

GOOD PRACTICE DOCUMENTATION

“Pagsurumpay”

DSWD-DILG Collaboration: *Paving the way towards participatory governance*

I. CONTEXT

Ensuring people-centered, clean and efficient governance is one of the pillars to attaining the Philippine Development Plan 2017-2020. The PDP sees that the cornerstone of a high-trust society is the trust in government and can be achieved through ‘engaging and empowering citizens and providing enabling mechanisms to improve access to public goods and services. The DSWD Kalahi-CIDSS’ overarching objectives to empower citizen and improve its local governance is anchored on the Philippine Development Plan 2017-2020 through its use of the Community-Driven Development (CDD).

Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services (Kalahi-CIDSS), is one of the poverty alleviation programs being implemented by Department of Social Welfare and Development (DSWD). It uses the **CDD** approach, a globally recognized strategy for achieving service delivery, poverty reduction, and good governance outcomes.

Since its inception in 2003, Kalahi-CIDSS has significantly improved people’s lives through better access to basic services; assisted local government structures particularly the local development councils at the municipal and barangay levels to be more functional and responsive to the needs of the communities; accelerated people’s involvement in barangay governance; and promotes community engagement through sustained volunteerism in development efforts in hundreds of municipalities and thousands of barangays in the Philippines

Experience shows that CDD helps accelerate effective participation in local development planning; builds the capacity of both state the local governments and civil society stakeholders to provide assistance and respond to call for support from poor communities as they implement development initiatives; improves local governments’ responsiveness in the delivery of much-needed social services; and promotes fiscal efficiency in addressing community needs as it relates to local government budgets. CDD, therefore, strengthens the links between community needs and government’s development priorities at the grassroots level.

DSWD as the lead responsible agency supported by other NGAs to ensure complementation and avoid competition and disparate investment planning and program implementation. Technical assistance under the KC-NCDDP will explore mechanisms by which the Community Empowerment Activity Cycle (CEAC), particularly the Participatory Situation Analysis (PSA), **a tool of the program whereby communities undertake community-level research; identify key factors causing poverty in the community and determines intervention to address the problems** and incorporate it to the Local Government Units.

It is imperative to have a complementation of DSWD and DILG, both agencies explored capacity building activities in mainstreaming CDD into the processes and structures of the LGUs.

The DSWD made it work with the DILG since the latter is the executive department which has general supervision over local government units (LGUs).

The primary responsibility for the provision of basic services and poverty reduction programs were decentralized to the local government units (LGUs) under the 1991 Local Government Code (LGC). The LGC aimed to promote citizen participation in LGUs' planning, budgeting and service delivery. For this purpose, the LGC created institutions such as local development councils and barangay assemblies with the aim to, among others, strengthen the relationship between citizens and the state, and improve the Government's accountability in service delivery. However, LGUs had historically struggled to fulfill their mandates as stipulated in the LGC due to a combination of factors such as: (i) entrenched patronage politics; (ii) limited technical capacity; (iii) the failure of mechanisms in the LGC to fully engage citizens in local development processes; and (iv) an inter-governmental fiscal framework that promotes vertical and horizontal inequities and has no link to either performance or poverty.

Further, barangay development planning is the most relevant and practical means of empowering communities, barangay governments have yet to fulfil their devolved governmental functions in a more effective, efficient, and sustainable manner.

One area for complementation of both agencies to attain the vision of more inclusive development to make an evidence-based pro-poor Barangay Development Plan. Here are the following options:

Option 1: The Barangay Development Council (BDC) conducts Participatory Situation Analysis to identify and prioritize community needs, problems, strategies and necessary interventions with the active participation for the community residents.

BDC, together with community members, embark on action planning activities on project development and /or proposal writing to jointly or collectively develop the PPAs of barangay's BDP/Annual Investment Plan (AIP).

Option 2: Using the of the PSA, BDC with the community members hold community planning activities to diagnose and prioritize critical issues and pressing problems that have the greatest impact in the future development of the communities in the barangay.

Public presentation of the priority projects/activities with their corresponding budgets to a wider audience through barangay assemblies or community dialogues for feedback or concurrence by community members.

Option 3: BDC conducts community validation events or activities to present the priority issues or projects to be included in the BDP to a broad range of community members for feedback and approval. These could include LGU to LGU consultations, conduct of sectoral dialogues in the community, holding of barangay assemblies with community members and field and ocular visits to affected communities.

Option 4: Prior or during the budget authorization and /or budget review , the BDC and the community volunteers conduct the consultative sessions with other barangay governments or higher local government units to establish partnerships in the implementation of AIP, which may be endorsed to Sangguniang Barangay, Secure potential support for other community priority solutions that cannot be funded by internal Revenue Allotment, Ensure the alignment of barangay priority projects with the goals and targets set by the next higher LGUs.

Option 5: Apply /adopt CDD tools on RA 9184 (Philippine Procurement Act) and Financial Management Systems into the BDP/AIP

Option 6: In the budget accountability phase, BDC members, barangay officials and community volunteers conduct community monitoring and/or install Grievance Redress Systems to determine the status of the project /activity implementation in relation to barangay's budget performance.

In 2018, the Department of Social Welfare and Development (DSWD) in the national level, launched the capability building initiative called "Makilahok" also known as the Strengthening Capacity Enhancement Initiative in collaboration with DILG (Department of Interior and Local Government) and ADB (Asian Development Bank.

The said project was implemented across 58 LGUs in Eastern Visayas alone. It has an aim to systematize guidelines on barangay development planning and management, also targets to strengthen local capacities on participatory governance to promote meaningful participation of citizens in local government affairs and by way of institutionalizing the Community-Driven Development approach at the local level with the following CDD components and supporting Thematic Modules such as:

- ✓ Participatory Situational Analysis
- ✓ Community Procurement
- ✓ Community Finance; and
- ✓ Community Monitoring

In the *Makilahok*, the participants are the barangay local officials and members of the civil society organizations, they have to present their Barangay Development Planning process and activities, then harmonized these to Kalahi-CIDSS'. The integration should be put into their Barangay Action Plan from Pre-Formulation/Social Preparation Stage, formulation and community planning and project proposal development stage to budgeting /community-managed implementation & community monitoring stage.



BLGUs and CSOs in Capoocan, Leyte, work hand-in-hand during the training workshop on Makilahok

The *Makilahok* was not an initiative of the Field Office 8 but it was the first step towards the operational link of the program with the barangay local government units.

Since 2019, the track for institutionalizing CDD to become a law has been intensified. As to date, there are 32 representatives from the Congress who supported the CDD Bill.

The said bill envisions communities at the center of all development plans, budgets and strategies by mandating all national government agencies and departments, including the attached agencies, offices and bureaus, local government units, and other government instrumentalities.

This is also in support to the mandate of DSWD to develop, implement, and coordinate social protection and poverty-reduction solutions for and with the poor, vulnerable and disadvantaged sectors in the communities.

The Field Office 8 conducted initiatives to support this bill through sustaining the partnership with DILG and other NGAs, NGOs and CSOs. Thus, the DSWD Kalahi-CIDSS office conducted series of forum and consultation meeting most especially with the DILG.

The DILG initiated a Memorandum of Agreement to formally use the Participatory Situational Analysis as tool in crafting the Barangay Development Plans (BDPs) on August 7, 2020. As ways forward, DILG as the lead agency together with DSWD, conducted pilot orientation for CSOs on Participatory Governance with objectives to identify and draw-out specific CDD activities, techniques and other implementation arrangements that can be applied in the local development planning and formulate a Barangay COVID-19 Response Plan.

II. Implementation

Pre-implementation Phase

Through *Makilahok*, it was the start of the operational link of the program to the barangay LGUs in terms of enhancing their Barangay Development Plan (BDP) with the integration of Participatory Situation Analysis (PSA).

The Makilahok was being monitored particularly by the Social Development Unit (SDU) and Capability Building Unit (CBU) of the Kalahi-CIDSS office.

In second quarter of year 2018, Before the Makilahok roll-out training, the service providers hired were capacitated and trained to give technical assistance, training and coaching sessions to the barangay LGUs and civil society organizations (CSOs)

After the training of trainers, in last quarter of 2018, the DSWD conducted a three-day proper training and three-day coaching; on-site coaching sessions were conducted within the barangay through the aid of hired service providers and members of the MIAC.

The participants for this roll-out training as a capability building initiative are the Municipal and Barangay Local Government, the Civil Society Organization representatives in the Barangay Development Council and the MLGOO of DILG.

The benefiting municipalities are the following;

Provinces						
	Leyte	Southern Leyte	Biliran	Samar	Eastern Samar	Northern Samar
M	Alangalang	Bontoc	Almeria	Almagro	Balangkayan	Allen
U	Barugo	Liloan	Biliran	Hinabangan	General MacArthur	Biri
N	Burauen	Limasawa	Cabucgayán	Pagsanghan	Llorente	Catarman
I	Capoocan	Padre Burgos	Kawayan	Paranas	MacArthur	Catubig
C	Hindang	Pintuyan	Naval	San Sebastian	Oras	Gamay
I	Javier			Talarora	Quinapondan	Laoang
	Julita			Zumaraga	Salcedo	Lapinig
P	La Paz				Sulat	Lope De Vega
A	Leyte					Mapanas
	Mahaplag					Mondragon
	Matag-ob					Pambujan
L	Mayorga					San Antonio
I	Pastrana					San Isidro
	San Isidro					San Roque
	San Miguel					San Vicente
E	Tabango					
	Tabontabon					
S	Tomas Oppus					

Among these recipient barangay, there are 1452 Brgys that were trained with barangay action plan integrated with Kalahi-CIDSS process to be more participatory.

Focus of the training is the cascading of participatory BDP formulation and actual Barangay Development Planning.

After the training, there were coaching sessions to check and finalize the Barangay Development Plan (BDP). (See Annex A for the link of sample BDPs from barangays.)

Here are some of the feedbacks from the participants for their training evaluation:

-Makilahok Action Plans contain comprehensive and detailed plan of their activities that incorporates CDD strategy in developing their BDPs.

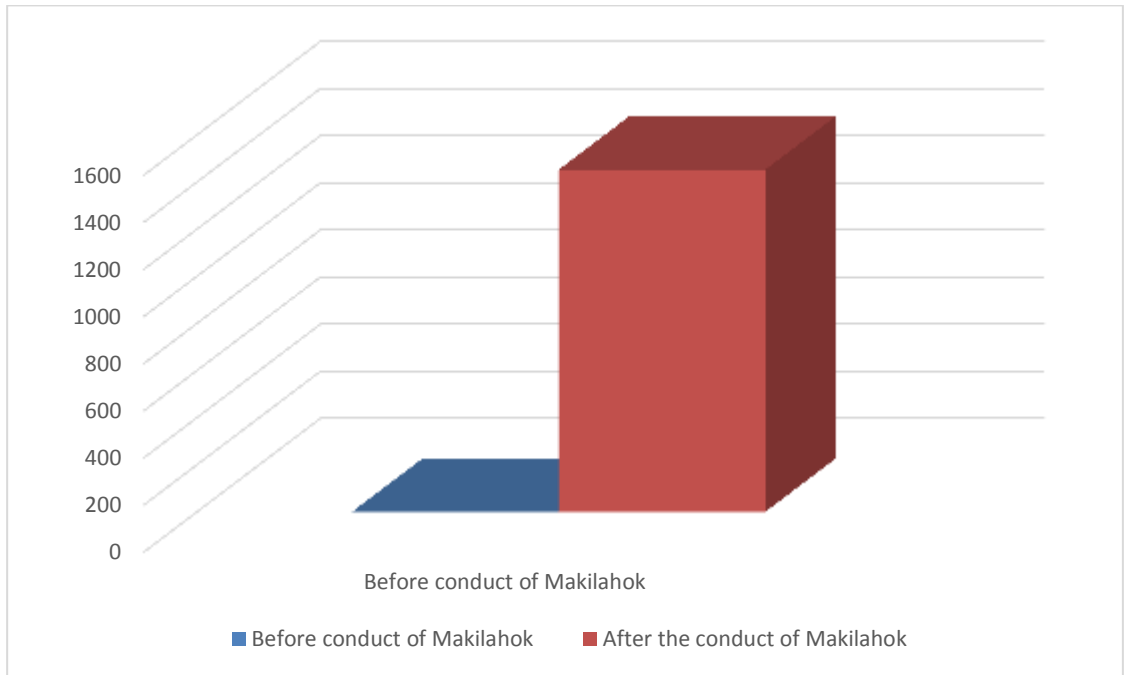
-Plans were according to the Budget timeline that were consulted also with the MIACs.

