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**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
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**MEMORANDUM CIRCULAR**  
No: 2022-083

**TO :** ALL PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS, PRESIDING OFFICERS OF THE SANGGUNIANG PANLALAWIGAN, PANLUNGSOD AND BAYAN, DILG REGIONAL, PROVINCIAL AND CITY DIRECTORS, CITY AND MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICERS, BARMM MINISTER FOR THE INTERIOR AND LOCAL GOVERNMENT, CSO DESK OFFICERS, LOCAL PLANNING AND DEVELOPMENT OFFICERS, CIVIL SOCIETY ORGANIZATIONS, AND OTHERS CONCERNED

**SUBJECT :** GUIDELINES ON THE ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS AND SELECTION OF REPRESENTATIVES TO THE LOCAL SPECIAL BODIES

**DATE :** JUN 15 2022

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**1.0 Background**

- 1.1. Article 62, Rule XIII of the Implementing Rules and Regulations of the Local Government Code of 1991 (Republic Act No. 7160) mandates local government units to promote the establishment and operation of people's organizations, non-governmental organizations, and the private sector, to make them active partners in the pursuit of local autonomy, and to directly involve them in the plans, programs, projects and activities of the local government unit, such as, but not limited to, membership in local special bodies (LSBs) and involvement in the delivery of public goods and services.
- 1.2. Article 64 of the same Implementing Rules and Regulations provides for the procedures and guidelines for the selection of representatives of CSOs in the LSBs and the criteria for accreditation that shall guide the concerned sanggunian on the accreditation of CSOs for the purpose of representation to the LSBs.
- 1.3. Good governance is vital in the pursuit of excellence in local public administration and development. This Department recognizes that in forming

a sustainable foundation of good governance, it is not enough to concentrate on developing the internal capacity of local governments. It is equally important to develop and strengthen partnerships with CSOs in order to empower citizens to articulate their needs as they participate in the decision-making process, program planning, implementation, monitoring and evaluation at the local level which can increase the responsiveness and efficiency of local governments in delivering services.

- 1.4. The Accreditation of CSOs is a continuous process wherein a CSO may apply and obtain accreditation at any time. The only legal effect of not applying for accreditation within the sixty-day (60) period prescribed by law and reiterated in this Memorandum Circular, is that such organization is not entitled for a representation in a local special body.
- 1.5. This Memorandum Circular is issued to provide the guidelines on the process for accreditation and selection of CSOs and their representatives to the LSBs, and to strengthen their participation in local governance and development processes, reiterating and strengthening the provisions of RA 7160 and its Implementing Rules and Regulations.

## 2.0 Coverage

- 2.1. This Memorandum Circular shall cover all provinces, cities and municipalities, and all civil society organizations intending to apply for accreditation to seek representation in the LSBs.
- 2.2. A civil society organization and its chapters, affiliates, offices or local organizations, and an organization that does not cover an entire local government unit are also covered by this Memorandum Circular. Such organization may be qualified for accreditation in the localities where such entities operate; provided that, (a) they comply with all the requirements and criteria set forth in this Memorandum Circular and (b) their programs or projects have contribution to the concerned local government unit.
- 2.3. This Memorandum Circular shall only involve the accreditation process for CSOs for the purpose of representation in the LSBs.
  - 2.3.1. Although the Implementing Rules and Regulations of RA 7160 include the People's Law Enforcement Boards (PLEBs) as one among the LSBs, the provisions of the Code as to the manner of selecting representatives to the LSBs do not find application to the PLEBs. As such, this Memorandum Circular does not apply to the PLEBs.

2.3.2. Likewise, this Memorandum Circular does not apply to the Pre-qualification, Bids and Awards Committees (PBAC), now called Bids and Awards Committees (BAC) established, considering that unlike the old PBAC, the composition of the BAC is now limited to local government personnel capacity occupying plantilla positions in local government units. However, while the BAC is still required to invite at least two (2) observers from NGOs or private organizations, the selection of these NGOs or private organizations is not covered by this Memorandum Circular. The guidelines for the invitation of observers, their qualifications and responsibilities, are provided for in Section 13 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184<sup>1</sup>.

2.3.3. Furthermore, this Memorandum Circular does not prescribe the specific guidelines for the appointment of and the issuance of security clearances for CSO representatives to the Local Peace and Order Councils (LPOC). Such guidelines shall be provided for in a separate Memorandum Circular.

### 3.0 Definition of Terms

- 3.1. *Civil Society Organization (CSO)* – refers to a non-state and non-profit association that works to improve society and the human condition. Basic types of CSOs include non-governmental organizations, people's organizations, civic organizations, cooperatives, social movements, professional groups, business groups, and people's councils. In this Memorandum Circular, the terms "CSO" and "organization" are used interchangeably.
- 3.2. *Non-Governmental Organization* – refers to a non-stock, non-profit organization that works with different sectors and communities, promoting their general welfare and development, providing a wide range of services for people's organizations, foundations, and independent research institutions fall in this category.
- 3.3. *People's Organization* – refers to an independent, bonafide association of citizens with demonstrated capacity to promote public interest and with an identifiable leadership, membership and structure. People's organizations are often formed among the disadvantaged sectors of society such as the farmer-peasant, artisanal fisherfolk, workers in the formal sector and migrant workers, workers in the informal sector, indigenous people and cultural

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<sup>1</sup> The 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (Updated as of 31 March 2021)

communities, women, persons with disabilities, senior citizens, victims of calamities and disasters, youth and students, children, and urban poor.

- 3.4. *Indigenous People's Organization (IPO)* – refers to a private, non-profit, voluntary organization of members of indigenous cultural communities (ICCs) or indigenous people (IPs), which are accepted as representatives of such ICCs or IPs.
- 3.5. *Civic Organization* – refers to any local service club, fraternal society or association, volunteer group, or local civic league or association not organized for profit but operated exclusively for educational or charitable purposes, including the promotion of community welfare, and the net earnings of which are devoted exclusively to charitable, educational, recreational or social welfare purposes.
- 3.6. *Cooperative* – refers to an autonomous and duly registered association of persons with a common bond of interests who have voluntarily joined together to achieve their social, economic, and cultural needs and aspirations and making equitable contributions to the capital required, patronizing their products and services and accepting a fair share of risks and benefits of the undertaking in accordance with the universally accepted cooperative principles.
- 3.7. *Social Movement* – refers to a large informal grouping of individuals or organizations that aims to affect social change through sustained, organized and collective action. Some social movements are not permanent institutions but instead tend to coalesce, pursue their aims, and then dissolve. Religious movements and church-based organizations are included in this category.
- 3.8. *Professional Group* – refers to a duly incorporated non-stock corporation of registered professionals established for the benefit and welfare of the professionals of one discipline, for the advancement of the profession itself and for the other professional ends.
- 3.9. *Business Group* – refers to a non-stock corporation composed of businesses in the same industry established to pursue the interest of the industry. Chambers of commerce and industry associations fall in this category.
- 3.10. *People's Council* - refers to a body composed of representatives from CSOs that may identify their principal and alternate representatives in various local government councils, committees, task forces or special bodies where they sit as members, depending on the sanggunian resolution or ordinance recognizing the People's Council and stating its rights and privileges.

