

Item No.: 21

Date: 11 2025 MAR



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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PROVINCIAL LEGAL OFFICE

Province of Leyte
Legal Office

SANGGUNIANG PANLALAWIGAN



PROVINCE OF LEYTE

2nd INDORSEMENT

February 24, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No.2025-04 of the Sangguniang Bayan of Javier, Leyte.

Issues/concerns for review/recommendation/legal opinion is/are as follows:

- Ordinance No. 2025-04 entitled: “An Ordinance adopting the implementing rules and regulations directing the institutionalization of Community-Driven (CDD), etc.”

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 3(g)¹ of the Local Government Code of 1991 (R.A 7160) in consonance with Section 109(b)(1)² of the same. Hence, we recommend for the declaration of its validity.

We hope to have assisted you with this request. Please note that the opinion rendered by this Office are based on facts available and may vary or change when additional facts and documents are presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and competent authorities and/or the courts.

ATTY. JOSE RAYMUND A. ACOL

Provincial Legal Officer

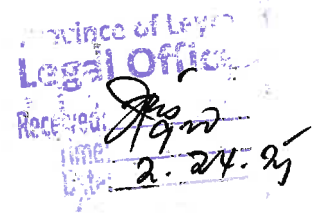
¹ (g) *The capabilities of local government units, especially the municipalities and barangays, shall be enhanced by providing them with opportunities to participate actively in the implementation of national programs and projects;*

²(1) *Mobilize people's participation in local development efforts;*

Republic of the Philippines
PROVINCE OF LEYTE
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
21 February 2025



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 2025-04** of the **Municipality of Javier, Leyte**, entitled: **An Ordinance adopting the implementing rules and regulations directing the institutionalization of Community-Driven Development (CDD) approach to the local planning process of the Local Government Unit of Javier, Leyte.**


FLORINDA JULIE SUYVICO
Secretary to the Sanggunian

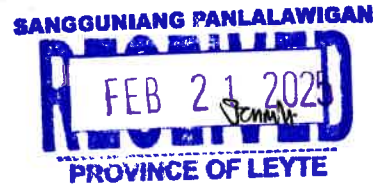
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Republic of the Philippines
Province of Leyte
MUNICIPALITY OF JAVIER
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Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF JAVIER, LEYTE HELD AT THE MUNICIPAL SESSION HALL ON FEBRUARY 17, 2025

Present :

- Mun. Vice-Mayor Emma M. Abueva, presiding officer
- SB Member Guilbert M. Lanoy
- SB Member Roldan G. Meras
- SB Member Marino C. Merilo
- SB Member Eriberta R. Ponce
- SB Member Stephen Mark I. Papalid
- SB Member Michelle O. Moreno
- SB Member Romeo C. Malinao
- SB Member Alberto A. Rifios
- SK Fed. President Ericka T. Cabangunay
- Liga President Andy L. Dingal



Absent : None

ORDINANCE No. 2025-04

Authored by : HON. ERIBERTA R. PONCE

AN ORDINANCE ADOPTING THE IMPLEMENTING RULES AND REGULATIONS DIRECTING THE INSTITUTIONALIZATION OF COMMUNITY-DRIVEN DEVELOPMENT (CDD) APPROACH TO THE LOCAL PLANNING PROCESS OF THE LOCAL GOVERNMENT UNIT OF JAVIER, LEYTE.

BE IT ORDAINED by the Sangguniang Bayan of Javier, Leyte, **THAT :**

**RULE I
GENERAL PROVISION**

SECTION 1. Title. These rules shall be known as the Implementing Rules and Regulations (IRR) for Directing the Institutionalization of the Community Driven Allocation of locally funded programs and projects and adopting some of the CDD elements and activities in the Local Planning Process as a strategy in pursuing and attaining developmental goals in the Municipality of Javier, Leyte.

SECTION 2. Purpose. These Rules shall provide guidelines on the institutionalization of Community-Driven Development as an approach to Good Governance with the elements of Participation, Transparency, and Accountability for a constructive engagement between citizens and government in monitoring the government's use of public resources to improve service delivery, project rights, and promote community welfare.

SECTION 3. Scope and Coverage. This IRR shall be applicable to all persons in all barangays within the territorial jurisdiction of the Municipality of Javier, Leyte. This IRR shall cover only locally funded projects through a counterparting scheme between the Municipal LGU, Barangay LGU, and the community. It shall not cover projects in the locality funded from outside sources unless however the funding agency or entity shall allow implementing of the project in the way it is desired in this Ordinance in which case a corresponding MOA shall be enacted.

Emma M. Abueva
 Guilbert M. Lanoy
 Roldan G. Meras
 Marino C. Merilo
 Eriberta R. Ponce
 Stephen Mark I. Papalid
 Michelle O. Moreno
 Romeo C. Malinao
 Alberto A. Rifios
 Ericka T. Cabangunay
 Andy L. Dingal

**RULE II
DEFINITION OF TERMS**

SECTION 1. DEFINITIONS – The following terms as used in this IRR shall be defined as follows :

- **Institutionalization** is to make into an established law, custom, practice, system, etc.
- **Community-Driven Development (CDD)** is an alternative development strategy where the community especially the poor people are tapped and developed as initiators and collaborators of resources for said transformation. It is an approach that aims at giving the people control over decisions and resources for the development at the local level.
- **Barangay Assembly (BA)** is a gathering of all persons who are actual residents of the barangay for at least six (6) months, fifteen (15) years of age or over, citizen of the Philippines, and duly registered in the list of BA members (Sec. 397 R.A. 7160).
- **Participatory Situation Analysis (PSA)** is the method of collective information sharing and analysis that can be used for a variety of purpose, including but not limited to strengthening organization, design and implementation of programs and projects, monitoring and evaluation and drafting of community development plans. As a research method, the purpose of PSA is to mobilize local communities to share information about local conditions from their own perspective.

