

OFFICE OF THE SECRETARY

July 24, 2013

MEMORANDUM CIRCULAR
NO. 2013-70

TO : ALL PROVINCIAL GOVERNORS, CITY MAYORS, MUNICIPAL MAYORS, PRESIDING OFFICERS OF THE SANGGUNIANG PANLALAWIGAN, SANGGUNIANG PANLUNGSOD AND SANGGUNIANG BAYAN, DILG REGIONAL DIRECTORS, ARMM REGIONAL GOVERNOR, AND OTHERS CONCERNED

SUBJECT : ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS, AND SELECTION OF REPRESENTATIVES TO THE LOCAL SPECIAL BODIES

I. Purpose

To reiterate the provisions of the Local Government Code and its Implementing Rules and Regulations and to provide other clarificatory guidelines relative to the accreditation of civil society organizations, and in the selection of their representatives to the local special bodies, and to strengthen their participation in local governance and development processes.

II. Coverage

All provinces, cities and municipalities, and all civil society organizations intending to apply for accreditation and to seek representation in the local special bodies are covered by this Memorandum Circular.

A civil society organization and its chapters, affiliates, field offices or local organizations, and an organization which coverage does not include an entire local government unit are also covered by this Circular. Such organizations may be qualified for accreditation in the localities where such entities operate provided that (a) they comply with all the requirements and criteria set forth in this Circular and (b) their programs or projects have significant impact in the concerned local government unit.

III. Definition of Terms

For purposes of this Memorandum Circular, the following terms are defined as:

1. **Civil Society Organization (CSO)** – a non-state and non-profit association that works to improve society and the human condition (*Reference: GlobalEDGE*). Basic types of CSOs include non-governmental organization, people's organization, civic organization, cooperative, social movement, professional group and business group (*Reference: DILG Vigilance to Volunteerism Program*). In this Circular, the terms "CSO" and "organization" are used interchangeably.

2. **Non-Governmental Organization** – a non-stock, non-profit organization that works with different sectors and communities, promoting their general welfare and development, provide a wide range of services for people's organizations and tends to operate with full time staff. Social development organizations, foundations, and independent research institutions fall in this category (*Reference: DILG Vigilance to Volunteerism Program*).
3. **People's Organization** – an association of residents in a barangay, or barangays, established to promote public interest and with an identifiable leadership structure and membership. People's organizations are often formed among the disadvantaged sectors of society such as the farmer-peasant, artisanal fisherfolk, workers in the formal sector and migrant workers, workers in the informal sector, indigenous peoples and cultural communities, women, differently-abled persons, senior citizens, victims of calamities and disasters, youth and students, children, and urban poor as defined in Republic Act No. 8425 or the Social Reform and Poverty Alleviation Act of 1997.
4. **Indigenous People's Organization** – a private, non-profit, voluntary organization of members of indigenous cultural communities (ICCs) or indigenous peoples (IPs), which are accepted as representatives of such ICCs or IPs (*Reference: Rule II Sec 1 of the IRR of R.A. No. 8371 or the Indigenous People's Rights Act*).
5. **Cooperative** – an autonomous and duly registered association of persons with a common bond of interests who have voluntarily joined together to achieve their social, economic and cultural needs and aspirations by making equitable contributions to the capital required, patronizing their products and services and accepting a fair share of risks and benefits of the undertaking in accordance with the universally accepted cooperative principles (*Reference: DILG Vigilance to Volunteerism Program*).
6. **Civic Organization** – any local service club, fraternal society or association, volunteer group, or local civic league or association not organized for profit but operated exclusively for educational or charitable purposes, including the promotion of community welfare, and the net earnings of which are devoted exclusively to charitable, educational, recreational or social welfare purposes (*Reference: DILG Vigilance to Volunteerism Program*).
7. **Social Movement** – a large informal grouping of individuals or organizations that aims to affect social change through sustained, organized and collective action. Some social movements are not permanent institutions but instead tend to coalesce, pursue their aims, and then dissolve. Religious movements are included in this category (*Reference: DILG Vigilance to Volunteerism Program*).
8. **Professional Group** – a duly incorporated non-stock corporation of registered professionals established for the benefit and welfare of the professionals of one discipline, for the advancement of the profession itself and for other professional ends (*Reference: DILG Vigilance to Volunteerism Program*).