- 3.11. *Recognized Organization* – refers to an organization allowed by the sanggunian to participate in a local special body for purposes of meeting the minimum requirements of membership. An organization may only be recognized if it meets all the criteria except for registration.
- 3.12. *Registered Organization* – refers to an organization that obtains registration from the Securities and Exchange Commission (SEC), Cooperative Development Authority (CDA), Department of Labor and Employment (DOLE), or the Department of Human Settlements and Urban Development (DHSUD).
- 3.13. *Accredited Organization* – refers to an organization that obtains an accreditation certificate or certification from the Department of Social Welfare and Development (DSWD) Department of Agriculture (DA), Department of the Interior and Local Government (DILG), or any other national government agency (NGA) that is empowered by law or policy to accredit such organizations.
- 3.14. *Accreditation* – refers to the process of granting authorization, within 60 days from the organization of the newly elected sanggunian, to an organization for purposes of representation to a local special body. An organization may still be accredited after the prescribed 60-day period for other purposes, such as participation in local government programs.
- 3.15. *Inventory* – refers to the process of gathering CSO information from, among others, CSO networks, the DILG Provincial CSO Network Map, and other NGAs empowered to accredit or register CSOs. The output of this process is a Directory.
- 3.16. *Directory* – refers to a document that contains a profile of CSOs in a local government
- 3.17. *Local Special Bodies (LSBs)* – refers to the Local Development Council (LDC), Local Health Board (LHB), Local School Board (LScB) and Local Peace and Order Council (LPOC).

#### **4.0 General Guidelines**

The following guidelines are hereby prescribed for the guidance of all concerned:

##### **4.1. Inventory and Directory of Civil Society Organizations**

- 4.1.1. All provinces, cities and municipalities, through the CSO Desk Officer, Local PDO or a duly designated LGU appointive official,

shall conduct an inventory to generate or update their existing Directory of CSOs. The final updated Directory shall serve as the source document for the issuance of Notice of Call for Accreditation. The directory shall contain the following information for each CSO:

- 4.1.1.1. Name of the Organization;
  - 4.1.1.2. Contact information (office address, telephone number, fax number, email address, and website, if any);
  - 4.1.1.3. Organization's objectives or purposes;
  - 4.1.1.4. Services offered;
  - 4.1.1.5. Community or communities served or currently being served;
  - 4.1.1.6. Project development and implementation track record;
  - 4.1.1.7. Name, telephone or mobile phone of the officer-in-charge or a responsible official of the organization;
  - 4.1.1.8. National, regional, provincial, city, and municipal, affiliations, if any; and
  - 4.1.1.9. Registration and/or accreditation information (whether the organization is registered/accredited, and by which NGA, or with a pending registration/accreditation).
- 4.1.2. The Governor or Mayor shall engage the support of the head of the DILG Field Office, and other appropriate NGAs, and CSO Networks, if any, in the conduct of such inventory and in the preparation of the said Directory.
- 4.1.3. Within the 1st week of July, both the schedule of the conduct of the inventory shall be announced and the existing list of CSOs shall be posted in at least three (3) conspicuous places within the province, city, or municipality, and if applicable, through the LGU bulletin boards, LGU website, social and/or print media. In compliance with the Data Privacy Act of 2012 (RA 10173), only the list of names of the organizations shall be posted.
- 4.1.4. All CSOs shall coordinate with the LGU, through the CSO Desk Officer, Local PDO or the duly designated LGU appointive official to verify the information of their organization in the Directory and, if applicable, update their organizational profile.
- 4.1.5. Within the 1st to 2nd week of July, all Provincial Governors, City and Municipal Mayors shall cause the inventory of all existing CSOs operating within the local government unit, to be conducted by the CSO Desk Officer, Local PDO or by a duly designated LGU appointive official.

- 4.1.6. The CSO Desk Officer, Local PDO or a duly designated LGU appointive official shall ensure that all existing CSOs operating within the local government unit are covered by the conduct of the inventory.
- 4.1.7. Within the 3rd to 4th week of July, the initial draft of the list of names of the organizations shall be posted in at least three (3) conspicuous places within the province, city or municipality and, if applicable, through the LGU bulletin boards, LGU website, social and/or print media, to give time to CSOs in the draft list of organizations to verify the information in the Directory through the CSO Desk Officer, Local PDO or a duly designated LGU appointive official, and for CSOs which are not in the draft list of organizations to request to be included.
- 4.1.8. By the last working day of the 4th week of July, the final updated list of CSOs shall be posted in at least three (3) conspicuous places within the province, city or municipality. The same shall also be posted on the LGU bulletin boards, LGU website, social and/or print media, if applicable.

#### **4.2. Call for Accreditation**

- 4.2.1. Within the 1st week of August, the sanggunian, in coordination with the CSO Desk Officer, Local PDO or a duly designated LGU appointive official, shall issue a Notice of Call for Accreditation (Annex A) and send an invitation (Annex B) to all the CSOs listed in the final updated Directory of CSOs, whether previously accredited or seeking accreditation for the first time, through the conduct of a CSO Conference that shall be conducted by the local government unit.
  - 4.2.1.1. The sanggunian shall also see to it that, within the 1st week of August, copies of the Notice of Call for Accreditation are prominently posted in at least three (3) conspicuous places within the province, city or municipality. The same shall also be posted on the LGU bulletin boards, LGU website, social and/or print media, if applicable.
  - 4.2.1.2. An invitation shall also be sent to all organizations participating in different government programs, and those representing various local boards or councils pursuant to

applicable laws and rules and regulations, encouraging these organizations to participate in the accreditation and selection processes.

