



**DBM-DILG-DSWD-NAPC Joint Memorandum Circular No. 8
March 18, 2016**

TO : ALL PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS,
PRESIDENTS OF THE LIGA NG MGA BARANGAY AT ALL LEVELS,
PUNONG BARANGAYS, DILG REGIONAL DIRECTORS AND FIELD
OFFICERS, DSWD REGIONAL DIRECTORS AND AREA COORDINATING
TEAMS AND OTHERS CONCERNED

SUBJECT: POLICY GUIDELINES AND PROCEDURES IN THE IMPLEMENTATION OF
BOTTOM-UP BUDGETING AT THE BARANGAY LEVEL OR BARANGAY
BOTTOM-UP BUDGETING (BBuB) FOR THE PREPARATION OF THE FY
2017 AND SUCCEEDING FISCAL YEARS' BUDGET

1. RATIONALE

Bottom-Up Budgeting (BuB) is a budgetary reform introduced in 2012, in pursuit of attaining the Philippine Development Plan's goal of inclusive growth and poverty reduction and promoting good governance at the local level.

Through this program, LGUs engage civil society and community organizations in identifying priority poverty reduction programs and projects, the funding requirements for which are incorporated in the proposed national budget.

The Department of the Interior and Local Government (DILG) works to strengthen local governance institutions and enable participation of basic sector organizations and other CSOs particularly in the planning and budgeting process. In coordination with the Department of Budget and Management (DBM), LGUs are encouraged and capacitated to deliver meaningful development through efficient and effective budget and management policies and practices.

Section 384 of the Local Government Code provides that the barangay as the basic political unit serves as the primary planning and implementing unit of government policies, plans, programs, projects and activities in the community.

In February 2016, President Benigno S. Aquino III launched the Barangay Bottom-Up Budgeting to expand and bring the internationally recognized BuB program to the barangay level beginning FY2017. This expansion will build on the experiences of the implementation of BuB at the city/municipal level, as well as other community-based development programs such as the DSWD KALAHI-CIDSS Program.

The program seeks to cover all barangays by FY2019, starting with a pilot phase covering at least 30% of barangays in FY2017 subject to the criteria outlined in this issuance.

The BuB oversight agencies are tasked to ensure the implementation of priority poverty reduction projects as identified at the barangay level through the BuB participatory planning and budgeting process.

2. PURPOSE

This Joint Memorandum Circular is issued to provide guidelines in the implementation of the bottom-up planning and budgeting approach at the barangay level.

3. OBJECTIVES

Barangay Bottom-Up Budgeting (BBuB) intends to pursue inclusive growth and poverty reduction, and promote good governance at the barangay level by engaging community-based people's organizations in:

- Identifying priority projects and activities in line with delivery of basic barangay services and facilities as contained in Section 17 (b) of the Local Government Code of 1991 and/or in support of Disaster Risk Reduction Management;
- Implementing the project; and
- Monitoring the delivery of basic services in the community.

4. COVERAGE

This Circular shall cover all the 42,036 barangays, nationwide, and shall be implemented in 3 batches to commence in 2017 up to 2019, subject to the criteria in Item 5.

For 2017, Batch 1, composed of at least 30% of barangays that are qualified based on the criteria, will implement the project. As much as practicable and subject to the criteria in Item 5, a barangay from every city/municipality should be included in Batch 1. The number of barangays that will receive BBuB direct download shall increase annually, until all the barangays are included by FY 2019 at the latest.

Barangays that are not yet ready to receive national funds in FY 2017 will be provided with capacity development intervention responsive to the results of the diagnostic tool, to prepare them for their participation in the BBuB program in the succeeding years.

Recipient barangays will receive the amount of not more than **ONE MILLION PESOS** (P 1,000,000.00) for the implementation of their identified priority project(s) through direct downloading of funds.