**RULE III
CDD PROCESS**

Section 1. Sustainability Mechanism –The following activities are hereby adopted and institutionalized under the following components :

1.1 Participatory Local Development Planning

- a. Conduct of Municipal Orientation/Project launching to the Municipality Development Council (MDC) and Municipal CDD Coordinating and Monitoring Team (MC-CMT) to all programs that will enter the Municipality.
- b. Continue transparency mechanism in the barangay through regular reporting in the BA and consultatively involving at least 80% -100% of the total households in decision making for development in order to encourage participation from among community members, a privilege card will be signed every after conduct of BA and community meetings.
- c. The Record of Barangay Inhabitant (RBI) to be the unified Barangay Profile for regular updating of the Barangay Secretary and shall submit to Department of Interior and Local Governance (DILG) every end of the semester ;
- d. Every barangay shall conduct a Civil Society Organizations (CSOs) Forum to assess the registration, accreditation and functionality of organizations. The output of the forum shall be a master list of CSOs and /or People's Organizations operating within the barangay. CSO representative to the various Barangay-Based Institutions (BBIs) shall also be identified during the forum.
- e. The Barangay Development Council (BDC) shall recognize the Operation and Maintenance (O & M) Groups and other formed organizations existing in the barangay.
- f. The MIAC shall act as the Barangay Development Plan (BDP) facilitators training pool and continuously capacitate the BDC.

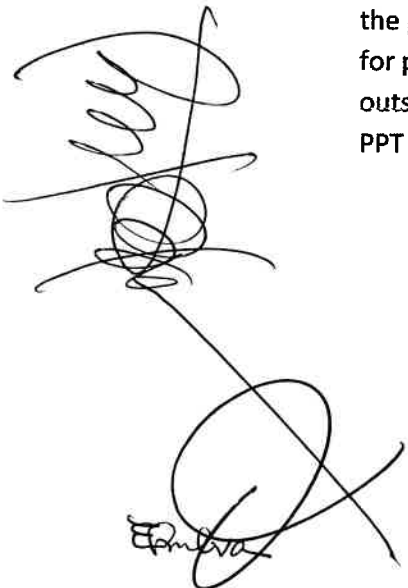
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- g. All barangays shall allocate funds for Development Planning Activities every three (3) years for the conduct/revisit existing PSA results prior to the formulation of BDP and shall be updated as need arises. The Municipality may engage the BDP and shall be updated to give input on the technical writing and packing of BDP.
- h. As soon as the newly elected officials assumed office and after orientation on CDD, they shall start updating the PSA data for Barangay and Development Planning and Budgeting. Every barangay shall conduct a jurisdictional consultative meeting per purok/zone or cluster of zones assigned to each Barangay Kagawad/s to pre-validate issues, concerns, needs and data.
- i. Standard BDP as prescribed by DILG shall be formulated as soon as updating of Barangay Profile has been completed. The barangay shall conduct BA for final consultation process. The BDP shall be approved by the BDC and be adopted by the Sangguniang Barangay immediately thereafter.
- j. Grievance and Redress System (GRS) mechanisms in the LGU shall be established .
- k. Gender mainstreaming through fair participation of men and women in all activities.

1.2 Participatory Budgeting

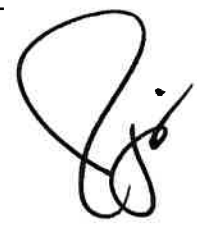
- a. Strengthening the BDC and expanding its membership consistent with the provisions of the Local Government Code of 1991 and DILG issuances to include the O & M Group President/Chairperson as regular member of the BDC to participate in local planning.
- b. The barangays shall institutionalize the Barangay implementation Management Committee (BIMC) by complying all necessary requirements for the accreditation with different government agencies and instrumentalities.
- c. The organized group may opt to apply membership in the MDC after complying accreditation requirements.
- d. Twenty percent (20%) of the Barangay Development Fund of the barangay shall use the appropriate tools and other criteria for prioritization and resource allocation based on the number of affected beneficiaries, severity of the problem and impact of the negative conditions of the barangay.
- e. The members of the BDC shall convene and draft the Barangay Annual Investment Plan (BAIP) based on the approved BDP.
- f. The BDC with expanded membership shall present the BAIP to the BA. Consequently, BDC shall approve the same and submit it to the Municipal Budget Office (MBO) and Municipal Planning and Development Coordinator (MPDC) for technical review.
- g. The BDC shall submit the reviewed BAIP to the Sangguniang Bayan (SB) not later than October 26.
- h. Every barangay shall have a functional Project Preparation Team (PPT) to spearhead in the preparation of community proposals which will be recommended by the barangay for prioritization in the municipal level and be endorsed to other agencies for outsourcing of funds. The members of the PPT shall be elected by the BA. Members of PPT shall undergo an orientation on their duties and functions.