- 4.2.2. Concurrent with the issuance of the call for accreditation, the LGU, through the CSO Desk Officer, Local PDO or a duly designated LGU appointive official, in collaboration with the DILG Field Office, shall hold a CSO Conference to orient participants on the accreditation guidelines and raise their awareness on the importance of civil society participation in the local governance processes, and to encourage the CSOs to apply for accreditation with their local sanggunian.
- 4.2.2.1. The CSO Conference shall be handled by the CSO Desk Officer and/or concerned Local PDO or a duly designated LGU appointive official, with the support of the DILG Provincial Director, City Director, City Local Government Operations Officer and Municipal Local Government Operations Officer or their designated DILG personnel.
- 4.2.2.2. The CSO Conference shall cover four major topics: a) relevance of participatory governance; b) guidelines on LGU accreditation of CSOs and reconstitution of LSBs, including a discussion on accomplishing the forms and requirements; c) avenues of CSO participation as provided for in RA 7160 and other relevant policies and issuances; and d) encouraging the formation and/or expansion of a local CSO Network and/or Local People's Council if not already established.
- 4.2.2.3. The DILG Central Office, through the Bureau of Local Government Supervision – Civil Society Organizations/People's Participation Partnership Program (BLGS-CSO/PPPP) PMO and the Support for Local Governance Program (SLGP) PMO shall provide the Training Modules that shall be used in the conduct of the CSO Conference and the training of the concerned DILG officers and LGU functionaries.
- 4.2.2.4. The LGU shall be responsible for providing the funding and resources needed to facilitate the CSO Conference in their respective areas of jurisdiction.



- 4.2.2.5. The sanggunian shall see to it that Application forms (Annex C) for accreditation and the documentary templates for the requirements are readily available in the CSO Desk or the Office of the Secretary to the Sanggunian and during the CSO Conference.
- 4.2.3. Within the 2nd week of August, but not later than the last working day of the 3rd week, every organization seeking for a new accreditation, or renewal, shall submit one (1) copy of each of the following requirements to the sanggunian:
- 4.2.3.1. Letter of Application (Annex D);
  - 4.2.3.2. Duly accomplished Application Form for Accreditation (Annex C);
  - 4.2.3.3. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in a local special body (Annex E);
  - 4.2.3.4. Certificate of Registration or existing valid Certificate of Accreditation from any NGA (or in the case of IPOs, certification issued by NCIP);
  - 4.2.3.5. List of current Officers (Annex F);
  - 4.2.3.6. For CSOs that have been in operation for at least one (1) year, Minutes of the Annual Meetings of the immediately preceding year as certified by the organization's board secretary (Annex G) or Certification from the board secretary certifying the annual meeting's conduct, including the date, location, attendees, and agenda;
  - 4.2.3.7. For CSOs that have been in operation for at least one (1) year, Annual Accomplishment Report for the immediately preceding year (Annex H); and
  - 4.2.3.8. For CSOs that have been in operation for at least one (1) year, Financial Statement, at the minimum, signed by the executive officers of the organization, also of the immediately preceding year, and indicating therein other information such as revenue, expenses and the source(s) of funds (Annex I);
- 4.2.4. Should the sanggunian promulgate an ordinance identifying alternatives or substitutes for the accreditation requirements or if such alternatives or substitutes are already stipulated in the Citizen's Charter, such ordinance and/or Citizen's Charter must ensure substantial compliance to the requirements enumerated under Section 4.2.3 and must be able to satisfy the evaluation criteria provided under Section 4.3.1 of this Memorandum Circular.

The accreditation requirements contained herein have already been simplified to the bare minimum identified in Article 64 of the Implementing Rules and Regulations of the Local Government Code of 1991.

4.2.5. The CSO Desk Officer, Local PDO or a duly designated LGU appointive official shall keep copies of all the accreditation documents submitted by the CSO.

4.2.6. All provinces, cities and municipalities are encouraged to adopt their own system of receiving online applications for accreditation.

#### 4.3. **Accreditation Proper**

4.3.1. The sanggunian, through a resolution (Annex J), shall evaluate all applications for accreditation, upon receipt thereof, starting on the 3rd week but not later than the last working day of August, on the basis of the following criteria:

4.3.1.1. Registration with the SEC, CDA, DOLE, or DHSUD, or accreditation with any NGA that is empowered by law or policy to accredit such organizations;

4.3.1.2. Organization purposes and objectives which include community organization and development, institution-building, local enterprise development, livelihood development, capacity-building, and similar development objectives and considerations;

4.3.1.3. Community-based and sectoral-based with project development and implementation track record in the province, city or municipality of at least one (1) year;

4.3.1.4. Reliability as evidenced by the preparation of annual reports and conduct of annual meetings duly certified by the board secretary of the organization; and

4.3.2. No Certificate of Accreditation shall be issued to any organization that failed to satisfy any of the set criteria under Section 4.3.1 of this Circular.

4.3.3. A Certificate of Accreditation issued to a CSO shall be valid until June 30, 2025, subject to revocation, based on the grounds stated in Section 4.9.1 of this Circular.

4.3.4. The sanggunian shall issue not later than the last working day of August, the following:

- 4.3.4.1. Certificate of Accreditation to every qualified CSO (Annex K);
- 4.3.4.2. Notice to every organization, which applied and satisfied the set criteria but failed to submit all the requirements, encouraging them to complete the lacking requirements not later than the last working day of the 1st week of September (Annex L); and
- 4.3.4.3. Notice of Non-Qualification to CSOs that were not able to satisfy the requirements and set criteria, informing them of the reason/s for said non-qualification, and encouraging them to participate in other avenues for civil society participation in local governance such as, but not limited to, the sectoral or functional committees of the LDC, and inviting them to the joint organizational meeting reconstituting and convening the LSBs and organizing such committees within the 3<sup>rd</sup> week of September (Annex M)
- 4.3.4.4. Certificate of Recognition to CSOs that meet all the criteria under Items 4.3.1.2 to 4.3.1.4 of this Memorandum Circular, and pass all the requirements stated in Items 4.2.3.1 to 4.2.3.8, except the Certificate of Registration or existing valid Certificate of Accreditation from any NGA (or in the case of IPOs, certification issued by NCIP);
  - 4.3.4.4.1 A Certificate of Recognition issued to a CSO shall be valid until June 30, 2025, subject to revocation, based on the grounds stated in Section 4.9.1 of this Memorandum Circular.

#### 4.4. Selection of Representatives to the LSBs

- 4.4.1 Within the 1st week of September, after the accreditation process, the DILG Provincial Director, City Director, City Local Government Operations Officer and Municipal Local Government Operations Officer, as the case may be, in coordination with the CSO Desk Officer, Local PDO or a duly designated LGU appointive official, shall issue a notice to all accredited CSOs for a meeting on the

selection of representatives to the LSBs (Annex N), which shall be posted in at least three (3) conspicuous places within the province, city or municipality. The same shall also be posted on the LGU bulletin boards, LGU website, social and/or print media, if applicable. The CSO Desk Officer, Local PDO or a duly designated LGU appointive official, in coordination with the DILG Provincial Director, City Director, City Local Government Operations Officer and Municipal Local Government Operations Officer, as the case may be, shall also send an invitation (Annex O) to the said meeting and to the CSO Capacity Development Program to all accredited CSOs.