9. **Business Group** – a non-stock corporation composed of businesses in the same industry established to pursue the interest of the industry. Chambers of commerce and industry associations fall in this category (*Reference: DILG Vigilance to Volunteerism Program*).
10. **Recognized Organization** – an organization allowed by the Sanggunian to participate, for purposes of meeting the minimum requirements for membership, in a local special body. An organization may only be recognized if it meets all the criteria except for registration.
11. **Registered Organization** – an organization that obtains registration from Securities and Exchange Commission, Cooperative Development Authority, Department of Labor and Employment, Department of Agriculture, Department of Agrarian Reform, National Housing Authority, Housing and Land Use Regulatory Board or any national government agency that is empowered by law or policy to accredit or register such organizations, such as the Department of Social Welfare and Development, Department of Health, National Commission on Indigenous Peoples, National Anti-Poverty Commission, Insurance Commission and Philippine Regulatory Commission.
12. **Accreditation** – the process of granting authorization, within 60 days from the organization of the newly elected Sanggunian, to an organization for purposes of representation to a local special body. An organization may still be accredited after the prescribed 60-day period for other purposes, such as participation in local government programs.
13. **Inventory** – the process of gathering CSO information from CSO networks, the Local Government Academy CSO Map, and National Government Agencies empowered to accredit or register. The output of this process is a Directory.
14. **Directory** – a document which contains profile of CSOs in a local government.
15. **Local Special Bodies** – refer to the Local Development Council, Local Health Board, Local School Board and Local Peace and Order Council.

IV. Inventory and Directory of Civil Society Organizations

All provinces, cities and municipalities shall conduct an inventory to generate or update their directory of CSOs. The directory shall serve as one of the source documents for the issuance of notices for accreditation.

1. Within the 2nd to 4th week of July, every Provincial Governor, City Mayor, and Municipal Mayor shall cause the inventory of all CSOs within the local government unit, to be conducted by the Planning and Development Officer or by a duly designated appointive official.

2. On the basis of the said inventory, a **Directory of Civil Society Organizations** is to be prepared, and shall contain the following information:
 - (a) Name, office address, telephone number, fax number and email address, if any;
 - (b) Objectives or purposes and services offered;
 - (c) Community or communities served or currently being served;
 - (d) Project development and implementation track record;
 - (e) Names, addresses, telephone or fax numbers of officials, as well as, list of members;
 - (f) National, regional, provincial, city and municipal affiliations, if any; and
 - (g) Whether the organization is registered, and by which government office, or with a pending registration.

The Governor or Mayor shall enlist the support of the head of the DILG Field Office, other appropriate National Government Agencies, and CSO Networks, if any, in the conduct of such inventory and in the preparation of the said directory. By the last working day of the 4th week of July, the initial draft of this directory shall be posted in at least three (3) conspicuous places within the municipality, city or province. The same may also be posted in the LGU website, social or print media. CSOs in the area which are not in the Directory may request to be included or correct the information therein by informing the Planning and Development Officer or the duly designated appointive official.

V. Call for Accreditation

1. Within the 1st week of August, the Sanggunian, thru the Presiding Officer, shall issue a Notice of Call for Accreditation to every organization listed in the **Directory of Civil Society Organizations**, whether previously accredited or seeking accreditation for the first time.

Any previously accredited organization is to renew accreditation for the purpose of representation in a local special body. Other interested CSOs not in the Directory may still be issued Notice of Call for Accreditation.

