



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
June 30, 2026

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: **AUG 03 2026**

Jcm/v

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 26-193 of the Sangguniang Bayan of Burauen, Leyte.

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

- Ordinance No. 26-193 entitled: "Burauen Bayanihan Ordinance"

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
25 June 2026

PROVINCE OF LEYTE
LEGAL OFFICE
RECEIVED
By: 
Date: 6.25.26 Time 11:00

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 26-193 of the Municipality of Burauen, Leyte, entitled: An Ordinance institutionalizing partnership in local governance between the Municipal Government of Burauen and the people of Burauen through Civil Society Organizations (CSOs) providing for their accreditation or recognition and participation in Local Special Bodies, and for other purposes.**


FLORINDA JIL S. UYVICO
Secretary to the Sanggunian



MUNICIPAL ORDINANCE NO. 26-193

“An Ordinance Institutionalizing Partnership in Local Governance Between the Municipal Government of Burauen and the People of Burauen Through the Civil Society Organizations (CSOs) Providing for Their Accreditation or Recognition and Participation in Local Special Bodies, and for Other Purposes”

BURAEN, LEYTE



OFFICE OF THE SANGGUNIANG BAYAN

June 23, 2026

THE HONORABLE MEMBERS
Sangguniang Panlalawigan
Province of Leyte

ATTENTION: FLORINDA JILL S. UYVICO
Secretary to the Sanggunian
Province of Leyte
Palo, Leyte

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: JUN 23 2026
By: Jenni Vi

Ladies/Gentlemen:

We transmit herewith 12 copies of **Municipal Ordinance No. 26-193**, Series of 2026 of the Sangguniang Bayan of Burauen, Leyte, entitled "*An Ordinance Institutionalizing Partnership in Local Governance Between the Municipal Government of Burauen and the People of Burauen Through the Civil Society Organizations (CSOs) Providing for Their Accreditation or Recognition and Participation in Local Special Bodies, and for Other Purposes*", for review and approval of the body.

Thank you and please acknowledge receipt hereof.

Respectfully yours,


ATTY. RUDEJANE S. TAN
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Burauen



OFFICE OF THE SANGGUNIANG BAYAN

MUNICIPAL ORDINANCE NO. 26-193
Series of 2026

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: JUN 23 2026
By: [Signature]

AN ORDINANCE INSTITUTIONALIZING PARTNERSHIP IN LOCAL GOVERNANCE BETWEEN THE MUNICIPAL GOVERNMENT OF BURAUEN AND THE PEOPLE OF BURAUEN THROUGH THE CIVIL SOCIETY ORGANIZATIONS (CSOs) PROVIDING FOR THEIR ACCREDITATION OR RECOGNITION AND PARTICIPATION IN LOCAL SPECIAL BODIES, AND FOR OTHER PURPOSES

Authored by: Hon. Andres Rey L. Cagara
Chairman, Committee on Civil Society Organizations, Cooperatives, and Labor Organizations
Co-Authored by: Hon. Juanito E. Renomeron
Chairman, Committee on Budget, Appropriation, Finance, Ways and Means

WHEREAS, Section 1, Article II of the 1987 Philippine Constitution provides that the Philippines is a democratic and republican State and that sovereignty resides in the people and all government authority emanates from them;

WHEREAS, Section 23, Article II of the 1987 Philippine Constitution provides that the State shall encourage non-governmental, community-based, or sectoral organizations that promote the welfare of the nation;

WHEREAS, Section 34 of Republic Act No. 7160, otherwise known as *Local Government Code of 1991*, institutionalizes people's participation in local governance, particularly through the representation of Civil Society Organizations (CSOs) in Local Special Bodies and in local development processes;

WHEREAS, it is the policy of the Municipality of Burauen to promote, protect, and strengthen the role of civil society and people's organizations in local governance, and to encourage their meaningful participation in planning, decision-making, implementation, and monitoring of programs and projects;

WHEREAS, there is a need to establish clear policies, mechanisms and structures for the accreditation, recognition, and participation of CSO's in Burauen to ensure transparency, accountability, responsiveness, and shared responsibility in governance;

NOW, THEREFORE, be it enacted by the Sangguniang Bayan of Burauen, Leyte, in session duly assembled, that:

ARTICLE I
GENERAL PROVISIONS

SECTION 1. TITLE.

This Ordinance shall be known as the "*Burauen Bayanihan Ordinance*."

SECTION 2. DECLARATION OF PRINCIPLES AND POLICIES

The Municipal Government of Burauen adopts and upholds the following principles of governance:

- a. *Primacy of the People.* Sovereignty resides in the people; thus, government authority shall at all times emanate from, reflect, and serve the will of the people.
- b. *Right to Self-Organization.* The people shall be encouraged and supported to organize themselves in pursuit of their sectoral and common interests, as a means of expressing their collective will.
- c. *Shared Governance.* Governance shall be pursued through active partnership between the government and the people, ensuring meaningful participation in public affairs.

Pursuant to these principles, it is the policy of the Municipality of Burauen to promote and institutionalize people's participation in local governance by establishing mechanisms through which Civil Society Organizations (CSOs) or organizations may represent various sectors in policy formulation, decision-making, program implementation, monitoring, and evaluation.

The Municipal Government of Burauen shall respect, protect, and uphold the right of the people to self-organization, and shall not restrain, coerce, discriminate against, or unduly interfere with such right or with the lawful activities of their organizations.

SECTION 3. DEFINITION OF TERMS

For purposes of this Ordinance, the following terms are defined as follows:

- a. *Accreditation* – refers to the process of granting authorization to an organization for purposes of representation to a local special body and CSO participatory bodies. An organization may still be accredited after the prescribed sixty (60) day period for other purposes, such as participation in local government programs.
- b. *Accredited CSO* – refers to any non-government organization (NGO) or people's organization (PO) that has complied with the requirements set forth under this Ordinance and other applicable laws, rules, and regulations, including the requirement of accreditation or registration with a competent national government agency (NGA) such as the Department of Social Welfare and Development (DSWD), Department of Agriculture (DA), Department of the Interior and Local Government (DILG), or any other agency duly authorized by law or policy, and has been duly granted accreditation by the Sangguniang Bayan of Burauen.
- c. *Civil Society Organization (CSO)* – refers to a non-state and non-profit association that works to improve society and the human condition. The terms "CSO" and "organization" are used interchangeably in this Ordinance. It includes non-government organizations (NGOs), people's organizations (POs), civic organizations, cooperatives, social movements, professional groups, labor unions, charitable organizations, faith-based organizations, and foundations.
- d. *CSO-Participatory Bodies* – refer to local special bodies, councils, committees, or similar mechanisms at the municipal level, created by law, ordinance, or executive order, where Civil Society Organizations (CSOs) or organizations are granted representation and allowed to participate in governance processes, including but not limited to planning, policy formulation, decision-making, program implementation, monitoring, and evaluation. Both accredited and recognized CSOs or organizations may participate in these bodies; however, only accredited CSOs or organizations shall have the right to vote.

