

MUNICIPAL ORDINANCE NO. 2020-14

AN ORDINANCE INSTITUTIONALIZING AND ADOPTING THE “TAPUNGAN SA BARANGAY: MUNICIPAL COMMUNITY-DRIVEN DEVELOPMENT PROGRAM” IN THE MUNICIPALITY OF BONGABONG, PROVINCE OF ORIENTAL MINDORO

Author:

HON. JAYSON M. BARCELONA

Co-Authors:

*HONS. VICTORIA B. PADULLO, ALFONSO A. MONTALBO, DMD,
EVELYN B. ALEA, ARNOLD R. VARGAS, JEREMY I. ENRIQUEZ,
NINO G. LIWANAG and DOLORES U. DE GALA*

WHEREAS, it is the Constitutional responsibility of the Municipal Government of Bongabong to enact the policy for the empowerment of the community, people’s participation, transparency, accountability, sustainable development, volunteerism, gender sensitivity, reduction of poverty and anti-corruption mechanism;

WHEREAS, theories of Kapit Bisig Laban sa Kahirapan: Comprehensive Integrated Delivery of Social Services (KALAHI-CIDSS) in its 1st and 3rd cycle, the National Community Driven Development Program (NCDDP) and KC-Millennium Challenge Corporation: Incentive Grants, clearly uphold good governance;

WHEREAS, Local Government Units shall promote the establishment and operation of People’s and Non-Governmental Organizations to become partners in the pursuit of local autonomy (LGC Chapter IV, section 34);

NOW, THEREFORE BE IT ORDAINED by the Sangguniang Bayan of Bongabong, Oriental Mindoro in session assembled that;

SECTION 1. Title. This Ordinance shall be known as the “Ordinance Institutionalizing and Adopting the “Tapungan sa Barangay: Municipal Community-Driven Development Program” in the Municipality of Bongabong, Province of Oriental Mindoro, appropriating funds, providing exemptions and for other purposes or cited as “TAPUNGAN SA BARANGAY COMMUNITY DRIVEN-DEVELOPMENT PROGRAM ONDINANCE.”

SECTION 2. Purpose and Coverage. The purpose of this Ordinance is to uphold the Municipality of Bongabong’s constitutional responsibility to ensure empowerment of the community, people’s participation, transparency, accountability, sustainable development, climate change mitigation and adaptation, disaster preparedness, gender sensitivity, poverty reduction and component of anti-corruption mechanisms.

SECTION 3. Definition of Terms. As used in this Ordinance, the following acronyms shall mean:

3.1 CEAC Community Empowerment Activity Code

3.2	KALAHI:CIDSS	Kapit Bisig Laban sa Kahirapan: Comprehensive Integrated Development Social Services
3.3	CDD	Community-Driven Development
3.4	BAPs	Barangay Action Plans
3.5	MDC	Municipal Development Council
3.6	BDC	Barangay Development Council
3.7	MDP	Municipal Development Plan
3.8	BDP	Barangay Development Plan
3.9	AIP	Annual Investment Program
3.10	CBO's	Community-Based Organizations
3.11	LGU	Local Government Unit
3.12	BA	Barangay Assembly
3.13	PSA	Participatory Situation Analysis
3.14	BO	Barangay Orientation
3.15	MOA	Memorandum of Agreement
3.16	MIAC	Municipal Inter-Agency Committee
3.17	MCT	Municipal Coordinating Team
3.18	BSPMC	Barangay Sub-Project Management Committee
3.19	SIA	Specific Implementation Arrangements
3.20	MAC	Municipal Area Coordinator
3.21	MDAC	Municipal Deputy Area Coordinator
3.22	MFA	Municipal Financial Analyst
3.23	MCF	Municipal Community Facilitator
3.24	SI	Social Investigation
3.25	CV	Community Volunteer

SECTION 4. Organization and Composition of the Municipal Inter-Agency Committee (MIAC), and Municipal Coordinating Team (MCT).