-Some Barangays have unique and innovative strategies in injecting CDD approach in their local planning

-Some plans have provided more venues for institutional linkage and participation of community member.

-Community consultations were increased and membership of BDC structures were expanded through the CDD improvement activities identified and learned during the trainings.

Here is the comparison before and after conduct of Makilahok in terms of enhanced Barangay Development Plans towards more participatory planning.



It is notable that through Makilahok, the barangays have enhanced their plan to involve and hear the plans and decisions of all sectors in the community.

DSWD Kalahi-CIDSS Field Office 8 conducted a lot of initiatives through series of seminars and meeting to engage partner NGAs, NGOs, CSOs and academe to talk about the CDD Institutionalization.

For example, the DSWD Kalahi CIDSS Region 8 conducted a Community-Driven Development (CDD Institutionalization) Orientation with partner National Government Agencies, Civil Society Organizations and Academe on May 16, 2019 at Leyte Oriental Hotel, Palo Leyte.

Among the participants are representatives from DILG.

The activity is part of the region’s advocacy plan to strengthen partnership and intensify policy support in institutionalizing CDD as a strategy for inclusive growth, poverty reduction and community empowerment.

Among the topics were the national initiatives towards CDD Institutionalization, and Kalahi CIDSS ways forward, presented by Social Welfare Officer IV, Ma. Consuelo Acosta, of the National Program Management Office. Acosta discussed the Operationalization of CDD in agencies and CSOs, and the creation of a CDD Institutionalization Knowledge and Resource Center (KRC) by which partnership with academe is deemed vital.

The activity ended with the pronouncement of commitments by the attendees, who represented their institutions in supporting the undertakings on CDD Institutionalization.





During the CDD Institutionalization orientation participated with various partner NGAs, NGOs, CSOs and academe

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In the same year, the Kalahi-CIDSS also conducted a Knowledge Management (KM) forum on November 25-26 attended by partner NGOs, NGAs CSOs and academe. Wherein it tackled the following:

Community Driven-Development Knowledge Management Summit Oriental Hotel, Palo, Leyte

Objective of the activity: The activity aims to draw up Community-Driven Development (CDD) lessons and innovations from good practice documentation and research studies presented which shall be utilized to improve delivery of quality services, enhance existing policies, processes and structures, and eventually institutionalize CDD among their institutions, organizations, groups, LGUs and communities.

Day 1 – November 25, 2019

10:00 AM – 12:00 NN	Arrival of Attendees / Registration
12:00 NN	LUNCH
1:00 PM	Opening Preliminaries
1:15 PM	Welcome Remarks Marie Angela S. Gopalan <i>Regional Director, DSWD FO VIII</i>
1:30 PM	Institutionalizing Community-Driven Development in Barugo, Leyte Hon. Ma. Rosario C. Aveztrus <i>Municipal Mayor, Barugo, Leyte</i>
2:00 PM	Institutionalizing Community-Driven Development in San Isidro, Northern Samar <i>San Isidro, Northern Samar</i>
3:00 PM	Afternoon Break
3:15 PM	Linking Partnership with the Academic in the LGU-Led Implementation in Cabugayan, Biliran Visayas State University <i>Baybay City, Leyte</i>
3:45 PM	Kalahi-CIDSS LGU-led Implementation in Salcedo, Eastern Samar Hon. Melchor L. Melgar <i>Municipal Mayor, Salcedo, Eastern Samar</i>
4:15 PM – 5:00 PM	Open Forum

Day 2 – November 26, 2019

8:00 AM	BREAKFAST
9:00 AM	Opening Preliminaries
9:30 AM	Kalahi-CIDSS LGU-led Implementation Milestone Maria Lorela Acebedo <i>Regional Monitoring and Evaluation Specialist, Kalahi-CIDSS</i>
10:00 AM	Morning Break
10:15 AM	Presentation of Mini-Studies Monitoring and Evaluation Unit <i>Kalahi-CIDSS</i>
10:45 AM	Open Forum
12:00 NN	LUNCH
1:00 PM	Makilahok – Strengthening Community Participation in Local Development Jennifer Caspe-Paa <i>Regional Capability Building Specialist, Kalahi-CIDSS</i>
1:30 PM	Organizational Development and Management - Sustaining the Community Mobilization in Addressing their Needs Maria Novelita A. Villarín <i>Regional Community Development Specialist, Kalahi-CIDSS</i>
2:00 PM	People-Centered Resilience and Participatory Disaster Risk Reduction and Management and Climate Change Adaptation Engr. Betsy Rose Estorninos <i>Regional Community Infrastructure Specialist, Kalahi-CIDSS</i>
2:30 PM	Open Forum
3:30 PM	Closing Remarks Marcela B. Lim <i>Assistant Regional Director for Operations, DSWD FO VIII</i>

In December 2019, Department of Interior Local Governance (DILG) links with Department of Social Welfare Development (DSWD) initiated to conduct capability building activities to develop a comprehensive and people-centered Barangay Development Plans or BDPs. This partnership is the first of its kind in the country.

Integrating the principles of Community- Driven Development approach in crafting the BDPs will ensure more participatory and responsive to community needs.

DILG allocated Php 3 Million to implement the capability building initiative covering four (4) pilot municipalities in Region 8 namely Sulat in Eastern Samar, Biliran in Biliran, Pagsanhan in Samar and Limasawa in Southern Leyte.

The DILG tapped the DSWD for its technical expertise in implementing Community-Driven Development.

The DSWD Kalahi CIDSS staff, through the Social Development Unit (SDU) and Capability Building Unit (CBU), work on the conceptualization and enhancement of the content, methodology, design and other implementation arrangements of the capability building initiative.

This DSWD Kalahi CIDSS partnership with DILG is part of the DSWD's Strengthening Community Participation in Local Development, a capability building initiative, or known as Makilahok.

“We did Makilahok last year. This partnership with DILG is a continuous effort in relation to Makilahok. Makilahok is a DSWD initiative capability building to integrate participatory approach in the local development planning process “said DSWD Kalahi CIDSS Community Development Officer Jessica Maceda.

With this initiative of DILG, the projects and activities through the use of PSAs are included in their respective Annual Investment Plans. (See the table in the Results/ impacts for the no. of BDPs integrated in the AIPs)

In December 17-19, 2019, the DILG and DSWD have also capacitated the hired personnel/staff to train the barangays in integrating PSA to the BDPs.



During the training of trainers (TOT) to capacitate the hired personnel in the dispense of their duties in coaching the barangay local officials and the CSOs how to make their barangay plans a more demand-driven and comprehensive.

After this, the hired personnel together with the MLGOO went to the assigned barangays to conduct roll-out training and provided orientation on how to plan out their barangay development plan; how to enhance their barangay development plans wherein CDD processes especially the PSA tool are integrated; they have identified projects and activities.

After which is the conduct of consultation meeting / validation with the Barangay Planning Team wherein the team went to their respective local government units, barangay development council and civil society organizations (CSOs) to finalize their BDPs.

After the consultation meeting and roll-out training. The Municipal Local Government Operations Officer (MLGOOs) monitored that their BDPs are integrated into the Annual Investment Plan (AIP)

The feedback from DILG MLGOO of Sulat about the integration of PSA into their planning. From Vangie Escoto, *“The BDP now is more comprehensive and it really identifies the immediate needs of the community. The process is also understood by different sectors of the communities.”*



Continuous collaboration: DSWD personnel together with the DILG focal persons working on the conceptualization of content, methodology, design and other implementation arrangements for the new capability building initiative.

(From left to right) DSWD Community Development Officer Jessica Maceda, DILG Local Government Capability Development Division Chief Blanca P. Cercado, DILG Development Management Officer Shonalle Ballo & DSWD Regional Training Associate Lailaine Cidro

Another consultation among the two agencies happened in February 2020. The meeting has an aim for the onboarding of MLGOOs in DSWD's 2020 engagement in 26 municipalities. They also discussed start up activities for the DILG's upcoming program for Civil Society Organizations across 6 provinces in the region using Participatory Situation Analysis. This is another first initiative throughout the Philippines.



Consultation meeting with key focals from DSWD and DILG

During the implementation

DILG's adoption of participatory process of Kalahi-CIDSS have been formalized in August 7 this year during the signing of Memorandum of Agreement (MOA) represented by DSWD Asst. Regional Director for Administration Marlene Kahano and DILG Regional Director Karl Caesar Rimando at DILG Regional Office 8, Tacloban City.

DSWD & DILG ink partnership for sustainable people-centered planning

DSWD FO-8 and DILG continue collaborating to ensure inclusive development towards poverty reduction in Eastern Visayas through integrating Community-Driven Development (CDD) approach in the local planning process.

The initiative officially started during the Memorandum of Agreement (MOA) represented by DSWD Asst. Regional Director for Administration Marlene Kahano and DILG Regional Director Karl Caesar Rimando on August 7, 2020 at DILG Regional Office 8, Tacloban City.

DSWD REGION VIII **CDD works in OTSO**

(Please see Annex A for the Memorandum of Agreement)

On August 10, 2020, the Pilot Orientation for Civil Society Organizations (CSOs) and Brgy Planning Team on Participatory Governance as Mechanism in Strengthening The Local Government Council to the following municipalities Anahawan in Southern Leyte and Caibiran, Biliran.

Here are the flows of activity during the pilot orientation for Civil Society Organizations (CSOs).

Strategic Actions [Chapter 3] (2 hrs)	To draft the objectives of the plan	<ul style="list-style-type: none"> ➤ Introduce that this section should present the goals and objectives of the BDP, given the details presented in the Situational Analysis. ➤ Let the BLGU lead the discussion and drafting the Vision, Mission and specific goals and objectives of the Barangay. Allow them to discuss any enhancement using the Barangay's VM and the VM output of the PSA. 	Narrative of: 3.1 Vision and Mission of the Barangay 3.2 Goals and Objectives of the BDP	Barangay's current VM PSA result VMGO
Wrap-up and finalization of BDP (2 hrs)	To come up with agreement on finalizing the BDP	<ul style="list-style-type: none"> ➤ Give ample time for the Barangay to wrap up and finalize their output ➤ Discuss if the Barangay needs more time and/or another separate meeting to finish the drafted BDP ➤ Allow time for the MLGU for initial review of the output ➤ Plot out plan schedule of the BDP consultation thru BA, BDC/ BC session on authorization of the BDP, packaging hard copy, submission to MLGU for review etc. (Annex 3) 	Agreement Workplan for completion of BDP	Annex 3

Post-implementation phase

Follow-through monitoring will be conducted by the MLGOO to review if these outputs and a regular feed backing on the status of CDD Action Plan implementation.

III. Lessons learned

The mandate of Department of Social Welfare and Development (DSWD) is *“to develop, administer and implement comprehensive social welfare programs designed to uplift the living conditions and empower the disadvantaged children, youth, women, older persons, person with disabilities, families in crisis or at-risk..”* Thus, it will only be attainable with the help and collaboration with other partner agencies, organizations and civil society organizations.

What the Field Office 08 did is to strategically establish good relationship with the other agencies and make them understand that collaboration and complementation of programs and services are crucial so that these will be all-encompassing response to the needs of people.

In the case with DILG, the office conducted constant communication and meetings with them. The office is ready to provide technical assistance and expertise to the DILG when the latter needed it.

During the Makilahok activities, some of the BLGU participants really took longer in terms of crafting their Barangay Development Plan since it is the first time that they would strengthen their planning through integrating the CDD processes into it. What the Kalahi-CIDSS staff strategy is to partner and capacitate the DILG's MLGOOs so that the latter can continue providing assistance to BLGUs in crafting their BDPs.

Further, in a broader perspective, the challenge in sustaining the gains of CDD in the local processes really comes in the change of local government leadership which most often than not, affects its policy change. The maximum of three terms tenure of municipal officials becomes a significant issues in embedding the CDD processes in the long-term local government plans and budgets.

IV. Results/Impacts

CDD process in crafting the Barangay Development Plan

These are the CDD process are taught to the BLGUs to be adopted by the BLGUs in their Barangay Development Plan(BDP)

1. Improve Core Local Poverty Indicators (CLPI)

Integrated in their core local poverty indicators are Education, Health, Disaster Risk Reduction and Management (DRRM). The Core Local Poverty Indicators (CLPI) is crucial to broaden the poverty analysis and diagnosis of the community to be included in the prioritization for their local plans and programs.

2. Enhancement of spot map

The BLGUs were introduced to tools in enhancing their map for the immediate analysis of resources and potential risks.