- e. *Local Special Bodies (LSBs)* – refers to the Local Development Council (LDC), Local Health Board (LHB), Local School Board (LScB), and Local Peace and Order Council (LPOC).
- f. *Non-Government Organization (NGO)* – refers to a non-stock, non-profit entity dedicated to advancing the well-being and development of diverse communities and sectors. NGOs deliver a broad spectrum of services, including advocacy, support, and research, and encompass people's organizations, foundations, and independent research institutions.
- g. *People's Council* – refers to a body composed of representatives from CSOs that may identify their principal and alternate representatives in various local government councils, committees, task forces or special bodies where they sit as members, depending on the sanggunian resolution or ordinance recognizing the People's Council and stating its rights and privileges.
- h. *People's Organization (PO)* – refers to an independent, bona fide association of citizens with demonstrated capacity to promote public interest and with an identifiable leadership, membership and structure. People's organizations are often formed among the disadvantaged sectors of society such as the farmer-peasant, artisanal fisherfolk, workers in the formal sector and migrant workers, workers in the informal sector, indigenous peoples and cultural communities, women, persons with disabilities, senior citizens, victims of calamities and disasters, youth and student, children, and urban poor.
- i. *Recognition* – refers to the process by which the existence of an organization is formally acknowledged by the Municipal Government of Burauen through the Sangguniang Bayan. Recognition allows an organization to participate in municipal activities and engagements, including CSO-Participatory Bodies, but does not confer full rights and privileges reserved for accredited CSOs. Recognition may be availed of by existing CSOs or organizations that have not yet secured registration with any national government regulatory agency, without prejudice to their subsequent application for accreditation with the Municipal Government of Burauen.
- j. *Recognized Organization* – refers to an organization allowed by the sanggunian to participate in a local special body and CSO-Participatory bodies for purposes of meeting the minimum requirements of membership. An organization may only be recognized if it meets all the criteria except for registration.
- k. *Registered Organization* – refers to an organization that has obtained registration from the Securities and Exchange Commission (SEC), Cooperative Development Authority (CDA), Department of Labor and Employment (DOLE), Department of Human Settlements and Urban Development (DHSUD), secured accreditation or other pertinent document from other National Government Agency such as Department of Agriculture (DA), Department of Agrarian Reform (DAR), National Housing Authority (NHA), Department of Social Welfare and Development (DSWD), Department of Health (DOH), National Commission on Indigenous Peoples (NCIP), National Anti-Poverty Commission (NAPC), Insurance Commission, Professional Regulation Commission (PRC), Land Transportation Franchising and Regulatory Board (LTFRB), Department of Tourism (DOT), National Youth Commission (NYC), or any national government agency that is empowered by law or policy to accredit or register such organizations.

SECTION 4. SCOPE AND APPLICATION

This Ordinance shall apply to all Civil Society Organizations (CSOs) or organizations which:

- a. Seek accreditation or recognition in the Municipality of Burauen, Leyte;

- b. Seek representation or participation in CSO-Participatory Bodies at the municipal level, including Local Special Bodies, whether created by law, ordinance, or executive order, pursuant to the Local Government Code of 1991 and other applicable laws; and/or
- c. Enter into partnerships, agreements, or arrangements with the Municipal Government of Burauen, including but not limited to the receipt of funds for project co-implementation or other collaborative undertakings, consistent with existing laws, rules, and regulations.

SECTION 5. CASES WHERE ACCREDITATION OR RECOGNITION IS NOT REQUIRED

Notwithstanding the foregoing, accreditation or recognition under this Ordinance shall not be required for CSOs or other non-government entities in the following instances:

- a. When a non-government entity makes a donation to the Municipal Government and requires appropriate legal documentation thereof;
- b. When a non-government entity is engaged as a partner for program or project implementation, *provided* that such engagement does not involve the transfer of municipal funds or resources to said entity; and
- c. In cases of emergency, where immediate collaboration is necessary for the efficient and effective delivery of services, subject to applicable laws, rules, and regulations.

ARTICLE II RECOGNITION AND ACCREDITATION OF CSOs

SECTION 6. DOCUMENTARY REQUIREMENTS UPON APPLICATION FOR ACCREDITATION/RECOGNITION OF CSOs

Any Civil Society Organization (CSO) may apply for accreditation or recognition, or renewal thereof, with the Sangguniang Bayan of Burauen, whether newly established or already in operation. Accreditation shall be granted upon submission of one (1) copy of the applicable requirements set forth below:

a. General Requirements

- i. Application letter addressed to the Vice Mayor, stating the reasons for seeking accreditation;
- ii. Duly accomplished Application Form for Accreditation;
- iii. Duly notarized Board Resolution, signed by the officers of the CSO, expressing the intent to seek accreditation and participate under this Ordinance, and designating the authorized representative to sign documents and appear in accreditation proceedings;
- iv. Certificate of Registration or existing valid Certificate of Accreditation issued by a national government agency authorized by law or policy to register or accredit organizations;
- v. List of current officers and members in good standing, including their respective addresses.
- vi. Copies of the Constitution and By-Laws and/or Articles of Incorporation or Cooperation; and
- vii. Program of activities for the year following the date of application.

For applications for recognition, compliance with Item No. 4 above shall not be required.

b. Additional Requirements for CSOs in Operation for at Least One (1) Year

In addition to the foregoing, CSOs that have been in operation for at least one (1) year shall submit:

- i. Minutes of meetings for the immediately preceding year, certified by the organization's Board Secretary, or a certification attesting to the conduct of the annual meeting, indicating the date, venue, attendees, and agenda;
- ii. Annual Accomplishment Report for the immediately preceding year, if applicable;
- iii. Financial Statement for the immediately preceding year, at a minimum signed by the organization's executive officers, indicating revenues, expenses, and sources of funds, if applicable, and duly received by the relevant regulatory agency, where required; and
- iv. Proof of activities undertaken in pursuit of developmental or organizational objectives during the year preceding the application.

Any CSO previously accredited by the Municipal Government prior to the effectivity of this Ordinance shall not be required to apply a new, except as may be required under Section 8 hereof or in cases where such accreditation has been revoked or withdrawn.

Coalitions, alliances, or federations of NGOs and POs shall not be entitled to separate accreditation if at least fifty percent (50%) of their member organizations are already accredited individually.

SECTION 7. CERTIFICATE OF ACCREDITATION/RECOGNITION

Upon a finding that the application is meritorious and upon approval by the Sangguniang Bayan, the appropriate Certificate shall be issued under the official seal of the Municipality, evidencing either the accreditation or recognition of the applicant CSO. The Certificate shall state, among others, the terms and conditions for the maintenance of accreditation or recognition status.

The Certificate shall serve as prima facie evidence that the CSO named therein is duly accredited or recognized, unless such accreditation or recognition is subsequently revoked or cancelled in accordance with this Ordinance.

SECTION 8. VALIDITY AND RENEWAL OF ACCREDITATION/RECOGNITION

Accreditation or recognition granted by the Sangguniang Bayan shall be valid from the date of issuance until the last day of the term of the Sangguniang Bayan that granted such accreditation or recognition, or any renewal thereof.

An application shall be considered a renewal only if the CSO was accredited or recognized by the Sangguniang Bayan during its immediately preceding term. Otherwise, the application shall be treated as a new application, and the applicant CSO shall comply with all applicable requirements under Section 6 of this Ordinance.

Renewal shall be subject to the same process and documentary requirements provided under Section 6 of this Ordinance, unless otherwise expressly provided. As part of the renewal process, the applicant CSO shall submit a Letter of Intent and demonstrate that it has not violated the terms and conditions of its prior accreditation or recognition, has maintained good standing, and has complied with all applicable and updated requirements under this Ordinance.

During the renewal proceedings, the applicant CSO shall disclose any amendments or revisions to its Constitution and By-Laws or Articles of Incorporation or Cooperation. Previously submitted documents that remain unchanged need not be re-submitted, *provided that the applicant CSO submits*

a Certification under oath, executed by its authorized officer, attesting that such documents are still valid, subsisting, and have not been amended. Any amendments or revisions shall be disclosed and accompanied by the corresponding updated documents.

The Sangguniang Bayan may require the submission of original or updated documents, as may be necessary, to verify the accuracy of such certification.

SECTION 9. RIGHTS OF ACCREDITED CSOs

Accredited Civil Society Organizations (CSOs) shall enjoy rights and privileges including, but not limited to, the following:

- a. *Partnership with the Municipal Government.* To enter into joint ventures, cooperative undertakings, and other forms of partnership with the Municipal Government in the delivery of basic services and goods, as well as in capability-building and livelihood initiatives;
- b. *Development Initiatives.* To develop and implement local enterprises and programs aimed at improving productivity and income, diversifying agriculture, promoting rural industrialization, fostering ecological balance, and enhancing the socio-economic well-being of the people, consistent with the principles of equitable and sustainable development;
- c. *Access to Support and Assistance.* To receive technical, financial, or other forms of assistance from the Municipal Government for economic, social, environmental, governance, or cultural projects to be implemented within the territorial jurisdiction of Burauen, Leyte, subject to existing laws, rules, and regulations;
- d. *Representation in CSO-Participatory Bodies.* To be selected as members of Local Special Bodies (LSBs) by the People's Council, and to be designated by the Local Chief Executive (LCE) to other CSO-participatory bodies, including councils, boards, or committees created or mandated by law, ordinance, or executive order, in accordance with applicable laws and issuances;
- e. *Right to Select Principal and Alternate Representatives.* To have the exclusive right to choose their principal representative and one (1) alternate representative to Local Special Bodies and other CSO-participatory bodies from among their members, in accordance with their internal rules and procedures, and subject to the qualifications and requirements prescribed under applicable laws, ordinances, and issuances; and
- f. *Membership in the People's Council.* To join and participate in the People's Council, subject to its internal rules and applicable regulations.