- 4.4.2 Within the 2nd week of September, the above-said meeting with the executive officers, or with the duly authorized representatives of all accredited CSOs shall be held where such groups, facilitated by a CSO network or the Local People's Council, shall choose from among themselves the representative-organizations to the LSBs.
- 4.4.3 During the above-said meeting, the CSO Desk Officer, Local PDO or a duly designated LGU appointive official, with the guidance of the DILG Provincial Director, City Director, City Local Government Operations Officer and Municipal Local Government Operations Officer, as the case may be, shall conduct an orientation, on the functions of the LSBs and responsibilities of the CSO that will be selected.
- 4.4.4 The executive officers, or the duly authorized representatives, of the selected CSOs shall designate their principal and alternate representatives to the LSBs where they are to sit as members.
- 4.4.5 The Local People's Councils in the provinces, cities or municipalities, if already established pursuant to DILG Memorandum Circular No. 2021-012<sup>2</sup> or as amended by DILG Memorandum Circular No. 2021-054<sup>3</sup> and recognized by their local sanggunian, and depending on the sanggunian resolution or ordinance stating their rights and privileges, shall have the sole prerogative to identify their principal and alternate representatives to the LSBs from among their member-organizations.

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<sup>2</sup> Establishment of Civil Society Organization Desk and Institutionalization of People's Council in the Local Government Units dated January 28, 2021

<sup>3</sup> Amendment to the DILG Memorandum Circular No. 2021-012, on the Establishment of Civil Society Organization Desk and Institutionalization of People's Council in the Local Government Units dated May 19, 2021

- 4.4.6 An organization issued a Certificate of Recognition or a representative thereof may be permitted by the sanggunian to participate in an LSB for the purpose of meeting the minimum membership requirements.
- 4.4.7 In no case shall an organization or a representative thereof be a member of more than one (1) LSB within a province, city, or municipality. In cases where there is a limited number of accredited CSOs in an LGU, a representative-organization may participate in more than one (1) LSB for the sole purpose of meeting the minimum membership requirements but shall only be a voting member of the LSB they are actually represented in.
- 4.4.8 In no case shall the selected representative of an organization be an employee of the provincial, city, or municipal government to avoid conflicts of interest pursuant to Section 1(1), Rule IX, of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees (Republic Act No. 6713).
- 4.4.9 The term of office of a selected representative shall be coterminous with that of the local chief executive concerned.
- 4.4.10 The CSO Desk Officer, Local PDO or a duly designated LGU appointive official shall cause the documentation of the proceedings and submit an official report (Annex R) to the Provincial Governor, City Mayor or Municipal Mayor, as the case may be, copy furnished the Presiding Officers of the sanggunian, within two (2) working days after the meeting. Said report shall also be posted in at least three (3) conspicuous places within the province, city, or municipality, and posted on the LGU bulletin boards, LGU website, social and/or print media.
- 4.4.11 In the selection of CSO representatives to the LDC, the following shall be taken into consideration:
- 4.4.11.1 Membership in the Local Development Council must have representatives from the women's sector, or as may be practicable, at least forty percent (40%) of the fully-organized council shall be composed of women as prescribed by RA 9710 or the Magna Carta of Women of 2009;
- 4.4.11.2 Similarly, other existing laws enacted and passed subsequent to the passage of RA 7160 that further define

the composition of the LDC and other special bodies, such as, but not limited to, RA 8371 or the Indigenous Peoples Rights Act of 1997, RA 8435 or the Agriculture and Fisheries Modernization Act, involving the inclusion of the basic sectors in the LSBs, especially in the LDC, and RA 7277, involving persons with disabilities (PWDs) in the planning of government programs, should apply as relevant in this section; and

4.4.11.3 Representatives of CSOs operating in the province, city or municipality, as the case may be, shall constitute not less than one-fourth (1/4) of the fully organized council. All provinces, cities and municipalities are encouraged to increase the membership of representative-organizations to one-half (1/2) of the fully organized council to further expand citizen participation.

4.4.12 In the selection of CSO representatives to the LHB, the following shall be taken into consideration:

4.4.12.1 The representative-organization should be involved in health services or composed of individuals that have competencies that are related to or may contribute to the functions of the LHB.

4.4.12.2 All provinces, cities and municipalities are encouraged to increase the membership of representative-organizations to one-half (1/2) of the fully organized LHB to further expand citizen participation. Such representative-organizations shall represent sectors, such as, but not limited to: ICCs/IPs, agriculture, transport, housing, education, environment, faith-based organizations, senior citizens, PWDs, women, LGBTQIA+ and the youth. Increased representation from private sectors, such as private hospital chiefs, is also encouraged to contribute to the integration of the province-wide and city-wide health system pursuant to Section 19 of RA 11223 or the Universal Health Care Act.

4.4.12.3 All provinces, cities, and municipalities are also encouraged to invite, as non-voting members, representatives from the private sector such as the business community, private academic institutions, civic

organizations, people's organizations, and civil society to share their expertise and resources.

4.4.13 In the selection of representatives to the LScB, the following shall be taken into consideration:

4.4.13.1 The LScB shall have representative-organizations from parents-teachers associations, and teachers' organizations and organization of non-academic personnel of public schools in the locality, and other organizations involved in education service.

4.4.13.2 All provinces, cities and municipalities are encouraged to increase the membership of representative-organizations to one-half (1/2) of the fully organized LScB and expand membership beyond those stated in Item 4.4.13.1 to further expand citizen participation. Such representative-organizations shall represent sectors, such as, but not limited to: ICCs/IPs, senior citizens, PWDs, parents of children with disabilities, principals, high school representatives, Alternative Learning System (ALS), and Early Childhood Care and Development (ECCD).

4.4.13.3 All provinces, cities and municipalities are also encouraged to invite, as non-voting members, representatives from the private sector such as the business community, private academic institutions, School Governing Councils, civic organizations, people's organizations, and civil society to share their expertise and resources.