Before, only labels for households, demographics, features of mountains and bodies of water are plotted on the map of barangays. With the CDD tool, it was enhanced to include the disaster-prone areas and number of households and vulnerable groups that may be affected. Also included were the sources of livelihood and other infrastructures of their barangay.

3. Integration of Participatory Situation Analysis (PSA) tools

A Participatory Situation Analysis (PSA) with the barangay council, civil society organizations and vulnerable sectors (e.g fisher folks, PWD and women, etc) are conducted to analyze the local issues for every core local poverty indicator that needs to address immediately.

Further, some of the tools they have used in the PSA process are Venn diagrams, Service Maps, Seasonal Maps, and a Historical timeline.

4. **Barangay assembly as community priority-setting and highest *decision making body***

After the consultation meeting, the identified problems and interventions taken from the Participatory Situation Analysis (PSA) activity are presented to the communities through barangay assemblies. Once the top priorities are approved by the community during this assembly, a resolution is issued.

Through integrating CDD approach in BDP, it encourages barangays to be more responsive to the collective needs of the communities, fostering greater trust and ownership of development issues and solutions.

Relation of CDD strategy in the National Poverty Context

RA 8425 of 1997 (Social Reform and Poverty Alleviation Act) defines the Poor as “individuals whose income fall below the poverty threshold and or cannot afford in a sustained manner to provide their minimum basic needs of food, health, education housing and other essential amenities of life.” Philippine Statistics Authority (PSA) data as of 2015 records 8.3% of all Filipinos are below the international poverty line; this is the baseline data for the Social Development Goals. The Philippines aims for this percentage to be down to 0% by 2030.

On 14 November 2018, the PSA released the multidimensional poverty statistics, the multidimensional poverty index (MPI¹), which provides information on thirteen indicators in four dimensions in which Filipinos are most deprived. A Filipino is identified as multidimensionally deprived if he or she is deprived in at least one third of the indicators or at least four of the 13 indicators. In 2017, the multidimensionally deprived Filipinos or the proportion of Filipinos deprived in at least four out of the 13 indicators (headcount ratio) was estimated at 17.3 percent. In 2016, it was recorded at 23.9 percent.

The poor are also often those who are more at risk and vulnerable to hazards and disasters. In the context of social protection, special attention is also given to those who are vulnerable to fall below the poverty line and are prone to adverse shocks to welfare, such as illness and disaster, and those who are marginalized due to geographical inaccessibility, culture, religion, age etc. Scanning of literature on major social risks on poverty and vulnerability cited the areas of economic and political stability, climate, conflict, and lack of access to basic services and infrastructure as reasons why households are at risk

Through the Community-Driven Development (CDD) strategy, it treats the poor not only as beneficiaries but as productive assets capable of taking charge of their development.

In a CDD process, the selection of projects or activities, allocation of resources including the parameters and criteria being used in resource allocation, including the identification of desired development results are based on a collective decision of community members themselves. It also brings out more informed communities where citizens can effectively take advantage of opportunities to address local problems and negotiate better arrangements for their development priorities.

According to DILG Local Government Capability Development Division Chief Blanca P. Cercado, *“With the mainstreaming of CDD approach to the barangay development planning, it pushes the barangay local officials to be more functional in their responsibility to becoming development-oriented. PSA of Kalahi-CIDSS is the right tool to teach these barangay leaders and representatives work with community-based sectors in planning barangay activities and projects.”*

According to the preface in the Barangay Development Plan from the Barangay Canlapwas in Pagsanghan Samar.

“The Barangay Development Plan of Barangay Canlapwas, Pagsanghan, Samar covering the period 2020 to 2022 was formulated to cope up with the existing situations of the community that covers the needs and desires of the barangay and significantly addressing the identified problems and concerns for which the barangay officials were challenged to find means and ways to overcome the issues and challenges being encountered.

Therefore, the plan has been substantiated and based on the Participatory Analysis (PSA) conducted by the Barangay Development Council in collaboration with the active participation of the Community Based Organizations and the Barangay Planning Team (BPT) which comprises the different sectors of the barangay; showing various diagrams, photographs, tables, figures and maps to complement an extensive discussion relating to the current situations; the vision and mission statements including its goals and objectives; situational analysis; the PPAs and policy requirements; monitoring and evaluation mechanisms and such other components or areas of consideration on barangay development plan.”

Here is the list of the number of BDPs and AIPs wherein CDD approach is incorporated.

Municipalities	No.of BDPS	AIPs
Sulat, Eastern Samar	18	18
Pagsanghan, Samar	18	(to be validated)
Biliran, Biliran	13	(to be validated)
Limasawa	6	(to be validated)

See Annex A for sample of Barangay Development Plans (BDPs) and Annual Investment Plan (AIP) from Sulat, Eastern Samar

V. Implications for Replication

According to the Rationalizing the Local Planning System published by the Department of Interior and Local Governance, “... that the rationalization touches on reconfiguring the planning process from its traditional technocratic form into one that accommodates the imperatives of multi-stakeholder participation and consultation. This entails “taming” the planning process so that even those who are not technically trained can participate meaningfully in determining public policies and actions that affect their lives.

Furthermore, planning is everybody’s business. If the ultimate purpose of planning is to protect the common good or to promote the general welfare then every inhabitant in the LGU territory has a stake in the process, in the product and in the outcome of planning. Governance, after all, is much more than the concern of government. It embraces the concerns of both government and non-government sectors. This is everywhere evident in the membership of practically all local special bodies, sectoral and functional committees wherein slots are invariably reserved for representatives of the private sector, people’s organizations or non-government organizations.”

This local planning system envisioned by DILG, wherein the community members are enabled to engage in more meaningful dialogues and would accelerate the participation of other groups, is achievable with their partnership with the DSWD through the integration of KALAHY-CIDSS processes and tools to their method.

Indeed, this Pagsurumpay, the imperative partnership between DSWD and DILG paved the way towards a more participatory governance.

Key Persons:

NAME	POSITION	NUMBER
MA. NOVELITA VILLARIN	Kalahi-CIDSS Social Development Unit head	09266838283
BLANCA P. CERCADO	DILG Local Government Capability Development Division Chief	09055642906

ANNEX A

(Annual Investment Plan of Sulat, Eastern Samar)

**ANNUAL INVESTMENT PROGRAM (AIP)
By Program/Project/Activity by Sector
CY 2021**

at Eastern Samar

PROGRAM/PROJECT/ACTIVITY	EXPECTED OUTPUT	SCHEDULE OF IMPLEMENTATION		TOTAL
		STARTING DATE	COMPLETION DATE	
Continuation of construction of farm to market road	100% Completed	Jan. 2021	Dec. 2021	10,000,000.00
Construction of the barangay stage	100% Completed	Jan. 2021	Dec. 2021	500,000.00
Renovation of multi purpose flooring	100% Completed	Jan. 2021	Dec. 2021	1,000,000.00
Flood control: river control/break water, masonry or rip rap of creeks, concrete drainage canal, box culvert		Jan. 2021	Dec. 2021	20,000,000.00
Repair/rehab. of core local roads (4m x 200m) & concreting of "KALAH" road (4m x 200m)		Jan. 2021	Dec. 2021	3,000,000.00
Construction/Rehab./Renovation of New Brgy. Hall		Jan. 2021	Dec. 2021	1,000,000.00
Installation of Level 2 Water System	200 meters and appropriate water storage installation	Jan. 2021	Dec. 2021	150,000.00
Rehabilitation of Brgy. Hall	Substantial repairs and complete renovation of major hall and core to match old construction	Jan. 2021	Dec. 2021	300,000.00
Purchase and installation of 2 sets CCTV (15 cams)	1 set of CCTV camera and 1 set of the 15 camera, 15 cables, and services along the barangay	Jan. 2021	Dec. 2021	80,000.00
Repair/Rehab of Brgy. Road	200 meters	Jan. 2021	Dec. 2021	300,000.00
Water System (Level 2 Source @ Tarangban)		Jan. 2021	Dec. 2021	3,000,000.00
Repair/Rehab of Drainage Canal w/ cover	50 meters (necess to St.)	Jan. 2021	Dec. 2021	300,000.00

Y. A. SUMALLO
Development Coordinator

Prepared by:
CRESCENCIA A. BALEÑA
Municipal Budget Officer

Attested by:
JAVIER E. ZACATE
Municipal Mayor

**ANNUAL INVESTMENT PROGRAM (AIP)
By Program/Project/Activity by Sector
CY 2021**

at Eastern Samar

PROGRAM/PROJECT/ACTIVITY	EXPECTED OUTPUT	SCHEDULE OF IMPLEMENTATION		TOTAL
		STARTING DATE	COMPLETION DATE	
Road Opening w/ concreting from A-4 to Mabini		Jan. 2021	Dec. 2021	20,000,000.00
Repair 2 storey Brgy. Hall		Jan. 2021	Dec. 2021	3,000,000.00
Construction of Hanging Baskets (Maced 1 and 2)		Jan. 2021	Dec. 2021	5,000,000.00
Purchase of Lot and Construction of Evacuation Center	Evacuation center w/ complete equipment constructed	Jan. 2021	Dec. 2021	5,000,000.00
Rehabilitation of Brgy. Sta. New 2 storey Day Care Center Building	Brgy. Sta. New 2 storey Day Care Center Building rehabilitated	Jan. 2021	Dec. 2021	2,000,000.00
Rehab of Barangay Water System	Barangay Water System Rehabilitated	Jan. 2021	Dec. 2021	3,000,000.00
Procurement of Lot & Construction of Brgy. Hall	Lot Procured and Constructed	Jan. 2021	Dec. 2021	2,400,000.00
Repair/Rehab of Core Local Roads and Drainage Canal and Concrete Cover		Jan. 2021	Dec. 2021	1,000,000.00
Installation of Highway Solar Lamps	Adequate lighting system	Jan. 2021	Dec. 2021	500,000.00
Construction of 2 Storey Multi-purpose Hall	Cubicle for Brgy. Offices, Office for different Brgy. Org and convenient for meetings and conferences	Jan. 2021	Dec. 2021	5,000,000.00
Rehabilitation of KALAH Water System	Portable water accessible to 413 households	Jan. 2021	Dec. 2021	1,000,000.00
Construction of Brgy. Road (Furok #3)	Concrete and gravel 4m wide farm to market road	Jan. 2021	Dec. 2021	5,000,000.00

Y. A. SUMALLO
Development Coordinator

Prepared by:
CRESCENCIA A. BALEÑA
Municipal Budget Officer

Attested by:
JAVIER E. ZACATE
Municipal Mayor

ANNUAL INVESTMENT PROGRAM (AIP)
By Program/Project/Activity by Sector
CY 2021


Dist. Eastern Samar

PROGRAM/PROJECT/ACTIVITY	EXPECTED OUTPUT	SCHEDULE OF IMPLEMENTATION		TOTAL
		STARTING DATE	COMPLETION DATE	
Repair & Improvement of Brgy. Hall	Improved Multi-Purpose hall	Jan. 2021	Dec. 2021	400,000.00
Repair & Improvement of Brgy. Plaza/GYM	Improved Barangay Plaza (6 Years)	Jan. 2021	Dec. 2021	1,000,000.00
Construction of Main Canals/Drainage	Constructed main Canals/Drainage	Jan. 2021	Dec. 2021	3,000,000.00
Break water/sea wall 600 meters From the Small Edge of Poblacion rough the East Stream of Acop st. & Balanon St.	A safety and Concrete Break water/ Sea wall	Jan. 2021	Dec. 2021	15,000,000.00
Pathway 250 meters at scop street going to the household near the stream	Concrete and safety pathway for passing	Jan. 2021	Dec. 2021	500,500.00
Composting Facilities at the back of brgy. Stage vacant lot	Good, safely and odorless composting facilities	Jan. 2021	Dec. 2021	100,000.00
Expansion of Brgy. Hall (Two Storey)	well implemented functional brgy. hall	Jan. 2021	Dec. 2021	3,000,000.00
Rehabilitation of Concrete Local Core Brgy. Road (Brgy. Proper)	Well implemented functional brgy. Road	Jan. 2021	Dec. 2021	5,000,000.00
Construction of Water System/Rehabilitation of Salinubig Project (Source development from Sitio Danao and Sitio Buritod to Brgy. Proper, Sitio Lobo, Sitio Inahaw 1	well implemented functional water system	Jan. 2021	Dec. 2021	3,000,000.00
Opening of Farm to Market Road (FMR) from Brgy. Proper to Sitio Pasapeon	Access FMR to Site Pasapeon, Easy Access for the transport of farm goods & crops	Jan. 2021	Dec. 2021	5,000,000.00
Rehabilitation of Wharf/Riverlanding	Wharf/Riverlanding Restored	Jan. 2021	Dec. 2021	1,000,000.00
Rehab-Concreting of Barangay Roads (Balan St. & Luteria St.)	Upgraded/Passable Brgy. Road	Jan. 2021	Dec. 2021	1,500,000.00