The foregoing enumeration shall not be construed as exclusive, and accredited CSOs may exercise such other rights and privileges as may be provided under existing laws, rules, regulations, and ordinances.

SECTION 10. RIGHTS OF RECOGNIZED CSOs

The Municipal Government, through the Sangguniang Bayan, may grant recognition to CSOs to enable them to participate in local governance and avail of certain rights and privileges under this Ordinance. Recognition shall be available to existing CSOs that have not yet secured registration with any appropriate government regulatory agency, as an interim status to facilitate their eventual accreditation with the Municipal Government of Burauen.

Recognized CSOs may enjoy rights and privileges including, but not limited to, the following:

- a. *Participation in the Local Special Bodies and CSO participatory bodies.* To attend and participate in meetings, consultations, and activities of LSBs and CSO Participatory Bodies; *provided*, that recognized CSOs may be designated as members thereof solely to comply with minimum membership or sectoral representation requirements in the absence of sufficient accredited CSOs; *provided, further*, that such designation shall not confer voting rights, and recognized CSOs shall not vote on any matter nor be counted for purposes of determining quorum, unless otherwise expressly provided by applicable law or guidelines;
- b. *Membership in the People's Council.* To enlist as members of the People's Council and participate in its activities; *provided*, that they shall have no voting rights, shall not have the right to nominate or be nominated to the People's Council Executive Board (PCEB), and shall not have the right to nominate representatives to LSBs; *provided, however*, that they may be selected as LSB representatives in accordance with this Ordinance;
- c. *Right to Select Principal and Alternate Representatives.* In cases where a recognized CSO is selected by the People's Council to sit in a Local Special Body, it shall have the exclusive right to choose its principal representative and one (1) alternate representative from among its members, in accordance with its internal rules and procedures, and subject to the qualifications and requirements prescribed under applicable laws, ordinances, and issuances.
- d. *Access to Capacity-Building Programs.* To attend trainings, seminars, and other capacity-building activities conducted by the Municipal Government, subject to applicable classifications or categorizations of CSOs;
- e. *Issuance of Certificate of Recognition.* To receive a Certificate of Recognition attesting to the existence of the CSO within the Municipality of Burauen, Leyte; and
- f. *Participation in Municipal Activities.* To attend and participate in activities, consultations, and engagements of the Municipal Government where CSOs are invited.

Recognized CSOs shall not participate in any CSO-participatory body other than LSBs and the People's Council, and shall not possess voting or nomination rights therein. Recognition shall not confer the full rights and privileges of accreditation.

ARTICLE III PARTICIPATION AND REPRESENTATION

SECTION 11. SELECTION OF CSO REPRESENTATIVES

CSO representatives to Local Special Bodies (LSBs) shall be selected by the People's Council in accordance with its duly adopted rules; *provided*, that only accredited Civil Society Organizations (CSOs) shall have the right to nominate and vote; *provided, further*, that each accredited CSO shall exercise voting rights in only one (1) LSB, but may be designated or fielded as a member in other LSBs, without voting rights, when necessary to comply with minimum membership or sectoral representation requirements.

Recognized CSOs may be considered for selection; *provided*, that they shall neither nominate nor vote.

In the absence of sufficient nominees from accredited CSOs, or where the required number of representatives cannot be attained, the People's Council shall, by majority vote of accredited CSO members present, conducted in accordance with its duly adopted rules of procedure, select or designate qualified recognized CSOs to fill the remaining seats and comply with required representation.

CSOs selected from among recognized organizations shall not possess voting rights in the LSBs to which they are designated, unless otherwise provided by applicable law or guidelines.

The term of office of CSO representatives shall be coterminous with that of the Local Chief Executive concerned; provided, that they shall continue to serve in a holdover capacity until their successors are duly selected within the period prescribed under applicable rules and regulations.

CSO representatives to CSO-participatory bodies other than LSBs shall be designated by the Local Chief Executive (LCE) from among accredited CSOs.

Each CSO selected or designated under this Section shall designate its primary and one (1) alternate representative from among its members, in accordance with Section 12 of this Ordinance.

SECTION 12. QUALIFICATIONS AND DISQUALIFICATIONS OF PRIMARY AND ALTERNATE REPRESENTATIVES

A. Qualifications. — Any person designated by a CSO Representative as its primary or alternate representative to any Local Special Body (LSB) or other CSO-participatory body must:

- i. Be a member in good standing of the CSO he or she represents;
- ii. Be duly authorized by the CSO in accordance with its internal rules and procedures;
- iii. Possess relevant experience, expertise, or involvement in the sector or field represented, sufficient to enable meaningful participation in the body;
- iv. Demonstrate integrity, credibility, and the ability to effectively engage in deliberations and collaborate with government and other stakeholders; and
- v. Maintain a non-partisan stance in the performance of his or her functions.

B. Disqualifications. — The following shall be disqualified from being designated as primary or alternate representative of any CSO Representative:

- i. Any government official or employee, whether elected or appointed, at the provincial, city, or municipal level, including barangay officials and job order personnel, to avoid conflicts of interest;
- ii. Any person who has been finally convicted of a crime involving moral turpitude;
- iii. Any person found guilty of administrative offenses involving dishonesty, grave misconduct, or conduct prejudicial to the best interest of the service; and
- iv. Any person with conflicts of interest that may impair independence in the performance of his or her functions.

A primary or alternate representative found to be disqualified under this Section shall be deemed automatically removed, without prejudice to the designation by the concerned CSO Representative of a replacement in accordance with this Ordinance.

SECTION 13. VACANCIES IN CSO REPRESENTATION

A seat held by a CSO Representative in any Local Special Body (LSB) or other CSO-participatory body shall be deemed automatically vacant upon the revocation, withdrawal, expiration, or loss of accreditation or recognition of the concerned CSO.

In case of incapacity, resignation, removal, or disqualification of the primary representative, the seat shall not be deemed vacant, and the alternate representative shall automatically assume as primary representative for the unexpired term, subject to compliance with the qualifications and none of the disqualifications under Section 12 of this Ordinance.

Vacancies in LSB representation arising from the loss of accreditation or recognition of the CSO shall be filled by the People's Council in accordance with its rules; provided, that the replacement shall be selected from among accredited CSOs. In the absence of available accredited CSOs, the People's Council may select a qualified recognized CSO in accordance with this Ordinance.

Vacancies in CSO-participatory bodies other than LSBs arising from the loss of accreditation or recognition of the CSO shall be filled by the Local Chief Executive (LCE), who shall designate a replacement from among accredited CSOs.

Pending the selection or designation of a replacement, the concerned body may continue to function notwithstanding such vacancy.

SECTION 14. ROLES AND RESPONSIBILITIES OF ACCREDITED CSOs

Accredited Civil Society Organizations (CSOs) shall undertake the following roles and responsibilities:

- a. *Participatory Governance.* To actively participate in the planning, implementation, monitoring, and evaluation of programs, projects, and activities of the Municipal Government;
- b. *Organizational Independence.* To uphold and maintain the autonomy of the organization, and to ensure that it is not used for or unduly influenced by partisan political activities;
- c. *Sectoral Representation.* To conduct sectoral and community consultations, and undertake other appropriate activities necessary to effectively discharge their representational roles in CSO-Participatory Bodies and Local Special Bodies;
- d. *Capacity Development.* To actively participate in capacity development (CapDev) programs and other strengthening initiatives of the Municipal Government;
- e. *Compliance with Governing Laws and Issuances.* To ensure that designated representatives to Local Special Bodies are guided by and comply with applicable laws and issuances, including:
 - i. Local Development Council (LDC) – Section 109 of the Local Government Code;
 - ii. Local Health Board (LHB) – Section 102(b) of the Local Government Code;
 - iii. Local School Board (LSB) – Section 99 of the Local Government Code; and
 - iv. Local Peace and Order Council (LPOC) – Executive Order No. 309, s. 1988, as amended;
- f. *Other Duties.* To perform such other responsibilities and functions as may be required under existing laws, rules, regulations, and ordinances.