4.4.14 In the selection of the three (3) organizations for the LPOC, the representative-organizations shall be chosen in adherence to Article 63(e) of the Implementing Rules and Regulations of RA 7160, Section 1 of Executive Order No. 309 s. 1987, as amended by Section 1(b) and (d) of Executive Order No. 773 s. 2009, and other relevant administrative issuances from the National Peace and Order Council such as, but not limited to, the issuance of security clearances, and shall come from CSOs that fall under the definition that is provided in Section 3.1 of this Memorandum Circular.

#### **4.5. Reconstitution and Convening of the LSBs**

- 4.5.1 Within the 3rd week of September, or immediately following the selection process, the Provincial Governor, City Mayor or Municipal Mayor shall call for a joint organizational meeting with the LDC, LHB, LScB and LPOC. The Provincial Governor, City Mayor, or Municipal Mayor, through the CSO Desk Officer, Local PDO or a duly designated LGU appointive official, shall also send an invitation (Annex P) to recognized CSOs, member-organizations of the Local People's Council, and other stakeholders who did not gain accreditation as members of the LSBs to explore potential avenues for their participation in the sectoral or functional committees of the LDC and other such committees and ad hoc bodies that shall be formed for the various LSBs.
- 4.5.2 The purposes of said joint organizational meeting shall include the discussion of the functions of the LSBs, initial exploration of partnerships in local governance and development, and in the case of the LDC, the creation of an executive committee, sectoral and functional committees, secretariat, technical working group, and consideration of the selection of a CSO representative as vice-chairperson.
- 4.5.3 The LDC, as the body mandated with the responsibility of developing long-term, medium-term, and annual socioeconomic development plans and policies, as well as coordinating, monitoring, and evaluating the implementation of development programs and projects, is encouraged to ensure the formation and activation of its Sectoral or Functional committees as providers of technical assistance and support to the LDC.
- 4.5.3.1 The Sectoral or Functional committees shall directly establish linkages with NGAs and other such sectoral or functional committees organized by the government for development, investment, and consultative purposes to ensure policy coordination and uniformity in operational directions.
- 4.5.3.2 The Sectoral or Functional committees that shall be formed, their roles and functions and suggested membership, are provided for in the Rationalizing the Local Planning System Source Book<sup>4</sup> (Annex S) and DILG Memorandum Circular No. 2008-156<sup>5</sup>. Moreover,

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<sup>4</sup> Rationalizing the Local Planning System (2008) 1<sup>st</sup> Edition, pp. 6-8, 11-12

<sup>5</sup> Guide to Comprehensive Development Plan Preparation for Local Government Unit dated October 22, 2008, p. 19



the LGOOs are directed in the same policy to ensure that the sectoral committees and other bodies created by virtue of existing national laws and administrative issuances shall be made standing committees of the LDC. Furthermore, the LGOOs are urged to make certain that functional committees and other ad hoc bodies which may be formed from time to time shall, to the extent possible, be drawn from the membership of the sectoral committees.

- 4.5.3.3 Accreditation is not a requirement for membership in the sectoral or functional committees. It is in the sectoral or functional committees where recognized CSOs, member-organizations of the Local People's Councils, and other stakeholders who did not gain accreditation as members of the LSBs can get to participate in the planning process.
- 4.5.3.4 Each member of the LDC shall, as far as practicable, participate in at least one (1) sectoral or functional committee. Moreover, it is highly desirable for each Sanggunian member to select at least one (1) sectoral committee to join and act as the champion or sponsor of that sector's programs and projects in the legislative council. Furthermore, representative-organizations of the LScB and LHB are encouraged to participate in meetings of functional committees related to education and health, respectively.
- 4.5.4 There shall be constituted for each LDC a secretariat headed by the Local Planning and Development Coordinator in the provinces, cities, and municipalities responsible for providing technical and administrative support, documenting proceedings, preparing reports, and providing such other assistance as may be required by the LDC. The LDC is highly encouraged to avail of the services of any CSO or educational or research institution for this purpose.
- 4.5.5 Within three (3) days after the joint organizational meeting, the Executive Orders reconstituting the composition of the LSBs shall be issued (Annex Q). In the case of the LDC, the Executive Order shall also include the designation and composition of the LDC Executive Committee and the LDC Secretariat, and the creation of Sectoral or Functional Committees. Such issuances shall be posted in at least three (3) conspicuous places within the province, city or

municipality and, if applicable, through the LGU bulletin boards, LGU website, social and/or print media.

**4.6. Participation to the CSO Capacity Development Program**

4.6.1 Within the first week of October, or immediately following the reconstitution of the composition of the LSBs, all selected representative-organizations to the LDC and its Sectoral and Functional Committees, LHB and LScB, and the recognized organizations therein shall undergo the CSO Capacity Development Program (CSO CapDev) to be conducted by the DILG Field Offices and LGUs in coordination with the CSO Desk Officer, Local PDO, or a duly designated LGU appointive official.

4.6.2 The CSO CapDev shall be conducted to enhance the awareness and understanding of CSOs on the importance of their role as representative-organizations to the LSBs, and to increase their capacity to effectively engage in local governance.

4.6.3 The LGUs, through its CSO Desk Officer, Local PDO, or a duly designated LGU appointive official, in collaboration with the DILG Field Office, shall facilitate the training of the representative-organizations to the LSBs.

4.6.3.1 The DILG Central Office, through the BLGS CSO/PPPP PMO and the SLGP-PMO, shall provide the Training Modules and the training for the Resource Persons for the conduct of the CSO CapDev.

4.6.3.2 The LGU shall be responsible for providing the necessary funding and resources, including support to CSOs, to facilitate the training in their respective areas of jurisdiction.

**4.7. Major Activities and Schedules**

Activities	Schedule
Inventory and Directory of CSOs	
Posting of Inventory Schedule and Existing List of CSOs	1 <sup>st</sup> week of July
Conduct of Inventory	1 <sup>st</sup> -2 <sup>nd</sup> week of July
Posting of draft updated list of CSOs and Verification of CSO Information	3 <sup>rd</sup> -4 <sup>th</sup> week of July

Posting of the Final Updated Directory of CSOs	4 <sup>th</sup> week of July
Call for Accreditation	
Issuance of Notice of Call for Accreditation and Sending of Invitations to CSO Conference	1 <sup>st</sup> week of August
Conduct of CSO Conference	1 <sup>st</sup> week of August
Submission of Requirements	2 <sup>nd</sup> -3 <sup>rd</sup> week of August
Accreditation Proper	
Evaluation by the sanggunian	3 <sup>rd</sup> -4 <sup>th</sup> week of August
Selection of Representatives to the LSBs	
Issuance of Notice of Meeting and Sending of Invitation to Accredited CSOs	1 <sup>st</sup> week of September
Meeting among Accredited CSOs	1 <sup>st</sup> -2 <sup>nd</sup> week of September
Reconstitution and Convening of the LSBs	
Joint Organizational Meeting	3 <sup>rd</sup> week of September
Issuance of EO reconstituting LSB composition	3 <sup>rd</sup> -4 <sup>th</sup> week of September
CSO Capacity Development Program	October-December 2022

#### 4.8. Replacement of a Representative-Organization

4.8.1 Representation in the LSBs is by organization. Should a vacancy arise in the office of the representative-organization, the selected CSO shall designate a replacement from their organization for the unexpired term.

