



8TH
EDITION
2025

TASKS AND RESPONSIBILITIES
CHECKLIST

A Reference Guide to Action

SANGGUNIANG PANLUNGSOD



Sangguniang Panlungsod Tasks and Responsibilities
Checklist: A Reference Guide to Action

8th Edition

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MESSAGE FROM THE SECRETARY



The Department of the Interior and Local Government (DILG) commends the Local Government Academy (LGA) for the design and rollout of the 2025 Newly Elected Officials Performing Leadership for Uplifting Service. (NEO PLUS) Program.

As the agency tasked to supervise and capacitate local government units (LGUs), the DILG places high importance on ensuring that the 17,991 newly elected officials are fully equipped to govern effectively, uphold integrity, and deliver responsive leadership at the local level.

The NEO PLUS Program offers a three-year roadmap of courses focused on strategic leadership, policy development, governance systems, and service delivery. It integrates partnerships and innovation to help LGUs institutionalize reforms and improve public service outcomes.

We expect all newly elected and returning local officials to lead with vision, initiate programs that are sustainable and inclusive, and align their efforts with the priority directives of President Ferdinand R. Marcos Jr. Local governance must be forward-looking, performance-driven, and people-centered.

The DILG and LGA remain committed partners in building stronger, more resilient, and more accountable LGUs. These are key pillars in our pursuit of a truly inclusive and empowered Bagong Pilipinas.

Congratulations and *Mabuhay*.

A handwritten signature in black ink, appearing to read 'Remulla', written in a cursive style.

Sec. Juanito Victor C. Remulla

Secretary, Department of the Interior and Local Government
(DILG)



MESSAGE FROM THE UNDERSECRETARY

Congratulations to all newly elected local officials across the country.

In this critical period of governance renewal, the Department of the Interior and Local Government (DILG), through the Local Government Academy (LGA), stands in full support of the Newly Elected Officials (NEOs) as they take on the challenge of responsive and accountable leadership.

To address persistent gaps and emerging demands in local governance, the 2025 Newly Elected Officials Performing Leadership for Uplifting Service (NEO PLUS) Program was carefully developed to build the capacities of both new and returning local officials. It aims to strengthen their ability to lead with competence, uphold good governance, and deliver impactful public services.

As local leaders equipped through this program, I encourage you to lead decisively, champion innovation, craft policies that respond to real needs, and deliver tangible results that reflect the aspirations of your communities.

The DILG and LGA remain your reliable partners in promoting peace and order, ensuring public safety, and achieving inclusive development in line with our shared goal of a Bagong Pilipinas.

Congratulations, and *mabuhay ang matitino, mahuhusay, at maaasahang pamahalaang lokal sa buong bansa.*

Usec. Marlo L. Iringan, CESO III

Undersecretary for Local Government, DILG

MESSAGE FROM THE EXECUTIVE DIRECTOR



With deep faith in public service and the strength of local leadership, we share with you the 8th edition of our knowledge product for Newly Elected Officials – now rebranded as NEO Performing Leadership for Uplifting Service (NEO PLUS). This updated guide reflects both the changing landscape of your work and the vital role you play in shaping governance that is inclusive, responsive, and transparent, especially now as devolution and decentralization take deeper root.

To prepare this guide, we took a close look at the full enabling environment, including national laws, executive orders, judicial rulings, DILG memorandum circulars and joint circulars, which apply to your office as Mayors and Governors. The result is a simple checklist that ensures essential tasks and requirements are not overlooked as you take on your role in local governance.

Let us be clear: governance does not flow solely from the national government. The Local Government Code entrusts you with executive, legislative, police, and corporate powers. In crafting local ordinances, implementing laws, forming partnerships, collecting taxes, and strengthening service delivery – you have the tools to shape a governance agenda that is locally driven and people-centered.

We have heard you – louder each year – about the need for stronger capacity: more skills and knowledge, better capacity development interventions, and clearer guidelines. We offer this knowledge product as part of the package of knowledge resources that LGA is putting together to respond to your call.

Mula sa inyong masugid na taga-suporta, congratulations. We are honored to accompany you on your journey in public service.

A handwritten signature in black ink that reads "Thelma T. Vecina".

Dir. Thelma T. Vecina, CESO III
Executive Director, LGA

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Stepping into the role of Sanggunian member is a huge responsibility, and yet is above all fulfilling. This toolkit is your essential guide as a member of the Sangguniang Panlungsod. Inside, you'll find practical guidance on your responsibilities: understanding the Local Government Code and establishing internal rules, participating in key committees, passing vital legislation, and aligning them with your city's development goals. It also covers your role in social, economic, environmental, and administrative governance, as well as your oversight and quasi-judicial functions. These should hopefully help you be better prepared to serve your constituents effectively and contribute to good local governance.

PART 1

**THE FIRST
SIX MONTHS**

I SANGGUNIANG PANLUNGSOD

LOCAL GOVERNMENT CODE

The Local Government Code (LGC) applies to cities that were created before the LGC took effect on January 1, 1992. For cities created on or after that date, the provisions of their respective city charters apply. However, if a city charter does not have provisions concerning the Sanggunian, the relevant provisions of the LGC will be used.

START OF OFFICIAL DUTIES

Each Sanggunian member should:

- Take the oath of office [LGC, Sec. 92].
- Submit a sworn statement of assets, liabilities, and net worth (SALN), disclose any relatives up to the fourth civil degree working in government, list all financial and business interests [LGC, Sec. 51, 91].
- Be familiar with the process of local legislation. The Local Legislative Toolkit published by the Philippine Councilors League in partnership with the Department of the Interior and Local Government (DILG) is a helpful reference material for local legislators.

INTERNAL RULES OF PROCEDURE

The Internal Rules of Procedure (IRP) of the Sanggunian is a mandate under Section 50 of LGC. It is a legislative tool to ensure the orderly conduct of sessions and quality of legislation. Be sure to revisit, update, and adopt the rules within 90 calendar days from the first regular session following the election of SP members.

Contents of the Internal Rules of Procedure

- Organization of the Sanggunian and the election of its officers, as well as the creation of its standing committees
- Order and calendar of business for each session
- Legislative process
- Parliamentary procedures, which include the conduct of members during sessions
- Rules and procedures for the Sanggunian's quasi-judicial functions, such as disciplining its members and elected members of the Sangguniang Kabataan in the barangays, based on grounds in the Local Government Code and other relevant laws, including the penalties to be imposed
- Standing committees and their responsibilities

Assigned geographical area that each Sanggunian member is responsible for

Tasks and Responsibilities: Sangguniang Panlungsod

Note: R.A. 10742 or the Sangguniang Kabataan Reform Act gives the Sangguniang Panlungsod authority to suspend or remove elected Sangguniang Kabataan officials based on grounds specified in the law. In line with this, the Sangguniang Panlungsod must set the corresponding rules on suspension and removal from office of elected SK officials (IRR of R.A. 10742, Sec. 18).

Conduct of Sessions

The Sangguniang Panlungsod can establish guidelines in their internal rules of procedure concerning the conduct of sessions. The guidelines can include innovative and cost-effective methods of conducting meetings. Here are two notable examples:

- **Marikina City's paperless sessions.** The Marikina City Council conducts paperless sessions, opting to use electronic copies of legislative agendas, minutes, committee reports, and other relevant documents for legislation. These documents are stored on Android tablets managed by the Marikina City Council Information and Technology Center. This practice reduced the city council's paper consumption by 80 percent.
- **Valenzuela City's virtual sessions.** The Valenzuela City Council conducts virtual sessions in times of emergency or a disruptive event that makes the physical gathering of Sanggunian members impossible or impractical. These sessions are held through video conferencing or other electronic or digital means. Virtual sessions such as this maximize the use of technology for a more efficient conduct of sessions.

STANDING COMMITTEES

Standing committees are groups within the legislative body that focus on specific areas of governance and policy. They help the Sanggunian function effectively. According to Section 50 (b)(1) of the Local Government Code, the creation and duties of these committees are to be determined by the Sanggunian's IRP. Some of these standing committees include the following:

- Committee on Rules
- Committee on Ways and Means
- Committee on Appropriations
- Committee on Tourism, Trade, and Industry
- Committee on Health and Sanitation
- Committee on Education, Culture, and Sports
- Committee on Women, Youth, and Family Welfare
- Committee on Social Welfare and Community Development
- Committee on Environment Protection
- Committee on Labor and Employment
- Committee on Public Order and Safety
- Committee on Food and Agriculture
- Committee on Transportation and Communications
- Committee on Public Works and Infrastructure
- Committee on Good Governance, Public Ethics, and Accountability

Note: The Sanggunian can create additional committees to address the specific needs of the local community. It can also form sub-committees to ensure thorough deliberations of issues within each committee's scope.

Ex-Officio Members of the Sanggunian as Chairpersons of Standing Committees

The president of the Liga ng mga Barangay serves as chairperson of the Committee on Barangay Affairs [DILG Opinion No. 34, s. 2011], while the SK chairperson is to head the Committee on Youth and Sports Development [R.A. 10742, Sec. 12].

BACKSTOPPING COMMITTEES

Backstopping committees are the Sanggunian's research teams. They study key issues surrounding proposed ordinances. By doing this, long debates are avoided, and the Sanggunian can focus on more critical matters, since the basic questions should have already been addressed by the committees.

The committees are led by sector heads. For example, if the issue is health, necessarily the committee lead is the city health officer.