5. CRITERIA FOR SELECTION OF BARANGAYS IN THE PILOT PHASE

5.1. All 42,036 barangays shall be evaluated by the BBuB Diagnostic Team based on the following criteria:

5.1.1. Compliance to the Full Disclosure Policy

- Rated full compliance for the 4th Quarter of FY 2015

5.1.2. Conduct of the Barangay Assembly

- Conducted Barangay Assembly for the 1st Semester of CY 2016

5.1.3. Preparation of Barangay Development Plan (BDP)/AIP/ADSDPP/BAP/BARP

- Formulated the BDP for FY2013-2016 AIP/ADSDPP/BAP/BARP
- Duly adopted by the Sangguniang Barangay

5.1.4. Capacity to implement the project

- Good Leadership
- Good Track Record
- Good Fiscal Management

5.2. The City Director/C/MLGOO shall provide the data for the compliance of the barangay on Barangay Full Disclosure Policy, Barangay Assembly and Barangay Development Plan. Report shall be submitted using the BBuB online system.

5.3. The criteria for *Capacity to Implement* the Project shall be rated by the members of the diagnostic team using the prescribed tools (*Please see Annexes 1, 2 & 3*) with the following guidelines:

5.3.1. Leadership shall be rated by the City/Municipal Liga ng mga Barangay (LnB) President and at least 2 members of the LnB Board of Directors, chosen from among them to compose the diagnostic team, assisted by the City Director/C/MLGOO using the prescribed Diagnostic Form 1A as shown on **Annex 1**.

- The LnB team member shall inhibit him/herself once his or her barangay is the subject of the diagnosis.

5.3.2. Track Record shall be rated by the City/Municipal Planning and Development Coordinator, assisted by the City/Municipal Engineer using the prescribed Diagnostic Form 1B as shown on **Annex 2**.

5.3.3. Fiscal Management shall be rated by the City/Municipal Accountant, assisted by the City/Municipal Budget Officer and City/Municipal Bookkeeper using the prescribed Diagnostic Form 1C as shown on **Annex 3**.

- Each member of the diagnostic team shall evaluate every barangay in the city/municipality.

- 5.3.4. All evaluation results shall be submitted thru an *online* submission system. Details of this system shall be provided in the field guide once approved.

6. PREPARATORY ACTIVITIES

6.1. Conduct of BBUb Orientation

- 6.1.1. The City Director/C/MLGOO and the City/Municipal LnB President shall orient the following on BBUb which will also include the criteria for the evaluation:
- Mayor
 - Accountant/ Bookkeeper/ Local Budget Officer
 - Planning Coordinator/Engineer
 - DSWD KALAHI-CIDSS (KC) Area Coordinator in municipalities covered by the KALAHI-CIDSS Project; and
 - LPRAT Co-chair
- 6.1.2. The City/Municipal LnB President, with the assistance of the City Director/C/MLGOO and the KALAHI CIDSS Area Coordinator shall orient all the Punong Barangays within the city/municipality.
- 6.1.3. Participation of community-based organizations in all BBUb processes and activities shall be emphasized.

6.2. Creation of City/Municipal BBUb Diagnostic Team

The BBUb Diagnostic Team shall be composed of:

- Chairperson : City Director/C/MLGOO
- Members : LnB President

At least 2 members of the LnB Board
City/Municipal Planning and Development
Coordinator
City/Municipal Accountant

6.3 Social Preparation and Citizen/CSO Orientation

- 6.3.1 The Community Mobilizer, together with the city/municipal LPRAT Co-chair shall organize a city/municipal level orientation for CSO and community organizations to orient them on the roll out of BBUb and to ensure community participation in BBUb.
- 6.3.2 For KC areas: The DSWD KALAHI-CIDSS Area Coordinator will assist in inviting KALAHI-CIDSS volunteers and Pantawid Parent Leaders to this activity.

7. PROJECT IDENTIFICATION

7.1. BARANGAY DEVELOPMENT COUNCIL (BDC) PLANNING WORKSHOP

In identifying BBUb priority projects, the Punong Barangay, as the BDC chair, assisted by the City Director/C/MLGOO for non-KALAHI CIDSS areas, and the KALAHI CIDSS Area Coordinator for KC areas, shall convene the BDC for a planning workshop and shall undertake the following:

- 7.1.1 Orient BDC members on BBUb and the task at hand;
- 7.1.2 Review the Barangay Development Plan;
Note: KC areas may use the attached Project Matrix (Annex 8);
- 7.1.3 The following must be considered in identifying projects:
 - Unfunded projects/activities which they want to include in the list of priority BBUb projects;
 - Other than those listed in the BDP, other priority projects based on the social and economic data using CBMS, BGPMS or any other instrument/tools available, showing the needs of the community;
 - Priority Projects shall be DRRM-related or basic services and facilities listed under Section 17 (b) of the LGC;
 - Prioritize the needs of the vulnerable and excluded households in the barangay; and
 - The cost of the project(s) to be funded by the national government shall not exceed P1, 000,000.00.
- 7.1.4 Ensure that representatives of community or civil society organizations make up a minimum of one-fourth (or 25%) of the BDC as mandated by section 107(a) of the Local Government Code (LGC). The elected officials at the national and local levels, including the barangay, their immediate relatives (spouse, parent, sibling, child), and LGU employees are ineligible to be elected as community or CSO representatives; and
- 7.1.5 The BDC shall agree, through a Resolution (**Annex 4**), on the short list of five (5) priority projects to be presented to the barangay assembly.

7.2 BARANGAY ASSEMBLY

- 7.2.1 The City Director/C/MLGOO and/or the KALAHI CIDSS Area Coordinator for KALAHI CIDSS Areas shall assist the Punong Barangay in the conduct of the barangay assembly.
- 7.2.2 The Punong Barangay shall ensure the following:
 - Conduct of the Barangay Assembly in accordance with DILG Memorandum Circular No. 2016-11;
 - Participation in the barangay assembly, as much as practicable of at least 20% of the barangay households **except** for KALAHI-CIDSS Areas where 80% of the households are required;
 - Inclusion of BBUb as one of the agenda of Barangay Assembly Day for the 1st semester of CY2016 and the orientation of the assembly members present on BBUb program;
 - Presentation of the proposed list of priority project(s) for BBUb funding

together with the BDC resolution; and

- Selection of not more than 2 priority projects with a total of P1,000,000.00 by majority of the assembly members present from the list proposed by the BDC and/or other priority projects under Item 7.1.3 that may not have been included in the BDC list.

7.2.3 Consistent with Item 7.1.3 of this JMC, the assembly members may propose new projects in case projects prioritized by the BDC do not include other more urgent needs as forwarded by the assembly members.

7.2.4 The accomplished list of priority projects that will be submitted to the City Director/C/MLGOO may be signed by those present in the barangay assembly.

7.3 SUBMISSION OF THE LIST OF PRIORITY PROJECTS

7.3.1 The Punong Barangay shall direct the Barangay Secretary to transmit the list of selected project(s) using AIP Form 5 to the City Director/C/MLGOO, together with the following documents:

- At most two (2) priority projects using the AIP Form No.5 (**Annex 5**), the signatories of which, are: Punong Barangay, Barangay Secretary, and those present during the assembly;
- Copy of the attendance sheet of the barangay assembly;
- Copy of Sangguniang Barangay resolution (**Annex 6**) adopting the list of projects; and
- Minutes of the Assembly (**Annex 7**) reflecting the approval of the list of projects.

7.3.2 The C/MPDC shall certify that the city/municipality or any other agencies have not appropriated funds for the proposed BBuB projects.

7.3.3 If the project(s) is already funded, the barangay shall revise the proposal based on the recommendations, provided, that, the project(s) is identified by the BDC and presented to the assembly.

7.3.4 Details of the submission shall be provided in the field guide once approved.

8. ROLES AND RESPONSIBILITIES

8.1. The PUNONG BARANGAY shall:

8.1.1. Attend the City/Municipal BBuB orientation conducted by the LnB;

8.1.2. Orient the BDC;

8.1.3. Lead the BDC planning workshop and ensure all BDC members are present, and the CSOs actively participate in identifying the 5 priority projects;

8.1.4. Conduct the Barangay Assembly and take up the agenda of BBuB, and ensure active participation of the community;

8.1.5. Ensure that the projects presented in the Barangay Assembly for selection are from the list of priority projects that were approved by the BDC;

8.1.6. Ensure that only projects approved by the barangay assembly are included in

the AIP Form No. 5 (**Annex 5**);

- 8.1.7. Direct the secretary to list the selected project(s) using AIP Form No. 5;
- 8.1.8. Ensure the issuance of Sangguniang Barangay resolution adopting and approving the priority projects; and
- 8.1.9. Ensure the submission of the AIP Form No. 5 to the City Director C/MLGOO and C/ MPDC including all the required documents.