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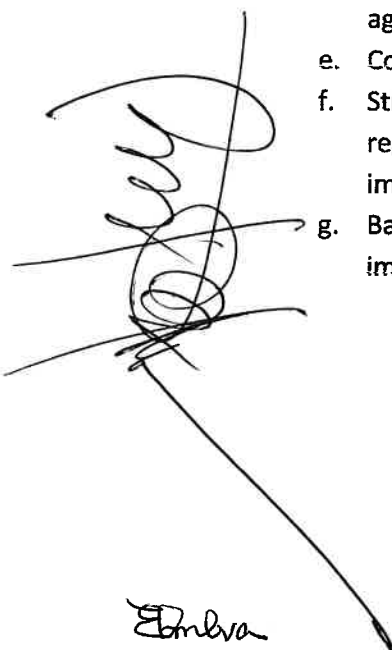
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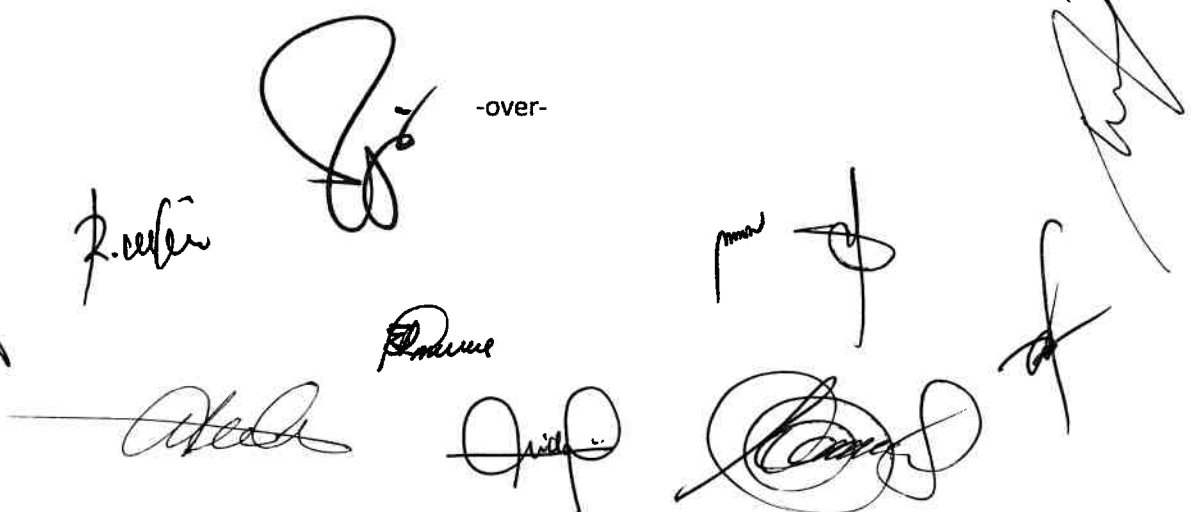
- i. The concerned Municipal Offices such as Municipal Engineering Office (MEO), Municipal Planning and Development Office (MPDO), Municipal Social Welfare and Development Office (MSWDO), Municipal Environment and Natural Resources Office (MENRO), Municipal Health Office (MHO), Municipal Agriculture Office (MAO), Municipal Disaster Risk Reduction and Management Office (MDRRMO) and others shall have designated personnel that will assist the BMC and barangay in the preparation of community proposal, technical design and study of the proposed intervention.
- j.
- k. The MEO and other technical agencies shall assist the BIMC in the site survey and preparation of detailed engineering design and program of works for the corresponding proposed intervention that will identified in the community proposal.
- l. Integration of unmet needs of barangay to Local Development and Investment Plan (LDIP).
- m. The MIAC members/department heads shall convene to scrutinize/review all documents (proposals, technical documents, social and environmental safeguards and other documents) of all proposed projects (regardless of fund source) for implementation in the municipality.
- n. For the project to be eligible for execution, presence of Social and Environmental Safeguards shall be strictly observed.
- o. Conduct of social and technical site validation of all proposed priority projects using the Environmental and Social Management Plan (ESMP).

1.3 Participatory Budget Execution

- a. Every barangay shall have a group of Community Volunteers (CV) in the name of Barangay Management Team (BMT) to strengthen the capacity of local communities and barangay local government unit to initiate, plan and implement, manage and supervise their barangay PPAs.
- b. The Barangay Bids and Awards Committee (BAC) shall ensure the procurement of all CDD PPAs as reflected in the Annual Budget.
- c. The Barangay BAC composition shall be based on Republic Act 9184 while the Procurement Team (PT) shall be composed of the non-members of the BAC and will serve as observer/3rd party monitoring of the procurement process.
- d. The barangay shall open an account for downloading of project funds from funding agencies and initial fund shall be shouldered by the concerned barangays.
- e. Conduct of Pre-Construction Meeting prior to start of project implementation.
- f. Strict involvement of thirty five percent (35%) women in paid labor in all projects, regardless of fund source, implementation in the barangay regardless of what mode of implementation, by Contract or Community Force Account (CFA).
- g. Barangays are encouraged to enforce rotation mechanism for a CFA mode of implementation.



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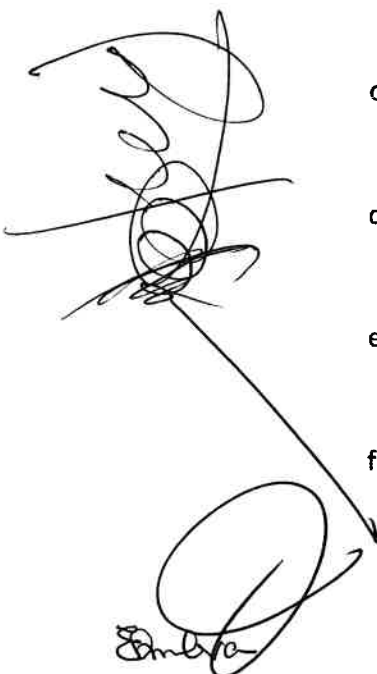
- h. Hiring of workers from the direct beneficiaries in the barangay for any mode of implementation.
- i. Conduct quality control and material testing to measure quality of work during construction of projects following the set of standards on material testing.
- j. The Municipal Accountant shall initiate the conduct of Fiduciary Review Workshop priority of the submission of disbursement vouchers to Commission on Audit (COA).
- k. Strengthening of full disclosure policy in all barangays through strict enforcement of public expenditure tracking, public procurement monitoring and posting/updating of prescribed reports at Full Disclosure Policy Board (FDPB).
- l. Appropriate concerned office shall conduct regular monitoring while the project is being implemented in all stages of the project.
- m. The BIMC shall update the BDC regularly during project implementation to address issues and concerns, and to gather recommendations in relation to project implementation.
- n. Functionality Audit and Final Inspection spearheaded by the Audit and Inventory Team (IT) of the barangay concerned together with the MCD-CMT shall be conducted to assess the readiness of the project to be declared as fully implemented.
- o. The barangay shall close the account after full liquidation of expenses incurred in the implementation.