LEGISLATIVE OFFICES AND STAFF COMPLEMENT

Part of organizing the Sanggunian is ensuring that legislative offices and staff are in place. The Sanggunian must have the following:

1. Session hall with appropriate fixtures and equipment for the presiding officer, Sanggunian members, secretariat, and the public
2. Office of the Sanggunian secretary
3. Offices for individual members with appropriate fixtures and equipment, with at least one staff per member, other than the Sanggunian secretary

Sanggunian Secretary

The Sanggunian secretary is a career public official with rank and salary equal to a department head [DILG Opinions Nos. 91, 253, 286-1992; 78-1995]. The secretary automatically continues in office beyond the three-year term of elective officials unless removed for cause [DILG Opinion No. 176-1992].

The vice mayor, not the mayor, is authorized to appoint the Sanggunian secretary [CSC En Banc Resolutions Nos. 94-7153 Dec. 29, 1994, 92-111 Aug. 20, 1992; DILG Opinions Nos. 348-1992; 7, 155, 236, 245-1993; 85-1995]. This appointment must have the concurrence of the Sangguniang Panlungsod [DILG Opinion No. 8-1995].

LEGISLATIVE TRACKING AND ANALYSIS SYSTEM

Set up a Legislative Tracking and Analysis System, which is a tool used to assess the effectiveness of legislation. It is essential in ensuring the quality of legislative work.

Marikina's Legislative Monitoring and Tracking System (LMTS) is an example of a digital system that keeps track of legislative documents and processes, and provides access to the history of approved laws and resolutions.

Developed in-house by the city's IT department, the LMTS helps users follow the progress of documents from the time they are sent to committees up to when they receive an executive response, are posted, or published. With LMTS, users can:

- Record, store, and print a digital copy of legislative documents like letters, petitions, ordinances, and resolutions.
- Search for legislative documents and proposals, including attachments, using keywords or reference numbers.

II REVIEW OF LEGISLATIVE ENACTMENTS

Sanggunian members should review current ordinances and decide which ones need amendment and which ones require a new legislation. Consulting with law enforcement, barangay officials, and the public would help. Among the key ordinances that the Sanggunian should study are those about social development, economic development, and environmental health. They include the following:

- Code of General Ordinances
- Gender and Development Code
- Investment and Incentive Code
- Revenue Code
- Zoning Ordinance
- Environment Code
- Sanitation Code

Note: Regularly update and review the legislative database.

CHARACTERISTICS OF A VALID ORDINANCE



Ordinances are the most common type of legislative action. All Sanggunian members should understand the basic requirements for an ordinance to be valid.

An ordinance:

1. Must not go against the Constitution or any existing law
2. Must not be unfair or oppressive
3. Must not be biased or discriminatory
4. Must not prohibit trade, but may regulate it
5. Must be general and align with public policy
6. Must be reasonable

III KEY LEGISLATIVE ACTIONS IN THE FIRST SIX MONTHS

Within the first six months in office, the Sanggunian must review, modify, adopt, or approve the LGU's term-based plans and its budget for the next year. The Sanggunian must also review the annual budget of its component barangays. Its key legislative measures are as follows:

- Resolution adopting the comprehensive development plan (CDP), to be passed in October-November of the election year [R.A. 7160, Sec. 106; DILG MC No. 2008-156, MC No. 2019-172; DILG Local Planning Illustrative Guide]
- Resolution adopting the local development investment program (LDIP), to be passed in July [DILG MC No. 2007-114; DILG Local Planning Illustrative Guide]
- Resolution adopting the annual investment program (AIP) for the following year, to be passed no later than the first week of August [DILG MC No. 2008-154; DILG Local Planning Illustrative Guide]
- Annual appropriations ordinance for the following year, to be passed any time between October 17 and the end of the year
- Review of barangay appropriations ordinances for the following year, to be done within 60 days from receipt of the annual budgets or supplemental budgets of the barangays
- Preparation and updating of the comprehensive land use plan (CLUP) [DILG MC No. 2019-172]

PART 2

**CONTINUING
YOUR
FUNCTIONS**

LEGISLATIVE ACTION ON ADMINISTRATIVE GOVERNANCE

Your tasks and responsibilities are defined in the Local Government Code and other relevant national laws and policies. If your city was created after the LGC took effect, your functions are determined by your city charter.

The continuing responsibilities of the Sangguniang Panlungsod in promoting effective administrative governance revolve around the enactment, amendment, or supplementation of legislative measures.

GOVERNANCE AND ADMINISTRATION

When carrying out your responsibilities related to personnel matters, keep in mind that the staffing and organizational structure of city offices may vary based on social and political factors. As members of the Sanggunian, you are expected to pass, amend, or supplement ordinances and regulations that will:

- Retain, create, or consolidate the functions of offices in the city government to promote efficiency and economy [LGC, Sec. 454]. For example, you can enact an ordinance creating the Disaster Risk Reduction and Management Office, determine the staff required, and allocate the budget [IRR of R.A. 10121, Sec. 6]

- Define the powers and duties of city officials and employees [LGC, Sec. 458 (a) (1)(vii)]
- Determine the positions and set the compensation for officials and employees paid from city funds. This includes salaries, wages, allowances, benefits, and necessary expenses for government programs and services [LGC, Sec. 458(a)(1)(viii)]
- Authorize compensation or honorarium for qualified individuals temporarily filling vacancies, as allowed by law [LGC, Sec. 458 (a) (1)(ix)]
- Ensure the safety and protection of all city government properties, public documents, and records of public interest [LGC, Sec. 458 (a) (1)(x)]
- Provide additional allowances and other benefits to government officials assigned to the city, such as judges, prosecutors, public elementary and high school teachers, if the city's funds permit [LGC, Sec. 458 (a) (1)(xi)]
- Ensure a safe and healthy workplace for city government employees [DILG MC No. 54, s. 1998]
- Fund the construction, maintenance, or rental of buildings used by the city government [LGC, Sec. 458 (a)(2)(v)]

Note: City vice mayors are authorized to appoint Sanggunian officials and employees, including the secretary, except those whose manner of appointment is specified otherwise in the LGC [DILG MC No. 2003-86] or in the city charter for cities created after the LGC took effect. The Sanggunian must act on or confirm the appointments of department heads within 15 days from the date of submission of their appointment papers [LGC, Sec. 454].



REMINDER

When managing government procurement, refer to RA No. 12009 or the New Government Procurement Act and DBM Circular No. 01, s. 2005.

INFORMATION AND CUSTOMER SERVICE

Enact, amend, or update ordinances and regulations that will:

- Maintain an open-door policy that allows the public to access city offices, government services, and public information easily [DILG MC No. 45, s. 1996]
- Provide comprehensive information services, including investment and job placement assistance, tax and marketing information systems, and a city library
- Simplify civil registry services to improve accessibility and efficiency [DILG MC No. 60, s. 2002]
- Streamline other civil application systems, such as those for business permits, building permits, certificates of occupancy, and real property documents [DILG MC No. 01-120, s. 2001]
- Create and maintain a fully operational electronic Business One-Stop Shop (eBOSS) to facilitate faster and more convenient business transactions [ARTA JMC No. 01, s. 2021]
- Establish a customer complaint desk [DILG MC No. 01-120, s. 2001]
- Ensure the timely registration of births and foundlings [DILG-MC No. 186, s. 2002]

Note: Check relevant issuances of the DILG and other national agencies on matters related to information or customer service. These may be requested from the DILG city director or the city local government operations officer.

REVENUE GENERATION AND OTHER FISCAL MATTERS

Enact, amend, or update ordinances and regulations that will:

- Upgrade and modernize tax information and collection services
- Impose taxes, fees, and charges; set their rates for both general and specific purposes; and grant tax exemptions, incentives, or reliefs [LGC, Sec. 458(a)(2)(ii)]
- Allow the city to issue bonds or other debt instruments to raise funds for development projects [LGC, Sec. 458(a)(2)(iv)]
- Authorize the city mayor to negotiate and enter into loan agreements or other forms of borrowing [LGC, Sec. 458(a)(2)(iii)]

Note: Coordinate with a BIR officer in the city for more information or clarification about taxation-related rules and regulations.

CITY RESOURCES

LGU Plans, Programs, and Budget

- Annual investment program - Approve the AIP for the following year and ensure it aligns with the approved term-based local development investment program (LDIP)
- Barangay budget - Review the annual or supplemental budgets of barangays within 60 days of receipt [LGC, Sec. 333]

Tasks and Responsibilities: Sangguniang Panlungsod

- City budget - Approve the city's annual or supplemental budget for the coming year between October 17 and December 31 of the current year.

Urban Planning and Development

Review and approve the following:

- CLUP for the city [DILG MC No. 04-133, s. 2004]
- Zoning in accordance with the approved CLUP
- Reclassification of lands, where necessary
- Numbering of residential, commercial, and other buildings
- Subdivision plans for residential, commercial, or industrial purposes and other development purposes
- Collection of processing fees and other charges
- Road networking to improve public access

Note: The City Development Council must assist the Sangguniang Panlungsod set the direction for economic and social development and coordinate development efforts across the city.

BARANGAY AFFAIRS

- Review barangay ordinances [LGC, Secs. 57 and 333]
- Provide legal assistance to barangay officials [LGC, Sec. 458(a)(1)(xii)]
- Acquire group insurance or additional insurance coverage for barangay officials – including barangay tanod, Lupong Tagapamayapa, and other service units – through public or private insurance, if city finances allow [LGC, Sec. 458(a)(1)(xiii)]

II LEGISLATIVE ACTION ON SOCIAL GOVERNANCE

EDUCATION, CULTURE, ARTS, AND SPORTS DEVELOPMENT

Enact, amend, or update ordinances and regulations on the following:

- Financial support to public elementary and secondary schools
- Financial support to vocational and technical schools and similar post-secondary institutions
- Scholarship fund for poor and deserving students
- Sports facilities and equipment, as well as the conduct of an annual palarong panlungsod and other sports development activities
- City engineer office's staffing and equipment to handle school repairs and constructions

Note: The City School Board advises the Sanggunian on education-related matters.