8.2. The BARANGAY DEVELOPMENT COUNCIL shall:

- 8.2.1. Review the Barangay Development Plan and for KC areas, the use of the project matrix is encouraged (**Annex 8**)
- 8.2.2. Identify the unfunded projects they want to include in the list of priority BBUb projects;
- 8.2.3. Identify projects other than those in the BDP which they find more important and priority, based on the social and economic data showing the needs of the community;
- 8.2.4. Identify 5 priority projects, through a resolution, and present the same to the Barangay Assembly; and
- 8.2.5. Ensure that the final 2 priority projects chosen are approved by the majority of the assembly members present.

8.3. The LPRAT CO-CHAIR shall:

- 8.3.1. Designate a basic sector organization representative who must be a resident of the barangay to attend and participate in BDC deliberation;
- 8.3.2. Copy furnish the punong barangay and the C/MLGOO or KALAHI CIDSS Area Coordinator an authorization letter specifying the name of the basic sector organization representative;
- 8.3.3. Submit to the BBUb Steering Committee a list of all BDCs attended by basic sector organization representative; and
- 8.3.4. Failure to do the above stated roles should not hinder the conduct of the necessary activities of the barangay.

8.4. The SANGGUNIANG BARANGAY shall:

- 8.4.1. Attend and actively participate in the BDC workshop;
- 8.4.2. Attend and support the Barangay Assembly;
- 8.4.3. Pass a resolution (**Annex 6**) adopting the identified projects; and
- 8.4.4. Review and adopt the list of identified priority projects to be submitted to the City Director/C/MLGOO and C/M MPDC

8.5. The CITY/MUNICIPAL BBUb DIAGNOSTIC TEAM shall:

- 8.5.1. Conduct the evaluation of every barangay in the city/municipality based on the diagnostic tool;
- 8.5.2. Perform the following roles and responsibilities:
 - 8.5.2.1. **City Director/C/MLGOO**
 - Orient the city/municipal BBUb Diagnostic team on the BBUb;
 - Serve as the chairperson of the city/municipal BBUb Diagnostic Team; and

- Submit the compliance of the barangay on Barangay Full Disclosure Policy, Barangay Assembly and Barangay Development Plan.

8.5.2.2 LnB Board

- Select from among themselves at least 2 to represent the board, excluding the LnB President;
- Score the Leadership of each barangay using the prescribed form; and
- Coordinate with the concerned department heads in gathering data for the evaluation
 - ✓ **LnB President**
 - Member of the C/M Diagnostic Team;

8.5.2.3 City/Municipal Planning and Development Coordinator (C/MPDC)

- Score the Track Record of each barangay using the prescribed form;
- Coordinate with the concerned department heads in gathering data for the evaluation;
- In reviewing the project proposal of each barangay, ensure that the city/municipality or any other agencies have not appropriated funds for the proposed BBUb projects; and

8.5.2.4 City/Municipal Accountant

- Score the Fiscal Management of each barangay using the prescribed form
- Coordinate with the concerned department heads in gathering data for the evaluation.

8.6. The DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT shall:

8.6.1. CITY DIRECTOR/CITY/MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICER (C/MLGOO)

- 8.6.1.1** Provide compliance data of the barangay on Barangay Full Disclosure Policy, Barangay Assembly and Barangay Development Plan;
- 8.6.1.2** Organize the City/Municipal BBUb Diagnostic Team;
- 8.6.1.3** Serve as the Chairperson of the City/Municipal BBUb Diagnostic Team;
- 8.6.1.4** Coordinate with the KALAHI-CIDSS Area Coordinator;
- 8.6.1.5** Provide technical assistance to the BDC and other members of the City/Municipal BBUb Diagnostic Team;
- 8.6.1.6** Remind the Punong Barangays to ensure participation of the CSOs in the BDC and Barangay Assembly;
- 8.6.1.7** Receive and review the AIP form 5 submission from the Punong Barangays and all required documents per barangay to ensure completeness and accuracy to the guidelines of the BBUb; and
- 8.6.1.8** Submit through the BBUb online system. Procedures will be provided in the field guide once approved.