1.4 Participatory Budget Accountability

- a. The completed project/s shall be turned over to the project beneficiaries for operation and maintenance. The O & M Group shall be identified and organized to formulate/prepare the Community O & M Program and shall present the same to the beneficiaries for their information and approval.
- b. The financial reports, fund utilization and annual reports shall be prepared by the BDC and submitted to concerned offices before the deadline.
- c. The Barangay FDPB shall be updated every quarter by the barangay.

1.5 Participatory Performance Monitoring

- a. Yearly allocation of funds for operation and maintenance of completed projects shall be based on the formulated Community O & M Program.
- b. Conduct of Sustainability Evaluation (SE) spearheaded by the MSIT and the Barangay Stakeholders Inspectorate Team (BSIT) six (6) months after completion of project and one (1) year thereafter and conduct of regular community monitoring. Results of the monitoring activity shall be analyzed and submitted to the MPDC, and recommend appropriate actions.
- c. Any deed of conveyance used for the project such as Deed of Absolute Sale, Deed of Donation, Deed of Usufruct, shall be fully annotated and registered at the Registry of Deeds (ROD).
- d. All new real state, property such as buildings and machineries acquired by the project must also be applied for issuance of new tax declaration at the Municipal Assessors Office.
- e. In the case of donation or purchased lot by the barangay, the same shall be processed for transfer of ownership in the name of the barangay concerned, and shall also process the titling of the said lot.
- f. The Barangay Treasurer/Bookkeeper shall continue updating , Booking of assets of all completed projects in the barangay with Sub Project Completion Report (SPCR), and shall submit to Municipal Accountant one (1) month after completion.



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**RULE IV
INSTALLATION OF THE MSIT**

SECTION 1. Installation of multi-level monitoring system through MSIT to oversee the projects of the barangay and provide technical assistance in the preparation of development plans and project proposals and monitor the implementation of these projects.

SECTION 2. The MSIT shall be created and composed of the following personnel :

Chief Inspectorate	MPDC
Vice Inspectorate	MEO
Members	MSWDO
	Municipal Civil Registrar
	MHO
	Municipal Assessor
	Municipal Accountant
	Municipal Treasurer
	MBO
	MDRRMO
	MAO
	Philippine National Police (PNP) Chief Officer
	Bureau of Fire Protection (BFP)Chief Officer
	SB on Social Services
	Municipal Local Government Operation Officer
	Punong Barangays
	CSO Representatives
	BDC-Technical Working Group (TWG)
	Chairpersons
	Community Volunteer Representatives

SECTION 3. Duties and Responsibilities. The MSIT shall perform the following duties and responsibilities, to wit :

- a. Review project social preparation plans if the same conforms with existing rules and regulations .
- b. and recommend necessary , just, and equitable actions and/or compensations to those who will be affected
- c. Review and monitor project implementation schedule
- d. Review and monitor the deliveries of goods and items for the project as well its proper storage
- e. Recommend plan of actions to fast-track the implementation of project
- f. Submit progress and monitoring report of the sub-project to the Local Chief Executive (LCE)
- g. Conduct SE to all completed projects of the assigned barangays

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SECTION 4. Budgetary requirements of travel allowances of volunteers shall be based on any corresponding directive from the LCE.

SECTION 5. MONITORING TOOL . MSIT shall use the template on guide during supervision and monitoring infrastructure projects. The MSIT shall also use the other tools to support and strengthen monitoring and evaluation activities.

SECTION 6. MEETINGS. The Chief Inspectorate is required to conduct meetings as often as necessary to formulate plan of actions.

RULE V

CREATION OF CDD UNIT

SECTION 1. CREATION OF A CDD UNIT. The LCE is hereby authorized to create a CDD Unit under the Office whose basic function is to ensure that CDD approach is continuously being practiced by the communities and the CDD principles and objectives are being adhered along the area on local development planning, local development investment programming, budgeting and financial arrangement, monitoring and evaluation and sustainability mechanism.

SECTION 2. DESIGNATION OF A CDD FOCAL PERSON. To fully address the thrust of government program, the LCE is hereby authorized to designate a CDD Focal Person within one (1) month upon the effectivity of this IRR and updated in the event of any change in the CDD Focal Person designate.