HEALTH AND SANITATION

Enact, amend, or update ordinances and regulations on the following:

- Health services, such as primary health care, maternal and child care, and communicable and non-communicable disease control service; mental health care; access to secondary and tertiary health services; and purchase of medicines, medical supplies, and medical equipment
- Quarantine to prevent the entry or spread of diseases
- Dengue case management and services [DILG MC Nos. 74 and 86, s. 2005]
- Ban on smoking in public places
- Food safety [DILG MC No.194, s. 1999]
- Use of city government ambulances [DILG MC No. 114, s. 2000]
- Sanitation Code of the Philippines [Presidential Decree No. 856]
- Disposal of clinical and other wastes from hospitals, clinics, and other similar establishments
- Preparation and sale of meat, poultry, fish, vegetables, fruits, fresh dairy products, and other food products for public consumption
- Establishment, operation, and maintenance of funeral parlors and the burial or cremation of the dead
- Solid waste management

Note: The City Health Board advises the Sanggunian on health matters.

PUBLIC SAFETY, PEACE AND ORDER

Enact, amend, or update ordinances and regulations on the following:

Peace and Order

- Prevention and suppression of lawlessness, disorder, riot, violence, rebellion, or sedition
- Prevention, suppression, and imposition of appropriate penalties for habitual drunkenness in public places; vagrancy; mendicancy; prostitution; establishment and maintenance of houses for illicit activities; gambling and other prohibited games of chance; fraudulent devices and ways to obtain money or property; drug addiction; drug dens; drug pushing; juvenile delinquency
- Public safety and peace and order during public assemblies or rallies in designated freedom parks [DILG MC Nos.42 and 79, s. 2006]
- Organization, reorganization, or activation of the People's Law Enforcement Board and funding its operation from the local annual budget [R.A. No. 6975; DILG MC No. 59, s. 2006]

Public Decency

- Prohibition of printing, distribution, or exhibition of obscene or pornographic materials or publications; and such other activities that go against general welfare and public morals
- Prohibition of sale and publication of obscene and pornographic materials, publications, pictures, literature, and other similar articles, including the exhibition or giving away of indecent, immoral or obscene plays, scenes, acts or shows, whether live or on film [DILG MC No. 213, s. 1999; Revised Penal Code, Art. 201]

Anti-Illegal Drugs

- Intensified action against illegal drugs, including:
 - › Funding the enforcement of R.A. No. 9165, especially preventive programs or educational programs and the rehabilitation or treatment of drug dependents
 - › Enforcing Sections 51-53 of R.A. 9165
 - › Passing an ordinance complementing the Comprehensive Drugs Act of 2002, if none has yet been passed, or amending the same to be consistent with the pertinent provisions of the said Act, and ensuring its effective enforcement
 - › Ensuring that the Anti-Drug Abuse Councils at all levels perform their functions and responsibilities as specified in relevant Department issuances [DILG MC No. 2009-09]
- Enact, amend, or update ordinances related to R.A. No. 9287 entitled An Act Increasing the Penalties for Illegal Numbers and Its Implementing Rules

Safety and Infrastructure

- Provision of sites and facilities for police, fire stations, and the city jail
- Safety measures in all gasoline stations [R.A. No. 8479; DILG MC No. 66, s. 2006]
- Enforcement and implementation of the Fire Code
- Enforcement of the National Building Code, particularly Section 2001, Chapter 20—that no advertising billboard, signage, or display media must be constructed in the city that will cause the following:
 - › Endanger the safety of people or property or harm the public interest

- › Disrupt public order or go against public morals
 - › Include obscene, indecent, or violent information, both in text and graphic form
 - › Contain messages that are unclear or suggest a double meaning
 - › Contain misleading or deceptive information
 - › Contain offensive or abusive content related to race, sex, or ethnicity, or encourage discrimination based on gender, beliefs, and convictions
 - › Block the public's view of natural scenery or prevent enjoyment of it
 - › Clash with the picturesque view of scenery in terms of color, structure, size, and location [DILG MC No. 158, s. 2004]
- Regulating the display of signs, signboards, or billboards at the place where a profession or business is conducted
 - Maintenance and sanitation in buildings and premises within the city
 - Establishment and inspection of steam boilers or heating devices in buildings and the storage of inflammable and highly-combustible materials
 - Regulation of traffic on all streets and bridges and removal of encroachments and illegal obstructions in public places
 - Financial support to barangay tanods [DILG MC No. 104, s. 2002]; safety of residents and transients and the prevention of freak accidents in any construction project. Examples of these measures are as follows:
 - › Require a contractor to take full responsibility for securing construction materials and equipment throughout the project, and for any accidents

Tasks and Responsibilities: Sangguniang Panlungsod

- caused by failure to follow safety measures stated in the contract with the city government; or require the contractor to get third-party liability insurance before a building permit is issued for any injury or damage related to the construction work
- › Require a contractor to clear all construction debris that could pose tripping hazards to people
- › Require a contractor to set up signs in accident-prone areas such as open canals and manholes; install lighting facilities in construction sites; and employ other precautionary measures [DILG MC No. 95-87, s. 1995]
- Impounding stray animals
- Preventing cruelty to animals and enforcement of the Animal Welfare Act [DILG MC No. 91, s. 2000]

Disaster Risk Reduction and Management

Adopt a DRRM plan with the following provisions:

- Budget for DRRM and climate change adaptation (CCA) programs, projects, and activities in the AIP
- An incident command system and an emergency operations center for use during a calamity, emergency, or disaster
- Warning and communications systems
- Early evacuation from high-risk areas
- Rescue and emergency operations
- Distribution of relief goods and services
- Reporting of situations and actions taken
- Post-calamity clean-up

- Medical assistance
- Rehabilitation of agricultural and livelihood programs
- Localization of the Comprehensive Emergency Program for Children and its integration into the local DRRM plan and other development plans of the LGU [DILG MC 2018-196]
- Housing assistance
- Burial service
- Loan assistance [DILG MC No. 94, s. 1998]

Tricycles

Enact or amend a tricycle franchise and regulatory ordinance with the following considerations:

- Physical requirements - franchise should only be issued if tricycle meets all physical requirements, as certified by the proper authority
- Fares - should ensure a reasonable profit for operators while remaining affordable to the public
- Load or capacity limit - tricycles must not exceed passenger and cargo capacity
- National highways - tricycles are not allowed in national highways for safety reasons
- Zones - designated areas where tricycles are allowed
- Color - a common color may be required for tricycles operating in the same zone [DILG MC No. 07-01, s. 2007]

Note: The City Peace and Order Council and the City Disaster Risk Reduction and Management Council advise the Sanggunian on matters concerning peace and order and public safety.

REQUIRED SAFETY FEATURES OF TRICYCLES



- Clean windshield
- Garbage receptacle
- Functional horn that is not exceptionally loud or startling
- Functional two signal lights, front and back
- Functional tail light, including license plate light
- Top chain extending to the rear wheel
- Functional white headlight and red tail light, visible at least 50 meters from the front and back of the tricycle
- Functional light installed inside the sidecar and kept lit
- Functional anti-noise equipment
- Sticker with the vehicle's body number, highly visible and identifiable from a distance
- Fully-operational mufflers
- Roadworthiness of the tricycle [DILG MC no. 001-.07, s. 2007; MC No. 068-11, s. 2011; MC no. 004-20, s. 2020]

HOUSING AND BASIC UTILITIES

Enact, amend, or update ordinances and regulations on the following:

- Low-cost housing and other mass dwellings, except those funded by the Social Security System, Government Service Insurance System, and the Home Development Mutual Fund
- Waterworks, drainage and sewerage, reclamation projects, and similar facilities
- Water supply services and facilities such as:
 - › Maintaining, repairing, and operating an efficient waterworks system
 - › Constructing, maintaining, repairing, and using hydrants, pumps, cisterns, and reservoirs
 - › Ensuring the purity and adequacy of the city's water supply
 - › Regulating the use of water and managing wastage

Note: The City Housing Board, Housing Task Force, or Housing Coordinating Unit assists the Sanggunian on matters concerning low-cost housing and mass dwellings.

WOMEN, CHILDREN, AND SOCIAL WELFARE

Enact, amend, or update ordinances and regulations on the following:

- General welfare and well-being of vulnerable groups in the city, such as:
 - › Providing appropriate funds for the subsistence of city jail inmates.

Tasks and Responsibilities: Sangguniang Panlungsod

- › Caring for persons with disabilities (PWD), indigents, the aged, the sick, persons with mental disabilities, abandoned minors, juvenile delinquents, drug dependents, abused children, and other disadvantaged persons, particularly children and youth below 18 years of age
- Actions against human trafficking [DILG MC No. 26, s. 2005; MC No. 172, s. 2006], including establishing a Migrant Advisory and Information Network to assist with filing cases and providing legal protection and support services [DILG MC No. 26, s. 2005]
- Actions against commercial sexual exploitation of children [DILG MC No. 164, s. 1999]
- R.A. 11313, or the Safe Spaces Act
- Special Drug Education Center for out-of-school youth and street children
- Effective implementation of R.A. No. 9344, or the Juvenile Justice and Welfare Act of 2006
- Senior Citizens Affairs [DILG MC No.63, s. 2005]
- Indigenous Peoples Rights Act [DILG MC No. 89, s. 2002]
- Persons with Disabilities [DILG MC No. 74, s. 1998]
- Effective implementation of R.A. No. 9710, or the Magna Carta of Women, a comprehensive women's human rights law that seeks to eliminate discrimination against women by recognizing, protecting, fulfilling, and promoting the rights of Filipino women, especially those in the marginalized sectors
- R.A. No. 9262, or the Anti-Violence Against Women and their Children Act of 2004

- R.A. No. 7877, or the Anti-Sexual Harassment Act of 1995 [DILG MC No. 37, s. 2001]

Note: The City Council for the Elderly is expected to suggest policies that benefit senior citizens and the community.

