



Republic of the Philippines
PROVINCE OF LEYTE
 Provincial Capitol
 Tacloban City

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PROVINCIAL LEGAL OFFICE

Item No.: **13**
 Date: **07 2025 OCT**
 Province of Leyte
 Legal Office
 Date: **9.24.25**

Sangguniang Panlalawigan
 Province of Leyte
RECEIVED
 Date: **SEP 29 2025**
 By: *[Signature]*

2nd INDORSEMENT
 September 15, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 14 of the Sangguniang Bayan of Capoocan, Leyte.

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

- Ordinance No. 14 entitled: **“An Ordinance institutionalizing the CDD approach in the identification, prioritization, resource allocation and monitoring, and evaluation of locally funded programs and projects and adopting some CDD elements and activities in the local development process as a strategy in pursuing and attaining development goals in the Municipality of Capoocan, Leyte.”**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office opines that the subject Ordinance is, in general, within the legislative authority of the Sangguniang Bayan 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

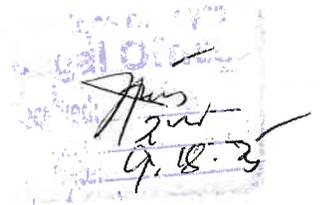
¹ (g) *The capabilities of local government units, especially the municipalities and barangays, shall be enhanced by providing them with opportunities to participate actively in the implementation of national programs and projects;*

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

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Palo, Leyte
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
18 September 2025



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 14, series of 2025 of the Municipality of Capooacan, Leyte, entitled: An Ordinance Institutionalizing the Community Driven Development (CDD) approach in the identification, prioritization, resource allocation and monitoring, and evaluation of locally funded programs and projects and adopting some CDD elements and activities in the local development process as a strategy in pursuing and attaining development goals in the Municipality of Capooacan, Leyte.**


FLORINDA JU S. JYVICO
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Capoocan
Office of the Sangguniang Bayan
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Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: SEP 18 2025
By: Jennis Vj

September 16, 2025

THE HONORABLE BODY

Sangguniang Panlalawigan
4th Floor, Provincial Government Complex
West Bypass Road, Campetic
Palo, Leyte

Dear Gentlemen / Mesdames:

Good Day!

Submitting **Ordinance No. 14, Series of 2025** of the Sangguniang Bayan of Capoocan, Leyte entitled, **"AN ORDINANCE INSTITUTIONALIZING THE COMMUNITY DRIVEN DEVELOPMENT (CDD) APPROACH IN THE IDENTIFICATION, PRIORITIZATION, RESOURCE ALLOCATION AND MONITORING AND EVALUATION OF LOCALLY FUNDED PROGRAMS AND PROJECTS AND ADOPTING SOME CDD ELEMENTS AND ACTIVITIES IN THE LOCAL DEVELOPMENT PROCESS AS A STRATEGY IN PURSUING AND ATTAINING DEVELOPMENT GOALS IN THE MUNICIPALITY OF CAPOOCAN, LEYTE"**, for review of the Honorable Body.

Earliest and favorable action shall be gratefully acknowledged.

Respectfully yours,


JUDE R. DELA TORRE
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Capoocan
Office of the Sangguniang Bayan

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Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: SEP 18 2025
By: _____

SANGGUNIANG BAYAN OF THE MUNICIPAL GOVERNMENT OF CAPOOCAN, LEYTE IN ITS 7th REGULAR SESSION
HELD ON AUGUST 12, 2025 AT THE MUNICIPAL SESSION HALL LEGISLATIVE BUILDING

MUNICIPAL ORDINANCE NO. 14 SERIES OF 2025

AN ORDINANCE INSTITUTIONALIZING THE COMMUNITY DRIVEN DEVELOPMENT (CDD) APPROACH IN THE IDENTIFICATION, PRIORITIZATION, RESOURCE ALLOCATION AND MONITORING AND EVALUATION OF LOCALLY FUNDED PROGRAMS AND PROJECTS AND ADOPTING SOME CDD ELEMENTS AND ACTIVITIES IN THE LOCAL DEVELOPMENT PROCESS AS A STRATEGY IN PURSUING AND ATTAINING DEVELOPMENT GOALS IN THE MUNICIPALITY OF CAPOOCAN, LEYTE

BE IT ORDAINED by the Sangguniang Bayan of Capoocan, Leyte in its Regular Session assembled that:

Section 1. DECLARATION OF POLICY - It is hereby declared the policy of the municipality to promote community participation, transparency and accountability in the identification prioritization, resource allocation and monitoring and evaluation of locally funded programs and projects including operation and maintenance of the same. Toward this end, the Community Driven Development (CDD) approaches is hereby institutionalized and some of the activities specifically Participatory Situational Analysis, Barangay Assembly, Criteria Setting, Resource Allocation through counter parting, Project Development, Project Implementation for selected projects, Project Monitoring and Evaluation and Project Sustainability and Maintenance are hereby adopted as strategies in pursuing and attaining development goals.