Prepared by:

Attested by:


A. SUMALLO
and Development Coordinator


CRESCENCIA A. BALEÑA
Municipal Budget Officer


JAVIER E. ZACATE
Municipal Mayor

ANNUAL INVESTMENT PROGRAM (AIP)
By Program/Project/Activity by Sector
CY 2021


Dist. Eastern Samar

PROGRAM/PROJECT/ACTIVITY	EXPECTED OUTPUT	SCHEDULE OF IMPLEMENTATION		TOTAL
		STARTING DATE	COMPLETION DATE	
Repair/Rehab Core Local Roads		Jan. 2021	Dec. 2021	5,000,000.00
Seawall/Break Water(North Bound)		Jan. 2021	Dec. 2021	10,000,000.00
Farm to Market Road/FMR		Jan. 2021	Dec. 2021	10,000,000.00
Farm to Market Road (Kaniubong to Nabuangan 1 1/2 Km)	Easy Access for the transport of farm goods & crops	Jan. 2021	Dec. 2021	7,000,000.00
Construction of Drainage Canal with cover	Excellent Drainage System, Mitigate flood risks and hazards	Jan. 2021	Dec. 2021	500,000.00
Construction of Sea Wall	Seawall Constructed	Jan. 2021	Dec. 2021	20,000,000.00

Prepared by:

Attested by:


A. SUMALLO
and Development Coordinator


CRESCENCIA A. BALEÑA
Municipal Budget Officer



JAVIER E. ZACATE
Municipal Mayor


ANNUAL INVESTMENT PROGRAM (AIP)
By Program/Project/Activity by Sector
CY 2021

Loc: Eastern Samar

PROGRAM/PROJECT/ACTIVITY	EXPECTED OUTPUT	SCHEDULE OF IMPLEMENTATION		TOTAL
		STARTING DATE	COMPLETION DATE	
Reconstruction of Drainage Canal with concrete/complete cover	Complete and quality Drainage Canal	Jan. 2021	Dec. 2021	3,000,000.00
Renovate of Roubay Spring	Fully functional Roubay Water System	Jan. 2021	Dec. 2021	3,000,000.00
Installation of CCTV Camera (10 units) around the Brgy. And installation of Public Street	Fully functional security surveillance Camera with the street light and installation of a new audio Public Address	Jan. 2021	Dec. 2021	200,000.00
Construction of covered stair		Jan. 2021	Dec. 2021	3,500,000.00
Repair/Rehab. Core Local Roads	Concrete Road	Jan. 2021	Dec. 2021	2,000,000.00
Renovations of Barangay Street Lights	New Lighter SL	Jan. 2021	Dec. 2021	200,000.00
		Jan. 2021	Dec. 2021	
Reconstruction of Brgy. Hall (2 storey)	Second floor of our Brgy. Hall	Jan. 2021	Dec. 2021	1,000,000.00
Plaza Lighting Installation	Lighted	Jan. 2021	Dec. 2021	100,000.00
Repair/Rehab. Core Local Roads	Constructing the asphalt street (150m)	Jan. 2021	Dec. 2021	5,000,000.00
Repair/Rehab. of Water System Reservoir	Repair Water Reservoir	Jan. 2021	Dec. 2021	1,000,000.00
Renovation of Barangay Hall	Constructed w/ 2 storey Barangay Hall	Jan. 2021	Dec. 2021	3,000,000.00
Construction of Barangay Stage	Constructed Brgy. Stage	Jan. 2021	Dec. 2021	2,000,000.00


Y.P. SUMALILLO
Hd. Development Coordinator

Prepared by:

CRESCENCIA A. BALEÑA
Municipal Budget Officer

Attested by:

JAVIER E. ZACATE
Municipal Mayor

Barangay Development Plan (BDP) of Brgy. Sto. Nino , Sulat, Eastern Samar.
This is the BDP as an output of DILG-funded capability building initiative.

It can be noted that with the use of PSA, the planning is represented across sectors unlike when it is not integrated

Republic of the Philippines
Province of Eastern Samar
Municipality of Sulat
Barangay Sto Niño

BARANGAY DEVELOPMENT PLAN
Calendar Year 2020-2022

Objectives/Options	Visible Concrete Results (Proposed Interventions)	Activities	Year 1	Year 2	Year 3	Total	Agencies
SOCIAL DEVELOPMENT (HEALTH)							
Zero cases of dengue incidence in the barangay and minimize common illnesses to children age 0-5 years old	Acquisition of Health equipments and supplies like, ❖ Medicines ❖ Weighing Scale Sphygmomanometer ❖ Digital Thermometer ❖ Long Spine Board	1. Conduct regular monitoring, recording and reporting of the different types of illnesses prevalent in the barangay. 2. Coordinate with RHU/DOH 3. Submit a proposal to office of the Mayor and DOH.	25,000	25,000		50,000	RHU, DOH
	❖ Feeding Program ❖ Provision of Vitamins for children	1. Coordinate to MSWDO office on the implementation of Feeding program 2. Coordination to RHU on	20,000	20,000	20,000	60,000	DSWD, DOH, RHU

		the provision of vitamins to children					
	❖ Information dissemination/ Seminars on the importance of vaccines and other health services offered by Rural Health Unit	1. Facilitate a dialogue/meeting or conduct Family Development Session to every Household 2. Conduct training and seminars to parents on proper child (mother's class)	3,000	2,000		5,000	RHU, DSWD, DOH
Lower the incidence of "early sexual debut," "teenage pregnancy," and maternal mortality	❖ provision of IEC materials for family planning ❖ -training and seminars for family planning methods ❖ Booklets for educating mothers and its safe practices ❖ sex education training and seminars for youth, - ❖ Gender Sensitivity Training	Coordinate to Local Health Unit on the provision of IEC materials for Family Planning Coordinate to RHU and health workers to ensure the conduct of family planning methods during Family Development Session Coordinate to Local Health Unit for the conduct of sex education symposium Coordinate to MSWDO on the conduct of GST and GAD training to families and youth	25,000			25,000	DOH, MDSWO, RHU

SOCIAL DEVELOPMENT (EDUCATION)

Literacy program for matured individuals and secondary education for youths in the barangay	Implementation of Alternative Learning System in the barangay	1. Conduct inventory of qualified and interested matured individuals in the barangay who will avail the ALS program. 2. Submit the qualified list of matured individuals of the barangay who will avail the ALS program to Department of Education.	2,000	2,000	2,000	6,000	MSWDO, DEP.ED.
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SOCIAL DEVELOPMENT (WATER AND SANITATION)

Sufficient potable water for daily consumption of all respondents in the barangay	Repair of existing water pipes	4. Coordinate to LGU for Technical Assistance on the repair of damage water pipes 5. Allocation of funds for the repair and operation	500,000	300,000	300,000	1.1 M	BLGU, MLGU, PLGU, DILG, Congressional office
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		<p>GAD Fund</p> <p>4. Magkamay-ada Barangay Sanitary Inspector ha Barangay nga magmamangno hiton kamutangan han Barangay mahiunong hiton sanitary problems han mga households</p> <p>5. Istriko nga pag-implementar han Ordinance han Barangay Joint MOA hiton tag-ada hin Sanitary Toilet ngan han Barangay para hiton sustainability hiton CR kun pananglitan mahibang</p>						
	Proper Hygiene Orientation	6. Conduct orientation on Proper hygiene to the 19 HH's with no sanitary toilet facility.	1,000			1,000		RHU,BHW
ECONOMIC DEVELOPMENT (EMPLOYMENT/LEVELIHOOD)								
To increase the socio-economic well-being of the barangay	<p>Institute Livelihood Projects on,</p> <ul style="list-style-type: none"> ❖ Cattle dispersal livestock, ❖ Backyard hog raising & poultry 	<p>1. Facilitate a consultation meeting with all households/families in the barangay.</p> <p>2. Inventory of qualified and interested residents</p>	100,000	100,000	100,000	300,000		DA, DOLE, SLP, DSWD

	❖ Provision of seed capital for small scale entrepreneurs	3. that will engage in livelihood activities. Coordinate and submit a proposal to the different institutions implementing livelihood programs. Such as DA, DOLE, DSWD SLP						
	<p>Conduct Skills Training for farmers</p> <p>Provision of Skills Training</p> <p>Traditional and non traditional</p> <ul style="list-style-type: none"> ❖ Carpentry ❖ Welding ❖ Mason <p>Pag attender hanmga Job Fair</p> <p>Referral hin mga trabaho ngadto ha DOLE</p>	<p>1. Facilitate a Consultation /meeting with the farmer's organization in the barangay.</p> <p>2. Inventory of organization or individual willing to undergo skills enhancement training</p> <p>3. Coordinate and submit a proposal to TESDA and to Department of Agriculture preferably to Philippine Rice Institute and Philippine Coconut Authority.</p> <p>4. Coordinate to DOLE for Job Fair and submit list of individuals for work referral</p>	2,000	2,000	2,000	6,000		TESDA, DOLE,
ENVIRONMENT DEVELOPMENT								

Preservation of clean and green and healthy environment	❖ Solid waste management program	1. Provide IEC material for proper waste segregation to household 2. Strengthening the capacity of the BSWMC through orientations on Solid Waste Management 3. Conduct Information and Education Campaign on Solid Waste Management in the barangay.	10,000	10,000	10,000	30,000	SWMO, MENRO, MLGU, BLGU,
	❖ Clean and green program	4. Conduct Tree Planting Activities and Coastal Clean Up	5,000	5,000	5,000	15,000	DENR, MENRO
	❖ Eco-waste management Program	5. Eco-bricks preparation, creation of bags, flowerpots made of recycled materials 6. Coordinate to ESWMT for training on Eco-waste management 7. Coordinate to DENR on the provision of Mangrove Seedling	15,000	15,000	15,000	45,000	SWMO/DENR, MLGU/BLGU
	❖ Mangrove Planting	8. Coordination to DA on the provision of					

4

	❖ Backyard gardening	vegetable seeds					
	Regular Clean-up Drive	9. Organize groups in the barangay who will be regular participants on the regular clean-up drive. 10. Conduct a meeting to agree on the scheduling and tasking on the regular clean-up drive.	5,000	5,000	5,000	15,000	BLGU
INSTITUTIONAL DEVELOPMENT (INFRA)							
To provide easier access to the barangay and safety environment To prevent or mitigate the vulnerability of 125 HH's in the barangay affected by flooding	❖ Rehabilitation of Barangay Roads ❖ Rehabilitation of Barangay Hall ❖ Rehabilitation of Barangay Plaza ❖ Rehabilitation of Day Care Center ❖ Construction of Drainage Canal	5. Paghimo Proposal and POW nga ig submit ha PLGU and MLGU pangaru pundo 6. Mangaru Technical Assistance ha Engineering office 7. Pag-allocate han barangay hin pondo para hit pag- extension han atop han barangay Plaza ngan pagpakabit han ilaw tikang ha 20% BDF 8. Makipag-coordinate ha PLGU, MLGU ha kadugangan nga pondo pag-extension han	1 Million	1 Million	1 Million	3 Million	PLGU, MLGU, congressional Office

4

		Barangay Plaza Roofing ngan pagpailaw han bug-os nga plaza						
INSTITUTIONAL DEVELOPMENT (PEACE AND ORDER)								
Building a safe community through strict implementation of Peace and order and public safety	<ul style="list-style-type: none"> ❖ Strict Implementation of peace and order in the barangay ❖ Paglikay han molopyo hiton Drug related activities ❖ Implementation of RA 9262 ❖ Provision of CCTV Cameras 	1. Visibility of Barangay Tanod with complete equipment	5,000	5,000	5,000	15,000	BLGU,PNP, MLGU	
		2. Conduct Training to Barangay Tanod 3. Coordinate to PNP regarding anti-drug campaign activities 4. Training on RA 9262 to families 5. Procurement of CCTV cameras and installation on identified areas	100,000	50,000	50,000	200,000	BLGU,MLGU	
INSTITUTIONAL DEVELOPMENT (GOVERNANCE)								
Strengthening the capacity of the barangay to implement existing ordinances	<ul style="list-style-type: none"> ❖ Strict implementation on the ordinance for solid waste management system 	1. Monitoring of BLGU on proper waste management per Household, no collection of garbage if not properly segregated. 2. Magkamay-ada Barangay Material Facility Police pagbantay hiton proper waste segregation 3. Makipag-coordinate ha	3,000	3,000	3,000	9,000	BLGU,BDC	