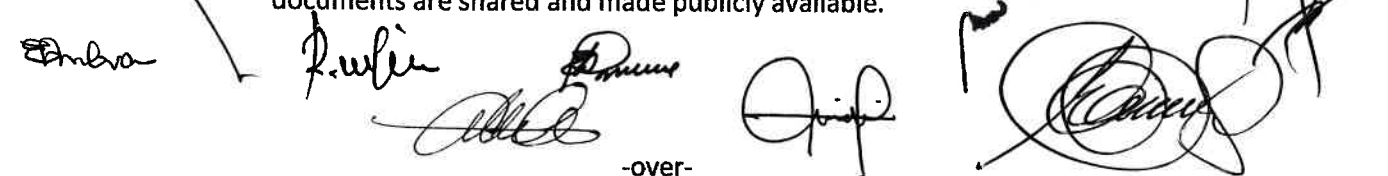
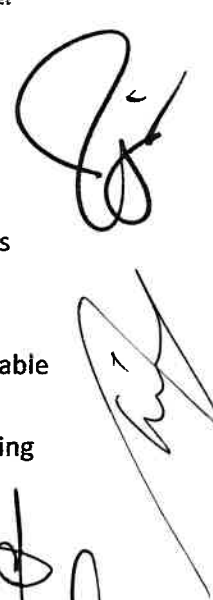
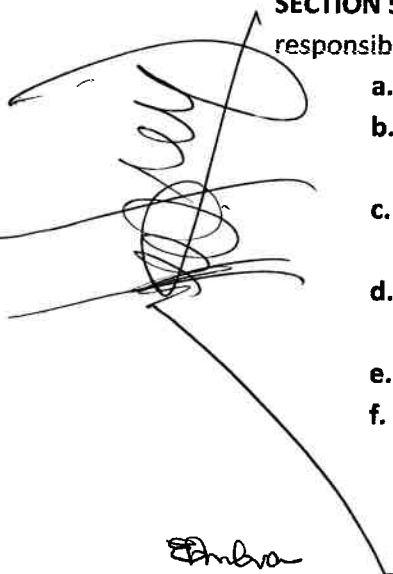
SECTION 3. FUNCTIONS OF CDD FOCAL PERSON. The CDD Focal Person, who is responsible for the effective implementation of CDD approaches, shall have the following duties and responsibilities.

- a. Ensure that CDD approach will be included in the planning, budgeting, project implementation and proper assessment.
- b. Liaise with external organizations on matters pertaining to CDD and its implementation in the municipality.
- c. Develop a network of key contacts with institutional partners, academe, and others for the improvement of CDD implementation.
- d. Review CDD reports for correctness, completeness and accuracy

SECTION 4. INSTALLATION OF MUNICIPAL CDD CENTER (MCDDC). Installation of Municipal CDD Center to oversee the implementation of CDD approaches in the barangay provide technical assistance in all stages of Local Planning Process in the municipality.

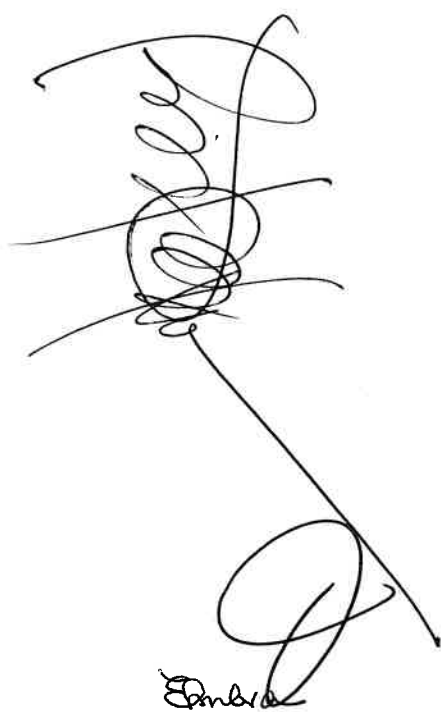
SECTION 5. FUNCTIONS OF MCDDC. The MCDDC shall perform the following duties and responsibilities, to wit :

- a. Mobilize local government support to key municipal and barangay CDD activities
- b. Coordinate MLGU Technical Assistance provision to BLGUs and community volunteers
- c. Strengthen BLGU capacity to engage in participatory, transparency and accountable governance structures and other mechanisms
- d. Facilitate integration of MLGU training needs on CDD in existing capability building plans and activities
- e. Serve as PSA facilitators training pool
- f. Ensure systematic use and management of Monitoring and Evaluation data generated from the project. Ensure that appropriate reports and other project documents are shared and made publicly available.



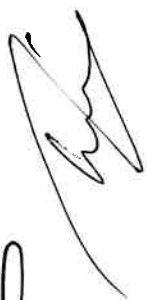
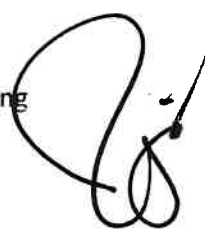
SECTION 6. FUNCTIONS OF MCDDC STAFF- The MCDDC Staff shall perform the following duties and responsibilities, to wit :

1. MCDDC-Team Leader (TL) shall perform the following functions :
 - Leads the KC –Institutionalized implementation, directions, strategies, activities with the program and plans of existing LGU inter-agency/inter department mechanism for poverty reductions (convergence).
 - Integrates project monitoring and supervision functions into the regular functions of an LGU personnel (mainstreaming)
 - Identify good, replicable practices learned from KC process of identification of beneficiaries' project, prioritization procurement and project implementation and advocate for adoption into regular LGU activities.
 - Coordinates KC-Institutionalized implementation with other development efforts in the municipality.
 - Assist in addressing resource needs of non-prioritized barangays.
 - Ensure O & M funds incorporated in the annual plan budget of the MLGU
 - Together with the AC, prepare and submit review and monitor performance on ACT and MCDDC members
 - Co-facilitate joint monthly, meeting of the MCDDC
 - Together with the AC, prepare and submit periodic reports and feedback to the LCE, MIAC and PLAC
 - Ensure timely delivery of LCC and the other MOA commitments of the LGU
2. MCDDC- Technical Facilitator (TF) shall perform the following functions :
 - Assist the ACT-Technical Facilitator in providing, engineering technical assistance to the MCDDC and the community empowerment Activity Cycle (CEAC) in the community.
 - Provide technical advice and assistance to the and/or hired engineers in the conduct of the verification and validation of proposal interventions and prioritize community problem.
 - Assists the CVs in the preparation of the technical documents, required as attachments for the request for fund release in preparation for the implementation of the sub-projects.
 - Inspect all on-going construction activities and provide technical advice to CVs to ensure on time implementation of the sub-projects.
 - Assists the CVs in the preparation of the physical progress of the on-going sub-projects and submit the same to the ACT-TF for review and consolidation on or before the 5th day of the month.
 - Participate in the conduct of final inspection of completed sub-projects with other representative from the community, Municipal Inter-Agency Committee (MIAC) Commission on Audit (COA) and other projects stakeholders.
 - Perform other task as may be necessary in connection with the implementation of KALAHI CIDSS Institutionalized Thematic Pilot Implementation in the Municipality.