SECTION 15. ROLES AND RESPONSIBILITIES OF RECOGNIZED CSOs.

Recognized Civil Society Organizations (CSOs) shall undertake the following roles and responsibilities:

- a. *Participatory Engagement.* To actively participate in the planning, implementation, monitoring, and evaluation of programs, projects, and activities of the Municipal Government, particularly through sectoral and functional committees of the Local Development Council;
- b. *Organizational Independence.* To uphold and maintain the autonomy of the organization and ensure that it is not used for, or unduly influenced by, partisan political activities;

- c. *Provision of Data and Information.* To provide Local Special Bodies where they are members or invited participants, with relevant data and information necessary for the formulation of plans, programs, and activities;
- d. *Support to Public Consultation.* To assist, in coordination with the Sangguniang Bayan, in the conduct of public hearings or consultations on issues affecting their respective sectors; and
- e. *Capacity Development.* To actively participate in capacity development (CapDev) programs and other initiatives of the Municipal Government.

SECTION 16. DUTIES AND RESPONSIBILITIES OF PRIMARY AND ALTERNATE REPRESENTATIVES IN LOCAL SPECIAL BODIES

Primary and alternate representatives designated by a CSO Representative to Local Special Bodies (LSBs) and other CSO-participatory bodies shall:

- a. *Representation of Sectoral Interests.* Articulate and advance the perspectives, needs, and priorities of their respective sectors in policy formulation, planning, and program implementation;
- b. *Policy Feedback and Advocacy.* Provide feedback to policymakers and advocate for responsive, inclusive, and evidence-based policies, particularly for marginalized and disadvantaged sectors;
- c. *Active Participation.* Attend meetings regularly and actively engage in deliberations, consultations, and activities of the body to which they are designated;
- d. *Accountability.* Exercise diligence and accountability in the performance of their functions, and take responsibility for their participation in the actions and outputs of the body;
- e. *Information Dissemination.* Communicate and disseminate relevant information, decisions, and actions of the body to their respective organizations and sectors, subject to applicable confidentiality and data protection laws;
- f. *Continuing Linkage.* Maintain regular coordination with their mother organization and the broader CSO community to ensure alignment of positions and effective feedback mechanisms;
- g. *Compliance with Governing Rules.* Observe and comply with the specific mandates, rules of procedure, and applicable laws, policies, or guidelines governing the body to which they are designated;
- 1. *Other Functions.* Perform such other roles as may be necessary to advance participatory governance, consistent with the mandate of the body and this Ordinance.

ARTICLE IV COMPLIANCE AND ACCOUNTABILITY

SECTION 17. SUBMISSION OF ANNUAL REPORT AND FINANCIAL STATEMENT

All accredited and recognized CSOs shall submit to the Sangguniang Bayan and the CSO Desk Officer their respective annual accomplishment reports, financial statements for the preceding year, and annual plans on or before June 30 of each year.

For CSOs operating on a fiscal year basis, the appropriate Sangguniang Bayan Committee on Civil Society Organizations may prescribe supplemental reporting requirements, including the submission of periodic financial statements, to ensure effective monitoring and alignment with local reporting timeline.

SECTION 18. GROUNDS FOR REVOCATION OF ACCREDITATION OR RECOGNITION

The Sangguniang Bayan may, *motu proprio* or upon verified complaint, and in consultation with the People's Council Executive Board (PCEB), withdraw or revoke any accreditation or recognition granted to a Civil Society Organization (CSO) for violation of this Ordinance or for failure to comply with the conditions for maintaining such status.

Without prejudice to the foregoing, accreditation or recognition may be withdrawn or revoked on any of the following grounds:

- a. *Violation of Accounting and Auditing Laws.* Violation by the CSO, during the validity period of the Certificate of Accreditation, of any existing accounting and auditing laws, rules, and regulations;
- b. *Non-Adherence to Local Laws.* Conduct of activities without adherence to local laws, including the minimum public health standards in the locality;
- c. *Unauthorized Use of Name or Logo.* Unauthorized use of the name and/or logo of the Local Government Unit (LGU) or any National Government Agency (NGA), and other unscrupulous activities;
- d. *Partisan Political Activities.* Engaging primarily in, or using the organization primarily for, partisan political activities. For this purpose, partisan political activities shall mean actions or statements that support or oppose specific political candidates or parties. This includes campaigning, promoting a party's agenda, or prioritizing party interests over the general welfare and public concern;
- e. *Loss of Legal Status.* Revocation, cancellation, or withdrawal of the CSO's registration or accreditation by a national government agency, or placement of the organization under inactive, delisted, or similar status;
- f. *Unlawful or Improper Conduct.* Engagement in acts contrary to law, public order, public policy, morals, or good customs;
- g. *Failure to Submit Reports.* Failure to submit the annual accomplishment reports, financial statements, annual plans, or any supplemental reports as required under Section 16 of this Ordinance; and
- h. *Misrepresentation or False Statements.* Submission of false, misleading, or fraudulent information in financial statements, accomplishment reports, or other documents submitted to the Sangguniang Bayan or its Committee on Civil Society Organizations, or any misrepresentation made for purposes of securing accreditation, recognition, or renewal; and
1. *Analogous Grounds.* Such other acts or omissions analogous to the foregoing which undermine the integrity of the CSO or defeat the objectives of this Ordinance.

Withdrawal or revocation shall be effected through an appropriate resolution of the Sangguniang Bayan.

SECTION 19. DUE PROCESS

No accreditation or recognition shall be withdrawn or revoked without observance of due process. The Sangguniang Bayan shall:

- a. Furnish the concerned CSO with a written notice stating the ground/s for revocation and require it to submit a written explanation within fifteen (15) days from receipt thereof;
- b. Afford the CSO an opportunity to be heard, if it so requests; and
- c. Render its decision through an appropriate resolution.

Revocation or withdrawal shall take effect immediately upon approval of the Sangguniang Bayan resolution. The CSO shall surrender its Certificate of Accreditation or Recognition to the Sanggunian Secretary within five (5) days from receipt of the resolution.

An aggrieved CSO may file a motion for reconsideration with the Sangguniang Bayan within fifteen (15) days from receipt of the resolution. The filing of such motion shall not stay the effect of the revocation or withdrawal, unless otherwise ordered by the Sangguniang Bayan for compelling reasons.

The resolution of the Sangguniang Bayan on the motion for reconsideration shall be final within the administrative jurisdiction of the Municipality, without prejudice to the right of the CSO to avail of appropriate judicial remedies under applicable laws.

SECTION 20. EFFECTS OF REVOCATION

Upon revocation of accreditation or recognition:

- a. The CSO shall immediately lose all rights and privileges granted under this Ordinance, including but not limited to participation in Local Special Bodies (LSBs), representation in local councils or committees, and access to other benefits extended to accredited CSOs;
- b. The CSO shall be disqualified from availing of any rights and privileges provided under this Ordinance;
- c. The CSO shall be disqualified from applying for accreditation or recognition for the remainder of the term during which the revocation of its accreditation or recognition was effected, without prejudice to any administrative, civil, or criminal liabilities under existing laws;
- d. Any pending application or representation of the CSO in local special bodies shall be deemed automatically terminated; and
- e. Any subsequent application for accreditation or recognition by the same CSO in a succeeding term of the Sangguniang Bayan shall be treated as a new application, without carry-over of any prior status, rights, or privileges previously granted under this Ordinance.

ARTICLE V PEOPLE'S COUNCIL

SECTION 21. CREATION OF THE PEOPLE'S COUNCIL.

The People's Council is hereby created as a municipal-level network or federation of Civil Society Organizations (CSOs), serving as an institutional mechanism to promote people's participation and strengthen partnership between the local government and civil society in governance.

The People's Council shall be composed primarily of accredited CSOs. Recognized CSOs may be admitted as members; *provided*, that they shall participate without voting rights and shall not nominate or be nominated to any position, including the People's Council Executive Board (PCEB), or nominate representatives to Local Special Bodies (LSBs), consistent with this Ordinance.

Within ninety (90) days from the effectivity of this Ordinance, the appropriate Committee on Civil Society Organizations of the Sangguniang Bayan shall convene all accredited CSOs to organize and formally constitute the People's Council.