Section 2. DEFINITION OF TERMS - as used in the ordinance, the following terms shall mean:

- a) COMMUNITY DRIVEN DEVELOPMENT (CDD) is an alternative development strategy where the community especially the poor people are tapped and developed as initiators and collaboration of resource 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.
- b) BARANGAY ASSEMBLY 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, citizens of the Philippines, and duly registered in the list of barangay assembly members.
- c) CRITERIA SETTING - is a method of development for selecting the most appropriate and responsive development interventions to address identified poverty issues for the prioritization.
- d) PARTICIPATORY SITUATION ANALYSIS (PSA) is a 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 perspectives.

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SECTION 3. SUSTAINABILITY MECHANISM. The following activities are hereby adopted and Institutionalized under the following components to wit:

3.1 DEVELOPMENT PLANNING

- a) Participatory Situation Analysis (PSA) shall be adopted as a method of collective information sharing and analysis of prevailing situation of the community. This shall be undertaken in the barangay level;

[Handwritten signatures]

- b) Participatory Situation Analysis (PSA) outputs shall be validated by the community through a barangay assembly;
- c) Participatory Situation Analysis (PSA) outputs shall be used as an input to development plans both in the Barangay Development Plan and the Comprehensive Development Plan of the municipality;
- d) The strengthening of Community Based Organizations (CBOs) participation development planning shall be sustained by the increased membership of the same in the Barangay Development Council and Municipal Development Council.

3.2 RESOURCE ALLOCATION

- a) Counter parting scheme between the BLGU/MLGU and the community in the allocation of funds for locally funded projects shall be institutionalized;
- b) Packaging of project proposals to include the program of work, technical plan and design shall be undertaken for prioritized projects before the project proposal is submitted for accessing of funds from other sources.

3.3 PROJECT IMPLEMENTATION

- a) Labor counterparting through the labor matrix shall be sustained when implementing projects funded through counterparting scheme between and among the BLGU, MLGU and the Community.
- b) Community Volunteerism in the Implementation of projects shall be encouraged when Implementing projects, funded that through counter parting scheme between the BLGU and MLGU like volunteers for the organized groups such as the Project Implementation Team, monitoring and Inventory Team, Procurement Team and Bids and Awards Committee etc.
- c) Procurement procedures as provided under RA 9184 otherwise known as "Government Procurement Reform Act" shall be strictly observed.

3.4 POST PROJECT COMPLETION

- a) Operation and Maintenance (O&M) Group shall be organized to oversee the operation and maintenance of completed projects funded through the counter parting scheme.
- b) Operation and Maintenance Plan and policies shall be formulated for every project that has been completed funded out of the counter parting scheme.

SECTION 4. REQUIREMENTS AND SANCTIONS - In order to ensure the sustainability and institutionalization of the Community Driven Development (CDD) approach and the good practices experienced during the KALAHI CIDSS implementation, the following requirements and sanctions shall be strictly imposed.

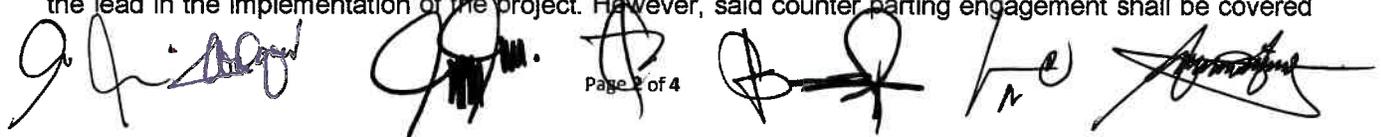
4.1 No project of the barangay shall be included in the Barangay Development Plan and Comprehensive Development Plan of the municipality and other lists of projects for funding allocation unless the project has been identified during the PSA workshop and validated by the community in a barangay assembly. Compliance of this requirement shall be proven by the minutes of the proceedings of the PSA workshop and the Barangay Assembly and the attendance of the participants during the barangay assembly.