4.8.2 A CSO representative who has incurred three (3) cumulative absences to the meetings of the LSB where it sits as a member shall submit a justification detailing the cause of their absences. Should such justification be deemed insufficient or unsatisfactory and/or the CSO representative exceeds three (3) cumulative absences, the representative-organization shall be replaced by another accredited organization.

4.8.2.1 The LSB concerned shall, upon action of a petitioner, recommend the replacement of the representative-organization to the sanggunian upon the incurrance of three (3) cumulative absences without sufficient justification. Accordingly, the sanggunian shall, through a resolution, recommend that the representative-organization be replaced. The organization shall be given ten (10) days to appeal the replacement of its membership in the LSB.

- 4.8.2.2 The CSO Desk Officer, Local PDO or a duly designated LGU appointive official, in coordination with the DILG Provincial Director, City Director, City Local Government Operations Officer and Municipal Local Government Operations Officer, as the case may be, shall call for a meeting with all accredited CSOs that have not been selected as representatives to the LSBs.
- 4.8.2.3 During the said meeting, the accredited CSOs shall choose from among themselves the replacement representative-organizations to the LSBs, provided that the selection process shall adhere to the selection criteria as provided in Sections 4.4 and 4.4.11 to 4.4.14 of this Memorandum Circular in selecting the replacement organization.
- 4.8.2.4 The CSO Desk Officer, Local PDO or a duly designated LGU appointive official, with the support of the DILG Provincial Director, City Director, City Local Government Operations Officer or Municipal Local Government Operations Officer, as the case may be, shall cause the documentation of the proceedings, and submit an official report (Annex R) to the Provincial Governor, City Mayor or Municipal Mayor, as the case maybe, copy furnished the Presiding Officer of the sanggunian, within two (2) working days after the meeting. Said report shall also be posted in at least three (3) conspicuous places within the province, city, or municipality, and if applicable, posted on the LGU bulletin boards, website, social and/or print media.
- 4.8.2.5 Within one (1) week after the meeting, the Executive Order reconstituting the composition of the LSB shall be issued (Annex Q) and shall be posted in at least three (3) conspicuous places within the province, city or municipality and, if applicable, through the LGU bulletin boards, LGU website, social and/or print media.

#### **4.9. Revocation of Accreditation**

- 4.9.1 The sanggunian may revoke the accreditation or recognition of an organization due to, but not limited to, any of the following grounds:

- 4.9.1.1 Violation by the CSO, during the validity period of the Certificate of Accreditation, of any existing accounting and auditing laws, rules and regulations;
- 4.9.1.2 Conduct of activities without adherence to local laws, including compliance with the minimum public health standards in the locality;
- 4.9.1.3 Unauthorized use of the name and/or logo of their local government or any NGA and other unscrupulous activities; and
- 4.9.1.4 Engaging primarily in, or using the organization primarily for, partisan political activities.

4.9.2 The sanggunian shall immediately inform the concerned organization of the impending revocation of its accreditation or recognition upon the incurrance of any of the grounds for revocation outlined in Section 4.9.1 of this Memorandum Circular. Accordingly, the organization shall be given ten (10) days to appeal the revocation of its accreditation or recognition.

#### **4.10. National and Local Feedback Mechanisms**

4.10.1 Should partisan political interference figure in the accreditation and/or selection process of CSO representatives to the LSBs, CSOs shall coordinate with the CSO Desk Officer, Local PDO or a duly designated LGU appointive official who shall then facilitate the necessary dialogue and procedures in resolving the issue. After such dialogue and internal processes have been exhausted and the issue still remains unresolved, the CSO may submit a formal letter of complaint, with corresponding evidence or proof, to the DILG Provincial Director, City Director, City Local Government Operations Officer or Municipal Local Government Operations Officer, as the case may be. Accordingly, the DILG Provincial Director, City Director, City Local Government Operations Officer or Municipal Local Government Operations Officer, as the case may be, and in coordination with local authorities, shall attempt to resolve the issue within five (5) days or no later than the 2<sup>nd</sup> week of September before the reconstitution and convening of the LSBs. The Department may issue show cause orders to alleged erring officials should such issues continue to remain unresolved.

4.10.2 CSOs experiencing non-compliance to any of the provisions of this Memorandum Circular by the sanggunian, their local government officials, or the DILG personnel concerned shall inform either the DILG Provincial Director, City Director, City Local Government

Operations Officer or Municipal Local Government Operations Officer, as the case may be.

4.10.3 CSOs with other issues or questions on the accreditation and selection processes shall direct their concerns to the CSO Desk Officer, Local PDO or a duly designated LGU appointive official who may confer with the Office of the Secretary to the Sanggunian and/or the DILG Field Office to address the concern.

4.10.4 All provinces, cities and municipalities are encouraged to adopt their own system of addressing accreditation-related concerns in close coordination with the DILG Field Office.

## **5.0 Roles and Responsibilities**

### **5.1. Provincial Governors, City and Municipal Mayors**

5.1.1. Execute the intent of this Memorandum Circular and ensure that the accreditation process of CSOs, and selection of representatives to the LSBs are duly executed within the prescribed timeline and free from partisan political influence and considerations;

5.1.2. Engage the support of the DILG, NGAs and CSO Networks or the Local People's Council in conducting the inventory and preparing the Directory of CSOs;

5.1.3. Assign the CSO Desk Officer, Local Planning Development Coordinator or a duly designated LGU appointive official the responsibility of submitting and updating reports online to the DILG on the CSO Conference, CSO CapDev, CSO Accreditation, and membership in the LSBs through the link provided in Item 6.2 of this Memorandum Circular;

5.1.4. Coordinate with their concerned DILG Local Government Operations Officer for technical assistance and staff support, if any, in relation to the conduct of the CSO Conference and CSO CapDev, and the accreditation and selection processes;

5.1.5. Preside the joint organizational meeting with the LSBs and ensure the attendance and participation of non-accredited civil society stakeholders;