COMMERCIAL ESTABLISHMENTS

Enact, amend, or update ordinances and regulations on the following:

- Regulating the establishment, licensing, operation, and maintenance of cockpits, including cockfighting and commercial breeding of gamecocks
- Regulating the establishment, operation, and maintenance of cafes, restaurants, beerhouses, hotels, motels, inns, pension houses, lodging houses, and similar establishments
- Regulating the sale or distribution of intoxicating drinks at retail outlets
- Regulating the establishment, operation, and maintenance of any entertainment or amusement facility

III LEGISLATIVE ACTION ON ECONOMIC GOVERNANCE

AGRICULTURE AND FISHERIES

Enact, amend, or update ordinances and regulations on the following:

- Extension and on-site research services and facilities related to agriculture and fishery activities, such as dispersal of livestock and poultry, fingerlings, and other seeding materials for aquaculture; seed farms for palay, corn, and vegetables; medicinal plant gardens; nurseries for fruit trees, coconuts, and other seedlings; demonstration farms; quality control of copra; improvement and development of local distribution channels, preferably through cooperatives; inter-barangay irrigation systems; and conservation and use of water and soil resources
- Organization of farmers' and fishers' cooperatives, including providing incentives
- Joint ventures and other cooperative projects with people's organizations and NGOs related to agriculture and rural industrialization
- Replication of the Maunlad Model Farms [DILG MC No. 62, s. 2000]

TOURISM, TRADE, BUSINESS ENTERPRISES, AND INDUSTRY

Enact, amend, or update ordinances and regulations on the following:

Businesses and Other Economic Activities

- Operation of any business or practice of profession within the city
- Granting of franchises to persons, partnerships, corporations, or cooperatives to do business within the city
- Advocacy, promotion, and development of small and medium enterprises [DILG MC No. 13, s. 1996; DILG MC No. 47, s. 1997]
- Employment opportunities for willing, able, and unemployed city residents in public works projects, whether locally, nationally, or foreign-funded [DILG MC No. 167, s. 2000; R.A. No. 6685]
- Livelihood opportunities for city residents

Infrastructure

- Operation of any public utility by the city government, or by a cooperative, private person, or entity
- Construction or provision of basic infrastructure and facilities in areas zoned for business and industry, such as physical infrastructure like roads, bridges, or ports; communication infrastructures (landline or mobile); ports or similar facilities; solid waste disposal facilities; wastewater treatment facilities; and road networks to connect barangays
- Establishment of city-operated markets, slaughterhouses, or animal corrals, and regulation of the construction and operation of private markets or similar structures

Tasks and Responsibilities: Sangguniang Panlungsod

- Construction and maintenance of tourism facilities and other tourist attractions; acquisition of equipment; regulation and supervision of business concessions; and security services for these facilities

Taxation

Updates on legislative matters related to the levy, imposition, and collection of illegal fees or charges

- Adherence to the principles, limitations, and requirements for LGUs in exercising taxing powers [DILG MC No. 2009-42; DILG MC No. 2009-76]
- Rectification of invalid tax ordinances that impose fees on passing-through vehicles, especially those carrying agricultural goods [DILG MC No. 2009-42; DILG MC No. 2009-76]
- Repeal of ordinances that authorize fees, taxes, or charges on transporting goods and passengers into, out of, or through the city's jurisdiction [LGC, Sec. 133(e)]

IV LEGISLATIVE ACTION ON ENVIRONMENTAL GOVERNANCE

WASTE MANAGEMENT

Enact, amend, or update ordinances and regulations on the following:

- Solid waste collection and disposal
- Compliance with the Ecological Solid Waste Management Act (ESWMA), including the creation of the City Solid Waste Management Board; approval of the solid waste management plan; establishment of multi-purpose environment cooperatives or associations; and funding the acquisition of land for the city's sanitary landfill facility

The Sanggunian must propose legislation to comply with the mandate of R.A. No. 9003 or the ESWMA, particularly setting up solid waste management and materials recovery facilities and closing dumpsites [DILG MC No. 2009-168, Oct 27, 2009].

Solid Waste Management Facility

- Prioritize the development and operation of sanitary landfill sites for the final disposal of solids and residual wastes for a municipality, city, or a group of LGUs.

Tasks and Responsibilities: Sangguniang Panlungsod

- Consider alternative arrangements and pass ordinances to consolidate or coordinate efforts, services, and resources for addressing common solid waste management issues or creating shared waste disposal facilities.

Materials Recovery Facility

- The MRF should include a solid waste transfer or sorting station, drop-off center, composting facility, and recycling facility.
- Build an MRF in every barangay or cluster of barangays on barangay-owned or leased land or in any suitable open space identified by the barangay through its Sanggunian [LGC, Sec. 133(e); DILG MC No. 2006-70].
- Allocate a specific parcel of land for the MRF [LGC, Sec. 133(e); DILG MC No. 2006-70].

NATURAL RESOURCES MANAGEMENT

Enact, amend, or update ordinances and regulations on the following:

- Forest management [DILG MC No. 166, s. 2004]
- DENR-DILG-LGU partnership on devolved functions and forest management [DENR-DILG MC No. 98-01]
- Protection of environmental and natural resources, including:
 - › Establishment, maintenance, protection, and conservation of communal forests, watersheds, tree parks, greenbelts, mangroves, and other forest development projects

- › Demolition of illegal structures along rivers and estuaries that impede normal water flow
- › Prevention of overcrowding and congestion in city waters, fish ponds, and fish pens
- › Enforcement of the Code of Practice for Aquaculture [DILG MC No. 64, s. 2002]
- Prohibiting the grant of an exclusive privilege for constructing fish corals or fish pens within city waters or for taking/catching fish species such as bangus fry, prawn fry, or kawag-kawag [LGC, Sec. 133(e)]

Rehabilitation of Bodies of Water

- Inspect all factories, commercial establishments, and private homes along major rivers, minor waterways, and areas near Manila Bay to check if they have wastewater treatment facilities or hygienic septic tanks as required by law.
- Require those without proper facilities to install them within a reasonable time to prevent industrial waste, sewage, and human waste from entering rivers, esteros, and Manila Bay, or face closure, fines, or other penalties.

[DENR Memorandum dated June 2, 2009 Re: Manila Bay Clean Up, Rehabilitation and Preservation addressed to all Mayors of Metropolitan Manila, the Governors, City Mayors and Municipal Mayors of and in Rizal, Laguna, Cavite, Bulacan, Pampanga, and Bataan; in compliance with a Supreme Court EN BANC decision promulgated on December 18, 2008].

Air Pollution

- Support the Philippine Clean Air Act of 1999 and the Linis Hangin Siyudad Program through a city or municipal resolution or ordinance on air pollution control [DILG MC No. 2007-131].

CLIMATE AND DRRM

- Enact, amend, or update ordinances and regulations to mainstream CCA and DRRM into local policies, plans, budgets and investment programs as a priority concern [DILG MC No. 2008-69].
- Promote research and extension work on CCA through local research institutions, the academe and other relevant stakeholders.
- Engage in programs, projects and activities related to land and water use, land use change and forestry, reducing emissions from deforestation and degradation, coastal zones and fisheries, industry, facilities, farming practices and indigenous clean energy.
- Encourage greater participation of local media, interfaith groups and local schools in sharing CCA information with communities within a sustainable development framework.
- Promote dialogue between workers and employers to support the transition to environmentally sustainable production and consumption and encourage green and decent jobs.
- Collaborate with the provincial government and Regional Development Council to push for stronger emission reduction targets and faster implementation of adaptation programs, projects and activities that benefit local communities.

Climate Resilience

- The Sanggunian must propose laws to help create, plan, and carry out climate change action plans in their area, in line with the LGU mandate, the Climate Change Framework, and the National Climate Change Action Plan [R.A. 9729, Sec. 14]

Disaster Risk Reduction and Management

- LGUs must ensure proper and sufficient actions on disaster risk reduction and management (DRRM), including developing policies and plans, good governance, risk assessment and early warning, public awareness, reducing risk factors, and preparedness for effective response and early recovery [R.A. 10121].

PART 3

QUASI-JUDICIAL
FUNCTIONS

POWER TO DISCIPLINE

The Sangguniang Panlungsod has the power to discipline elective barangay officials within its jurisdiction. A complaint against any elective barangay official must be filed before the Sangguniang Panlungsod, and its decision is final and executory [Sec. 61(c), LGC].

Note: This does not apply to appointive officials, as only the Civil Service Commission has disciplinary authority over them [DILG Opinion No. 132-2003].

GROUND FOR DISCIPLINARY ACTION

An elective local official may be disciplined, suspended, or removed from office on any of the following grounds:

- Disloyalty to the Republic
- Culpable violation of the Constitution
- Dishonesty, oppression, misconduct in office, gross negligence, dereliction of duty
- Any offense involving moral turpitude or punishable by at least prison mayor
- Abuse of authority
- Unauthorized absence for 15 consecutive working days (except for members of the Sanggunian)
- Applying for or acquiring foreign citizenship or residency while in office
- Other grounds under the LGC and other laws

ADMINISTRATIVE ACTION PROCESS

A formal notarized complaint must be filed before the Sangguniang Panlungsod.

