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Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
A. Francisco Gold Condominium II, EDSA, Diliman, Quezon City
OFFICE OF THE SECRETARY



August 4, 2010

**MEMORANDUM CIRCULAR
NO. 2010 - 73**

TO : ALL PROVINCIAL GOVERNORS, CITY MAYORS, MUNICIPAL MAYORS, PRESIDING OFFICERS OF THE SANGGUNIANG PANLALAWIGAN, SANGGUNIANG PANLUNGSOD AND SANGGUNIANG BAYAN, DILG REGIONAL DIRECTORS, ARMM REGIONAL GOVERNOR, AND OTHERS CONCERNED

SUBJECT : ACCREDITATION OF PEOPLE'S ORGANIZATIONS, NON-GOVERNMENTAL ORGANIZATIONS AND SIMILAR AGGRUPATIONS, AND SELECTION OF REPRESENTATIVES TO THE LOCAL SPECIAL BODIES

Purpose

To reiterate the provisions of the Local Government Code and its Implementing Rules and Regulations and to provide other clarificatory guidelines relative to the accreditation of people's organizations, non-governmental organizations and other organized groups, and in the selection of their representatives to the local special bodies.

Coverage

All local governments, and people's organizations, non-governmental organizations, and business, professional and other organized groups intending to apply for accreditation and to seek representation in the Local Development Councils, Local Health Boards, Local School Boards, and Local Peace and Order Councils are covered by this Circular.

As used in this Memorandum Circular, a non-governmental organization (NGO) is an intermediary organization between the people and the State, and where the principal interest is to promote the welfare of the poor and disadvantaged, and where the members do not necessarily belong to such marginalized sector and live in the same community. On the other hand, a people's organization (PO) refers to an association of residents in a barangay, or barangays, established to promote the public interest and with an identifiable leadership structure and membership. 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, differently-abled persons, senior citizens, victims of calamities and disasters, youth and students, children, and urban poor as defined under Republic Act No. 8425, or the Social Reform and Poverty Alleviation Act of 1997.

People's organizations, non-governmental organizations, socio-civic groups, associations of professionals, and related associations fall under the category of civil society organizations. Business organizations such as the Philippine Chamber of Commerce and Industry or its local chambers or affiliates fall under the category of private sector organizations.

In this Circular, terminologies in the Local Government Code, i.e., people's organizations, non-governmental organizations and business and professional groups are used.

Inventory and Directory of People's Organizations, Non-Governmental Organizations and Similar Aggrupations

1. **Within the month of August**, every Provincial Governor, City Mayor, and Municipal Mayor shall cause the inventory by the Planning and Development Office or by a duly designated appointive official of ALL people's organizations, non-governmental organizations, and business and professional groups, or the updating of such an inventory, if already available, within the local government unit.
2. On the basis of the said inventory, a Directory of People's Organizations, Non-Governmental Organizations and Business and Professional Groups is to be prepared, and shall contain the following information for every people's organization, non-governmental organization, business or professional group:
 - (a) Name, office address, telephone number, fax number and email address, if any;
 - (b) Objectives or purposes and services offered;
 - (c) Community or communities served or currently being served;
 - (d) Project development and implementation track record;
 - (e) Names, addresses, telephone or fax numbers of officials, as well as list of members;
 - (f) National, regional, provincial, city and municipal affiliations, if any; and
 - (g) Whether the organization is registered, and by which government office, or with a pending registration.

Governor or Mayor may enlist the support of the head of the DILG Field Office in the conduct of such inventory and in the preparation of the said directory.

Call for Accreditation

1. **Within the month of August**, the sanggunian, through the Presiding Officer, shall issue a Notice of Call for Accreditation to every organization listed in the Directory of People's Organizations, Non-Governmental Organizations and Business and Professional Groups, whether previously accredited or seeking accreditation for the first time.
2. **A special invitation shall also be sent to all POs and NGOs operating in KALAHI-CIDSS areas, and to all POs and NGOs representing various local boards or councils pursuant to applicable laws and rules and regulations, encouraging these organizations to participate in the accreditation and selection processes.**
3. It shall, likewise, be the responsibility of the sanggunian to see to it that:
 - (a) Copies of the Notice of Call for Accreditation are prominently posted in conspicuous and publicly accessible places within the provincial capitol, city or municipal hall, within the whole month of August; and
 - (b) Application Forms are readily available at the Office of the Secretary to the Sanggunian.