The People's Council shall adopt its internal rules, consistent with this Ordinance and applicable laws, rules, and regulations, including provisions governing membership, representation, and the exercise of voting and nomination rights.

SECTION 22. POWERS AND RESPONSIBILITIES OF THE PEOPLE'S COUNCIL.

The People's Council may, in accordance with its policies and internal rules, exercise the following powers and responsibilities:

1. *Selection of CSOs to Local Special Bodies (LSBs).* To elect or select, from among its member organizations, the Civil Society Organizations (CSOs) that shall represent the Council in Local Special Bodies (LSBs), in accordance with this Ordinance and applicable laws;
2. *Coordination of Representation.* To ensure appropriate sectoral representation and compliance with the composition requirements of LSBs, and to coordinate with the CSO Desk Officer and the secretariats of the concerned bodies on representation needs and qualifications;
3. *Endorsement and Certification.* To endorse and certify the CSOs selected for representation to LSBs, including their principal and alternate designations, for submission to the appropriate authorities;
4. *Facilitation of Participation.* To coordinate and facilitate the participation of its member organizations in local governance processes, including planning, implementation, monitoring, and evaluation of programs, projects, and activities of the Municipal Government;
5. *Policy Engagement and Representation.* To participate, through its member organizations and their designated representatives, in deliberations, consultations, and other governance processes; propose policy or legislative measures through appropriate channels; and promote the exercise of the right to information on matters of public concern, consistent with applicable laws;
6. *Institutional Development.* To establish mechanisms that facilitate coordination among CSOs, including the formation of sectoral groups, federations, or coalitions, and the strengthening of their organizational capacities; and
7. *Non-Compensation Principle.* To ensure that participation of the People's Council and its member organizations is without compensation or remuneration, except for reasonable allowances for attendance in meetings or authorized travel, subject to applicable accounting and auditing rules; *provided*, that the Municipal Government may extend necessary support to enable such participation.

SECTION 23. INTERNAL RULES OF THE PEOPLE'S COUNCIL.

The People's Council shall adopt and enforce its internal rules, consistent with this Ordinance and applicable laws, rules, and regulations. Such rules shall provide for transparent, participatory, and accountable governance, including adequate consultation mechanisms to obtain the views and suggestions of its member organizations and other legitimate CSOs.

Only accredited CSOs shall be entitled to voting and nomination rights under the internal rules of the People's Council. Accordingly, no recognized CSO, political party, government employees' organization, or other non-accredited entity shall be eligible to vote, nominate or be nominated to the People's Council Executive Board (PCEB), or be nominated by the Council for representation to Local Special Bodies (LSBs), nor shall they be granted the rights and privileges of accredited CSOs under this Ordinance.

Any change in the name of the People's Council shall be approved by a majority vote of the accredited CSO members present at a meeting duly called for the purpose, and shall be reported to the Sangguniang Bayan for record purposes.

The People's Council may modify its organizational structure or undertake activities consistent with its purposes, provided that such changes remain in accordance with this Ordinance and applicable laws.

The People's Council shall ensure the observance of quorum and proper procedures in the conduct of its meetings and those of the PCEB, particularly in the adoption of decisions and resolutions.

SECTION 24. PEOPLE'S COUNCIL EXECUTIVE BOARD (PCEB).

a. Composition and Sectoral Representation

The People's Council Executive Board (PCEB) shall be composed of twelve (12) members elected by the People's Council in a general assembly, as follows:

- i. Two (2) representatives from Non-Government Organizations (NGOs);
- ii. Five (5) representatives from People's Organizations (POs); and
- iii. Five (5) representatives from cooperatives.

b. Eligibility and Nomination

Only Civil Society Organizations (CSOs) duly accredited by the proper accrediting body at least six (6) months prior to the date of election shall be eligible to nominate candidates to the PCEB. Nominees must be bona fide members or officers of the accredited CSO they represent.

c. Disqualification

No government official or employee, whether elected or appointed, and regardless of status—regular, contractual, job order, casual, or otherwise—including barangay officials and personnel of any government agency or instrumentality, shall be eligible for nomination, election, or membership in the PCEB. This disqualification shall subsist notwithstanding leave of absence or resignation from government service.

d. Term of Office and Staggered Elections

PCEB members shall serve a term of two (2) years, subject to staggered elections to ensure continuity. In the initial election following the effectivity of this Ordinance:

- i. The top two (2) candidates from each sector with the highest number of votes shall serve for two (2) years; and
- ii. The remaining elected members shall serve for one (1) year.

Thereafter, six (6) members shall be elected annually for a full term of two (2) years.

e. Failure to Meet Sectoral Quota

Sectoral representation under this Section shall be mandatory. In case the required number of qualified nominees or elected members from any sector is not attained, the People's Council shall immediately conduct a supplemental nomination and election process for the concerned sector.

If the required number remains unmet after the supplemental process, the unfilled seat(s) shall remain vacant until filled by a qualified representative from the same sector. In no case shall a seat be filled by a representative from another sector.

f. Vacancies

Any vacancy arising from death, resignation, removal, disqualification, or any other cause shall be filled within thirty (30) days by the PCEB. The replacement shall be selected from among the qualified nominees from the same sector who obtained the next highest number of votes in the immediately preceding election.

If no such nominee is available, a special election limited to the concerned sector shall be conducted. The successor shall serve only for the unexpired portion of the term.

g. Removal from Office

The internal rules of the People's Council shall prescribe the grounds and procedures for the removal or replacement of any PCEB member. Grounds shall include, but not be limited to, habitual absence, gross neglect of duty, and acts undermining the independence and integrity of the People's Council.

Removal shall require the affirmative vote of at least two-thirds (2/3) of all PCEB members and shall be subject to appeal before the full People's Council.

SECTION 25. PCEB OFFICERS.

The PCEB shall elect from among its members a Chairperson and a Secretary, and may elect such other officers as may be deemed necessary.

The Chairperson shall preside over all meetings of the PCEB and shall vote only in case of a tie.

SECTION 26. DUTIES AND RESPONSIBILITIES OF THE PCEB.

The PCEB shall function as the steering committee of the full People's Council and shall perform the following duties and responsibilities:

1. Convene and act as a collegial body to decide on urgent issues and concerns and other matters affecting the operations of the People's Council: *provided*, that decisions of a substantive nature shall be subject to ratification by the People's Council;
2. Report to the People's Council the status of its projects and activities, including issues encountered and corresponding recommendations;
3. Represent the People's Council in meetings and activities where its presence is required or requested;
4. Constitute committees to ensure that major programs are effectively implemented and that tasks and responsibilities are properly delegated;
5. Recommend to the People's Council the adoption of policies and guidelines to govern its operations; and
6. Perform such other duties as may be assigned by the People's Council.

SECTION 27. NON-PARTISAN NATURE

The People's Council shall remain non-partisan and shall not engage in, nor allow itself or its member organizations to be used for, partisan political activities. It shall adopt appropriate measures to safeguard its independence from political influence.

No elected local official, including barangay officials, shall serve as president or chairperson of any accredited Civil Society Organization (CSO) for purposes of this Ordinance. Any such official holding said position upon the effectivity of this Ordinance shall be deemed to have vacated the same, subject to the organization's internal rules.

For purposes of this Ordinance, "partisan political activities" shall refer to acts or statements primarily intended to support or oppose any political party or candidate for elective public office.

ARTICLE VI INSTITUTIONAL SUPPORT MECHANISMS

SECTION 28. CSO DESK.

The Local Chief Executive shall designate one (1) regular employee as CSO Desk Officer of the Municipal Government of Burauen, preferably from the Municipal Agricultural and Biosystems Engineering Office, the Municipal Planning and Development Office, or the Office of the Mayor.

The CSO Desk Officer shall head and supervise the CSO Desk and shall be responsible for the overall management, coordination, and administrative oversight of its operations.

The Municipal Mayor may designate at least three (3) additional employees, preferably with regular status and from the same offices, to assist in the operations of the CSO Desk. The Municipal Mayor may likewise detail or assign other municipal employees, as may be necessary, to support its functions.

SECTION 29. DUTIES AND RESPONSIBILITIES OF THE CSO DESK.