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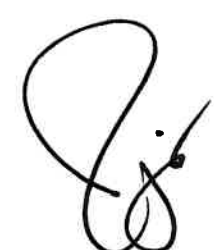
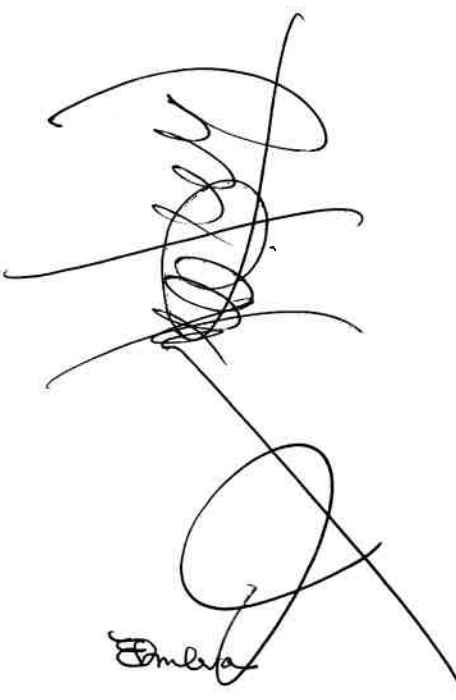
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3. MCDDC-Financial Analyst (FA) shall perform the following functions :

- Participate in the preparation and review of Program of Works particularly on the reasonableness of unit costs and appropriateness of items charged under indirect cost.
- Evaluate prevailing cost and eligibility of charging (as opposed to "ceiling") for overhead/admin (indirect cost) cost vis-à-vis. Total Sub-project Cost, based on prescribed parameter is indicated in the Infrastructure Manual.
- Evaluate the reasonableness, appropriateness and adequacy of committed LCC in relation to sub-project and other cost items as appliance (to include forms of LCC).
- Assists the BPMT including different units of teams under them through job coaching in a signing up of the cash book and Local Counterpart Contribution Journal and recording of transactions, a) Doing Bank Reconciliation, and b) Preparation of status of Sub-Projects Fund Utilization Report (SPFUR) in addition, to maintain a book of accounts for the MLGU Trust Fund.
- Participate in monthly community meeting on financial management, and review of financial management, and review of financial documents and other required financial reports.
- Review all request for fund release including the required documents. Maintain an RFR tracking system that shows the status of the reviewed RFRs.
- Review and sign all Disbursement Vouchers prior to Area Coordinator's signature of the check.
- Ensure that charges made to the Municipal Trust Fund for KC is within the approved LCC delivery Plan.
- Review accuracy of costs reported by the Barangay Treasurer through the F on the Voucher for Local Counterpart distribution (VLCC) for CBIS as well as completeness of its supporting documents.
- Monitor and validate financial projects status of the barangay through visits.
- Together with the Municipal RB monitor delivery of Local Counterpart Contribution for SPI and CBIS and provide timely feedback to AC for appropriate action in case of potential delay.
- Collect and timely submits Status of Sub-Project Fund Utilization Reports prepared by the Community Bookkeepers and make sure that the books of the BMPT ate up to date and that they maintain complete copies of all financial reports including Bank Snapshots/Statements of Bank Reconciliation Statements with specific focus on the LCC utilization.

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4. **MCDDC Data Encoder (DE)** shall perform the following functions:
 - Maintenance and updating of the Data Base of the KALAHI-CIDSS, Institutionalized CDD thematic pilot implementation in the municipality.
 - Encoding and inputting of data to the KALAHI-CIDSS: Institutionalized CDD thematic pilot implementation in the municipality.
5. **MCDDC-Community Development Facilitator (CDF)** shall perform the following functions :
 - Assists the BLGU in providing data on the barangay situation, for use in the community PSA. Motivate the BLGU staff and officials to engage in the Community Empowerment Activity Cycle (CEAC) development process. Facilitate provision of training and other capability building interventions for the barangay officials and staff.
 - Provide support in the conduct of capability building activities to CV's and KC assisted community groups on development process along the CEAC.
 - Mobilize barangay LGU support to KC implementation system, process and policy formulation/enhancement.
 - Facilitate strengthening of the BDC and other local special bodies.
 - Assist the BLGU in integrating community development priorities with the BDP/BAIP.
 - Capture and report grievances and documents how the grievance was acted upon or how it was resolved.
 - Observe the community finance management and procurement process and detect red flags using the appropriate KC instrument/checklist, and coordinate MLGU TA provision, as needed.