4.2 No request for funding assistance by a barangay from the MLGU for the implementation of its prioritized project shall be granted unless it is included in the Barangay Development Plan and Barangay Annual Investment Program and the municipality's Comprehensive Development Plan and Annual Investment Program. The barangay will also provide a counterpart either in cash or in-kind. Availability of the cash of the barangay to the project shall be shown through its annual or appropriation ordinance while its counterpart in kind, if any, shall be proven through resolution of the Sangguniang Barangay indicating in the said resolution the type of in-kind counterpart and the cash value of the in-kind contribution. If counterpart is through labor, a labor matrix shall be prepared indicating the amount that the laborer or worker shall contribute.

4.3 All requests by the barangay for the implementation of project through counter parting scheme shall be accomplished with the Program of Work, Technical Plans and Design.

4.4 Request for financial assistance by a barangay from other sources other than the MLGU shall be endorsed by the Sangguniang Bayan and/or the Municipal Mayor if it is accompanied by a Program of Work, technical plans and design and resolution of the Sangguniang Barangay concerned.

4.5 In implementing projects using the counter parting scheme between the MLGU and BLGU under the KALAHI-CIDSS Project, cash counterpart of the MLGU shall be transferred to the account of the KALAHI-CIDSS organized community group in the barangay. The BLGU & the organized community group shall take the lead in the implementation of the project. However, said counter parting engagement shall be covered



by a Memorandum of Agreement by and between the MLGU, BLGU and the concerned community group. 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. Conditions in the MOA may include the inspectorate authority of the MLGU as to 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 vouchers and its supporting papers. The MLGU may also opt to take a lead in the implementation of the project and undertake the required procurement process only if it is not a KALAH I CIDSS-funded project.

4.6. No implementation of a priority project of a barangay utilizing a counter parting scheme between the Barangay and MLGU shall be undertaken if the fund allocates 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.

4.7. The Barangay Officials shall take the lead in the implementation of a priority project of the Barangay through counter parting scheme. However, organized volunteer groups or representatives from the CSOs/NGOs shall extend necessary support in the successful implementation of the project such as the Project implementation Team, Monitoring and Inventory Team, Procurement Team and Bids and Awards Committee.

4.8. Procurement procedures under RA 9184 or RA 12009, whichever becomes applicable, shall strictly be observed.

SECTION 5. ALLOCATION OF FUNDS AS 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 projects shall be undertaken, the MLGU shall allocate at least fifteen percent (15%) of the twenty percent (20%) development fund which shall be utilized solely for the cost-sharing arrangement or request for implementation of its priority project in the different barangays of the municipality.

SECTION 6. PRIORITIZATION BY THE MUNICIPAL DEVELOPMENT COUNCIL. Considering the meager resources of both the barangay and the municipal government that can be utilized in implementing priority projects of the barangay, prioritization shall be undertaken as an option to maximize the utilization of fund for projects that have greater impact to the community for the purpose of the Municipal Development Council being the highest planning body of the municipality which shall conduct prioritization of projects of the different barangays for the purpose of allocating funds from MLGU.

SECTION 7. SCOPE AND COVERAGE OF THE ORDINANCE. The ordinance shall cover only project locally funded through counter parting scheme between the MLGU, BLGU and the community. It shall not cover projects in the locality funded from outside sources unless, however the funding agency or entity shall allow to implement the project in the way it is desired in this ordinance in which case a corresponding MOA shall be enacted.

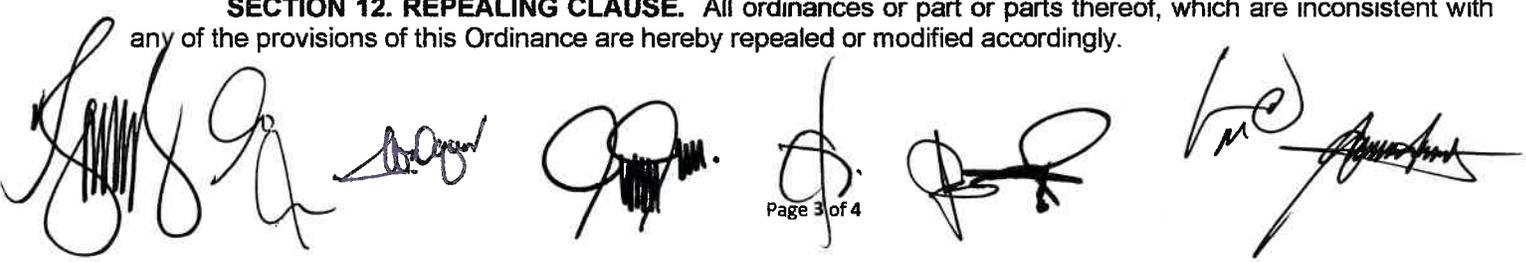
SECTION 8. CONTINUING ENGAGEMENT OF THE MUNICIPAL INTER AGENCY COMMITTEE (MIAC) IN CDD ACTIVITIES. The MIAC composed of Heads of Departments of the LGU and the National Government Agencies shall continue to exist and perform its mandated functions as provided by the Executive Order issued for the purpose. Technical assistance shall continue to be provided to the barangays in order to sustain the good practices and CDD technology.