8.6.2 DILG PROVINCIAL OFFICE

- 8.6.2.1** Provide technical assistance to the City/Municipal BBUb Diagnostic Team; and
- 8.6.2.2** Attest to the completeness of the data (result of the evaluation and list of priority projects) of all barangays submitted by the C/MLGOO.

8.6.3 DILG REGIONAL OFFICE

- 8.6.3.1** Attest to the completeness of the data (result of the evaluation and list of priority projects) of all barangays submitted by the Provincial Office and highly-urbanized cities (HUCs).

8.6.4 DILG CENTRAL OFFICE

- 8.6.4.1** Provide the initial financial resources for the preparation phase through the BuB PMO and other fund sources as may be necessary;
- 8.6.4.2** Provide continuing guidance to ensure efficient implementation of the BBUb and bridge interaction between LGUs and the participating agencies;
- 8.6.4.3** Create a Project Management Office to oversee the national implementation of the Barangay BuB; and
- 8.6.4.4** Submit regular reports to the National TWG on the status of implementation.

8.7 The DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD) shall:

8.7.1 KALAHI-CIDSS Area Coordinating Team

- 8.7.1.1** Assist the City C/MLGOO in the orientation of all Punong Barangays within the KALAHI CIDSS city/municipality; and
- 8.7.1.2** Assist the C/MLGOO in the provision of technical assistance during the BDC planning workshop and Barangay Assembly.

8.7.2 DSWD REGIONAL OFFICE

- 8.7.2.1** Mobilize its Area Coordinators or where needed its entire Municipal Action Teams to conduct the preparatory and actual planning activities in coordination with the MLGOO in areas covered by KALAHI-CIDSS;
- 8.7.2.2** Provide technical assistance and supervise the work of its Area Coordinators and/or Municipal Action Teams; and
- 8.7.2.3** Provide technical assistance to the barangays in documenting and preparing the requirements set forth in this guideline.

8.7.3 DSWD CENTRAL OFFICE

- 8.7.3.1** Provide continuing guidance to ensure efficient implementation of the BBUb as member of the National Technical Working Group;
- 8.7.3.2** Ensure that the necessary implementing policies and structure are provided to oversee implementation of BBUb; and
- 8.7.3.3** Submit regular reports to the National TWG on the status of implementation.

8.8. The DEPARTMENT OF BUDGET AND MANAGEMENT (DBM) shall:


- 8.8.1.** Provide continuing guidance to ensure efficient implementation of the BBUb as member of the National Technical Working Group; and
- 8.8.2.** Ensure inclusion of priority projects, identified by the barangays qualified for direct downloads, in the preparation of the National Expenditure Program.

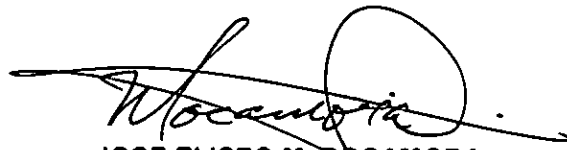
8.9. The NATIONAL ANTI-POVERTY COMMISSION (NAPC) shall:


- 8.9.1.** Represent Basic Sector Organizations in the oversight of;
 - a. Establishing the BBUb online system;
 - b. Determining appropriate poverty data and statistics to be included in the system; and
 - c. Ensuring completeness of data collation.
- 8.9.2.** Provide continuing guidance to ensure efficient implementation of the BBUb as member of the National Technical Working Group;
- 8.9.3.** Provide grievance redress that may arise in the prioritization and/or implementation of priority projects;
- 8.9.4.** Enable third party monitoring of the implementation of BBUb; and
- 8.9.5.** Assist in the convening of civil-society organizations in the conduct and implementation of BBUb.


9. EFFECTIVITY. This Circular shall take effect immediately.


For guidance of all concerned.



CORAZON JULIANO-SOLIMAN
Secretary, DSWD


JOSE ELISEO M. ROCAMORA
Lead Convenor, NAPC


FLORENCIO B. ABAD
Secretary, DBM




MEL SENEN S. SARMIENTO
Secretary, DILG





Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

BARANGAY BOTTOM-UP BUDGETING (B-BUB) DIAGNOSTIC TOOL

Ang layunin ng *Diagnostic Tool* na ito ay ang masuri ang kakayahan ng isang barangay sa pagpapatupad ng proyekto ng BuB. Ito rin ay gagamitin upang matukoy ang capacity development program na ibibigay sa barangay. Sagutin lamang ang mga tanong at sundin ang panuto na nakasulat sa ibaba. Maraming Salamat po!