2. An invitation shall also be sent to all organizations participating in different government programs, and those representing various local boards or councils pursuant to applicable laws and rules and regulations, encouraging these organizations to participate in the accreditation and selection processes.
3. It shall, likewise, be the responsibility of the Sanggunian to see to it that:
 - (a) Within the 1st week of August, copies of the Notice of Call for Accreditation are prominently posted in at least three (3) conspicuous places within the municipality, city or province. The same may also be posted in the LGU website, social or print media; and
 - (b) Application Forms are readily available in the Office of the Secretary to the Sanggunian.
4. Within the 2nd week of August, but not later than the last working day of the 3rd week, every organization seeking for a new accreditation, or renewal, shall submit one (1) copy

each of the following requirements to the Sanggunian (*Reference: Article 64 of the IRR of the Local Government Code*):

- (a) Letter of Application;
- (b) Duly accomplished Application Form for Accreditation;
- (c) Board Resolution signifying intention for accreditation for the purpose of representation in the local special body;
- (d) Certificate of Registration, or in the case of IPOs, CoR must be issued by NCIP;
- (e) List of current officers and members;
- (f) Annual Accomplishment Report for the immediately preceding year; and
- (g) Financial Statement, at the minimum, signed by the executive officers of the organization, also of the immediately preceding year, and indicating therein other information such as the source(s) of funds.

Refer to Attachments "A" and "B" for a sample Letter of Application and Application Form for Accreditation, respectively.

VI. Accreditation Proper

1. The Sanggunian shall evaluate all applications for accreditation, upon receipt thereof, but not later than the last working day of August, on the basis of the following criteria (*Reference: Article 64 of the IRR of the Local Government Code*):
 - (a) Registration with the Securities and Exchange Commission, Cooperative Development Authority, Department of Labor and Employment, Department of Agriculture, Department of Agrarian Reform, National Housing Authority, Housing and Land Use Regulatory Board or any national government agency that is empowered by law or policy to accredit or register such organizations, such as the Department of Social Welfare and Development, Department of Health, National Commission on Indigenous Peoples, National Anti-Poverty Commission, Insurance Commission and Philippine Regulatory Commission.
 - (b) Organizational purposes and objectives which include community organization and development, institution-building, local enterprise development, livelihood development, capacity-building, and similar developmental objectives and considerations;
 - (c) Community-based and sectoral-based with project development and implementation track record of at least one (1) year;
 - (d) Reliability as evidenced by the preparation of annual reports and conduct of annual meetings duly certified by the board secretary of the organization; and
 - (e) Such other related information which the concerned Sanggunian may deem essential in the evaluation process.
2. The Sanggunian shall accredit CSOs which comply with all the administrative requirements and satisfy the criteria enumerated in this Memorandum Circular.

3. The Sanggunian shall issue, before but not later than the last working day of August, the following:
 - (a) Certificate of Accreditation to every qualified CSO (*Refer to Attachment "C" for a sample of Certificate of Accreditation*);
 - (b) Notice to every organization which applied but failed to submit all the required documents, encouraging them to complete the lacking requirements; and
 - (c) Notice to every organization which did not apply, encouraging them to apply for accreditation

VII. Appellate Jurisdiction

The Sangguniang Panlalawigan in the case of a component city and municipality, or the Secretary of Interior and Local Government or his duly authorized representative in the case of a province, highly urbanized city, independent component city, and the Municipality of Pateros, shall have jurisdiction over appeals from those which applied but were not accredited. The appeal shall be made within fifteen (15) days from receipt of the disapproval. The decision of the Sangguniang Panlalawigan, or the Secretary of Interior and Local Government or his duly authorized representative, shall be final and executory.

VIII. Selection of Representatives to the Local Special Bodies

1. Within the 1st week of September, after the accreditation process, the DILG Provincial Director, City Director, City Local Government Operations Officer and Municipal Local Government Operations Officer, as the case may be, shall issue a notice to **all accredited CSOs** for a meeting on the selection of representatives to the local special bodies. Said notice shall be posted in at least three (3) conspicuous places within the municipality, city or province. The same may also be posted in the LGU website, social or print media.
2. Within the 2nd week of September, above-said meeting with the executive officers, or with the duly authorized representatives, of all accredited CSOs shall be held where such groups shall choose from among themselves the representative-organizations to the local special bodies.