**RULE VI
REQUIREMENT AND SANCTIONS**

SECTION 1. REQUIREMENTS AND SANCTIONS. In order to ensure the sustainability and institutionalization of the CDD approach and the good practices experienced during KALAHI CIDDS implementation, the following requirements and sanctions shall be strictly imposed :

- 1.1 No project of the barangay shall be in the Comprehensive Development Plan and other lists of projects for funding allocation unless the project has been identified during the PSA Workshop and validated by the community BA. Compliance of this requirement shall be proven by the minutes of the proceedings of PSA workshop and the BA and the attendance of the participants during the BA.
- 1.2 No request for funding assistance by a barangay from the MLGU for the implementation of its prioritized project shall be granted unless the barangay will provide a counterpart either in cash or in-kind. Availability of the cash of the barangay to the project shall be known through its annual budget or appropriation ordinance while its counterpart in-kind shall be proven through a resolution of the Sangguniang Barangay indicating in the said resolution the type of in-kind counterpart is through labor, a labor matrix shall be prepared to indicate the amount that the laborer or worker shall contribute.
- 1.3 All requests by the barangay for the implementation of the project through counter parting scheme shall be accompanied by the Program of Work, technical plan and design.

E. Ambra

P. Wilson

R. P. ...

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J. ...
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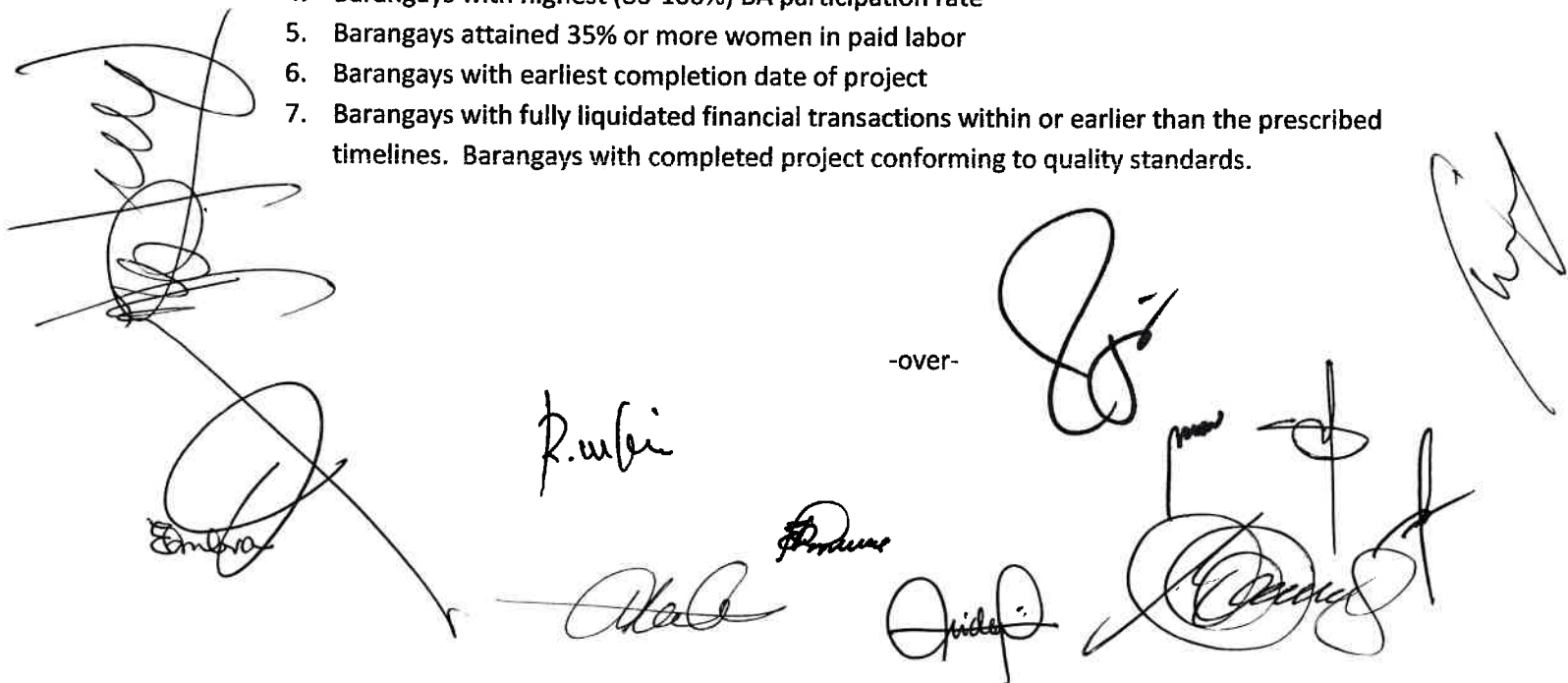
- 1.4 Request for financial assistance by the barangay from other sources other than the MLGU shall be endorsed by the Sangguniang Bayan if it is accompanied by the Program of Work, technical plans, and design and resolution of the Sangguniang Barangay.
- 1.5 In implementing project using counter parting scheme between the MLGU and the BLGU- cash counterpart of the MLGU shall be transferred to the BLGU account. The BLGU shall take the lead in the implementation of the project. However, said counterparting engagement shall be covered by a Memorandum of Agreement by and between the MLGU and the BLGU. The MOA shall outline the implementation guidelines to ensure that funds are protected from misuse and that the desired accomplishment of the project shall be attained.
- 1.6 Conditions in the M O may include the inspectorate authority of the MLGU as the physical accomplishment through the Municipal Engineer and as to the financial transaction for the accountant to be allowed to evaluate financial documents including disbursement voucher and its support papers.
- 1.7 No implementation of a priority project of a barangay utilizing a counterparting scheme between the barangay and the MLGU shall be undertaken if the fund allocated for the specific project by the BLGU, MLGU and the community including in kind contribution will not be able to produce a project that can be utilized for its desired purpose after the fund has been exhausted.
- 1.8 The Barangay Officials shall take the lead in the implementation of a priority project of the barangay through counter parting scheme. However, organized BIMC volunteer groups shall be tapped such as, the Project Implementation Team, Monitoring and Inventory Team and Bids and Awards Committee to assist in the implementation of the project.