	<ul style="list-style-type: none"> ❖ Adaptation of municipal ordinance on Astray Dogs. ❖ Adaptation of municipal ordinance for curfew hour 	Municipal Solid Waste Management Office para hiton regular garbage collection 4. Inventory of HHs with astray dogs and provision of Kadina 5. Conduct Monitoring han mga astray dog nga waray paghigti and immediate penalty han mga dire nasunod han balaud 6. Visibility of Barangay tanod han prescribe nga oras han curfew and immediate take action pag mayda dire nasunod han balaud					
	<ul style="list-style-type: none"> ❖ Strict implementation on the standard and prescribe location for hog raising o baboyan 	1. Makipag-coordinate han Sanitary Inspector para pag- inspect hiton mga Households nga may-ada baboy. 2. Mag-aru certification ha Sanitary Inspector for clearance han mga magbababuyan					

		areas					
	❖ IEC materials for disaster preparedness	3. Coordination with MDRRMC on the provision of IEC materials 4. Distribution of IEC Materials to families and Household	5,000			5,000	BDRRMC
	❖ Provision of livelihood program for calamity victims	3. Inventory of totally and partially affected Households and families for financial/ livelihood assistance 4. Conduct Food for Work/Cash for Work	100,000	100,000	100,000	300,000	PLGU,DSWD
	❖ Training on Disaster Preparedness, response, search, rescue and retrieval operation	4. Conduct Family Preparedness training on Pre, post and actual disaster activities 5. Safety drills simulation 6. Submit a proposal to MDRRMC for fund allocation of identified training	5,000	5,000	5,000	15,000	MGLU,PNP,BFP, MDRRMC



(Memorandum of Agreement (MOA) of DSWD-DILG)



Republic of the Philippines
 DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Regional Office 8
 Kanhuraw Hill, Tacloban City

GENERAL MEMORANDUM OF AGREEMENT

Know all Men by These Presents:

This General Memorandum of Agreement, hereinafter referred to as the General MOA, is made and entered into this ____ day of _____, 2020, by and between:

The Department of the Interior and Local Government, national agency of the Republic of the Philippines, with office address at DILG-NAPULCON Center, EDSA cor. Quezon Ave., Triangle Quezon City herein represented by **KARL CAESAR B. HIMANDO** in his capacity as Regional Director of Regional Office VIII and hereinafter referred to as the DILG.

AND

The Department of Social Welfare and Development, a national agency of the Republic of the Philippines, with office address at Batasan Pamantasan Complex, Diliman, Quezon City herein represented by **MARIE ANGELA S. GOPALAN**, in her capacity as Regional Director of Field Office VIII, hereinafter referred as the DSWD;

WITNESSETH THAT

leg WHEREAS, DSWD, herein after referred to as the "Department", envisions a society where the poor, vulnerable and disadvantaged individuals, families, and communities are empowered for an improved quality of life, and takes protection of the poor and marginalized members of society as its main mission, hereinafter referred to as "Social Protection".

WHEREAS, in pursuit of this vision and to operationalize its Social Protection mission, the Department adopts a "Whole of DSWD" approach in ensuring convergence in implementation of the department's various strategies, programs, projects, and activities, otherwise known as "PPAs", to address the needs of the poor.

WHEREAS, the DILG, recognizes its role in ensuring inclusive development, and commits to address the needs of the poor within its jurisdiction.

WHEREAS, under the Local Government Code, National agencies and offices with project implementation functions are mandated to coordinate with one another and with the local government units concerned in the discharge of those functions. They shall ensure the participation of local government units both in the planning and implementation of said national projects;

"Matino, Malasay at Mookasahan"
 Kanhuraw Hill, Tacloban City
 Tel. No. (053) 321-3193 Fax No. (053) 832-0894
 Email: 883_r8@yachin.com

Handwritten signatures and initials

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Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Regional Office 8
 Kanhuruan Hall, Tacloban City

Section 5: Duration and Termination

This Agreement shall take effect upon signing by both parties, and shall be in effect subject to yearly review by both parties. The agreement may be terminated by any party subject to a thirty (30) day written notice of termination.

Any amendment to this agreement shall be made in writing and must be concurred by BOTH PARTIES.

IN WITNESS THEREOF, the parties have set their hands on this Agreement this ___ day of _____ 2020.

FOR THE DILG

FOR THE DSWD


KARL CAESAR B. RIMANDO, CESO IV
 Regional Director


MARIE ANGELA S. GOPALAN, CESO III
 Regional Director

WITNESS


BLANCA P. CERCAO
 (DILG Representative)


NATIVIDAD G. SIQUITO
 (DSWD Representative)

"Matino, Mahusay at Maasahan"
 Kanhuruan Hall, Tacloban City
 Tel. No. (053) 221-5195 Fax No. (053) 832-0894
 Email: dal_08@dfpo800.com

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Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Regional Office 8
 Kanhawan Hill, Tacloban City

7. Work with the DILG in ensuring activities are implemented in a participatory and transparent manner, in ways that build greater social accountability of government to citizens, while ensuring efficient and effective delivery of results.
8. Assist DILG in other activities and capacity building initiatives that enables community to increase participatory approach and elements in Local Development Planning such as but not limited to: Orientation on Guide to Barangay Development Planning to the Barangay Planning Team and Civil Society Organization representatives on Participatory governance as mechanism in strengthening the local development council and the like.

Section 2.2 The DILG;

1. Establish partnership and coordination through Regional, Provincial and Municipal counterparts with the DSWD representatives and bridge linkage with MLGU (Municipal Local Government Unit) and other stakeholders.
2. Coordinate with the DSWD on the various PPAs, both current and planned, being implemented in target City/Municipality.
3. Provide relevant data to the DSWD in a timely manner, important for informed decision making on the implementation of both agencies' various PPAs in the City/Municipality.
4. Recognize and require the conduct of PSA (Participatory Situation Analysis) as an important preparatory activity prior to the formulation of the BDP.
5. Provide technical assistance in the PSA activity, planning, formulation of BDPs and other activities that would require DILG's expertise in all covered Barangays.
6. Facilitate and ensure participation of M/BLGU in activities that shall be conducted in targeted areas.
7. Work with the DSWD in ensuring all PPAs in target Cities/Municipalities are implemented in a participatory and transparent manner, in ways that build greater social accountability of government to citizens, while ensuring efficient and effective delivery of results.

Section 4: Voluntary Commitment

This Memorandum of Agreement is a voluntary commitment between the parties, and does not obligate the parties to engage solely with the other, nor restrict any activity of each party to engage in partnership with other groups or agencies for the delivery and/or implementation of social protection interventions. No party shall have any right, power, or authority to create any obligation, express or implied, for and in behalf of the other party.

"Matina, Mahusay at Maasahan"
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 Tel. No. (053) 321-5195 Fax No. (053) 832-0894
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Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Regional Office 8
 Katharine Hill, Tacloban City

WHEREAS, DSWD and the DILG are willing and able to partner with each other to address poverty, empower citizens, and promote inclusive growth, and agree to commit each other to such partnership through this MOA.

NOW THEREFORE, for and in consideration of the foregoing premises, the parties agree as follows:

Section 1: Purpose of the MOA

The purpose of this Memorandum of Agreement (MOA) is to establish a partnership between DSWD and DILG aimed at developing and implementing programs that will address the needs of the poor, empower citizens, and promote inclusive growth in target Cities/Municipalities within the Region.

Section 2: Objectives of the Partnership

The DSWD and the DILG agree to engage in partnership with the objective of reducing poverty in the Municipalities in Region 8 through a Community Driven Development approach in local development planning. Herein, the targeted Barangays shall be able to develop a comprehensive and people-centered Barangay Development Plans.

Section 3: Responsibilities of the Parties

Section 2.1 The DSWD shall:

1. Coordinate with the DILG on the introduction, formulation, implementation, of the program initiative as a continued effort of MAKILAHOK implementation.
2. Provide relevant data to DILG in a timely manner, important for the conceptualization of the initiative program in the formulation of Barangay Development Program (BDP).
3. Coordinate with the counterpart personnel of DILG through Municipal Local Government Operations Officer, who will serve as the focal for coordination and support in the implementation of the initiative program.
4. Facilitate necessary preparatory activity through PSA (Participatory Situation analysis); undertake data gathering, validation and triangulation through different existing plans and data. And utilize its results in the analysis and drafting of Barangay Development Plan in coordination with MLGOO and/or MPDC (Municipal Planning and Development Coordinator) of target areas.
5. Recognize and require the approved Barangay Development Plan as basis of PPAs for endorsement to KC-NCDDP funding and implementation.
6. Provide technical assistance to enable partners to enhance their capacity for effective program implementation.

"Matino, Mahasay at Maunahan"

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Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Regional Office 8
 Kanhuraw Hill, Tacloban City

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES
 Tacloban City) S.S

BEFORE me, a NOTARY PUBLIC for and in this day of SEP 11 2020
 2020, personally appeared before me;

NAME	CTC No.	Date/Place Issued
<u>MR. CARME R. GIMANO</u>		
<u>MRS. MYRELL F. GONZALEZ</u>	<u>15-0932</u>	<u>DEC-18, 2018 / Manila</u>
<u>BONITA P. CERENO</u>		
<u>MATANGAO G. SANTIAGO</u>	<u>31840328</u>	<u>FEB-25, 2020 / Tacloban City</u>

Known to me to be the same persons who executed the foregoing instrument consisting of five (5) pages, including this page wherein this acknowledgment is written, signed the parties and their instrumental witnesses, which instrument they acknowledge to be their free and voluntary act and deed, as well as that of the juridical persons which they represent.

IN WITNESS WHEREOF, I have hereunto affixed my notary seal and signature this day of SEP 07 2020, 2020 at Tacloban City

Doc. No. 198
 Page No. 40
 Book No. IV
 Series of 2020



[Signature]
ATY-ESSAYE BONITA P. CERENO
 Notary Public for and in the Province of Eastern Samar
 Office: Kanhuraw Hill, Tacloban City
 (053) 812-0094
 Email: bcereno@dti8.dilg.gov.ph

"Matino, Mahusay at Maasahan"
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Barangay Development Plan (BDP) of Brgy. Cabulihihan , Limasawa. This is the BDP as an output of DSWD-initiated Makilahok.

Strengthening Community Participation in Local Development
Municipality of Limasawa
Barangay Cabulihihan

Barangay Development Process	CDD Improvements Activities	Activities to be Conducted	Time frame	Anticipated problems or obstacles	How to resolve them?	Assistance Needed
PRE-FORMULATION/SOCIAL PREPARATION STAGE						
I. BARANGAY PROFILING						
*Data Gathering	*Conduct a Special barangay Council Session together with the NGO and PG organization of the barangay regarding on the effective and efficient house to house survey.	*Set for a Barangay Council Session to set the date of the survey. *Make public announcement informing the community about the survey. *Prepare forms, guide questions and other materials needed for the activity	January-March	*Unavailability of the household to be interview	*Inform the set of households to be interview on that particular day	Brgy. Council Non-Governmental Organization Private Organization
*Mobilization of Resources	*Inventory of the human, natural and financial resources of the barangay *Ask the Municipal Accountant pertaining to the updated IRA of the barangay.	*Prepare list of particular resources to be assess *The Brgy. Treasurer get the data of the IRA of the barangay from the Municipal Office				Brgy. Council Brgy. Treasurer Committee on Finance Municipal Accountant
*Indicative Mapping	*Marking the safe and unsafe area of the barangay based on the maps provided by the MPDC Office.	*Prepare a request letter to the MPDC asking the copy of the map				MPDC Brgy. Council

Strengthening Community Participation in Local Development & Community Empowerment

I. BDC MEETING						
*Budget Preparation	*Conduct meeting together with the sectoral members in the preparation and planning of the barangay budget.					Barangay Development Council Brgy. Treasurer
*Budget Authorization	*The Barangay Development Council will make and approved the Resolution for approval of the Annual Budget and Creation of Brgy. Ordinance for Budget Appropriation authorizing the Punong Barangay to endorsed the Budget to the Sangguniang Bayan Council.	*Conduct Barangay Council Session in preparation for the BDC Meeting. *Send communication letter to invite the sectoral groups. *Prepare budget related documents.	June-July	*Late arrival of participants	*Set strict house rules made by everyone to follow.	Barangay Development Council Brgy. Treasurer
*Budget Review	*The Barangay Development Council will make a tracker posted in the full policy disclosure board to monitor the status of the SB review.					Barangay Executive Committee Barangay Treasurer Sangguniang Bayan Members