1. Within 7 days of filing, the Sanggunian sends a notice to the respondent requiring a written answer within 15 days from receipt [LGC, Sec. 62(a)].
2. The Sanggunian begins the investigation within 10 days from receiving the respondent's answer [LGC, Sec. 62(a)].
3. A preliminary study is conducted by the appropriate committee, and its report is submitted to the full Sanggunian.
4. The Sanggunian conducts hearings.
5. A written decision is prepared containing a summary of facts and the issues resolved [LGC, Sec. 66].

The investigation must be completed within 90 days from the start of the process. Within 30 days after the investigation ends, the Sanggunian must issue a written decision clearly stating the facts and the reasons for the decision.

Note: No investigation or preventive suspension can occur within 90 days before a local election. If preventive suspension was already in place, it will automatically end when the 90-day period begins [LGC, Sec. 62(c)].

PENALTIES

Suspension

Suspension cannot exceed the remaining term of the respondent or six months for each administrative offense. Suspension does not disqualify the respondent from running for office as long as the individual meets the qualifications [LGC, Sec. 66].

Removal

An elective local official may be removed from office by a court order based on the grounds for disciplinary action, as listed in the preceding section [LGC, Sec. 60].

Note: Any elected Sangguniang Kabataan official may be suspended for up to six months or removed from office by a majority vote of the Sangguniang Bayan or Sangguniang Panlungsod with jurisdiction over the barangay, and this decision is final and executory [R.A. 10742, Sec. 18].

The removal of an elected SK chairperson based on Section 18 of R.A. 10742 also results in the individual's removal as SK Federation President, if applicable, and as an ex-officio member of the Sanggunian [Sangguniang Panlungsod ng Valenzuela City vs. Carlos, G.R. Nos. 255453 & 255543, Nov. 24, 2021].

PART 4

OVERSIGHT FUNCTIONS

CONTRACTS

No contract can be entered into by the local chief executive on behalf of the local government unit without prior authorization from the Sanggunian [LGC, Sec. 22].

But, if the Appropriation Ordinance already details the project and cost of a capital outlay, and after public bidding, the local chief executive only needs to execute the contract, no further authorization is required. The appropriation ordinance is sufficient [Quisumbing vs. Gov. Garcia, G.R. No. 175527, Dec. 8, 2008].

Note: The local chief executive requires prior authorization from the Sanggunian, not ratification, when entering into contracts [Vergara vs. Ombudsman, G.R. No. 174567, March 12, 2009].

APPOINTMENTS

For local government units, appointments to department head positions require the concurrence of the majority of the local Sanggunian members [2017 Omnibus Rules on Appointments and Other Human Resource Actions, Sec. 18].

BUDGET

Enactment of the Annual Appropriation Ordinance

The Annual Appropriation Ordinance contains the local government's budget for the upcoming fiscal year. The city mayor prepares the budget, but it must be approved by the Sanggunian through an Appropriation Ordinance for it to be operational.

Tasks and Responsibilities: Sangguniang Panlungsod

Process

1. The city mayor prepares the executive budget for the fiscal year.
2. The Sanggunian enacts the Appropriation Ordinance by the end of the current fiscal year [LGC, Sec. 319].

Note: The Sanggunian can reduce the proposed budget but cannot increase or add new provisions, except for statutory and contractual obligations. This prevents exceeding the budgetary ceilings set by the Local Finance Committee [DBM Legal Opinion No. L-B-2001-06].

3. The ordinance enacting the budget takes effect at the beginning of the new calendar year [LGC, Sec. 320].

Veto of Items in the Appropriations Ordinance

The city mayor can veto any item in the Appropriation Ordinance. The veto does not affect the other items, and the vetoed items will only take effect if the Sanggunian overrides the veto. Otherwise, the items from the previous year's budget that correspond to the vetoed items are reenacted [LGC, Sec. 55; DBM Legal Opinion No. L-B-2001-01].

IMPORTANT CONSIDERATIONS IN THE ANNUAL BUDGET



- Total appropriations must not exceed income estimates [LGC, Sec. 324].
- Full provision must be made for all contractual and statutory obligations of the city [LGC, Sec. 324].
- The Gender and Development (GAD) Fund must be at least 5% of the General Fund [R.A. No. 9710].
- All government agencies must address the concerns of senior citizens and persons with disabilities and integrate related programs into their regular activities [DBM-DSWD-NCSC-NCDA JMC No. 1, Series of 2023].
- Substantial allocation for the Anti-Drug Abuse Campaign Fund is required [R.A. No. 9165].
- Debt servicing should not exceed 20% of the city's regular income [LGC, Sec. 324(b)].
- Aid to component barangays should be at least ₱1,000 per barangay [LGC, Sec. 324(c)].
- The Disaster Risk Reduction and Management (DRRM) Fund must be at least 5% of the estimated revenue from regular sources [R.A. 10121].

IMPORTANT CONSIDERATIONS IN THE ANNUAL BUDGET



- At least 20% of the annual national tax allotment (NTA) should be allocated for development projects [LGC, Sec. 287; EO No. 189 s. 1999; DILG-DBM Joint Memorandum Circular (JMC) No. 1, s. 2005; Mandanas-Garcia ruling, G.R. Nos. 199802 and 208488].

Note: The 20% Development Fund cannot be spent exclusively for salaries and wages of casual or job order employees. Labor costs are part of the local development project costs [DBM Legal Opinion No. L-B-2001-13].

- Follow the guidelines in DILG-DBM JMC No. 1 dated November 4, 2020 for utilizing the 20% NTA component for development projects.
- Personnel services should not exceed 45% of the budget for 1st-3rd class LGUs and 55% for 4th-6th class LGUs [LGC, Sec. 325(a)].
- Discretionary purposes should not exceed 2% of the actual receipts from basic real property tax [LGC, Sec. 325(h)].

IMPORTANT CONSIDERATIONS IN THE ANNUAL BUDGET



Note: No amount should be allocated for the same purpose as the Discretionary Fund. The appropriation for extraordinary and miscellaneous expenses (EME) in the Office of the Mayor serves the same purpose as the Discretionary Fund. Therefore, no separate fund for EME should be appropriated [DBM Legal Opinion No. L-B-2001-1].

- 1% of the NTA should be allocated for strengthening the Local Council for the Protection of Children [R.A. No. 9344].
- The Local Project Monitoring Committee (LPMC) is responsible for monitoring and evaluating LGU/national/foreign-funded projects within the locality [Memorandum Order 175, May 23, 1988].

Effect of Non-Passage of Annual Appropriation Ordinance

- If the Sanggunian fails to pass the ordinance at the start of the fiscal year, it must continue holding sessions without extra pay until the ordinance is approved. No other business may be conducted during these sessions.
- If the Sanggunian fails to pass the ordinance within 90 days, the previous year's appropriation ordinance will be reenacted.

Note: The reenacted budget remains in effect until the Sanggunian passes the new ordinance.

- The Sanggunian must submit a written explanation under oath if the ordinance is not enacted. The DILG requires local officials who fail to submit or enact the appropriation ordinance to provide written explanations [DILG MC No. 2022-004].

Disadvantages of Operating Under a Re-enacted Budget

- Only the previous year's appropriation for salaries, statutory obligations, and essential operating expenses will be reenacted.
- There can be no creation of new positions.
- No new programs, projects, or activities can be started.
- The increase in the LGU's share in the national tax allocation cannot be used without an appropriation ordinance.
- Non-recurring activities, no matter how important, cannot be implemented.
- No supplemental appropriation can be made.

[DILG MC No. 2021-109; DILG MC No. 2022-004]

PART 5

**SEAL OF
GOOD LOCAL
GOVERNANCE**

Tasks and Responsibilities: Sangguniang Panlungsod

The Seal of Good Local Governance (SGLG) is an award, incentive, honor, and recognition-based program for local government units. It represents a continuing commitment for LGUs to improve their performance in key areas of governance [R.A. 11292, Sec. 3].

Achieving the SGLG Award is a major milestone for any LGU. It symbolizes excellence and effective governance and demonstrates the LGU's commitment to transparency, accountability, and the delivery of quality public service. Earning this recognition underscores the LGU's efforts in promoting good governance, improving the lives of its constituents, and advancing socio-economic development.

Criteria

To qualify for the SGLG, an LGU must meet the following criteria:

- Good fiscal administration or financial sustainability
- Disaster preparedness
- Social protection and sensitivity programs
- Health compliance and responsiveness
- Sustainable education programs
- Business friendliness and competitiveness
- Safety, peace and order
- Environmental management
- Tourism, heritage development, culture and arts
- Youth development

Note: These criteria may be expanded by the Council of Good Local Governance to align with the priorities of the national government and adapt to changing times [R.A. 11292, Sec. 7].

Incentives

An LGU that complies with, qualifies for, and passes all the assessment criteria based on the evaluation of the DILG will be awarded the SGLG and receive a grant from the Performance Challenge Fund [R.A. 11292, Secs. 8 and 11].

1 OFFICER-IN-CHARGE

PRESIDING OFFICER OF THE SANGGUNIAN

The city vice mayor is the presiding officer of the Sangguniang Panlungsod. As presiding officer, the city vice mayor votes only to break a tie [LGC, Sec. 49(a)].

- **Temporary Presiding Officer**

If the city vice mayor is unable to preside over a Sanggunian session, the members present, provided there is a quorum, will elect from among themselves a temporary presiding officer. The temporary presiding officer will certify, within 10 days from the passage, all ordinances and resolutions approved during the sessions that said individual presided over [LGC, Sec. 49(b)].