4.1 The MIAC is an *ad hoc* structure composed of all heads of various offices, divisions or units, and services in the LGU-Bongabong. The Local Chief Executive (LCE) or a Sangguniang Bayan (SB) representative is the MIAC chairperson.

The primary role is to deliver technical assistance to the barangays by providing relevant data and directions and guidelines in planning, designing, and writing projects and corresponding proposals. They are also expected to monitor ongoing barangay projects.

The MIAC shall be composed but not limited to the following;

- 1 Municipal-Vice Mayor
- 2 Municipal Social Welfare and Development Officer (MSWDO)
- 3 Municipal Health Officer (MHO)
- 4 Municipal Local Government Operations Officer (MLGOO)
- 5 Municipal Agriculturist
- 6 Municipal Engineer

- 7 Municipal Accountant
- 8 Municipal Planning & Development Coordinator (MPDC)
- 9 Municipal Environment & Natural Resources Officer (MENRO)
- 10 Municipal Assessor
- 11 Municipal Budget Officer
- 12 SB Representatives
- 13 NGO/PO Representatives

4.2 The MCT shall be formed by the Local Chief Executive (LCE) at the start of the First Cycle to support the CDD Program implementation. The MCT shall be composed of organic and alternate members as stated below:

		Organic	Alternate
1.	Municipal Area Coordinator	MPDC	Designation or Hiring of Contract of Service (COS)
2.	Municipal Area Coordinator	Municipal Engineer	Designation or Hiring of Contract of Service (COS)
3.	Municipal Financial Analyst	Municipal Accountant	Designation or Hiring of Contract of Service (COS)
4.	Municipal Community Facilitator	MPDO Staff	Creation or hiring of 1 CF per six (6) barangays under Contract of Service (COS)
5.	GAD Focal Person	MSWDO	Designation or Hiring of Contract of Service (COS)
6.	Municipal Encoder	MPDO Staff	Creation or hiring of 1 Contract of Service (COS)

SECTION 5. The CEAC Process. The Community Empowerment Activity Cycle (CEAC) shall be the process adopted in the local planning, budgeting, project development, implementation, monitoring and evaluation of the project. It is a four-stage community development process consisted of social preparation, community planning, community-managed implementation and community monitoring.

5.1 Stage 1: Social Preparation. The Municipal Coordinating Team shall conduct Barangay Orientation and assist the Sangguniang Barangay in organizing the Barangay Sub-Project Management Committee thru Barangay Assembly. For every six (6) barangays, there shall be assigned one Municipal Community Facilitator (MCF) to assist the BSPMC during Social Investigation, Participatory Situation Analysis (PSA), and Barangay Assemblies (BA's). The MIAC shall ensure that the MCF will undergo trainings to provide better outputs in conducting SI's, PSA's and BA's. The MCF shall be

responsible in the preparation of minutes, keeping all the documents, assists in action planning and BSPMC meetings, and other related tasks.

5.2 Stage 2. Community Planning. The Barangay Development Council (BDC) shall integrate the PSA result to Barangay Development Plan (BDP) and approved by its Sanggunian before the end of May of the ensuing year. The proposal shall be prepared by the BSPMC thru the Community Volunteer's, Barangay Representation Team and Project Procurement Team members with basic knowledge and skills in preparing project proposals, with the technical assistance of the Municipal Deputy Area Coordinator or Staff of the Municipal Engineering Office (MEO) and MCF. The sub-project proposal shall be approved by the Barangay Assembly and its Sangguniang Barangay. The BSPMC may get technical assistance also from any group of surveying, engineering, consultants and any related services that may be required by the project. During the Project Development, the following activities shall be conducted: 1. Project Development Workshop, 2. Barangay Assembly : Community Consultation on the Project Concepts and CSW results 3. Project Proposal Formulation, 4. MIAC Technical Review and 5. BA: Final Community Approval of the Proposals.