1. BDC MEETING						
*Revisiting/Formulating the Vision-Mission-Goals and Objective	*The Barangay Officials and Sectoral groups help each other in the creation of the VMGO.					Brgy. Officials Sectoral Groups
*Situational Analysis	*BDC members will try to look on the high and low points of the barangay based on the different perspective of each members.					Brgy. Officials Sectoral Groups
*Benchmarking of Sectoral Data	*Consultation meeting in where each sectors free to speak and be heard about the problems of their sectors.	*Conduct Barangay Council Session to set the date of the BDC Meeting. *Prepare the venue and materials needed during the meeting	April-May	*Not 100% sectoral groups are well represented.	*Send Communication Letter to invite the Sectoral Leaders that their presence is highly appreciated during on the BDC Meeting.	Brgy. Officials Sectoral Groups
*Setting the Objectives	*BDC members make a realistic steps on how to resolve those problems determined.					Brgy. Officials Sectoral Groups
*Generation of Solutions through the implementation of programs, projects and activities (PPA's)	*Consultation of ideas among BDC members on the possible solutions of each problems arises.					Brgy. Officials Sectoral Groups Constituents MPDC

*Presentation & Validating of Baseline Data	and present the data gathered from the survey and let the people approved the data as official information of the barangay.	date of the Barangay Assembly and agenda to be take up *Public Announcement to inform the constituents about the Barangay Assembly *Prepare the venue and other needed logistic during the Barangay Assembly				Brgy. Council Brgy. Secretary
*Orientation of Stakeholders	*During Barangay Assembly present the roles and function of the different stakeholders in the development process.	*Prepare visual aids for the participants to understand during the orientation.	January-March	*Not all the HHs will attend the Barangay Assembly	*Send communication letter to each household for them to be obligate to attend.	Brgy. Council Sectoral Groups Constituents
*Issuance of Resolution Recognizing the Sectoral Groups	*The Barangay Assembly approved the resolution recognizing the deserving sectoral groups to be part of Barangay Development Council.					Brgy. Council Sectoral Groups Constituents
*Issuance of Executive Order for the BDC formation.	*The Barangay Assembly voted the Sangguniang Barangay and Sectoral Group Representative to form the Barangay Executive Committee of the Barangay Development Council.	*Send Communication to the sectoral leaders to formally invite them on the activity. *The Brgy. Secretary prepare the draft resolution.				Brgy. Council Sectoral Groups Constituents

*Presentation of the VMGO	*Encouraging the community to support the VMGO by supporting the plans and activities of the local officials to make into a reality.					Brgy. Officials Sectoral Groups Constituents
*Ranking of Priority Issues and Concerns	*The Barangay Development Council facilitate on making the criteria to be used on the prioritization of projects.	*Brgy. Council Session set the date of the Barangay Assembly and agenda to be discuss.				Brgy. Officials Sectoral Groups Constituents
*Investment Programming	*Present the PPA's based on ranking, its specific time frame and activities to be done and where to outsource those will not be covered by the 20% development fund. *Supporting documents are the Resolution approving the Prioritize Projects to be included in the AIP, Resolution Approving the 5-Year Barangay Development Plan and Resolution Adopting the BDP to the Higher Level.	*Public Announcement to inform the constituents about the Barangay Assembly *Prepare the venue and other needed logistic during the Barangay Assembly	April-May			Brgy. Officials Sectoral Groups Constituents

*Budget Execution	<p>prepare about the approved budget and present the approved program of work</p> <p>*Invite the sectoral group during the opening of barangay for transparency purposes</p> <p>*Procurement documents should be counter check and validate by the sectoral groups before serving the Purchase Order to the winning supplier</p> <p>*Create Barangay Inspection Team to inspect the delivery of materials to ensure if it meets on the specifications stated in the POW</p> <p>*The community people will take the lead of the project implementation</p> <p>*The Sectoral Groups will help the Brgy. Council in the monitoring of the project implementation.</p> <p>*Take immediate actions to grievances and place suggestion box to the three conspicuous area in the barangay</p> <p>*Post all transactions to the Full Policy Disclosure Board pertaining to update of the Physical and Financial progress of the project for the people to be alerted.</p>	<p>*Set Schedule of Barangay Assembly</p> <p>*Make public announcement about the barangay assembly.</p>	During Project Implementation	*Not able to meet the timeline of completion of the project due to unpredictable weather condition in the island that cause delay of the delivery of materials.	*Plan ahead on the ideal months which can be favorable to implement the project.	Barangay Development Council Constituents
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3. MONITORING & EVALUATION						
*Budget Accountability	<p>*Submit a resolution to allocate of funds for the Operation and Maintenance of the project.</p> <p>*Conduct reflection meeting on the over all assessment of the implementation as learning point for the succeeding projects to be successful.</p>	*Set Barangay Council Meeting to discuss the sustainability plan of the implemented project.	After Project Implementation	*Limited funds of the Barangay	*Find another source of fund like solicitation or bayanihan way for the operation and maintenance of the project.	Barangay Development Council Constituents

Makilahok Guidance Notes

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Strengthening Community Participation in Local Development

Department of Social Welfare and Development
Kapitbisig Laban sa Kahirapan – Comprehensive and Integrated Delivery of Social Services
National Community-Driven Development Program

May 2018

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Acronyms

AIP	Annual Investment Plan
BBI	Barangay-based Institutions
BDC	Barangay Development Council
BDP	Barangay Development Plan
CDD	Community-driven Development
DILG	Department of Interior and Local Government
DSWD	Department of Social Welfare and Development
EO	Executive Order
KALAHI-CIDSS	<i>Kapitbisig Laban sa Kahirapan</i> -Comprehensive and Integrated Delivery of Social Services
LGC	Local Government Code
LGU	Local Government Unit
KC-NCDDP	<i>Kapitbisig Laban sa Kahirapan</i> -Comprehensive and Integrated Delivery of Social Services National Community-driven Development Program
NGO	Non-government organization
PPA	Programs, Priorities, and Activities
PO	People's organizations
PSA	Participatory Situation Analysis
ROA	Request for Obligation of Allotment
SB	Sangguniang Barangay



I. Introduction

Community-driven development (CDD) reinforces important pillars supporting decentralization. Under the CDD-based approach, participatory, accountability, and transparency processes, tools, and platforms for strengthening community participation are introduced, which can be integrated at different phases of barangay development planning. Experience shows that CDD helps accelerate effective participation in local development planning; improves local governments' responsiveness in the delivery of much-needed social services; and promotes fiscal efficiency in addressing community needs as it relates to local government budgets. CDD, therefore, strengthens the links between community needs and government's development priorities at the grassroots level.

Makilahok is a capability building project focused on strengthening community participation in local development planning implemented by the Department of Social Welfare and Development under its *Kapitbisig Laban sa Kahirapan*-Comprehensive and Integrated Delivery of Social Services – National Community-driven Development Program (KC-NCDDP). In addition to this Guidance Note, *Makilahok* includes separate thematic modules on *Participatory Situation Analysis; Community Finance; Community-based Procurement; and Community Monitoring*. Anchored on CDD-based approach and the provisions of the 1991 Local Government Code (LGC), *Makilahok* contributes in ensuring the efficient use of government resources and promoting effective participatory governance at the barangay level where many communities are rife with poverty and other development challenges.

II. Objectives

While barangay development planning is the most relevant and practical means of empowering communities, barangay governments have yet to fulfil their devolved governmental functions in a more effective, efficient, and sustainable manner. Since its inception in 2003, the *Kapitbisig Laban sa Kahirapan*-Comprehensive and Integrated Delivery of Social Services (KALAHI-CIDSS) has significantly improved people's lives through better access to basic services; assisted local government structures particularly the local development councils at the municipal and barangay levels to be more functional and responsive to the needs of the communities; accelerated people's involvement in barangay governance; and promotes community engagement through sustained volunteerism in development efforts in hundreds of municipalities and thousands of barangays in the Philippines. Building on these gains, the purpose of *Makilahok* Guidance Notes is to contribute in making local communities become active development partners of barangay governments, while increasing local government's effectiveness in addressing development challenges in these local communities.

This note will serve as a supplementary reference document to barangays, particularly in the process of formulating their barangay development plan in consideration of the existing barangay development planning process and its budgeting cycle. Specifically, this note is intended to provide guidance to barangay officials, staffs, officers, and volunteers; community members and local stakeholders including the KC-NCDDP's technical staff and personnel, on barangay development planning and budgeting process, as well to present possible ways of incorporating

practical, doable, and transferable CDD tools, platforms, and processes into each stage/phase of this planning and budgeting process. While there are several CDD-based concepts that are introduced in this note, these will not replace or duplicate the development planning systems and procedures in the barangays. Rather, they are envisioned to add value by shaping the overall local development planning and budgeting in barangays to be more participatory; needs-driven; transparent; and sustainable. Granted that this note is not prescriptive, it hopes to elicit awareness about the CDD-based approach particularly in facilitating effective community participation, to inform the preparation, execution, and monitoring of Barangay Development/Annual Investment Plans.

III. The Legal Bases on Barangay Development Planning

Development planning at the barangay level is required by law. The primary legal basis to conduct barangay development planning is stipulated in the Republic Act (RA) 7160, or the 1991 Local Government Code. Barangay development planning establishes the connection between development plan and annual budget at the local level. The table below shows some of the provisions highlighting the imperative for barangay governments to carry out development planning and budgeting.

Table 1: Excerpts from the 1991 Local Government Code on Development Planning

<p>a. <i>What is the role of the barangay?</i></p>	<p>Sec. 384, Chapter 1 states that barangay is "the primary planning and implementing unit of government policies, plans, programs, projects, and activities in the community."</p>
<p>b. <i>Who will be responsible in formulating the barangay development plan?</i></p>	<p>Sec. 106 mandates that the "development council" at all levels of governments shall assist the corresponding Sanggunian in setting the direction of economic and social development, and coordinating development efforts within its territorial jurisdiction."</p>
<p>c. <i>How is development plan prepared?</i></p>	<p>Sec. 106 and Title VI, Section 109 (b2) requires that local governments should have a "comprehensive multi-sectoral development plan, and that barangay development plans should be "based on local requirements."</p>
<p>d. <i>Why should a barangay prepare a Barangay Development Plan?</i></p>	<p>Sec. 305 requires that "local government budgets shall operationalize the approved local development plans".</p>
<p>e. <i>What are the basic services and facilities devolved to barangays?</i></p>	<p>Chapter 2 Section 17 (b.1) states that barangays shall "exercise such other powers and discharge such other functions and responsibilities...", which include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Agricultural support services, which include planting materials distribution system and operation of farm produce collection and buying stations; • Health and social welfare services, which include maintenance of barangay health center and day-care center; • Services and facilities related to general hygiene and sanitation, beautification, and solid waste collection; and • Maintenance of Katarungang Pambarangay, barangay roads and bridges and water supply systems; infrastructure facilities such as

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	multi-purpose hall, multipurpose pavement, plaza, sports center, and other similar facilities; information and reading center; and satellite or public market, where viable.
f. How local governments promote general welfare?	Sec. 16, Chapter 2 stipulates that local governments are mandated to carry out "efficient and effective governance, and those which are essential to the promotion of the general welfare."