Temporary Vacancy in the Office of the Mayor: Role of the Sanggunian

1. **OIC in the Office of the City Mayor as Distinguished from Acting City Mayor**

- **Acting City Mayor.** If the city mayor is temporarily unable to perform duties due to leave, travel abroad, or suspension, the city vice mayor automatically assumes the role as acting mayor. The acting mayor has all the mayor's powers except appointing, suspending, or dismissing employees, unless the mayor's absence exceeds 30 working days. This happens automatically by law, without needing further approval. [LGC, Sec. 46(a)]

- **Officer-in-Charge (OIC).** If the mayor is traveling within the country but outside the city for up to three days, the mayor may designate an OIC in writing. The OIC's powers are specified in the designation but do not include appointing, suspending, or dismissing employees. The OIC can be the vice mayor, a Sanggunian member, or an appointive city official. [LGC, Sec. 46(c)]
- **Absence beyond three days.** If the mayor does not return on the fourth day, the vice mayor automatically becomes the acting mayor, as OIC designation is only valid for three days [LGC, Sec. 46(d)].

2. Who is authorized to act as OIC in the Office of the City Mayor?

The city mayor may designate any city official as OIC for up to three days while absent from the LGU but still within the country. The OIC assumes the mayor's functions upon presenting a valid written designation specifying the OIC's powers. [LGC, Sec. 46(c)]

3. How will an OIC city mayor assume the functions of the office?

Upon presentation of a valid designation in writing, the designated official can assume the functions of OIC in the Office of the City Mayor. [LGC, Sec. 46 (c)]

If the city mayor becomes temporarily unable to perform duties due to physical or legal reasons, the city vice mayor automatically takes over as acting city mayor.

The acting mayor must then issue a memorandum to all department heads, depository banks, the DILG, and other national offices, informing said agencies of the office of the acting city mayor and that all official orders will now come from said office [LGC, Sec. 46(a)].

4. When will an OIC in the Office of the City Mayor cease to be an OIC?

An OIC may only perform the duties of the office for up to three consecutive days while the city mayor is absent although still within the country.

On the fourth day, the OIC's designation automatically ends by law, and the city vice mayor assumes the role of acting city mayor. [LGC, Sec. 46(d)]

5. Can the city vice mayor—while acting city mayor—preside over the sessions of the Sanggunian?

No, an acting city mayor cannot preside over Sanggunian sessions. In *Gamboa vs. Aguirre* (G.R. 134213, July 20, 1999), the Supreme Court ruled that an acting governor cannot continue presiding over legislative sessions as it would violate the separation of powers. Since an acting city mayor assumes full executive functions, including ordinance approval, this ruling applies to cities and municipalities as well.

6. Can the city vice mayor—while designated OIC—preside over the sessions of the Sanggunian?

Yes, a city vice mayor designated as an OIC may continue to preside over Sanggunian sessions. Unlike an acting city mayor, an OIC does not fill a temporary vacancy in the Office of the City Mayor and has only limited powers specified in the letter of designation. Since an OIC cannot perform all mayoral functions or approve ordinances, the *Gamboa* ruling on the separation of powers does not apply in this case.

7. Can the city vice mayor, acting as OIC mayor, appoint officials?

No. Under the Civil Service Commission rules on appointment, an OIC cannot issue an appointment.

8. Can a vice mayor, acting as OIC mayor, approve resolutions or ordinances?

When the mayor travels abroad, the vice mayor automatically assumes the role of acting mayor. In this capacity, the vice mayor can perform all mayoral duties except appointing, suspending, or dismissing employees if the absence is less than 30 working days [LGC, Section 46(a)].

The Supreme Court ruling in *Gamboa vs. Aguirre* confirms that an acting official is expected to perform full-time executive functions, including approving resolutions and ordinances. Therefore, the vice mayor, as acting mayor, has the legal authority to approve such measures during the mayor's absence. [DILG Legal Opinion No. 118-10, July 9, 2010]

LAWS AND POLICIES

To view the memorandum circulars issued by DILG, go to <https://www.dilg.gov.ph/issuances-archive/mc/>

- A.O. No. 32, s. 2022–Market and slaughterhouse inventory and supervision
ARTA Advisory No. 002, s. 2023
ARTA MC No. 02, s. 2021–Anti-Red Tape Authority Memorandum on Business One-Stop Shop
ARTA MC No. 2020-01, dated Jan. 08, 2020
ARTA MC No. 2021-09
ARTA-DTI-DILG-DICT JMC No. 01, s. 2021
BP Blg. 344–Accessibility Law
CLUP Guidebook 2013
COA-DBM-DILG JMC No. 2015-01 dated 8 January 2015
COA-DND-DBM-DILG-GCG GOCC JMC No. 2015-01
Court Ruling: *Atienza v. Villarosa* G.R. No. 161081, May 10, 2005
Court Ruling: *Dadole v. Commission on Audit*, 2002
Court Ruling: *Gamboja vs. Aguirre* (G.R. 134213, July 20, 1999)–
Supreme Court ruling on acting governor’s powers
Court Ruling: *Mandanas-Garcia* Ruling G.R. Nos. 199802 and 208488
Court Ruling: *Sangguniang Barangay of Barangay Don Mariano Marcos, et al., vs. Punong Barangay Severino Martinez*; G.R. No. 170626; March 3, 2008
Court Ruling: *Sangguniang Panlungsod ng Valenzuela City vs. Carlos*, G.R. Nos. 255453 & 255543, November 24, 2021–
Court ruling on SK official removal
Court Ruling: *Vergara vs. Ombudsman*, G.R. No. 174567, March 12, 2009
DBM-CCC-DILG JMC No. 2015-01–Revised Guidelines for Tagging/Tracking Climate Change Expenditures
DILG MC No. 2016-120–Guidelines for the Implementation of the Public-Private Partnership for the People Initiative for Local Governments (LGU P4)
E.O. No. 02–Freedom of Information (FOI) Program
E.O. No. 14, s. 2023–Philippine Development Plan 2023-28 directive to LGUs
E.O. No. 70–Institutionalizing the Whole-of-Nation Approach to Attain Inclusive and Sustainable Peace and Creating a National Task Force to End Local Communist Armed Conflict; Directing the Adoption of a National Peace Framework
E.O. No. 71, s. 1993–Approval of Building Permits for Condominium Projects
Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) 2017
P.D. 284–Civil Service Reform Program
P.D. 856–Sanitation Code of the Philippines
P.D. No. 603–Child and Youth Welfare Code of the Philippines
P.D. No. 856–Sanitation Code of the Philippines
Philippine Development Plan 2023–2028
R.A. 10070–Institutionalization of NCDA
R.A. 10121–Disaster Risk Reduction and Management Act of 2010
R.A. 10174–People’s Survival Fund Act
R.A. 10742–Sangguniang Kabataan Reform Act of 2015
R.A. 10821–Children’s Emergency Relief and Protection Act
R.A. 10929–Free Internet Access in Public Places Act
R.A. 11032–Ease of Doing Business and Efficient Government Service Delivery Act of 2018
R.A. 11106–Filipino Sign Language Act
R.A. 11223–Universal Health Care Act
R.A. 11292–Seal of Good Local Governance Act of 2019
R.A. 11313–Safe Spaces Act
R.A. 11315–Community-Based Monitoring System Act
R.A. 11466 –Salary Standardization Law
R.A. 12009–New Government Procurement Act of 2024
R.A. 6541–National Building Code
R.A. 6713–Code of Conduct and Ethical Standards for Public Officials and Employees
R.A. 6957–Build-Operate-Transfer (BOT) Law
R.A. 6975–Department of the Interior and Local Government Act of 1990
R.A. 7160–Local Government Code of 1991
R.A. 7192–Women in Development and Nation Building Act
R.A. 7277–Magna Carta for Persons with Disabilities, as amended by R.A. No. 9442 and R.A. No. 10070
R.A. 7394–Consumer Act of the Philippines
R.A. 7432–Senior Citizens Act
R.A. 7578–National Integrated Protected Areas System Act of 1992
R.A. 7610–Special Protection of Children Against Abuse, Exploitation and Discrimination Act
R.A. 7876–Senior Citizens Center Act
R.A. 7877–Anti-Sexual Harassment Act of 1995
R.A. 8050–Revised Optometry Law of 1995
R.A. 8185–An Act for the Creation of the Provincial Disaster Coordinating Councils
R.A. 8371–Indigenous Peoples’ Rights Act of 1997
R.A. 8479–Downstream Oil Industry Deregulation Act of 1998
R.A. 8485–Animal Welfare Act of 1998
R.A. 8504–Philippine AIDS Prevention and Control Act
R.A. 8550–Philippine Fisheries Code of 1998
R.A. 8551–Philippine National Police Reform and Reorganization Act of 1998
R.A. 8559–Philippine Agricultural Engineering Act of 1998
R.A. 8749–Philippine Clean Air Act of 1999
R.A. 9003–Ecological and Solid Waste Management Act of 2000
R.A. 9147–Wildlife Resources Conservation and Protection Act
R.A. 9165–Comprehensive Dangerous Drugs Act of 2002
R.A. 9178–Barangay Micro-Business Enterprises Act
R.A. 9184–Government Procurement Reform Act
R.A. 9208–Anti-Trafficking in Persons Act of 2003
R.A. 9211–Tobacco Regulation Act of 2003
R.A. 9262–Anti-Violence Against Women and their Children Act of 2004
R.A. 9287–An Act Increasing the Penalties for Illegal Numbers and Its Implementing Rules
R.A. 9344–Juvenile Justice and Welfare Act
R.A. 9433–Magna Carta for Public Social Workers
R.A. 9442–Amendment to the Magna Carta for Disabled Persons
R.A. 9485–Anti-Red Tape Act of 2007
R.A. 9710–Magna Carta of Women (GAD Code)
R.A. 9729–Climate Change Act of 2009, as amended by R.A. 10174
Revised Katarungang Pambarangay Law
Revised Penal Code
United Nations Convention on the Rights of Children