REHIYON: _____ PROBINSYA: _____
 BARANGAY: _____ CITY/MUNICIPALITY: _____
 POPULASYON (latest): _____ TOTAL INCOME (Local): _____

PANUTO:

Sa *performance area* na ito, susuriin ang kakayahan ng isang barangay hinggil sa *pamumuno (Leadership)* ng barangay. Ang pagsusuri na ito ay gagawin lamang ng **Board ng Liga ng Barangay** ngunit maaaring makipag-ugnayan sa mga *C/M Local Government Operations Officer (DILG)* sa pagkalap ng mga datos. Ito ay sa pamamagitan ng pagsulat ng napili at nararapat na numero sa hanay ng *SCORE* base sa nakasulat na batayan. Para alamin kung ang barangay ay mataas o *hindi*, kunin ang *total score* ng 3 batayan at i-divide sa 3 (indicators). Kung ang resulta ay 3.3 pataas – **High**; 3 pababa – **Low**. Para sa karagdagang impormasyon, isangguni lamang sa ipinamigay na *guidelines*.

I. PERFORMANCE AREA: PAMUMUNO (LEADERSHIP)

AVERAGE: _____
 OVER-ALL RATING (High/Low): _____

INDICATORS	1	2	3	4	SCORE	High/ Low
KAKAYAHANG MAGPLANO (Taong 2013)	May BDP ngunit kulang sa ¼ ang CSOs na kalahok sa paggawa ng BDP	May BDP at may ¼ na CSOs ang kalahok sa paggawa ng BDP	May BDP, may ¼ na CSO na kalahok ngunit hindi regular na nagpupulong	May BDP, mahigit sa ¼ na CSO na kalahok at regular na nagpupulong		
PAMAMAHALA (All BBI's)	Walang organisado at aktibong kumite, board, o alinmang institusyon	Hindi lahat ay organisado at aktibo	Lahat ay organisado ngunit hindi aktibong nagmimiting/usap para sa isyu ng barangay	Lahat ay organisado at aktibong nag-uusap at nagpapalano para sa mga isyu ng barangay		
SUPORTA NG MAMAMAYAN (Barangay Assembly 1st Sem of CY2016)	5% ng mamamayan ay nakikilahok	20% ng mamamayan ay nakikilahok	30% ng mamamayan ay nakikilahok	80% ng mamamayan ay nakikilahok		

Evaluator's Signature over Printed Name: _____

Position: _____



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REHIYON: _____ PROBINSYA: _____
 BARANGAY: _____ CITY/MUNICIPALITY: _____
 POPULASYON (Latest): _____ TOTAL INCOME (Local): _____

PANUTO:

Sa *performance area* na ito, susuriin ang kakayahan ng isang barangay hinggil sa *track record* ng barangay. Ang pagsusuri na ito ay gagawin lamang ng **Planning and Development Coordinator**, ngunit maaaring makipag-ugnayan sa *City/Municipal Engineer* sa pagkalap ng mga datos lito ay sa pamamagitan ng pagsulat ng napili at nararapat na numero sa hanay ng *SCORE* base sa nakasulat na batayan. Para alamin kung ang barangay ay mataas o *hindi*, kunin ang *total score* ng 2 batayan at i-divide sa 2 (indicators). Kung ang resulta ay 2 – High; 1 pababa – Low. Para sa karagdagang impormasyon, isangguni lamang sa ipinamigay na *guidelines*.