IV. Overview of Barangay Development Planning and Budgeting

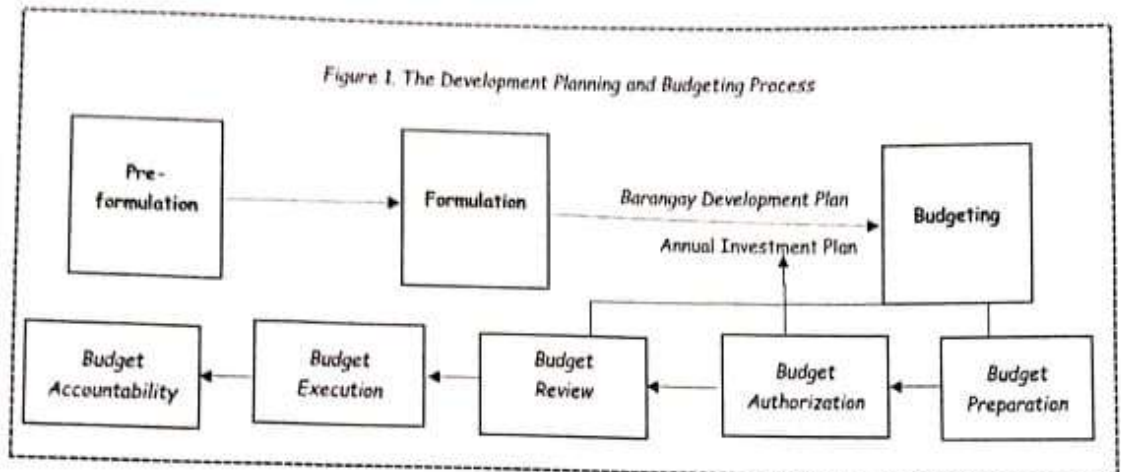


Table 2: The Barangay Development Planning¹

Who prepares and approves the Barangay Development Plan (BDP)?	The Barangay Development Council (BDC) leads the preparation of BDP, which needs to be approved by Sangguniang Barangay.
What is the composition of BDC?	The BDC is composed of: <ul style="list-style-type: none"> • Punong Barangay as its head; • Members of the Sangguniang Barangay; • Representatives of non-governmental organizations operating in the barangay who should constitute not less than one fourth (¼) of the members of the fully organized council; and • A representative of the Congressman.
What are the functions of BDC?	The BDC is mandated, among others, to mobilize people's participation in local development efforts; prepare barangay development plans, and monitor and evaluate the implementation of national or local programs and projects.
What are the phases of Barangay Development Planning?	Following the annual barangay budget cycle, the development planning process is sequentially organized in three major

¹ These are basic information on barangay development planning process. For more details, please refer to the 1991 Local Government Code.

	<p>phases: (1) Pre-formulation; (2) Formulation; and (3) Budgeting</p> <ul style="list-style-type: none"> The Punong Barangay issues an Executive Order to form the BDC Non-governmental organizations selects among themselves their representatives to the Council within 60 days after the formation of the BDC. Sangguniang Barangay accredits non-governmental organizations subject to prescribed criteria. Formation of Executive Committee, Secretariat, and Functional or Sectoral Committees by the BDC members.
<p>What are some of the activities that should happen during the pre-formulation and/or formulation phase?</p>	
<p>Why is there a need for BDC's Executive Committee?</p>	<p>The BDC's Executive Committee represents the BDC, and act in its behalf when it is not in session.</p>
<p>What is the composition of BDC's Executive Committee?</p>	<p>The BDC's Executive Committee includes the Punong Barangay as Chairman, a representative of the Sangguniang Barangay to be chosen from among its members, and a representative of non-governmental organizations that are represented in the council, as members.</p>
<p>What are the powers and functions of the BDC's Executive Committee?</p>	<p>The Executive Committee ensures the following:</p> <ul style="list-style-type: none"> The decisions of the BDC are faithfully carried out and implemented; Act on matters requiring immediate attention or action by the council; Formulate policies, plans, and programs based on the general principles laid down by the council; and Act on other matters that may be authorized by the council.
<p>What is the role of BDC's Secretariat?</p>	<p>The BDC's Secretariat is responsible for providing technical support, documentation of proceedings, preparation of reports and such other assistance as may be required in the discharge of its functions.</p>
<p>Who heads the BDC's Secretariat?</p>	<p>The Barangay Secretary heads the BDC's Secretariat who may be assisted by Planning and Development Coordinator of the next level local government unit.</p>
<p>Who else can assist the BDC to carry out the Secretariat functions?</p>	<p>The BDC may avail of the services of any non-governmental organization or educational or research institution.</p>
<p>What is the role of the BDC's Functional or Sectoral Committees?</p>	<p>The sectoral or functional committees may assist the BDC in the performance of their functions.</p>
<p>Who else can assist the BDC in the formulation of barangay development/investment plans?</p>	<p>The BDC may call upon any local official concerned or any official of national government agencies, or offices in the local government unit to assist in the formulation of their respective development plans and public investment programs.</p>
<p>How often does the BDC meet?</p>	<p>The BDC is required to meet at least once every 6 months.</p>
<p>When does the barangay prepare the BDP?</p>	<p>The barangay should prepare the BDP at the start of the year during his first term in office and submit to the City/Municipal Planning and Development Coordinator (C/MPDC), for possible inclusion in the city/municipal budget before July of the current year. BDP shall be</p>

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	updated every year before September 15 in preparation for the Barangay Budgeting Cycle.
<i>How long is the term of coverage of the BDP?</i>	The BDP is usually prepared to cover a five-year period or the medium-term.
<i>What is a barangay Annual Investment Plan (AIP)?</i>	The barangay AIP is a component of the Medium-term BDP, which contains the specific programs, projects and activities with corresponding project costs including the necessary fund flows to approximate the reasonable timing in the release of funds.

Table 3: The Barangay Budgeting Process²

<i>How is planning linked with budgeting?</i>	The plan sets the priority areas of services and specifies the target outputs and accomplishments while the budget provides the available resources to carry out the activities required to accomplish the targets.
<i>What should be the basis in preparing the annual barangay budget?</i>	The AIP for the budget year is the basis in preparing the annual barangay budget.
<i>What is the significance of preparing a barangay budget?</i>	Aside from being a financial plan, the barangay budget serves as an instrument for barangay officials to effectively manage the development of the barangay. A well-prepared barangay budget serves as basis for planning and policy adoption; program and project implementation; financial control; and management information.
<i>What is the budget process at the barangay level?</i>	The budget process is a cycle that consists of the following phases: (1) budget preparation; (2) budget legislation or authorization; (3) budget review; (4) budget execution, and (5) budget accountability.
<i>Is it possible to have an overlap in each budgeting phase?</i>	The different phases can overlap with each other within a budget year. While the budget of a current year is being implemented, the barangay should also prepare the budget for the succeeding year. Also within a budget year, the barangay should prepare and submit accountability reports for the past and current year.
<i>What are the key activities during budget preparation phase?</i>	<ul style="list-style-type: none"> • The Punong Barangay, with the assistance of the Barangay Treasurer, prepares the barangay budget. • The Barangay Treasurer determines the estimated income to be used as a source of fund in the budget. • The Barangay Treasurer submits to the Punong Barangay on or before September 15 of each year the detailed Statements of Income and Expenditures as a basis for the preparation of the budget for the next fiscal year. • The Punong Barangay shall submit the executive budget to the Sangguniang Barangay not later than October 16 of the current year.

² This is taken from the Department of Budget and Management Primer on Barangay Budgeting. Please refer to the primer for more detailed information on barangay budgeting process.

<p><i>What happens during budget authorization?</i></p>	<ul style="list-style-type: none"> • The Sangguniang Barangay passes the barangay budget through the enactment of an Appropriation Ordinance ratified by majority of its members to authorize the barangay budget. • The Punong Barangay approves and signs the appropriation ordinance on the date fixed in the ordinance to make it effective. • The Punong Barangay may vote on the proposed budget only to break a tie. • The Sangguniang Barangay deliberates on the proposed annual budget.
<p><i>What are the key activities during budget review phase?</i></p>	<ul style="list-style-type: none"> • The Punong Barangay submits the appropriation ordinance for review within 10 days after its enactment. • The Sangguniang Panlungsod/Bayan, as the case may be, through the City or Municipal Budget Officer, reviews the barangay budget within 60 days upon receipt of the appropriation ordinance authorizing the barangay budget. If the Sangguniang Panlungsod/Bayan fails to act on the proposed barangay budget after the prescribed period, the budget is deemed in full force and effect.
<p><i>Why is the barangay budget submitted for review?</i></p>	<p>The barangay budget is submitted for review to ensure that:</p> <ul style="list-style-type: none"> • Budgetary requirements and limitations provided in the Local Government Code are complied with; • The budget does not exceed the estimated receipts and/or income of the barangay; and, • The items of appropriations are not more than those provided by existing laws.
<p><i>What happens during budget execution phase?</i></p>	<ul style="list-style-type: none"> • The Punong Barangay is responsible for the execution of the barangay budget. • The barangay budget is executed through the following procedures: <ul style="list-style-type: none"> ○ Preparation of a simple cash program for the quarter ○ Disbursement of funds per cash program; ○ Preparation of requests for obligation of allotment (ROA); ○ Preparation of disbursement voucher based on approved ROA; and ○ Issuance of checks
<p><i>What are the primary responsibilities of the barangay officials in implementing the barangay budget?</i></p>	<p>In implementing or executing the barangay budget, barangay officials ensure that the:</p> <ul style="list-style-type: none"> • revenues as estimated are realized; • approved programs and projects in the barangay development plan and in the annual budget are implemented; • barangay funds are disbursed in accordance with the appropriation ordinance and reviewed annual budget; and • all financial transactions of the barangay follow accounting and auditing rules.

<p><i>What happens in budget accountability phase?</i></p>	<ul style="list-style-type: none"> • Financial records and reports are prepared and validated periodically to assess whether performance is in accordance with the budget plans. • The Punang Barangay, the Chairman of the Committee on Appropriations of the Sangguniang Barangay, Barangay Treasurer, and the City/Municipal Treasurer/Accountant are responsible for reporting the budget performance of the barangay. • Barangay officials must report the following to the general public: <ul style="list-style-type: none"> ◦ Income actually realized for the quarter; ◦ Expenditures actually spent for the quarter; and ◦ Accomplishments for the quarter.
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V. Makilahok: Strengthening Community Participation in Local Development

5.1. Why pursue CDD-based approach in barangay governance?

While autonomous local governments are encouraged to pursue participatory governance, planning structures at different levels of local government units (LGUs) are directed to promote citizen participation in the development process. Complementing this local governance directives, CDD strengthens decentralization and helps secure grassroots’ development priorities with community participation as its integral component. Indeed, CDD requires the incorporation of community views in local development by laying emphasis on citizen engagement in the decision-making process, particularly for local infrastructure and service delivery at the community level. CDD posits that the entire community has a stake, and contribution to make in the achievement of a more developed and sustainable commune. The following are the CDD key elements, which makes it relevant to barangay governance, especially in the barangay development planning:

Participation. At the heart of the CDD approach is the *empowerment of the poor*, hence, opening up opportunities that allow poor community members to be heard so they can contribute in decisions that affect their lives will not only give visibility to their concerns; it will also drive them to become self-reliant and responsible in finding ways to address their concerns. CDD treats the poor not only as beneficiaries, but as productive assets capable of taking charge of their own development. CDD recognizes that when empowered, the poor can be a viable resource that will drive their communities to grow and flourish because they are well-placed to ascertain their development priorities and locally rooted to shape the corresponding solutions to their identified development issues. Consistent with this empowerment framework, participation becomes an essential process in any CDD operations in which community members lead the design and implementation of projects or activities that will improve their quality of life as they develop their communities. Hence, in a CDD process, the selection of projects or activities, allocation of resources including the parameters and criteria being used in resource allocation, including the identification of desired development results are based on a collective decision of the community members themselves.

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Transparency. CDD considers that transparency is the cornerstone by which community members are enabled, to engage in more meaningful dialogues, and regular monitoring and oversight in the course of project implementation. CDD experiences indicate that access to data, clarity in rules, and disclosure of information on performance and practices create a more informed community members, who in turn, can effectively take advantage of opportunities to address local problems; negotiate better arrangements for themselves when dealing with key stakeholders and supportive institutions for their development priorities; and accelerate participation by including other groups who are otherwise often excluded in the development process. Moreover, CDD facilitates the disclosure or public displaying of information on public programs and budgets; streamlining, standardizing, or contextualizing government policies and financial processes based on community needs to improve access to, and sharing of information related to community development. Transparency averts the concentration of decisions among limited groups, or the potential distribution of benefits for private gains.

Accountability. The CDD-based approach emphasizes *community needs* not individuals, bringing into focus the importance of collective ownership and local accountability. Since it concerns about being responsive to the demands expressed by poor men and women in the grassroots, CDD accepts that community members are also interested in the delivery of results on interventions that they themselves identified and prioritized. With accountability a defining feature in CDD operations, social accountability reporting mechanisms such as participatory monitoring, community scorecards, local governments fora, and grievance redress systems are developed to address and resolve project implementation challenges; strengthen the quality of project performance; and most importantly, ensure that community members would continue to have a safe space to voice their concerns and feedback on community development efforts. CDD assumes that when people feel accountability is to be likely demonstrated, encouraged, and followed-through in practice, trust is being strengthened even if challenges in implementation or performance are encountered. CDD believes that appropriate and effective execution of accountability mechanisms to guide key expectations and desired results would create unique and significant relationships that foster greater trust, cultivate more community ownership, and deliver better results for local development initiatives.