The CSO Desk shall perform the following duties and responsibilities:

1. Serve as the secretariat to the People's Council and the PCEB;
2. Maintain custody of all records and documents of the People's Council;
3. Establish, maintain, and regularly update a database of CSOs in Burauen, categorized as accredited, recognized, or others;
4. Coordinate with the appropriate Sanggunian Committee in the processing of applications for recognition or accreditation;
5. Plan and implement programs, projects, and activities for CSOs, including capacity-building, summits, and recognition initiatives;
6. Ensure the implementation of this Ordinance;
7. Facilitate and ensure the participation of accredited and recognized CSOs in municipal processes, including planning, budgeting, monitoring, and service delivery;
8. Monitor and document CSO attendance and participation in Local Special Bodies and in municipal programs, projects, and activities where their involvement is required or requested;
9. Coordinate with CSO federations and the People's Council in the conduct of meetings and other relevant activities;
10. Coordinate with and submit required reports to the DILG Field Office on CSO-related programs, projects, and activities, as may be required by existing rules; and;

11. Perform such other functions as may be necessary to carry out the objectives of this Ordinance.

ARTICLE VII PARTICIPATORY GOVERNANCE MECHANISMS

SECTION 30. COMPOSITION OF LOCAL SPECIAL BODIES.

The existing compositions of the Municipal Government's Boards, Councils, and other Local Special Bodies shall include the membership and participation of the People's Council or its duly representatives, which shall be at least twenty-five percent (25%) of the membership of the Local Special Body and other CSO Participatory Bodies, consistent with the Local Government Code of 1991 and relevant DILG issuances.

SECTION 31. RIGHT TO SELF-ORGANIZATION.

It shall be the joint responsibility of the Municipal Government and the People's Council to encourage and support the efforts of Burawanon to organize themselves into cooperatives, labor unions, interest groups, NGOs, sectoral organizations and/or POs, to address their common concerns, to promote their common welfare, and/or to serve the municipality or their communities and interests, consistent with the Constitution and existing labor and civil laws.

SECTION 32. PUBLIC HEARINGS, CONSULTATIONS, REFERENDA, AND PLEBISCITES.

It shall be the policy of the Municipal Government to conduct regular public, barangay, and sectoral hearings and consultations on matters affecting the general welfare, and, when appropriate and in accordance with existing laws and regulations, submit controversial issues and legislation to the people in a referendum or plebiscite especially called for the purpose, upon a two-thirds (2/3) vote of all the members of the Sangguniang Bayan and subject to the provisions of existing laws, rules and regulations.

SECTION 33. INFORMATION BOARDS AND SUGGESTION BOXES.

The People's Council shall identify areas within the Municipality for information boards and suggestion boxes such as barangay halls, public plazas, the municipal hall compound, public markets, schools, government offices, and other public places accessible to the people. These boards and boxes shall be separate from those maintained by barangays, the Municipal Government, and national government agencies, and shall be controlled solely by the People's Council.

Copies or summaries of the contents of the suggestion boxes shall be furnished in a timely manner to the Office of the Municipal Mayor, the Office of the Sangguniang Bayan, and the People's Council. The Municipal Government shall respond within fifteen (15) working days to suggestions filed by citizens, as far as practicable and in accordance with law.

SECTION 34. EDUCATIONAL PROGRAMS ON EMPOWERMENT AND SUSTAINABLE DEVELOPMENT.

The Municipal Government shall endeavor to maintain a regular information program, through radio, television where practicable, and/or social media platforms, on municipal policies, programs, projects and activities to adequately inform the people on issues and matters affecting their rights and welfare.

The Municipal Government shall develop and implement a public information, cultural and general education program for the people through appropriate means such as print, films, videos and other visual and digital aids, in partnership with CSOs whenever applicable.

SECTION 35. SECTORAL DESKS.

The Municipal Government shall endeavor to establish and maintain sectoral desks or offices for labor, women, urban poor, students, peasants and agricultural workers, and disadvantaged minors to serve as centers for cooperation, coordination, and joint action with the People's Council on matters affecting the interests of said sectors.

The CSO Desk shall coordinate the operations of the sectoral desks.

SECTION 36. PARTICIPATION OF CSOs IN LOCAL LEGISLATIVE PROCESSES.

The Sangguniang Bayan of Burauen shall endeavor to include representatives of the People's Council in the different standing and special committees of the Sangguniang Bayan as resource persons or sectoral representatives.

The right of these representatives to participate in the deliberations of the committees shall at all times be encouraged and upheld. They may submit written position papers, recommendations, and other inputs relevant to proposed measures.

For the avoidance of doubt, CSO representatives shall not be considered members of the Sangguniang Bayan and shall not have legislative voting rights nor be counted for purposes of determining quorum in the Sangguniang Bayan or its committees.

The absence of CSO representatives shall not in any way prevent the committees from proceeding with its meetings, hearings, or any official business. Whenever practicable, the People's Council shall be notified of scheduled committee hearings and meetings in accordance with the rules of the Sangguniang Bayan.

SECTION 37. PARTICIPATION OF CSOs IN PROJECT IMPLEMENTATION.

LGU Departments and Offices shall endeavor to consciously promote partnership with CSOs in implementing programs, projects and activities, subject to government accounting and auditing rules and regulations.

All departments and offices shall identify, during their planning processes and the preparation of their annual budgets, the programs and projects that will be co-implemented by CSOs. The Municipal Budget Office shall develop a budget template/form to identify those programs, projects, and activities that will be implemented under a partnership or co-implementation modality.

SECTION 38. PARTICIPATION OF CSOs IN BIDS AND AWARDS COMMITTEE (BAC) PROCESSES.

Pursuant to Section 43 of Republic Act No. 12009, otherwise known as the New Government Procurement Act, and its Implementing Rules and Regulations, the Bids and Awards Committee (BAC) of the Municipality of Burauen shall invite, in addition to the representative of the Commission on Audit (COA), at least two (2) observers to sit in its proceedings during the eligibility checking, shortlisting, pre-bid conference, bid evaluation, post-qualification, and all other stages of the procurement process:

- a. One (1) from a duly recognized private group in a sector or discipline relevant to the procurement at hand; and
- b. One (1) from a civil society organization (CSO) or people's organization (PO).

Provided, that the observers have no actual or potential direct or indirect interest in the contract to be bid out;

Provided further, that they come from organizations duly registered with the Securities and Exchange Commission (SEC) or the Cooperative Development Authority (CDA), as the case may be, and meet the qualifications prescribed under Section 43 of RA 12009 and its IRR.

The Sangguniang Bayan strongly encourages the BAC to extend invitations to qualified representatives from the Burauen People's Council or other legitimate local CSOs, whenever they satisfy the required independence, registration, and sectoral relevance.

The absence or non-attendance of the observers, despite due invitation, shall not nullify or invalidate the proceedings of the BAC.

SECTION 39. PARTICIPATION OF CSOs IN THE LOCAL BUDGET PROCESS.

The Municipal Government of Burauen shall ensure the meaningful participation of Civil Society Organizations (CSOs) in all stages of the local budget process. It shall adopt participatory approaches in partnership with CSOs to bring citizens closer to government and to promote responsive, transparent, and accountable governance. Such participation shall be ensured in each phase of the local budget process, as follows:

- a. *AIP Preparation.* During the preparation of the Annual Investment Program (AIP), the Municipal Planning and Development Office (MPDO) shall invite CSOs to participate in the AIP preparation. CSOs shall help confirm the consistency of the AIP with the approved Local Development Investment Program (LDIP) and raise any inconsistencies, if any.
- b. *AIP Approval by the Sangguniang Bayan.* When the Sangguniang Bayan enacts the resolution approving the AIP, accredited CSOs may invite during committee meetings to deliberate on the AIP.
- c. *Budget Preparation.* During the budget preparation phase, accredited CSOs shall furnish a copy of the budget call. The budget call shall require and direct department/office heads to consult relevant accredited CSOs in the formulation of programs, projects and activities (PPAs). The Municipal Budget Office shall also invite accredited CSOs to the budget forum so they may gain overall appreciation of the thrusts and priorities of the LGU for the budget year. CSOs may propose projects for consideration of department/office heads. The Municipal Budget Office shall also invite accredited CSOs during technical budget hearings, taking into account the relevance of CSOs to particular department/office PPAs. Accredited CSOs shall likewise be invited to the State of the Municipality Address (SOMA) of the Mayor.
- d. *Budget Authorization.* The Sangguniang Bayan shall invite accredited CSOs during budget hearings and deliberation sessions, during which CSOs may provide inputs on sectoral concerns. Accredited CSOs may be allowed to observe the voting for the enactment of the Appropriation Ordinance (AO). CSOs shall assist in monitoring the posting and publication of the approved AO and in making such information known to the public.
- e. *Implementation and Accountability.* The Implementing Rules and Regulations (IRR) may include more detailed provisions that shall promote people's participation, including emerging roles of CSOs in budget execution and accountability, taking into consideration relevant circulars of the Department of Budget and Management (DBM) and other national government agencies prescribing participation of CSOs in local budget processes.