5.1.6. Issue an Executive Order reconstituting the composition of the LSBs;

- 5.1.7. Provide funding and other logistical support for the conduct of the CSO Conference, the CSO CapDev, and the accreditation and selection processes; and
  - 5.1.8. Perform other responsibilities and relevant functions as may be required in the implementation of this Memorandum Circular.
- 5.2. Sangguniang Panlalawigan/Panlungsod/Bayan
- 5.2.1. Cause the widest dissemination of this Memorandum Circular and the Call for Accreditation of CSOs;
  - 5.2.2. Accept all applications for accreditation free of charge and ensure that all forms and other documentary templates are readily available in the CSO Desk or the Office of the Secretary to the Sanggunian and during the CSO Conference;
  - 5.2.3. Evaluate all applications for accreditation within the prescribed timeline and according to the criteria specified in Section 4.3.1 of this Memorandum Circular; and
  - 5.2.4. Perform other responsibilities and relevant functions as may be required in the implementation of this Memorandum Circular.
- 5.3. DILG Central Office
- 5.3.1. Develop and provide the Training Modules that shall be used in the conduct of the CSO Conference and CSO CapDev and the training of the concerned DILG field personnel and LGU functionaries;
  - 5.3.2. Provide technical assistance to the DILG Regional and Field Offices, if necessary, or upon their request;
  - 5.3.3. Monitor and update LGU reports online, and keep track of CSO participation in CSO conferences, accreditation, and membership in the LSBs in a database, as well as participation in the CSO CapDev; and
  - 5.3.4. Perform other responsibilities as stated in Item 6.3 of this Memorandum Circular.
- 5.4. DILG Regional Directors

- 5.4.1. Cause the immediate and widest dissemination of this Memorandum Circular;
- 5.4.2. Mobilize additional staff support, where necessary, and upon the request of local authorities, with emphasis on the conduct of the CSO Conference and CSO CapDev, and the accreditation and selection processes;
- 5.4.3. Cause the provision of technical assistance to strengthen LSBs, where necessary and also upon the request of local authorities;
- 5.4.4. Mobilize the LGOOs to ensure that the sectoral committees and other bodies created by virtue of existing national laws and administrative issuances shall be made standing committees of the LDC;
- 5.4.5. Mobilize the LGOOs to make certain that functional committees and other ad hoc bodies which may be formed from time to time for the LDC shall, to the extent possible, be drawn from the membership of the sectoral committees;
- 5.4.6. Mobilize the LGOOs to assist or help in ensuring the submission and updating of reports online of CSO Desk Officers, Local PDO, or a duly designated LGU appointive official to the DILG on the CSO Conference, CSO CapDev, CSO Accreditation, and membership in the LSBs through the link provided in Item 6.2 of this Memorandum Circular; and
- 5.4.7. Perform other responsibilities as stated in Item 6.3 of this Memorandum Circular.

5.5. DILG Provincial Director and City/Municipal Field Offices

- 5.5.1. Disseminate this Memorandum Circular to all Provincial Governors, City and Municipal Mayors;
- 5.5.2. Provide staff support and/or technical assistance during the conduct of the CSO Conference, CSO CapDev, and other activities in the accreditation and selection process if necessary, or upon the request of local authorities;
- 5.5.3. Take the lead in the conduct of the CSO CapDev in coordination with the CSO Desk Officer, Local PDO, or a duly designated LGU appointive official;



- 5.5.4. Call for the orientation/meeting among accredited CSOs after the accreditation process and perform the responsibilities stated in Section 4.4, Items 4.4.1 and 4.4.3 of this Memorandum Circular;
  - 5.5.5. Mobilize the LGOOs to ensure that the sectoral committees and other bodies created by virtue of existing national laws and administrative issuances shall be made standing committees of the LDC;
  - 5.5.6. Mobilize the LGOOs to make certain that functional committees and other ad hoc bodies which may be formed from time to time for the LDC shall, to the extent possible, be drawn from the membership of the sectoral committees;
  - 5.5.7. Assist or help in ensuring the submission, updating, and verification of reports online of CSO Desk Officers, Local PDO or duly designated LGU appointive official to the DILG on the CSO Conference, CSO CapDev, CSO Accreditation, and membership in the LSBs through the link provided in Item 6.2 this Memorandum Circular; and
  - 5.5.8. Perform other responsibilities as stated in Item 6.3 of this Memorandum Circular.
- 5.6. CSO Desk Officers, Local PDO or duly designated LGU appointive official
- 5.6.1. Take the lead in the conduct of the inventory and updating the Directory of CSOs;
  - 5.6.2. Ensure that all CSOs in the locality are covered by the inventory;
  - 5.6.3. Coordinate with the sanggunian during the accreditation process and selection of representatives to the LSBs;
  - 5.6.4. Facilitate, in coordination with the concerned DILG Field Office, the CSO Conference and the orientation/meeting among accredited CSOs after the accreditation process;
  - 5.6.5. Keep copies of all accreditation documents submitted by the CSOs;
  - 5.6.6. Prepare and submit documentation on the CSO Conference, the orientation/meeting among accredited CSOs, the joint

organizational meeting with the LSBs, and the CSO CapDev to the C/MLGOO;

- 5.6.7. Submit and update reports online to the DILG on the CSO Conference, CSO CapDev, CSO Accreditation, and membership in the LSBs through the link provided in Item 6.2 of this Memorandum Circular;
- 5.6.8. Provide staff support and/or technical assistance, if necessary, on the conduct of the CSO CapDev;
- 5.6.9. Address queries, issues, and concerns from CSOs on the accreditation and selection processes expeditiously;
- 5.6.10. Mobilize and ensure participation of accredited CSOs in the LSBs; and
- 5.6.11. Perform other responsibilities and relevant functions as may be required in the implementation of this Memorandum Circular.

#### 5.7. Recognized CSOs

- 5.7.1. Actively participate in the planning, implementation, monitoring and evaluation of the programs, projects and activities in their respective local governments, through participation in the sectoral and functional committees of the LDC;
- 5.7.2. Guarantee the autonomy of their organization by not allowing it to be influenced or used for purposes of partisan politics;
- 5.7.3. Provide the LSBs in which they are a member of or invited to participate in with data and information essential to the formulation of plans, programs, and activities;
- 5.7.4. Conduct, in coordination with the sanggunian, public hearings on vital issues affecting their sector;
- 5.7.5. Actively participate in the CSO CapDev program; and
- 5.7.6. Member-organizations to the Sectoral or Functional committees of the LDC shall be guided by Article 182 (g) of the Implementing Rules and Regulations of the Local Government Code of 1991 in performing their functions.