II. PERFORMANCE AREA: TRACK RECORD

AVERAGE: _____
 OVER-ALL RATING (High/Low): _____

INDICATORS	1	2	3	4	SCORE	High/ Low
MAY NATAPOS NA MGA PROYEKTO SA AIP FY2015	15% ng mga proyekto sa AIP ang natapos	30% ng mga proyekto sa AIP proyekto ang natapos	75% ng mga proyekto sa AIP proyekto ang natapos	100% ng mga proyekto sa AIP proyekto ang natapos		
PAMAMARAAN NG BARANGAY SA PAGPAPATUPAD NG PROYEKTO		Humihingi ng tulong ang barangay sa munisipyo/lungsod	May kakayahang mag-outsource o may teknikal na taong empleyado ang barangay	May mga volunteers na tumutulong sa barangay sa pagpapatupad ng proyekto		

Evaluator's Signature over Printed Name: _____

Position: _____



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REHIYON: _____ PROBINSYA: _____
 BARANGAY: _____ CITY/MUNICIPALITY: _____
 POPULASYON (*latest*): _____ TOTAL INCOME (*Local*): _____

PANUTO:

Sa *performance area* na ito, susuriin ang kakayahan ng isang barangay hinggil sa *paggamit, paglalaan at paghawak* ng salapi ng barangay. Ang pagsusuri na ito ay gagawin lamang ng **Accountant**, ngunit maaaring makipag-ugnayan sa mga *City/Municipal Bookkeeper* at *Budget Officer* sa pagkalap ng mga datos. Ito ay sa pamamagitan ng pagsulat ng napili at nararapat na numero sa hanay ng **SCORE** base sa nakasulat na batayan. Para alamin kung ang barangay ay mataas o *hindi*, kunin ang *total score* ng 3 batayan at i-divide sa 3 (indicators). Kung ang resulta ay 3.3 pataas – High; 3 pababa – Low. Para sa karagdagang impormasyon, isangguni lamang sa ipinamigay na *guidelines*.

III. PERFORMANCE AREA: FISCAL MANAGEMENT

AVERAGE: _____
 OVER-ALL RATING (High/Low): _____

INDICATORS	1	2	3	4	SCORE	High/ Low
ANNUAL BUDGET	Gumamit ng reenacted budget for FY 2016	Nagsumite ng budget at nareview ng SB bago natapos ang January 2016	May budget na naaprubahan at naisumite bago matapos ang December 31, 2015	Nagsumite ng budget at nareview bago pa natapos ang December 31, 2015		
CASH BOOK (<i>latest report</i>)	May libro ngunit hindi ayon sa pamantayan ng COA	Ang libro ay naayon sa pamantayan ng COA	Updated ang libro na ayon sa pamantayan ng COA	Updated ang libro at may sariling bookkeeper sa barangay		
DISBURSEMENT VOUCHER	1-11 beses lamang nakapagpasa ng disbursement voucher	Nakapagpasa ng disbursement voucher kada buwan ngunit 3-12 beses nahuli sa nakatakdang araw	Nakapagpasa kada buwan ng disbursement voucher ngunit 1-2 beses nahuli sa nakatakdang araw	Nakapagpasa kada buwan ng disbursement voucher sa accountant kada ika-10 araw ng buwan		

Evaluator's Signature over Printed Name: _____
 Position: _____

Republic of the Philippines
BARANGAY DEVELOPMENT COUNCIL
Barangay _____

Excerpts from the minutes of meeting of the Barangay Development Council, held on _____ 2016, at _____.

HON. _____
Presiding Officer

PRESENT:

	Kagawad	Signature CSOs/NGOs/	Signature
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

ABSENT:

1. _____
2. _____
3. _____

RESOLUTION No. 2016 - ____

WHEREAS, the Barangay Development Council (BDC) has agreed and prepared the List of Priority Projects to be funded under the Barangay Bottom-Up Budgeting Project in 2017;

WHEREAS, the identified projects, after consultation with the BDC members present are found to be in line with the development policies and priorities of the barangay government;

NOW THEREFORE, on motion of _____, duly seconded by _____, **BE IT RESOLVED** as it is hereby resolved, to approve the List of Priority Projects, as listed below:

	NAME OF PROJECTS	ESTIMATED COST
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

RESOLVED FINALLY, that the assembly members present during the Barangay Assembly will choose/vote one or two (2) projects from the list of the identified projects, to be the priority projects of the barangay under Barangay BuB Projects.

APPROVED.

I hereby certify that the foregoing are true and correct excerpts from the minutes of the Barangay Development Council meeting, dated _____.