**ARTICLE VIII
INCENTIVES AND RECOGNITION**

SECTION 40. ALLOWANCES FOR CSO ATTENDANCE DURING MEETINGS OF LOCAL SPECIAL BODIES AND COUNCILS.

Pursuant to DILG Memorandum Circular No. 2025-060, entitled "Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies," the Municipality is encouraged to provide necessary travel expenses and allowances for CSO members of the LDC and other CSOs participating in local governance processes. Subject to compliance with prevailing accounting and auditing rules and regulations.

The Local Government Unit of Burauen may grant a meeting allowance to the President or Chairperson of accredited or recognized Civil Society Organizations (CSOs) of the Local Government Unit of Burauen through the Sangguniang Bayan, or their duly authorized representatives, who attend meetings of Local Special Bodies and CSO Participatory bodies, in recognition of their services and to encourage active participation.

To help ensure proper representation and attendance, the Municipal Government of Burauen may provide a meeting allowance to CSO representatives based on the geographical classification and official registered address of their organization, as indicated in its accreditation records or Certificate of Registration issued by any national government agency empowered by law or policy to register or accredit such organizations.

The following meeting allowance rates are hereby adopted:

- a. **Poblacion Barangays** – Three Hundred Pesos (₱300.00) per meeting
- b. **Lowland Barangays** – Four Hundred Pesos (₱400.00) per meeting
- c. **Upland South Barangays** – Five Hundred Pesos (₱500.00) per meeting
- d. **Upland West Barangays** – Five Hundred Pesos (₱500.00) per meeting

The CSO Desk shall be responsible for processing the necessary documents and facilitating the release of the said allowance on a quarterly basis, subject to the availability of funds and in accordance with existing accounting, budgeting, and auditing rules and regulations.

This provision shall apply regardless of whether the attending representative is the President, Chairperson, or any other duly authorized representative of the CSO.

SECTION 40. CLASSIFICATION FOR BARANGAYS

For purposes of this Section, the barangays of the Municipality of Burauen are classified into four (4) areas as follows:

a. POBLACION BARANGAYS

- i. Poblacion District 1
- ii. Poblacion District 2
- iii. Poblacion District 3
- iv. Poblacion District 4
- v. Poblacion District 5
- vi. Poblacion District 6
- vii. Poblacion District 7
- viii. Poblacion District 8
- ix. Poblacion District 9

b. LOWLAND BARANGAYS

- i. Balorinay
- ii. Arado
- iii. San Pablo
- iv. Tambuco
- v. Malaguinabot
- vi. Gitabla
- vii. Patong
- viii. Libas
- ix. Hugpa East
- x. Malabca
- xi. Gamay
- xii. Tabuanon
- xiii. Buri
- xiv. Kalipayan
- xv. Cadahunan
- xvi. Villa Rosas
- xvii. Paitan
- xviii. Maghubas

c. UPLAND SOUTH BARANGAYS

- i. Kagbana
- ii. Mahagnao
- iii. Logsongan
- iv. Candag-on
- v. Villa Patria
- vi. Cansiboy
- vii. Hapunan
- viii. Balao
- ix. Paghudlan
- x. Hibunauan
- xi. Kaparasanan
- xii. Limburan
- xiii. Esperanza
- xiv. Sambel
- xv. Ilihan
- xvi. Pangdan
- xvii. Balatson
- xviii. Laguiwan
- xix. Calsadahay
- xx. Dumalag
- xxi. Pawa
- xxii. San Esteban
- xxiii. Moguing
- xxiv. San Jose East
- xxv. San Jose West

d. UPLAND WEST BARANGAYS

- i. Damulo-an

- ii. Buenavista
- iii. Calao
- iv. Anonang
- v. Dinaayan
- vi. Villa Corazon
- vii. Villa Aurora
- viii. Roxas
- ix. Patag
- x. Matin-Ao
- xi. Tagadtaran
- xii. Takin
- xiii. San Fernando
- xiv. Caanislagan
- xv. Catagbacan
- xvi. Abuyogon
- xvii. Cagangon
- xviii. Malaihao
- xix. Hugpa West
- xx. Maabab
- xxi. Tambis
- xxii. Toloyao
- xxiii. Cali
- xxiv. Bobon
- xxv. Taghuyan

SECTION 41. BURAUEN BAYANIHAN WEEK.

The third week of October is hereby declared as “Burauen Bayanihan Week.”

The Burauen People’s Council, in coordination with accredited Civil Society Organizations (CSOs), shall take the lead in organizing activities to commemorate the occasion. The week shall be dedicated to promoting the spirit of bayanihan, fostering collaboration among CSOs, and showcasing outstanding community initiatives and best practices.

SECTION 42. ANNUAL AWARDS FOR OUTSTANDING CSOs.

The Municipal Government of Burauen shall recognize exemplary performance and good practices by Civil Society Organizations (CSOs) through the conferment of the Annual Awards for Outstanding CSOs. These awards shall be given during the celebration of Burauen Bayanihan Week.

The nomination process, selection criteria, categories, and other guidelines for the awards shall be formulated and included in the Implementing Rules and Regulations (IRR) of this ordinance.

Any cash component of the awards granted to winning CSOs shall be utilized exclusively for the implementation of community projects or programs, subject to the guidelines to be issued by the Municipal Mayor and in accordance with existing accounting, budgeting, and auditing rules and regulations.

SECTION 43. ANNUAL CSO SUMMIT.

The Municipal Government of Burauen, through the CSO Desk Officer and the Sangguniang Bayan Committee on Civil Society Organizations, shall organize an Annual CSO Summit to be participated in by all accredited or recognized Civil Society Organizations in the Municipality. The summit shall be held preferably during the Burauen Bayanihan Week.

The Annual CSO Summit aims to:

1. Review the state of people's participation and civil society engagement in local governance;
2. Identify gaps, challenges, and areas for improvement; and
3. Discuss strategic actions and commitments among stakeholders to strengthen participatory governance and deepen the practice of genuine democracy at the local level.

ARTICLE IX PLANNING AND FUNDING

SECTION 44. CSO DEVELOPMENT AND EMPOWERMENT PLAN.

The Municipal Planning and Development Office (MPDO) shall assist and guide the Burauen People's Council in formulating a comprehensive CSO Development and Empowerment Plan at the beginning of every new administration. The Plan shall include corresponding annual work and financial plans.

The CSO Development and Empowerment Plan shall be submitted to the Sangguniang Bayan for review and approval. Upon approval, the said Plan shall be formally adopted by the Municipal Government of Burauen and shall serve as the blueprint for strengthening civil society participation and capacity development in the municipality.

SECTION 45. FUNDING SUPPORT FOR THE PEOPLE'S COUNCIL

The Municipal Government of Burauen may allocate the necessary funds for the effective implementation of this Ordinance and to support the programs, projects, and activities of the Burauen People's Council. Such funds shall be charged against the Annual Investment Plan (AIP) or any available local funds, subject to:

- a. Annual budget deliberation and approval by the Sangguniang Bayan;
- b. Existing budgeting, accounting, and auditing rules and regulations; and
- c. The specific guidelines to be jointly prepared by the People's Council and the Municipal Planning and Development Office, and approved by the Municipal Mayor.

SECTION 46. CAPACITY BUILDING AND PEOPLE'S FUND

The Municipal Government shall include in its annual budget appropriate funds for the capacity development of the Burauen People's Council and accredited Civil Society Organizations in relation to their participation in local governance, subject to the usual budget process.