SECTION 9. TRANSPARENCY AND ACCOUNTABILITY MECHANISM. In order to promote transparency and accountability, a transparency billboard shall be constructed within the project indicating thereof the nature of the project cost, duration of the project and the counterpart contribution of participating entities. During the implementation of the physical accomplishment and financial report shall be posted in the barangay hall, municipal hall and other conspicuous places so that the public may know and be informed of the project implementation status.

SECTION 10. CREATION OF A COMMUNITY DRIVEN DEVELOPMENT (CDD) UNIT AND DESIGNATION OF A CDD FOCAL PERSON IN THE MLGU. The Local Chief Executive is hereby authorized to create a Community Driven Development (CDD) Unit under the Barangay Affairs Office (BAO) in close coordination with the Municipal Planning and Development Office (MPDO) and to designate a CDD Focal Person whose basic function is to ensure that community driven development approach continuously being practiced by the communities and that 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 11. AUTHORITY OF THE MUNICIPAL DEVELOPMENT COUNCIL (MDC) TO FORMULATE IMPLEMENTATING RULES AND REGULATIONS (IRR) OF THIS ORDINANCE. The Municipal Development Council (MDC) is authorized to formulate the implementing rules and regulations of this ordinance which shall include to the setting of the criteria for the prioritization, resource allocation based on the available funds of the barangay.

SECTION 12. REPEALING CLAUSE. All ordinances or part or parts thereof, which are inconsistent with any of the provisions of this Ordinance are hereby repealed or modified accordingly.



Page 3 of 4

SECTION 13. EFFECTIVITY-This Ordinance shall take effect immediately ten (10) days after copies of this Ordinance have been posted at the Municipal Bulletin Board and in conspicuous places in all the twenty-one (21) barangays in the municipality.

ENACTED by the Sangguniang Bayan, in session assembled this 12th day of August, 2025 at Capoocan, Leyte.

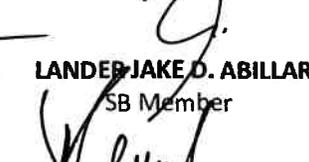

GRACIA G. PIGAR
SB Member


YON LITO O. VALLAR
SB Member


FEDERICO P. CAROLINO, JR.
SB Member

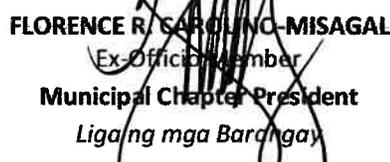

JAIME A. DALDE, JR.
SB Member

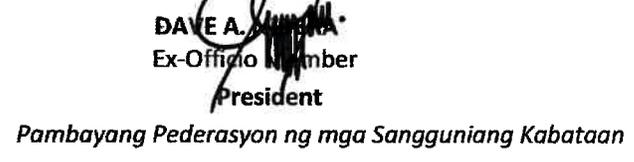

ARNOLD A. CAING
SB Member


LANDER JAKE D. ABILLAR
SB Member


TERESA C. BALQUIN
SB Member


JOJO N. NEPOMUCENO
SB Member


FLORENCE R. CAROLINO-MISAGAL
Ex-Officio Member
Municipal Chapter President
Liga ng mga Barangay


DAVE A. ...
Ex-Officio Member
President
Pambayang Pederasyon ng mga Sangguniang Kabataan

I HEREBY CERTIFY to the correctness of the foregoing Ordinance of the Sangguniang Bayan of Capoocan, Leyte.


JUDE B. BELA TORRE
Secretary to the Sanggunian

ATTESTED:


ATTY. FE CLAIRE P. CAROLINO-PARAGATOS
Municipal Vice-Mayor/Presiding Officer

APPROVED:


ATTY. FEDERICO H. CAROLINO, SR.
Municipal Mayor
Date: 9/12/25