaluation Forms	3	
4.3.2 Presence of contractors'/implementers' progress report	2	
4.3.3 Designated committee or personnel for monitoring and evaluation	2	
4.3.4 Conducted ocular inspection on every programs/projects implemented	2	
4.3.5 Implemented barangay projects as planned	2	
4.3.6 Utilized barangay funds per approved budget and properly liquidated	2	
4.3.7 Conducted individual or group interview for evaluation	1	
4.3.8 Deliberated evaluation reports during barangay assembly day	1	
<b>TOTAL POINTS SCORE</b>	<b>100%</b>	
<b>ADJECTIVAL RATING</b>		

**LEGEND: Basic - 20%; Progressive - 21-50%; Mature - 51-79% and Ideal - 80-100%**

\_\_\_\_\_  
MAT Member

\_\_\_\_\_  
MAT Member

\_\_\_\_\_  
MAT Chair

\_\_\_\_\_  
MAT Member

\_\_\_\_\_  
MAT Member

\_\_\_\_\_  
(Date Accomplished)