The Municipal Government, through the CSO Desk, shall allocate funds and implement capacity-building activities for CSOs, such as:

- a. Community organizing;
- b. Establishment and strengthening of cooperatives, people's organizations, non-government organizations, interest groups, and labor organizations; and
- c. Other activities that promote and advance the people's right to self-organization and meaningful participation in governance.

No part of the public funds appropriated under this Section shall be used for religious worship or propagation, or for any form of partisan political activity. In no case shall such funds be utilized for purposes other than those defined in the approved CSO Development and Empowerment Plan.

ARTICLE X BARANGAY AND LOCAL LINKAGES

SECTION 47. BARANGAY COMMITTEE ON CIVIL SOCIETY ORGANIZATION.

Every barangay in the Municipality of Burauen is strongly encouraged to establish a Committee on Civil Society Organization for the Coordination and People’s Participation as a regular committee of the Sangguniang Barangay.

The Committee shall be chaired by a member of the Sangguniang Barangay and shall be primarily responsible for promoting regular interaction and collaboration between the barangay government and civil society organizations operating within its jurisdiction.

Barangays shall endeavor to foster an environment conducive to participatory governance. In particular, they shall ensure that CSOs are actively involved and represented in mandated bodies such as the Barangay Development Council (BDC).

Every barangay shall conduct an annual inventory of CSOs operating within its jurisdiction and submit an updated list of accredited and active CSOs to the Municipal CSO Desk not later than the 31st of January of each year.

**ARTICLE XI
IMPLEMENTATION AND FINAL PROVISIONS**

SECTION 48. IMPLEMENTING RULES AND REGULATIONS.

Within ninety (90) days from the effectivity of this Ordinance, the CSO Desk Officer and the Municipal Legal Officer, in consultation with DILG-MLGOO, CSOs and the Sangguniang Committee on CSOs, shall determine effective ways and methods for the implementation of this Ordinance and shall draft the Implementing Rules and Regulations (IRR) for approval by the Municipal Mayor through an Executive Order.

SECTION 49. TRANSITORY PROVISIONS.

Within thirty (30) days from the effectivity of this Ordinance, the CSO Desk Officer, the Secretariat of the Sangguniang Bayan, and the Chairperson of the Sangguniang Bayan Committee on Civil Society Organizations shall convene all accredited Civil Society Organizations (CSOs) for the purpose of initiating the implementation of this Ordinance.

a. Interim People’s Council and Executive Board

An interim People’s Council Executive Board (PCEB) shall be constituted from among accredited CSOs, which shall serve in a temporary capacity until the formal organization of the People’s Council under this Ordinance.

The interim PCEB shall:

- i. Assist in the formulation of the Implementing Rules and Regulations (IRR);
- ii. Facilitate the organization and institutionalization of the People’s Council;
- iii. Coordinate with the Municipal Government in preparing for the initial implementation of programs and activities under this Ordinance; and
- iv. Perform such other functions as may be necessary for the orderly transition to the full implementation of this Ordinance.

The interim PCEB shall cease to exist upon the formal constitution of the People's Council and the election of a regular People's Council Executive Board in accordance with this Ordinance and its IRR.

b. Continuity of Existing Accreditation and Representation

All CSOs previously accredited or recognized by the Sangguniang Bayan prior to the effectivity of this Ordinance shall be deemed provisionally valid, and may continue to exercise their rights and privileges, including representation in Local Special Bodies (LSBs), until the expiration of their accreditation or recognition, unless sooner revoked or withdrawn for cause.

Pending the full implementation of the selection process under this Ordinance, existing CSO representatives in Local Special Bodies shall continue to serve in a holdover capacity until their successors are duly selected or appointed.

c. Transition to New Selection and Participation Mechanisms

Upon the adoption of the IRR and the formal organization of the People's Council:

- i. All CSO representation in Local Special Bodies shall be aligned with the selection process prescribed under this Ordinance;
- ii. Any vacancy or reconstitution of CSO representatives shall thereafter be governed by the provisions of this Ordinance and the rules of the People's Council.

d. Harmonization with National Guidelines

During the transition period, and until full compliance mechanisms are established, implementation shall be guided, suppletorily, by applicable issuances of the Department of the Interior and Local Government, particularly those governing CSO accreditation and representation in Local Special Bodies.

SECTION 50. ADAPTATION TO NATIONAL ISSUANCES AND DILG MEMORANDUM CIRCULARS.

The implementation of this Ordinance shall be consistent with applicable laws, rules, and regulations, including issuances of the Department of the Interior and Local Government and other competent national government agencies.

In the event that new or updated guidelines, standards, or procedures are issued, particularly through Memorandum Circulars following local elections, such issuances shall be deemed suppletory and automatically applicable, insofar as they are consistent with this Ordinance.

The Municipal Government, the People's Council, and other concerned bodies shall adopt and align their processes, rules, and procedures accordingly, including through amendments to the Implementing Rules and Regulations (IRR), without the need for further legislative enactment; provided, that no such adoption shall diminish or impair substantive rights granted under this Ordinance.

In case of inconsistency between this Ordinance and mandatory national guidelines, the latter shall prevail, and the Municipality shall take appropriate measures to harmonize local policies, including through amendment of the IRR or, when necessary, this Ordinance.

SECTION 51. SEPARABILITY CLAUSE.

If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue to be in full force and effect.

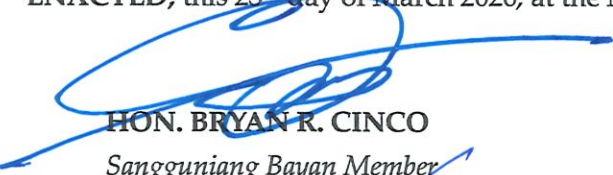
SECTION 52. REPEALING CLAUSE.

All ordinances, resolutions, executive issuances, rules, and regulations, or parts thereof, which are inconsistent with any provision of this Ordinance are hereby repealed, amended, or modified accordingly.

SECTION 53. EFFECTIVITY CLAUSE.

This Ordinance shall take effect after compliance with the publication and/or posting requirements under Section 59 of the Local Government Code of 1991 and other applicable laws.

ENACTED, this 23rd day of March 2026, at the Municipality of Burauen.


HON. BRYAN R. CINCO

Sangguniang Bayan Member


HON. JUANITO E. RENOMERON

Sangguniang Bayan Member


HON. HERMENIA C. CAMASIN

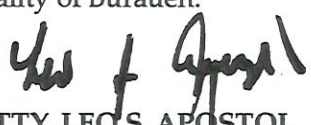
Sangguniang Bayan Member


HON. ANDRES REYE CAGARA

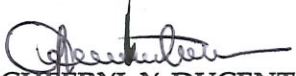
Sangguniang Bayan Member


HON. JUSTINE MERP G. ANDRADE

PPSK President / Ex-Officio SB Member


ATTY. LEO S. APOSTOL

Sangguniang Bayan Member


HON. CHEERYL Y. DUCENTES

Sangguniang Bayan Member


HON. SEAN T. CORDERO

Sangguniang Bayan Member


HON. MA. HAZEL E. RELATORRES

LnB Municipal Chapter President/ Ex-Officio SB Member

I HEREBY CERTIFY that this Ordinance was enacted by the Sangguniang Bayan of Burauen, Leyte, during its 38th Regular Session held on March 23, 2026.


ATTY. RUDEJANE S. TAN

Secretary to the Sanggunian

ATTESTED:


HON. WARREN V. HERMANO

Vice Mayor/Presiding Officer

APPROVED:

HON. FE S. RENOMERON

Municipal Mayor

Date: MAR 30 2026



OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATE OF POSTING

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that Municipal Ordinance No. 26-193, Series of 2026 of the Sangguniang Bayan of Burauen, Leyte, entitled, *"An Ordinance Institutionalizing Partnership in Local Governance Between the Municipal Government of Burauen and the People of Burauen Through the Civil Society Organizations (CSOs) Providing for Their Accreditation or Recognition and Participation in Local Special Bodies, and for Other Purposes"*, was approved on March 30, 2026, and has been posted in two (2) conspicuous and publicly accessible places of the municipality from April 2, 2026 to April 12, 2026 in compliance with Section 59, paragraph (b) of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991".

Burauen, Leyte, April 20, 2026.


ATTY. RUDEJANE S. TAN
Secretary to the Sanggunian