The Municipal Development Council shall set the criteria and selection process for priority development activities. All approved community proposals shall be integrated into the Municipal Development Plan (MDP, Local Poverty Reduction Action Plan (LPRAP), Local Development & Investment Program (LDIP) and Annual Investment Program (AIP) of the next budget year. The MLGOO shall take the lead in the integration of BA-identified priorities. The MCT and the MLGOO shall conduct regular meetings to discuss progress in the enhancement of the development plans of the barangay. The selection of projects to be funded out from the Local Development Fund (LDF) of the municipality shall be through the "Tapungan sa Barangay" Participatory Resource Allocation activities. The Local Finance Committee (LFC) shall submit the estimated income to the head of the MDC to appropriate funds for the selected community sub-project proposals. Other sub-projects that may not be funded by LDF shall be submitted to DILG, PGOM, & other partner agencies for funding.

5.3 Stage 3: Community-Managed Implementation. The approved Annual Budget of LGU-Bongabong shall have been reviewed by the Sangguniang Panlalawigan before it proceeds to sub-project implementation. The Municipal Budget Officer shall issue Allotment Release Order (ARO) submitted to the Municipal Inter-Agency Committee (MIAC) and Municipal Coordinating Team (MCT). The Project Procurement Management Plan (PPMP) shall be used as basis during the Barangay Assembly (BA): Community Consultation and Action Planning. The Community Action Plans and Monitoring Systems for project implementation shall be formulated in the Barangay Assembly. Republic Act No. 9184, otherwise known as the Government Procurement Reform Act shall be used as the policy guidelines in the implementation of the community projects. The Bids and Awards Committee (BAC) of the LGU-Bongabong shall conduct pre-procurement, advertisements, pre-bid conference, bid opening, bid evaluation and post qualification for the community sub-projects. The BSPMC Chairperson or his/her representative shall serve as the OBSERVER.

The mode of implementation of the sub-projects shall be “By-Administration”, any provision of existing ordinance to the contrary notwithstanding. Barangay Assembly shall organize the Barangay Sub-Project Implementation Team. The BSPMC together with the BPIT shall prepare the Project Implementation Plan. It shall be reviewed regularly.

5.4 Community Monitoring. The Community Monitoring Team shall prepare the Monitoring Plan based on the Project Proposals & Project Implementation Plan. The Community Monitoring Team should set a regular period for monitoring sessions based on their plan. The results shall be shared of the community members.

The Barangay Officials shall facilitate the review and assessment of commitments made and delivered by stakeholders and they shall also facilitate the identification of lessons from the current cycle and recommendations for the succeeding cycle. The Local Government shall form the Municipal Inspectorate Team (MIT) that will conduct the Functionality Audit (FA) and Sustainability Evaluation Test (SET). The Municipal Inspectorate Team shall be composed of the Municipal Planning & Development Coordinator (MPDC), Municipal Engineer, Area Coordinator, MIAC Representative, The Mayor’s Representative and an SB Representative.

Section 6. LOCAL DEVELOPMENT FUND. Twenty percent (20%) of the LGU’s Local Development Fund (LDF) shall be allocated for the priority programs, projects and activities (PPAs) of the barangays who participated the “TAPUNGAN SA BARANGAY: MUNICIPAL COMMUNITY-DRIVEN DEVELOPMENT PROGRAM”.

Section 7. EQUITY. Sangguniang Barangay shall provide twenty percent (20%) in kind (equipment/materials/labor) or cash counterpart of the total project cost. It will be shown in the Work & Financial Plan submitted by the Punong Barangay.

Section 8. Project Menu. The Municipal Development Council (Executive Committee) shall prepare the menu of the projects based on the guidelines set by the DBM, DILG, and DOF particularly in the utilization of the LDF for the TSB: MCDDP adopted by the Expanded Local Development Council and approved by the Sangguniang Bayan.