## 5.8. Accredited CSOs

- 5.8.1. Actively participate in the planning, implementation, monitoring and evaluation of the programs, projects and activities in their respective local governments;
- 5.8.2. Guarantee the autonomy of their organization by not allowing it to be influenced or used for purposes of partisan politics;
- 5.8.3. Perform sectoral and community consultations, or other such activities, that merit their representational duties in the special bodies
- 5.8.4. Actively participate in the CSO CapDev program;
- 5.8.5. Selected representative-organizations to the LSBs shall be guided by the following in performing their functions as a member of the respective LSB:
  - 5.8.5.1. *LDC* – Section 109 of the Local Government Code of 1991 (Republic Act No. 7160);
  - 5.8.5.2. *LHB* - Section 102(b) of the Local Government Code of 1991 (Republic Act No. 7160);
  - 5.8.5.3. *LScB* - Section 99 of the Local Government Code of 1991 (Republic Act No. 7160);
  - 5.8.5.4. *LPOC* - E.O. No. 309, as amended, s. 1988; and
- 5.8.6. Perform other responsibilities and relevant functions as may be required in the implementation of this Memorandum Circular.

## 6.0 Monitoring and Reporting

- 6.1. To help ensure that the pertinent provisions of the Local Government Code and this Memorandum Circular are strictly and faithfully observed, Quarterly Reports of accreditation-related activities conducted in all LGUs shall be reported by the CSO Desk Officer, Local PDO, or duly designated LGU appointive official of all provinces, cities and municipalities to the BLGS-CSO/PPPP, within the first 10 days of the ensuing quarter.
- 6.2. The BLGS-CSO/PPPP shall provide a prescribed reporting form with instructions that will be made available online and can be accessed through the following link: <https://bit.ly/Monitoring-LGU-CSO-LSB>. There is no need to download the forms, as the filling out of the monitoring report forms are to be done online.

- 6.3. The DILG Regional, Provincial, City, and Municipal Field Offices shall recommend measures to the Secretary of Interior and Local Government, through the BLGS-CSO/PPPP, to further strengthen the participation of civil and private society organizations in the workings of the LSBs and in local governance, in general, within the region, province, city, or municipality.

## **7.0 Repealing Clause**

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

## **8.0 Penal Provisions**

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

## **9.0 References**

- 9.1. DILG Vigilance to Volunteerism Program
- 9.2. Rationalizing the Local Planning System (2008), 1st Edition, pp. 6-8, 11-12
- 9.3. Executive Order No. 773, s. 2009
- 9.4. Republic Act No. 7160 or the Local Government Code, Implementing Rules and Regulations, Articles 62, 63, 64, 182, 184, 185 and 186
- 9.5. Republic Act No. 7160 or the Local Government Code, Sections 98, 99, 102, 107, 111, 112, and 113
- 9.6. Republic Act No. 9184 or the Government Procurement Reform Act, 2016 Revised Implementing Rules and Regulations (Updated as of 31 March 2021), Section 13
- 9.7. Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials, Implementing Rules and Regulations, Section 1(1), Rule IX
- 9.8. Republic Act No. 8371 or the Indigenous People's Rights Act, Implementing Rules and Regulations, Rule II Section I
- 9.9. Republic Act No. 8425 or the Social Reform and Poverty Alleviation Act of 1997
- 9.10. Republic Act No. 8435 or the Agriculture and Fisheries Modernization Act of 1997
- 9.11. Republic Act No. 9710, Known as the Magna Carta of Women, Section 11 (b)
- 9.12. Republic Act No. 7277 or the Magna Carta for Disabled Persons
- 9.13. Republic Act No. 11223 or the Universal Health Care Act, Section 19

- 9.14. DILG Memorandum Circular No. 2008-156 (Guide to Comprehensive Development Plan Preparation for Local Government Unit), dated October 22, 2008
- 9.15. DILG Memorandum Circular No. 2019-72 (2019 Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies), dated May 22, 2019
- 9.16. DILG Memorandum Circular No. 2021-12 (Establishment of Civil Society Organization Desk and Institutionalization of People's Council in the Local Government Units), dated January 28, 2021
- 9.17. DILG Memorandum Circular No. 2021-054 (Amendment to the DILG Memorandum Circular No. 2021-012, on the Establishment of Civil Society Organization Desk and Institutionalization of People's Council in the Local Government Units) dated May 19, 2021

## 10.0 Annexes

The LGUs are advised to translate the Annexes to the local language as necessary. Editable and updated copies of the Annexes can be accessed through the following link: <https://bit.ly/CSO-LSB-Annexes>

- 10.1. Annex A: Notice of Call for Accreditation
- 10.2. Annex B: Invitation to CSO Conference
- 10.3. Annex C: Application Form for Accreditation and Checklist of Requirements
- 10.4. Annex D: Letter of Application
- 10.5. Annex E: Board Resolution - Intention for Accreditation
- 10.6. Annex F: List of Current Officers
- 10.7. Annex G: Minutes of Annual Meetings
- 10.8. Annex H: Annual Accomplishment Report
- 10.9. Annex I: Annual Financial Statement
- 10.10. Annex J: Sanggunian Resolution Approving Accreditation
- 10.11. Annex K: Certificate of Accreditation
- 10.12. Annex L: Notice to CSO - Lacking Requirements
- 10.13. Annex M: Notice of Non-Qualification
- 10.14. Annex N: Notice of Call for Meeting - Accredited CSOs
- 10.15. Annex O: Invitation to Meeting Among Accredited CSOs and CSO Capacity Development Program
- 10.16. Annex P: Invitation to Joint Organizational Meeting Reconstituting and Convening the LSBs for Non-accredited CSOs
- 10.17. Annex Q: Executive Orders Reconstituting the LDC, LScB, LHB
- 10.18. Annex R: Documentation of Proceedings
- 10.19. Annex S: Guide on Suggested Sectoral Committee Composition of the LDC Sectoral Committees

### 11.0 Effectivity

This Memorandum Circular shall take effect immediately after the organization of the 2022 newly elected sanggunian.

### 12.0 Feedback

Further information, queries, and comments regarding this Memorandum Circular must be directed to the Bureau of Local Government Supervision, with address at 25th floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City, 1104, through the following contact information: (02) 8876-3454 local 4205, and email address [accreditation@csopppp.page](mailto:accreditation@csopppp.page), for appropriate action.

### 13.0 Approving Authority

  
**EDUARDO M. AÑO**  
Secretary

OSEC/EMA/BLGS-CSO-PPPP/JDC/mca/sfa