An orientation on the functions of the local special bodies and responsibilities of the CSO that will be selected shall be conducted during the same meeting, to be presided by the DILG Provincial Director, City Director, City Local Government Operations Officer or Municipal Local Government Operations Officer.

3. In the selection of CSO representatives to the Local Development Council, the following shall be taken into consideration:
 - (a) Membership in the Local Development Council must have representatives from the women sector, or, as may be practicable, at least forty percent (40%) of the fully-

organized council shall be composed of women pursuant to Section 11 (b), R.A. 9710, known as the Magna Carta of Women;

- (b) Similarly, other existing laws enacted and passed subsequent to the passage of the LG Code of 1991 that further define the composition of the Local Development Councils and other special bodies, such as, but not limited to, Republic Act No. 8371 or the Indigenous Peoples Rights Act of 1997, and Republic Act No. 8435 or the Agriculture and Fisheries Modernization Act, involving the inclusion of the basic sectors in the LSBs, especially the LDC, should apply as relevant in this section; and
 - (c) Representatives of non-governmental organizations operating in the barangay, municipality, city, or province, as the case maybe, shall constitute not less than one-fourth (1/4) of the members of the fully organized council (*Reference: Section 107 of the Local Government Code*).
4. The following criteria shall apply to these local special bodies:
- (a) Local Health Board – the organization is involved in health services (*Reference: Section 102 of the Local Government Code*);
 - (b) Local School Board – representative-organizations shall be limited to parents-teachers associations, and teachers' organizations and organizations of non-academic personnel of public schools in the locality, and other organizations involved in education services (*Reference: Section 98 of the Local Government Code*); and
 - (c) Local Peace and Order Council – the three (3) organizations (*Reference: EO No. 773 s.2009*) shall come from Civil Society Organizations as defined in this Memorandum Circular.
5. The executive officers, or the duly authorized representatives, of the selected CSOs shall designate their principal and alternate representatives to the local special bodies where they are to sit as members.
6. In no case shall an organization or a representative thereof be a member of more than one (1) local special body within a province, city, or municipality (*Reference: Article 64 (d) of the Implementing Rules and Regulations of the Local Government Code*).
7. The term of office of a selected representative shall be coterminous with that of the local chief executive concerned. Should a vacancy arise, the selected CSO shall designate a replacement for the unexpired term (*Reference: Article 64 (e) of the IRR of the Local Government Code*).
8. The DILG Provincial Director, City Director, City Local Government Operations Officer or Municipal Local Government Operations Officer shall cause the documentation of the proceedings, and submit an official report to the Provincial Governor, City Mayor or Municipal Mayor, as the case maybe, copy furnished the Presiding Officer of the Sanggunian, within two (2) working days after the meeting. Said report shall also be posted in at least three (3) conspicuous places within the municipality, city or province, and may also be posted in the LGU website, social or print media.

IX. Reconstitution and Convening of Local Special Bodies

Within the 3rd week of September, or immediately following the selection process, the Provincial Governor, City Mayor or Municipal Mayor shall call for a joint organizational meeting with the following local special bodies:

1. Local Development Council;
2. Local Health Board;
3. Local School Board; and
4. Local Peace and Order Council,

to discuss the functions of the local special bodies, to initially explore partnerships in local governance and development; and in the case of the LDC, to create an executive committee (*Reference: Section 111 of the Local Government Code*), to consider the creation of sectoral and functional committees (*Reference: Section 112 of the Local Government Code*) and technical working group, and to consider the selection of a CSO representative as vice-chairman.

X. Indicative Major Activities and Scheduling

Major activities and scheduling relative to accreditation and selection are indicated, as follows:

Activity	Schedule
Inventory of CSOs	2 nd to 4 th week of July
Call for Accreditation	1 st to 3 rd week of August
Accreditation Proper	3 rd to 4 th week of August
Selection of representatives to the Local Special Bodies	1 st to 2 nd week of September
Reconstitution and Convening of Local Special Bodies	3 rd week of September

XI. Monitoring and Reporting

To help ensure that the pertinent provisions of the Local Government Code and this Memorandum Circular are strictly and faithfully observed, Monitoring and Reporting Committees shall be organized as follows:

1. The Provincial, City or Municipal Monitoring and Reporting Committee (P/C/MMRC) shall be headed by the DILG Provincial Director, City Director or C/MLGOO and local CSO, Secretary to the Sanggunian and Local PDO as members. The P/C/MMRC shall see to it that the intent of this Memorandum Circular is complied with by the respective local

government, generate provincial, city or municipal reports and recommend measures, through the RMRC, to the Secretary of Interior and Local Government to help strengthen the participation of CSOs in the workings of the local special bodies and in local governance, in general, within the province, city or municipality.