**RULE VII
SYSTEM OF REWARDS**

SECTION 1. RECOGNITION AND INCENTIVES. Barangays shall be conferred as CDD Champion and awarded by the municipality with a Certificate of recognition in order to motivate and inspire public servants to help implement CDD approach. Hereunder are the criteria for the conferment of awards:

1. Updated RBI with regular submission of updates to DILG
2. Barangays with BIMC accredited by the SB and with the membership in the MDC
3. CSOs/POs participation in the BDC shall attain more than ¼ of the total BDC membership
4. Barangays with highest (80-100%) BA participation rate
5. Barangays attained 35% or more women in paid labor
6. Barangays with earliest completion date of project
7. Barangays with fully liquidated financial transactions within or earlier than the prescribed timelines. Barangays with completed project conforming to quality standards.

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**RULE VIII
OTHER PROVISIONS**

SECTION 1. ALLOCATION OF LOCAL COUNTERPART CONTRIBUTION (LCC) OF THE MLGU IN ITS ANNUAL BUDGET in order to ensure that the local counter parting scheme in the implementation of the priority project shall be undertaken, the MLGU shall allocate at least twenty percent (20%) Project Development Fund (PDF) as LCC. This fund shall be utilized solely or the counter parting engagement with the different barangay in the municipality.

SECTION 2. PRIORITIZATION BY THE MDC. Considering the meager resources of both barangay and the municipal government that can be utilized in implementing priority for projects of the barangay, prioritization shall be undertaken as an option to maximize the utilization of fund for project that have a greater impact to the community . For this purpose, the MDC being the highest planning body of the municipality shall conduct the prioritization of project of the different barangays for the purpose of allocating funds from LCC of the municipal government.

SECTION 3. CONTINUING ENGAGEMENT OF THE MCD-CMT IN CDD ACTIVITY

The MCD-CMT, composed of heads of departments of the LGU and the National Government Agencies shall continue to exist and perform. Technical Assistance shall continue to be provided to barangays in order to sustain the good practices and CDD technology.

SECTION 4. TRANSPARENCY AND ACCOUNTABILITY MECHANISM. In order to promote transparency and accountability, transparency billboard shall be constructed within the project site. Indicating thereof the nature of the project total cost, duration of the project and the counterpart contribution of participating entities. During the implementation of the project the physical accomplishment and financial report shall be posted in the barangay hall and other conspicuous places so that the public may know and be informed of the project implementation status.

SECTION 5. AMENDMENT. The MLGU of Javier, Leyte may amend or modify these Rules as may be deemed necessary.

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The bottom of the page contains several handwritten signatures and scribbles. On the left, there is a large, complex scribble. Below it, the name 'Embra' is written. In the center, the name 'Rubin' is written. To the right of 'Rubin', there is a large, stylized signature. Below 'Rubin', there are several smaller signatures, including one that appears to be 'P. ...'. On the far right, there is another large, stylized signature.

SECTION 6. REPEALING CLAUSE. All ordinance, local laws, rules and regulations inconsistent herewith are hereby repealed or modified accordingly.

SECTION 7. EFFECTIVITY. This Ordinance shall take immediately upon approval.


APPROVED UNANIMOUSLY :

FEBRUARY 17, 2025

CERTIFIED CORRECT :

ERVON DANIEL B. LAJARA
SB Secretary


ATTESTED :


HON. EMMA M. ABUEVA
Municipal Vice-Mayor
Presiding Officer


HON. GUILBERT M. LANOY
SB Member


HON. ROLDAN G. MERAS
SB Member


HON. MARINO C. MERILO
SB Member

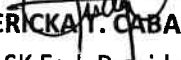

ERIBERTA R. PONCE
SB Member

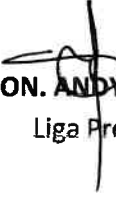

HON. STEPHEN MARK I. PAPALID
SB Member


HON. MICHELLE O. MORENO
SB Member


HON. ROMEO C. MALINAO
SB Member


HON. ALBERTO A. RIÑOS
SB Member


HON. ERICKA T. CABANGUNAY
SK Fed. President


HON. ANDY L. DINGAL
Liga President

APPROVED :


HON. MICHAEL DRAGON T. JAVIER
Municipal Mayor

Republic of the Philippines
Province of Leyte
MUNICIPALITY OF JAVIER
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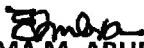
Office of the Sangguniang Bayan

February 18, 2025

CERTIFICATION

TO WHOM IT MAY CONCERN :

THIS IS TO CERTIFY that ORDINANCE NO. 2025-04, “**AN ORDINANCE ADOPTING THE IMPLEMENTING RULES AND REGULATIONS DIRECTING THE INSTITUTIONALIZATION OF COMMUNITY-DRIVEN DEVELOPMENT (CDD) APPROACH TO THE LOCAL PLANNING PROCESS OF THE LOCAL GOVERNMENT UNIT OF JAVIER, LEYTE.**” is posted in the entrance of the Municipal Hall and two (2) conspicuous places in the Municipality since February 18, 2025 and shall remain posted for three (3) consecutive weeks.


HON. EMMA M. ABUEVA
Municipal Vice-Mayor