5.2 What is CDD-based approach in barangay development planning?

CDD is designed to increase the level of collective action for more inclusive access to public goods and services; create better access to information for local planning through community participation; and promote a demand-responsive local governments. Specifically, CDD assists communities to identify and prioritize problems; and implement, monitor, and manage community projects or activities in response these problems. Whilst inevitably, because it takes place at the community level, CDD can also feed into the local development planning process particularly in barangay level. CDD's diverse tools, activities, procedures, and practices in areas of community mobilization, engagement, and facilitation; project selection, development, and implementation; financial management and procurement; and project monitoring and feedback can help enhance the barangay development planning and make the planning process more participatory, transparent, and accountable.

Guided by the legal requirements of encouraging people's participation in local development initiatives, the table below illustrates *possible ways*¹ of integrating the CDD-based approach in each stage of barangay development planning process. This hopes to support barangay governments in meeting and sustaining their social sector development services in the communities through their development plans, which in turn, ultimately contributes in strengthening participatory local governance.

Table 4: CDD-based approach in barangay development planning

Barangay Development Planning	Indicative activities anchored on CDD-based approach ⁴
1. <i>Pre-formulation</i>	<ul style="list-style-type: none"> • Mobilize community members through house visits, informal discussions, dialogues and interviews, community walks in the households, or barangay assemblies to expand people's participation in local development efforts. • Expand the representatives of non-governmental organizations in the Barangay Development Council • Mainstream and expedite the accreditation of people's organization, sectoral groups, and the private sector for possible representation in the Barangay Development Council.
2. <i>Formulation</i>	<ul style="list-style-type: none"> • Participatory Situation Analysis (PSA) to identify and prioritize community needs, problems, strategies, and interventions. • Community planning activities to set criteria for priority programs, projects, and/or activities for inclusion to Barangay Development Plan/Annual Investment Plan. • Community validation activities such as barangay assemblies or community dialogues on the result of PSA and community planning activities
3. <i>Budgeting</i>	
<i>Budget Preparation</i>	<ul style="list-style-type: none"> • Action planning activities such as trainings on project development and proposal writing to jointly develop the PPAs of barangay's BDP/AIP. • Presentation of priority projects and activities with corresponding budget for feedback and concurrence to a wider audience through a barangay assembly or community dialogues. • Consultative sessions with local governments, NGOs/POs representatives, and other key stakeholders to seek technical

¹ Note that the options provided in this Guidance Note are not meant to be exhaustive. They are indicative activities that include the most common and frequently used CDD tools, platforms, and processes based on KALAHI-CIDSS implementation experience.

⁴ The indicative activities in each planning stage can be accomplished singularly, in combinations of, or altogether in consideration of the capacity of participating barangay.

Barangay Development Planning	Indicative activities anchored on CDD-based approach ⁴
	support in the translation of the PSA data and BDP into project concepts or proposals relevant to the AIP.
Budget Authorization and Budget Review	Consultative sessions with other barangay governments or higher local government units to establish partnerships in the implementation of AIP
Budget Execution ⁵	<ul style="list-style-type: none"> Coaching/mentoring sessions on community procurement for the Punong Barangay and the members of Barangay Bids and Awards Committee Coaching/mentoring sessions on community-based Finance for the Barangay Treasurer; bookkeeper; and other barangay staff or officers responsible for inventory and audit
Budget Accountability	<ul style="list-style-type: none"> Coaching/mentoring sessions on community monitoring for Punong Barangay; members of Barangay Development Council; and community volunteers in sectoral or functional committees

5.2.1: What activities may be done in the *Pre-formulation phase*?

Table 5: Strengthening community participation in the BDC activities

- Mobilize community members through house visits, informal discussions, dialogues and interviews, community walks in the households, or barangay assemblies to expand people's participation in local development efforts.
- Expand the representatives of non-governmental organizations in the Barangay Development Council
- Mainstream and expedite the accreditation of people's organization, sectoral groups, and the private sector for possible representation in the Barangay Development Council.

Option 1: CDD can help expand the space for people's engagement and increase opportunities for community participation to make the BDC more responsive to the needs of barangay constituents. For example, the BDC members may perform several activities such as *house visits, informal discussions, dialogues, and interviews with community members, community walks in the households, or barangay assemblies* to collect direct and up-to-date information on prevailing issues, problems, and challenges in the barangay. This would make the communities feel heard and included, increase their awareness on barangay initiatives, and boost their

⁵ As of the date of this document, the Community-based Finance, and the Community Participation Procurement Manuals are currently being developed in collaboration with DILG, Government Procurement Policy Board, and the Commission on Audit, respectively.

willingness and interest to participate in barangay affairs, particularly on development issues that matter to them.

Option 2: In addition, expanding the representatives of NGOs in the BDC helps ensure inclusion in generating diverse solutions to even the most complex issues confronting the communities. In this case, the BDC may tap community coordinators and volunteers not only from Barangay-Based Institutions⁶ (BBIs), but also the services of the NGOs and POs in the community by giving them ample room to serve in the BDC's Functional Committees such as procurement, appropriation or finance, and project planning, implementation, and monitoring; BDC Secretariat; and BDC Executive Committee.

Option 3: The Sangguniang Barangay⁷, in conjunction with existing local government's policies and regulations, may also mainstream and expedite the process of accrediting PO/NGOs or the private sector, especially in areas where NGOs are limited, dispersed, and inactive. NGOs or POs can assist in improving barangay's productivity and performance as they often hold better information about the nature of local problems since they are closer to people and their needs. A barangay with a vibrant NGO PO presence may also bring in groups or sectors that are typically left out in the development process.

3.2.2: Why strengthen community participation in the BDC activities during pre-formulation phase?

Harnessing platforms of community engagement in barangay development planning by promoting the deliberate inclusion of, say for example, the voices of isolated, neglected, underserved groups like women, or persons with disabilities who are poor, will maximize the experience, knowledge, energy, intelligence, and capacity of individuals, families, and communities in the barangay while addressing and managing community needs. Similarly, increasing non-government representatives in the BDC also encourages flexibility in reaction to these needs or problems and promotes a culture of shared responsibility in the delivery of results and sustainability of development solutions as they are conjointly developed by community members, the barangay government itself, and other local stakeholders.

⁶ Barangay-based institutions include Barangay Development Council; Barangay Peace and Order Council; Barangay Disaster Coordinating Council; and Barangay Council for the Protection of Children.
⁷ http://www.dilg.gov.ph/PDF_File/issuances/...

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3.2.3. What activities may be done in the *Formulation phase*?

Table 6: Facilitating Evidence-based Pro-poor Development Plan

- **Participatory Situation Analysis (PSA)** to identify and prioritize community needs, problems, strategies, and interventions
- **Community planning activities** to set criteria for priority programs, projects, and/or activities for inclusion in Barangay Development Plan/Annual Investment Plan
- **Community validation activities** such as barangay assemblies or community dialogues on the result of PSA and community planning activities.

Option 1: At the grassroots level, BDP is the compass that points the directions where the barangay is currently headed, and sets the course where it aspires to be. The BDC, while formulating the BDP, is duty-bound to induce people’s participation in the planning process and to ensure that the plan conforms to “local requirements”. Based on its monitoring tool to assess the functionality of the BDC, the Department of Interior and Local Government (DILG) among others, highlights that the BDP should undergo prior public consultations; be based on constituents’ needs; contain Barangay Socio-Economic Profile; incorporate priority plans and projects of other BBIs; and if possible, be integrated with the City/Municipal Development Plan⁸. With the active participation of barangay residents as the main agenda, the BDC may conduct community-level research using Participatory Situation Analysis (PSA) during the formulation phase to identify and prioritize community needs, problems, strategies, and necessary interventions that can address these needs.

Table 7: Why conduct Participatory Situation Analysis?

Participatory Situation Analysis is a CDD-based methodology that establishes consensus and general understanding of the current situation in a given area. It has a series of activities that extensively analyzes and describes the expectations, current socio-economic and political situation as well as other needs or problems in the community. PSA can assist the BDC and the community, among others, to review and explore other local development plans such as the Comprehensive Land Use Plan, Comprehensive Development Plan, or the Local Poverty Reduction Action Plans; benchmark previous and existing accomplishments of the barangay using surveys and census contained in local or national data and information bases; revisit and update the Socio-Economic Profile of the barangay; and collect secondary information on basic and sectoral data requirements pertinent to community-based monitoring systems of national government agencies such as the DILG and National Economic Development Authority.

⁸ Memorandum Circular 2009-109 Guidelines in Monitoring the Functionality of the Barangay Development Council

Option 2: Next to PSA, the BDC, with the involvement of community members, may hold community planning activities to diagnose and prioritize critical issues that are significantly affecting the barangay residents, including the pressing problems that have the greatest impact in the future development of the communities in the barangay. Doing so would allow the barangay and the community to make better decisions in controlling the project scope based on available resources and the timing in selecting the best solutions to identified needs that are incorporated in the BDP. Through these activities, and when done in collaboration with the communities, the barangay can reliably communicate the value and relevance of addressing the critical issues by showing how it is tied to barangay's strategic development, which is generated through PSA.

Option 3: As needed, the BDC may conduct community validation events or activities presenting the priority issues and projects to be included in the BDP to a broad range of community members for feedback and approval. These may include the holding of barangay assemblies; local government to barangay, or barangay to barangay consultations; field and ocular visits to affected communities; or sectoral community dialogues. This way, the barangay is able to establish and infuse ownership of the priority activities while it allows room for reactions or responses prior to submitting the BDP to the Local Development Council of the next higher LGU.

Generally, the purpose of these activities is to help the BDC and the communities engage in evidence-based pro-poor planning in generating the barangay development plan. With BDC and community themselves defining and selecting development issues, and crafting appropriate and relevant strategies and actions to address these, the development planning process becomes more meaningfully undertaken as the ones supposedly benefited by it such as the poor, vulnerable, and disadvantaged families or underserved communities are provided with opportunity to engage in decision-making in barangay governance to make sure that the solutions to their needs are relevant.

5.2.4: Why generate an evidence-based pro-poor development plan during formulation phase?

CDD operations are in low income municipalities with barangays that have the poorest households or underserved/marginalized communities. As a social process, the need for evidence especially when it comes to poverty-related issues and development solutions using available CDD tools and platforms that would underpin necessary dialogs that target the needs of the poor. In effect, this would fashion a more coordinated and integrated local responses that can benefit the poorest households, including the isolated, vulnerable, and marginalized groups.

5.2.5: What activities may be done in the Budgeting phase?

In alignment with the budget calendar of barangay and municipal governments in time with the release of the barangay’s annual budget, the focus of this budgeting phase is the BDP/AIP.

Table 8: Promoting Participatory Budgeting

Budget Preparation	<ul style="list-style-type: none"> Action planning activities such as trainings on project development and proposal writing to jointly develop the PPAs of barangay’s BDP/AIP. Presentation of priority projects and activities with corresponding budget for feedback and concurrence by a wider audience through barangay assemblies or community dialogues. Consultative sessions with local governments, NGOs/POs representatives, and other local stakeholders to seek technical support in the translation of the PSA data and BDP into project concepts or activity proposals relevant to the BDP/AIP.
Budget Authorization/ Budget Review	Consultative sessions with other barangay governments or higher local government units to establish partnerships in the implementation of AIP
Budget Execution	<ul style="list-style-type: none"> Coaching/mentoring sessions on community procurement for the Punong Barangay and the members of Barangay Bids and Awards Committee Coaching/mentoring sessions on community-based Finance for the Barangay Treasurer; bookkeeper; and other barangay staff or officers responsible for inventory and audit
Budget Accountability	Coaching/mentoring sessions on community monitoring for Punong Barangay; members of Barangay Development Council; and community volunteers in sectoral or functional committees

Option 1: During the budget preparation, the BDC may mobilize community members to formulate projects reflecting the appropriate interventions to priority problems that are previously and collectively identified, selected, and approved by all barangay constituents in the formulation phase. BDC, together with community members, may embark on action planning activities such as trainings on project development and proposal writing to jointly develop the PPAs of barangay’s BDP/AIP.

Option 2: Prior to submitting the annual budget to the Sangguniang Barangay for review and issuance of Appropriation Ordinance, the Punong Barangay may present priority projects and activities with their budgets, for feedback and/or concurrence by a wider audience. This may be done through barangay assemblies or community dialogues – they are community platforms that can make communities feel that barangay governance, after all, is a shared responsibility between the barangay officials and the barangay residents.

Sources:

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Kalah-CIDSS operational manual

CDD elements in BDP (A presentation of Social Development Unit)

Makilahok guidance notes (Capability Building Unit)

For more sample of BDPs

<https://drive.google.com/drive/u/3/my-drive>

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