OTHER RELEVANT EXECUTIVE ORDERS

71 / Series 1993

Approval of Building Permits for Condominium Projects

215 / December 13, 1994

Department of Health (DOH)-Department of Finance (DOF)-DILG-DBM JMC dated 12 April 1996; DILG MC No. 97-96 dated 24 April 1997 on the Delivery of Health Services Devolved to LGUs

443 / September 24, 1997

Minimum Basic Needs

12 / August 14, 1998

Revitalizing the Privatization Program of the Government

39 / November 4, 1998

Reconstituting the Project Board and Extending the Term of the SOCCSKSARGEN Area Development Project Office (SADPO)

39-A / November 30, 1998

Streamlining the SADPO, Strengthening its Coordinative and Integration Mechanism, and for Other Purposes

94 / April 12, 1999

Establishing the Policy Direction and Institutional Framework to Implement Labor-based Equipment Supported Infrastructure Program

98 / April 28, 1999

Directing all Government Agencies, Instrumentalities, LGUs, and/or Government-Owned and Controlled Corporations to include the Taxpayer Identification Number as Part of the Essential Requirements in all Applications for a Government Permit, License, Clearance, Official Paper, or Document

146 / August 26, 1999

Constituting the Greater Metropolitan Manila Solid Waste Management Committee

152 / September 28, 1999

Providing for the Activation of the Central East Asia Growth Circle Program as an Economic and Diplomatic Initiative and for Other Purposes

189 / December 21, 1999

Directing all LGUs to Submit to the DBM their Respective AIP

200 / January 17, 2000

Authorizing the Issuance of Onshore Special Minerals Extraction Permits to Qualified Government Entities/ Instrumentalities for Government Projects

201 / January 31, 2000

Providing for the Creation of a National Health Planning Committee and the Establishment of Inter-Local Health Zones throughout the Country, and for Other Purposes

307 / October 31, 2000

Providing for a National Policy on the Allocation and Use of Radio Frequencies

309 / November 3, 2000

Prescribing Rules And Regulations for the Distribution of Proceeds of Leases, Joint Ventures and Transactions Other than Sale Involving Portions of Metro Manila Military Camps under R.A. 7227, as Amended by R.A. 7917

336 / January 5, 2000

Reconstituting the National Action Committee on Anti-Hijacking And Anti-Terrorism as the National Council for Civil Aviation Security

319 / November 14, 2000

Modifying the Rates of Duty on Certain Imported Articles under the Tariff and Customs Code of 1978, as amended, to Implement the Preferential Tariff Rates on Certain Products under the ASEAN Industrial Cooperation Scheme

321 / November 21, 2000

Directing the Transfer of Certain Government Properties between and among the DOF and the PNP and for Other Purposes

2 / February 27, 2001

Creating an Inter-Agency Committee for Relief, Rehabilitation and Development of Areas Affected by Armed Conflicts in Mindanao

4 / March 5, 2001

Providing for an Ad Hoc Body to Complete the Wind-Up of Activities of the Mt. Pinatubo Assistance, Rehabilitation and Development Commission

5 / March 5, 2001

Authorizing the Transfer of the Administration of Upland Pinatubo Resettlement Communities from the Mt. Pinatubo Commission to the LGUs Concerned

11 / April 17, 2001

Modifying the Nomenclature and the Rates of Import Duty on Certain Imported Articles under Section 104 of the Tariff and Customs Code of 1978, as Amended

13 / April 23, 2001

Providing for the Extension of the Term of the Task Force to Complete the Wind-Up of Activities of the Mt. Pinatubo Assistance, Rehabilitation and Development Commission

14 / May 7, 2001

Creation of the Cabinet Cluster for Socially Equitable Agricultural Modernization

15 / May 16, 2001

Authorizing the Manila Economic and Cultural Office, Inc. to Perform Certain Functions Relating to Trade, Economic Cooperation, Investment, and Cultural, Scientific, and Educational Exchanges

20 / May 28, 2001

Reaffirming Mass Housing as a Centerpiece Program in the Poverty Alleviation Efforts of the Government and Further Strengthening the Housing and Urban Development Coordinating Council

21 / June 19, 2001

Creating a Coordinative and Integrative System on Internal Security

- 29 / August 3, 2001
Reconstituting the Southern Philippines Council for Peace and Development and the Consultative Assembly Established under EO No. No. 371 dated 2 October 1996 and for Other Purposes
- 30 / July 30, 2001
Providing for a Regional Development Council in the Cordillera Administrative Region and for Other Purposes
- 36 / September 19, 2001
Providing for the Reorganization of the Administrative Region in Mindanao and for Other Purposes
- 45 / October 24, 2001
Prescribing Time Periods for the Issuance of Housing-Related Certifications, Clearances and Permits, and Imposing Sanctions for Failure to Observe the Same
- 54 / November 7, 2001
Directing the Transfer of Assets, Records, Funds, Personnel, Liabilities and all Pinatubo-Related Functions, Tasks And Responsibilities to the Pinatubo Project Management Office under the Housing and Urban Development Coordinating Council
- 56 / November 26, 2001
Adopting the Comprehensive Program Framework for Children in Armed Conflict and Directing National Government Agencies and LGUs to Implement the Same
- 189 / December 21, 2001
Directing all LGUs to Submit to the DBM their Respective AIPs
- 76 / March 4, 2002
Providing for the Implementation of the Hybrid Rice Program, Transferring the Philippine Rice Research Institute from the Department of Agriculture to the Office of the President and for Other Purposes
- 79 / March 11, 2002
Creating the Office of the Presidential Adviser for Strategic Projects and Defining its Power and Functions
- 80 / March 11, 2002
Declaring the Effectivity of the Abolition of the Southern Philippines Council for Peace and Development and the Consultative Assembly and for Other Purposes
- 97 / April 23, 2002
Approving and Adopting the Policy Framework and Guidelines for Philippine Participation in United Nations Peacekeeping Operations
- 98 / May 2, 2002
Declaring the Available Lands of the Southern Philippines Development Authority as Socialized Housing Sites
- 99 / May 2, 2002
Extending the Implementation of the Transition Plan for The "Winding Up" of Operations of the Southern Philippine Council for Peace and Development
- 103 / May 17, 2002
Dividing Region IV Into Region IV-A and Region IV-B, Transferring the Province of Aurora to Region III and for Other Purposes
- 110 / June 20, 2002
Directing the People's Credit and Finance Corporation to Administer the People's Development Trust Fund and for Other Purposes
- 113 / July 17, 2002
Operationalizing the Metro Manila Council as the Regional Council for Metropolitan Manila
- 192 / March 31, 2003
Modifying the Rate of Duty on Certain Imported Articles as Provided under the Tariff And Customs Code of 1978, as Amended, to Implement the Preferential Rates on Certain Products under the ASEAN Industrial Cooperation Scheme, in favor of Honda Cars Philippines, Inc. (COE No. Honda/2002/26)
- 197 / April 16, 2003
Modifying the Nomenclature and the Rates of Import Duty on Various Products under Section 104 of the Tariff and Customs Code of 1978, as Amended
- 220 / June 23, 2003
Directing the Adoption of the Code of Good Governance for the Professions in the Philippines
- 223 / June 11, 2003
Reconstituting the Project Board of the SADPO
- 226 / July 14, 2003
Institutionalizing The Patrol "117" as a Nationwide Hotline Number
- 230 / July 26, 2003
Modifying the Rates of Duty on Sugar as provided for Under the Tariff and Customs Code of 1978, as Amended, to Implement Preferential Rates Thereon under the Common Effective Preferential Tariff CEPT Scheme For The ASEAN Free Trade Area
- 231 / August 4, 2003
Amending EO No. 153 Entitled "Instituting The National Drive to Suppress and Eradicate Professional Squatters and Squatting Syndicates, Amending EO. No. 178, s. 1999 and EO No. 129, s. 1993 and for Other Purposes by Including the Public Attorney's Office as Support Agency
- 235 / September 11, 2003
Streamlining the Rules and Procedures of Defense Contracts
- 237 / September 19, 2003
Directing the Conduct of a National Follow-Up Measles Campaign on February 2004 and Designating the DOH as the Lead Agency for the Purpose
- 238/ September 22, 2003
Amending EO No. 241 by Expanding the Powers and Functions and Membership of the National Steering Committee of the Family Week
- 248 / October 26, 2003
Creating the Office of the Anti-Kidnapping Presidential Adviser