2. The Regional Monitoring and Reporting Committee (RMRC) shall be headed by the DILG Regional Director or the DILG Secretary of the Regional Government (ARMM), and the regional representatives of the League of Provinces, League of Cities, League of Municipalities and regional CSO network as members. The RMRC shall see to it that the intent of this Memorandum Circular is complied with among provinces, highly urbanized and independent component cities in the region, generate regional reports and recommend measures, through the NMRC, to the Secretary of Interior and Local Government to further strengthen the participation of civil and private society organizations in the workings of the local special bodies and in local governance, in general, within the region.
3. The National Monitoring and Reporting Committee (NMRC) shall be headed by the Undersecretary for Local Government, and the BLGS Director, representative from the Union of Local Authorities of the Philippines and CSO networks as members. The NMRC shall perform overall coordination function, generate national reports and recommend measures to the Secretary of Interior and Local Government to further enhance the participation of civil and private society organizations in the workings of the local special bodies and in local governance, in general. The Bureau of Local Government Supervision shall provide technical and secretariat support to the committee.

It is understood that the NMRC Secretariat shall develop the necessary monitoring tools, which will be issued through an Advisory.

XII. Exemption Clause

Although the Implementing Rules and Regulations of the Local Government Code include the People's Law Enforcement Boards as one among the local special bodies, the provisions of the Code as to the manner of selecting representatives to the local special bodies do not find application to the PLEBs. As such, this Circular does not apply to the PLEBs.

Likewise, this Circular does not apply to the Pre-qualification, Bids and Awards Committees, now called Bids and Awards Committees established pursuant to Republic Act No. 9184, s. 2003, considering that unlike the old PBAC, the composition of the BAC is now limited to local government personnel occupying plantilla positions in local government units.

XIII. Responsibilities of the Local Chief Executive

1. Execute the intent of this Circular and cause the start of the accreditation process of CSOs, and selection of representatives to the local special bodies.
2. Coordinate with their concerned DILG Local Government Officer for technical assistance and staff support, if any, in relation to the accreditation and selection processes.

XIV. Responsibilities of the DILG Regional Director, or ARMM Regional Governor

1. Cause the immediate and widest dissemination of this Memorandum Circular.
2. Mobilize additional staff support, where necessary and upon the request of local authorities, with emphasis on the accreditation and selection processes.
3. Cause the provision of technical assistance to strengthen local special bodies, where necessary and also upon the request of local authorities.

XV. Sanctions

Non-compliance with this Memorandum Circular shall be dealt with in accordance with pertinent laws, rules and regulations.

XVI. Repealing Clause

All DILG Memorandum Circulars, or parts thereof, which are inconsistent with this Memorandum Circular are hereby repealed or modified accordingly. Any reference to the guidelines and procedure on the accreditation of CSOs and in the selection of their representatives to the LSBs shall be made in reference to this Memorandum Circular.

XVII. Effectivity

This Memorandum Circular shall take effect immediately.



MAR ROXAS

Secretary



DILG-OSEC OUTGOING 13-02025

-Sample Letter of Application-

_____ Date

Vice Mayor _____
Presiding Officer
Sangguniang Bayan
Municipality of _____
Province of _____

Dear Vice Mayor _____:

In response to your Notice of Call for Accreditation, kindly be informed that _____,
(Name of CSO)
with office address at _____, this municipality, would like to seek for accreditation by that Sanggunian.