Section 9. Expanded Local Development Council. Other than the numbers of membership mentioned in the local government code, or in addition to its regular composition, the thirty-six (36) BSPMC chairpersons shall be members of the municipal development council but only insofar as the sub-projects under this ordinance are concerned.

Section 10. The Barangay Sub-Project Management Committee. It shall be composed of community residents representing various teams to implement the sub-project. The BSPMC shall be formed on or before the 2nd Barangay Assembly of the CEAC as a committee under the Barangay Development Council (BDC). The BSPMC shall be responsible for the over-all management of the sub-project.

Section 11. Other committees.

Sub-project Management Executive Committee (Execom). It is composed of the Punong Barangay as the chairperson, NGO/PO representative in the BDC, one Kagawad chosen by the Barangay Council, Barangay Treasurer, Heads of the different Teams and Chairperson of the Project Preparation Team. The Execom shall have the following functions:

- a. Approves weekly Schedule of Disbursements
- b. Elects one (1) representative during procurement process
- c. Convenes to discuss and approves reports, clarifies issues and prepare narrative/ explanatory report, catch up plan and revised Schedule of Fund Release if necessary
- d. Holds Barangay Assembly to present status of physical and financial accomplishments and addresses issues and questions raised
- e. As a transparency measure, the Execom should see to it that up to date simple financial data on the community information board be posted in the barangay hall

Participatory Situation Analysis (PSA) Volunteers. It shall compose of three (3) persons from each purok chosen to serve as a PSA volunteer. Volunteers shall be elected during the 1st barangay assembly. PSA volunteers shall lead in the conduct of participatory situational analysis, from data gathering to community validation.

Project Preparation Team (PPT). It shall be composed of at least three (3) community residents to serve as a team chosen during the 1st Barangay Assembly. The PPT shall assist in the preparation of community proposals which will be recommended by the barangays for prioritization during the Tapungan sa Barangay.

Barangay Representation Team (BRT). It shall be composed of at least two (2) volunteers who are chosen or elected by the Barangay Assembly during the 1st BA meeting. It shall represent the barangay in the Tapungan sa Barangay.

Audit and Inventory Committee (AIC). It shall be composed of at least three (3) members selected by the community. The AIC shall a) act as the community's watchdog since they are independent from other implementation units, b) Its Head sits as non-voting member of the Bids and Awards Committee (BAC), c) checks compliance of the BSPMC with the provisions of the national guidelines and other related laws. As such, the team shall:

1. Review Disbursement Vouchers and its supporting documents to ascertain validity, accuracy and completeness of the procurement and financial transactions;
2. Conduct surprise cash counts
3. Conduct regular inventory of all properties acquired under the sub-project
4. Pre-audit petty cash replenishments
5. Visit the sub-project to validate physical and financial status
6. Review and certify records and reports of the bookkeeper
7. Provides feedback to BDC.

Project Implementation Team (PIT). The team shall be composed of at least three (3) members selected by the community. It shall serve as the co-preparer of the Weekly Schedule of Disbursements and endorses to the Execom. The team shall prepare the daily Construction Logbook, Physical Accomplishment Reports & Statement of Work Accomplished for the approval of the BSPMC Chairperson. They shall review and sign time sheets and community employment record sheets as recommending authority for labor payments.

Section 12. Separability Clause. If for any reason, any part or provision of this Ordinance is declared invalid or unconstitutional, the remaining parts or provision not affected thereby shall remain in full force and effect.

Section 13. Repealing Clause. All previous ordinances inconsistent herewith are hereby repealed or amended accordingly.

Section 14. Effectivity. This Ordinance shall take effect upon approval.

Certified true:

Atty. EDUARDO M. MAGSINO
Secretary to the Sangguniang Bayan

Attested by:

Hon. RICHARD S. CANDELARIO
Vice-Mayor and Presiding Officer

Approved:

Hon. ELEGIO A. MALALUAN, O.D.
Municipal Mayor
Date: _____