ABBREVIATIONS

4Ps	Pambansang Pabahay Para sa Pilipino Program	CSP	Community Support Program
A.O.	Administrative Order; also, AO	DA	Department of Agriculture
ADAC	Anti-Drug Abuse Council	DBM	Department of Budget and Management
AFP	Armed Forces of the Philippines	DDB	Dangerous Drugs Board
AIP	annual investment program	DENR	Department of Environment and Natural Resources
ARTA	Anti-Red Tape Authority	DepDev	Department of Economy, Planning, and Development; formerly NEDA
AWFP	annual work and financial plan	DepEd	Department of Education
B.P.	Batas Pambansa; also, BP	DF	Development Fund
BAC	Bids and Awards Committee	DHSUD	Department of Human Settlements and Urban Development
BADAC	Barangay Anti-Drug Abuse Council	DICT	Department of Information and Communications Technology
BADPA	Barangay Anti-Drug Plan of Action	DILG	Department of the Interior and Local Government
BCPC	Barangay Council for the Protection of Children	DND	Department of National Defense
BDRRM	Barangay Disaster Risk Reduction and Management	DOC	Disaster Operations Center
BDRRMC	Barangay Disaster Risk Reduction and Management Committee	DOF	Department of Finance
BDRRMF	Barangay Disaster Risk Reduction and Management Fund	DOH	Department of Health
BDRRMP	barangay disaster risk reduction and management plan	DOJ	Department of Justice
BFAR	Bureau of Fisheries and Aquatic Resources	DPWH	Department of Public Works and Highways
BFP	Bureau of Fire Protection	DRR	disaster risk reduction
BHRAC	Barangay Human Rights Action Center	DRR-CCA	disaster risk reduction and climate change adaptation
BHRAO	barangay human rights action officer	DRRM	disaster risk reduction and management
BIR	Bureau of Internal Revenue	DRRMC	Disaster Risk Reduction and Management Council
BJMP	Bureau of Jail Management and Penology	DRRMO	Disaster Risk Reduction and Management Office; disaster risk reduction and management officer
BLGS	Bureau of Local Government Supervision	DSWD	Department of Social Welfare and Development
BNEO-GREAT	Barangay Newly Elected Officials Towards Grassroots Renewal and Empowerment for Accountable and Transparent business one stop shop	DTI	Department of Trade and Industry
BOSS	business one stop shop	E.O.	Executive Order; also, EO
BPOC	Barangay Peace and Order Council	eBOSS	electronic business one stop shop
C/MCAT-VAWC	Committee on Anti-Trafficking and Violence Against Women and their Children	ECCD	early childhood care and development
CALABARZON	Cavite, Laguna, Batangas, Rizal, Quezon (region)	EDB	ease of doing business
CC	climate change	ELOPDS	elected local official personal data sheet
CCA	climate change adaptation	EODB-EGSD	Ease of Doing Business and Efficient Government Service Delivery
CCC	Climate Change Commission	ESWMA	Ecological Solid Waste Management Act
CDC	City Development Council	FDP	Full Disclosure Policy
CDP	comprehensive development plan	FDPP	Full Disclosure Policy Portal
CDRRMC	City Disaster Risk Reduction and Management Council	FOI	Freedom of Information
CEPC	Comprehensive Emergency Program for Children	FSL	Filipino sign language
CHB	City Health Board	FY	fiscal year
CHR	Commission on Human Rights	G.R.	General Register (Supreme Court case reference)
CLGOO	city local government operations officer	GAD	gender and development
CLUP	comprehensive land use plan	GAR	Governance Assessment Report
COA	Commission on Audit	GCG	Governance Commission for GOCCs (Government-Owned or Controlled Corporations)
CODI	Committee on Decorum and Investigation	GDP	gross domestic product
COE	center of excellence	GOCC	government-owned and controlled corporation
CoS	chief of staff	HAPAG	Halina't Magtanim ng Prutas at Gulay
COS	contract of service	HB	Health Board
CPOC	City Peace and Order Council	HIV-AIDS	human immunodeficiency virus-acquired immunodeficiency syndrome
CSC	Civil Service Commission		
CSO	civil society organization		

HLURB	Housing and Land Use Regulatory Board	LVO	local veterinary office
HRMDO	human resource management development officer	LYDP	local youth development plan
HRMO	human resource management officer	MADAC	Municipal Anti-Drug Abuse Council
HUC	highly urbanized city	MAIN	Migrant Advisory and Information Network
HUCPOC	Highly Urbanized City Peace and Order Council	MARINA	Maritime Industry Authority
IACPOPS	integrated area community peace and order and public safety plan	MBAC	Municipal Bids and Awards Committee
IACVAWC	Inter-Agency Council on Violence Against Women and their Children	MC	Memorandum Circular; also, M.C.
ICC	independent component city	MCAT-VAWC	see: C/MCAT-VAWC
ICCPOC	Independent Component City Peace and Order Council	MDC	Municipal Development Council
ICS	incident command system	MDP	municipal development plan
ICT	information and communications technology	MDRRMC	Municipal Disaster Risk Reduction and Management Council
IMD	International Institute for Management Development	MDRRMO	Municipal Disaster Risk Reduction and Management Office
IMT	Inter-Agency Monitoring Team	MFS	monthly financial statement
IO	information officer (or communication officer)	MGB	Mines and Geosciences Bureau
IP	Indigenous Peoples	MHB	Municipal Health Board
IPRA	Indigenous People's Rights Act	MLGOO	municipal local government operations officer
IRA	internal revenue allotment; now called national tax allotment	MMDA	Metropolitan Manila Development Authority
IRAP	integrated rural accessibility planning	MO	Memorandum Order; also, M.O.
IRP	Internal Rules of Procedure	MPDC	municipal planning and development coordinator
IRR	implementing rules and regulations	MPDO	Municipal Planning and Development Office
J.O.	job order	MPOC	Municipal Peace and Order Council
JIT	Joint Inspection Team	MRF	materials recovery facility
JJWC	Juvenile Justice and Welfare Council	MSB	Municipal School Board
JMC	Joint Memorandum Circular	MSWDO	municipal social welfare and development officer
KP	Katarungang Pambarangay	NAPOLCOM	National Police Commission
LADPA	local anti-drug plan of action	NBI	National Bureau of Investigation
LCAT-VAWC	Local Committee Against Trafficking and Violence Against Women and their Children	NCDA	National Council on Disability Affairs
LCCAP	local climate change action plan	NCR	National Capital Region
LCE	local chief executive	NCSC	National Commission of Senior Citizens
LCEPC	Local Comprehensive Emergency Program for Children	NDPP	national disaster preparedness plan
LCPC	Local Council for the Protection of Children	NDRRMC	National Disaster Risk Reduction and Management Council
LCW	Local Council of Women	NDRRMP	national disaster risk reduction and management plan
LDC	Local Development Council	NEDA	National Economic and Development Authority; now DepDev
LDIP	local development investment program	NGA	national government agency
LDP	local development plan	NGO	nongovernmental organization
LDRRMC	Local Disaster Risk Reduction and Management Council	NTA	national tax allotment
LDRRMF	Local Disaster Risk Reduction and Management Fund	NYC	National Youth Commission
LDRRMO	local disaster risk reduction and management officer	OIC	officer-in-charge
LDRRMP	Local Disaster Risk Reduction and Management Plan	ORAOHRA	Omnibus Rules on Appointments and Other Human Resource Actions
LEIPO	Local Economic and Investment Promotion Office	OSS	one-stop shop
LFC	Local Finance Committee	P.D.	Presidential Decree
LGA	Local Governance Academy	P/C/MDRRMC	Provincial/City/Municipal Disaster Risk Reduction and Management Council
LGC	Local Government Code of 1991	PA	Philippine Army
LGU	local government unit	Pag IBIG-HDMF	Pagtutulungan sa Kinabukasan Ikaw Bangko Industriya at Gobyerno Fund-Home Development Mutual Fund
LGU P4	Local Government Unit Public-Private Partnership for the People Initiative	PAPCPI	provincial agency procurement compliance and performance indicator
LHB	Local Health Board	PCG	Philippine Coast Guard
LMTS	legislative monitoring and tracking system	PCPC	Provincial Council for the Protection of Children
LoSB	Local School Board	PCW	Philippine Commission on Women
LPP	League of Provinces of the Philippines	PDC	planning and development coordinator
LSB	local special body	PDC	Provincial Development Council
LTAS	legislative tracking and analysis system	PDEA	Philippine Drug Enforcement Agency
		PDO	planning and development officer

PDP	Philippine Development Plan; also provincial development plan	SSS	Social Security System
PDPFP	Provincial Development and Physical Framework Plan	SWM	solid waste management
PDRRM Act	Provincial Disaster Risk Reduction and Management Act	SWMB	Solid Waste Management Board
PDRRMC	Provincial Disaster Risk Reduction and Management Council	TIN	tax identification number
PDRRMO	Provincial Disaster Risk Reduction and Management Office	TIP	trafficking in persons
PDRRMP	provincial disaster risk reduction and management plan	UN	United Nations
PhilHealth	Philippine Health Insurance Corporation	VAW	violence against women
PHRMDP	provincial human resource management and development program	VAWC	violence against women and their children
PLEB	People's Law Enforcement Board	VAWD	Violence Against Women Desk
PLGOO	provincial local government operations officer	WOG	whole-of-government
PMC	Project Monitoring Committee	ZO	zoning ordinance
PNP	Philippine National Police		
PO	people's organization		
POC	Peace and Order Council		
PPOC	Provincial Peace and Order Council		
POPS	peace and order and public safety		
POPS Plan	peace and order and public safety plan		
POPS-PCMS	peace and order and public safety plan policy compliance monitoring system		
PPAs	programs, projects, and activities		
PPDC	provincial planning and development coordinator		
PPFP	provincial physical framework plan		
PPMP	project procurement management plan		
PPP	public-private partnership		
PSDECT	Provincial Special Drug Education Center Team		
PSF	People's Survival Fund		
PSWMB	Provincial Solid Waste Management Board		
PSWMP	provincial solid waste management plan		
PTF-ELCAC	Provincial Task Force to End Local Communist Armed Conflict		
PUV	public utility vehicle		
PWD	person with disability		
QAS	quality assurance system		
QAT	quality assessment tool		
QRF	Quick Response Fund		
R.A.	Republic Act; also, RA		
RACCS	Rules on Administrative Cases in the Civil Service		
RBA	rights based approach		
RDC	Regional Development Council		
RDO	Revenue District Office		
RPMC	Regional Project Monitoring Committee		
SALN	statement of assets, liabilities, and net worth		
SB	Sangguniang Bayan; Sangguniang Baranggay		
SC	Supreme Court		
SEF	Special Education Fund		
SGLG	Seal of Good Local Governance		
SHP	Socialized Housing Program		
SK	Sangguniang Kabataan		
SLGR	state of local governance report		
SME	small and medium enterprise		
SOPA	state of the province address		
SP	Sangguniang Panlungsod; Sangguniang Panlalawigan		