In support of this application are the following administrative requirements:

1. Duly accomplished Application Form for Accreditation;
2. Board Resolution;
3. Certificate of Registration issued by _____;
4. List of Current Officers and Members;
5. CY _____ Annual Accomplishment Report;
6. CY _____ Financial Statement;
7. Profile indicating the purposes and objectives of our organization; and
8. Copy of the Minutes of the CY _____ Meeting of the organization.

Very truly yours,

(Head of the Organization)

~Sample Application Form for Accreditation~

Name of Organization : _____
Address : _____
Contact No. : _____
Date Organized : _____ Date Registered: _____

Registering or Accrediting Agency: (Check appropriate box.)

- Securities and Exchange Commission
- Cooperatives Development Authority
- Department of Labor and Employment
- Department of Social Welfare and Development
- Department of Health
- Department of Agriculture
- Department of Agrarian Reform
- National Anti-Poverty Commission
- National Commission on Indigenous Peoples
- National Housing Authority
- Insurance Commission
- Philippine Regulatory Commission
- Housing and Land Use Regulatory Board
- Others: (Please specify.) _____

Organizational Level: (Check applicable box.)

- Barangay-based
- Chapter
- Affiliate of a larger organization (Please identify the larger organization.) _____
- Others: (Please specify.) _____

Purposes/Objectives: (Use of additional sheets, if necessary.)

CY _____

Projects	Costs	Beneficiaries	Status
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Project Financing (Sources or Schemes)

Services the Organization provides or can participate in

Name of Officers and Members of its Board of Directors

List of Members: (Use separate sheet.)

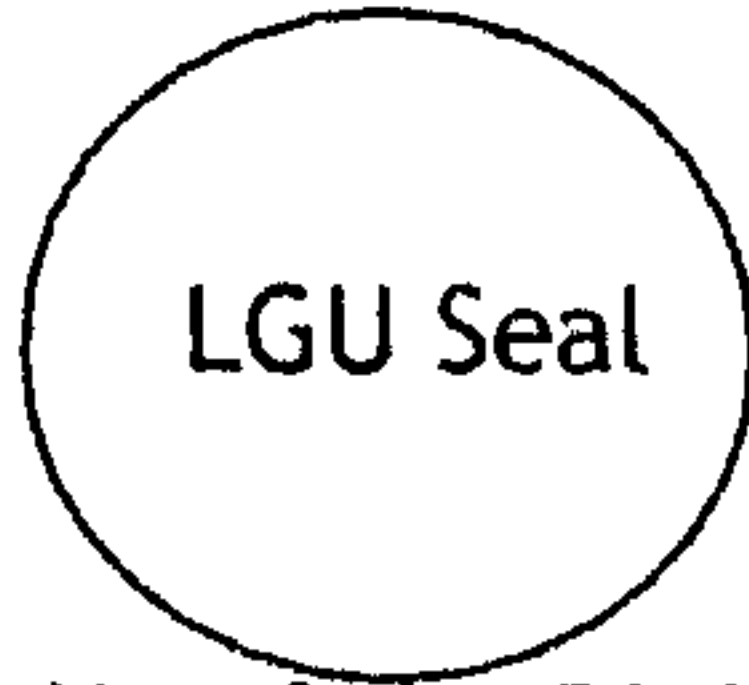
- Within the LGU
- Outside of the LGU, if any

WE HEREBY CERTIFY to the correctness of the above information.

Secretary

President

-Sample Certificate of Accreditation-



Republic of the Philippines
(Name of Local Government Unit)

CERTIFICATE OF ACCREDITATION

THIS IS TO CERTIFY THAT, having satisfactorily complied with the requirements for accreditation pursuant to the Local Government Code and as promulgated in DILG Memorandum Circular No. 2010- _____, dated _____, the

(Name of People's Organization, Non-Government Organization or Similar Aggrupation)

an organization duly registered with the _____ and established in accordance with law is hereby awarded this Certificate of Accreditation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of _____ to be affixed herein this _____ day of _____ in the year of our Lord, _____ here at _____, Philippines.

(Signature over Printed Name of the Presiding Officer of the Sanggunian)