Barangay Secretary

Attested:

Hon. _____
Punong Barangay
Chairman, Barangay Development Council

Republic of the Philippines
 Province of _____
 City/ Municipality of _____
 Barangay _____

**PRIORITIES FOR DEVELOPMENT PROJECTS, BY _____
 To be Funded from External Sources**

Barangay : _____
 Municipality/City : _____

TOTAL IRA for FY: _____
 X 20% = _____

Project Description (1)	RANK (2)	Project Cost (3)	Cumulative TOTAL (4)

Formulated and endorsed in a BDC Planning Workshop conducted last _____,
 for approval by the SB.

Instructions:

- (1) Indicate and describe development projects that **cannot be funded** by the 20% Development Fund
- (2) Indicate the ranking of development projects in their proper order, Rank 1 is the first priority, Rank 2 is the second, etc.
- (3) Indicate the total project cost that will complete the project.
- (4) Add all project costs from Rank 1 to the last rank.

Republic of the Philippines
OFFICE OF THE SANGGUNIANG BARANGAY
 Barangay _____

Excerpts from the minutes of the Barangay Assembly conducted on ____ day of
 March 2016, ____ o'clock in the morning/afternoon, at the

PRESENT :

Hon. _____	-----	Punong Barangay/Presiding Officer
Hon. _____	-----	Kagawad
Hon. _____	-----	Kagawad
Hon. _____	-----	Kagawad
Hon. _____	-----	Kagawad
Hon. _____	-----	Kagawad
Hon. _____	-----	Kagawad
Hon. _____	-----	Kagawad

ABSENT:

Hon. _____		Hon. _____
Hon. _____		Hon. _____

RESOLUTION NO. 2016 - ____

**A RESOLUTION APPROVING THE _____ (NAME OF PROJECT/S)
 AS THE PRIORITY PROJECT/S OF THE BARANGAY AS LISTED IN THE ATTACHED
 AIP FORM NO. 5, AMOUNTING TO ONE MILLION PESOS (PHP 1,000,000.00) TO BE
 FUNDED UNDER THE BARANGAY BOTTOM-UP BUDGETING PROJECT IN FY 2017.**

WHEREAS, the Barangay Assembly was held on ____ March 2016, attended by the Sangguniang Barangay Members, barangay employees and staff, representatives of the different Civil Society Organizations/National Government Organizations and barangay constituents;

WHEREAS, the Barangay Bottom-Up Budgeting Project, among others, was discussed during the Barangay Assembly;

WHEREAS, the List of Priority Projects prepared and approved by the members of the Barangay Development Council (BDC) was presented before the above-mentioned attendees;

WHEREAS, majority of the barangay assembly members present identified and agreed the that _____ (name of project/s) _____ is/are the priority project/s of the barangay;

NOW THEREFORE, on motion of Hon. _____ and jointly

RESOLVED, as it is hereby resolved "APPROVING THE _____ (NAME OF PROJECT/S) _____ AS THE PRIORITY PROJECT/S OF THE BARANGAY AS LISTED IN THE ATTACHED AIP FORM NO. 5, AMOUNTING TO ONE MILLION PESOS (PHP 1,000,000.00) TO BE FUNDED UNDER THE BARANGAY BOTTOM-UP BUDGETING PROJECT IN FY 2017".

RESOLVED FINALLY, to submit copy of this Resolution to the Office of the City Director/City/Municipal Local Government Operations Officer for his/her perusal and documentation.

APPROVED. _____ March 2016.

I HEREBY CERTIFY to the correctness of the above-quoted Resolution.

Certified true and correct:

Barangay Secretary

ATTESTED:

HON. _____
Punong Barangay

[BARANGAY LOGO/ADDRESS]
MINUTES

I] ACTIVITY : CONDUCT OF BARANGAY ASSEMBLY FOR THE 1st SEMESTER OF CY 2016	
II] TIME AND VENUE:	
III] ATTENDEES/GUEST:	
IV] AGENDA/HIGHLIGHTS OF THE ACTIVITY:	
V] ISSUES/CONCERNS AND RESPONSES:	
ISSUES/CONCERNS	RESPONSES
1.	
2.	
3.	
4.	
VI] ATTACHMENTS: <ul style="list-style-type: none">➤ Attendance Sheet➤ Photos➤ Others	

Prepared by:

Barangay Secretary

Noted by:

HON. _____
PunongBrangay