4. Within the first week of August, but not later than the last working day of the said week, every people's organization, non-governmental organization and business or professional group seeking for a new accreditation, or renewal, shall submit one (1) copy each of the following requirements to the sanggunian:

- (a) Letter of Application;
- (b) Duly accomplished Application Form for Accreditation;
- (c) Board Resolution signifying intention for accreditation for the purpose of representation in the local special body;
- (d) Certificate of Registration;
- (e) List of current officers and members;
- (f) Annual Accomplishment Report for the immediately preceding year; and
- (g) Financial Statement, at the minimum, signed by the executive officers of the organization, also of the immediately preceding year, and indicating therein other information such as the source(s) of funds.

Refer to Attachments "A" and "B" for a sample Letter of Application and Application Form for Accreditation, respectively.

Accreditation Proper

1. Within the last two weeks of August, the sanggunian shall evaluate all applications for accreditation on the basis of the following criteria:

- (a) Registration with the Securities and Exchange Commission, Cooperative Development Authority, Department of Labor and Employment, Department of Social Welfare and Development or any national government agency that is empowered by law or policy to accredit people's organizations, non-governmental organizations or private sector groups. If not formally registered, an organization may be recognized by the sanggunian only for purposes of meeting the minimum requirements for membership of such organization in a local special body;
- (b) Organizational purposes and objectives which include community organization and development, institution-building, local enterprise development, livelihood development, capacity-building, and similar developmental objectives and considerations;
- (c) Community-based with project development and implementation track record of at least one (1) year;
- (d) Reliability as evidenced by the preparation of annual reports and conduct of annual meetings duly certified by the board secretary of the organization; and
- (e) Such other related information which the concerned sanggunian may deem essential in the evaluation process.

In addition, the following criteria shall apply insofar as the following local special bodies are concerned:

- (a) In the case of the Local Health Board, the organization is involved in health services;

- (b) In the case of the Local School Board, representative-organizations shall be limited to parents-teachers associations, and teachers' organizations and organizations of non-academic personnel of public schools in the locality, and in the absence of the latter, other associated organizations; and
 - (c) In the case of the Local Peace and Order Council, organizations shall come from the academe, civic, religious, youth, labor, legal, business and media organizations.
2. The sanggunian shall issue a Certificate of Accreditation to every qualified people's organization, non-governmental organization and business or professional group before but not later than the last working day of August. Refer to Attachment "C" for a sample of Certificate of Accreditation.

Other Guidelines for Accreditation

1. The sanggunian may, ipso facto, accredit people's organizations, non-governmental organizations and business or professional groups which comply with all the administrative requirements and satisfy the criteria enumerated in this Memorandum Circular.
2. An organization and its chapters, affiliates, field offices or local organizations may be qualified for accreditation in the localities where such entities operate provided that they comply with all the requirements and meet the criteria set forth in this Issuance.
3. An organization which coverage does not include an entire local government unit to which it seeks accreditation may still be accredited provided that it complies with the requirements for accreditation and that its programs or projects have significant impact in the concerned local government unit.
4. Any previously accredited people's organization, non-governmental organization and business or professional group is to renew accreditation for the purpose of representation in a local special body.
5. Accreditation is a continuing process wherein a people's organization, non-governmental organization and business or professional group may apply and obtain accreditation at any time. The only legal effect of not applying for accreditation, within the period prescribed by law and reiterated in this Memorandum Circular, is that such organization is not entitled for a representation in a local special body.

Appellate Jurisdiction

The sanggunian shall have original and exclusive jurisdiction to accredit organizations for membership in the local special bodies. The higher sanggunian, or the Secretary of Interior and Local Government, in the case of provinces, highly urbanized cities and independent component cities, shall have appellate jurisdiction over appeals from those applying but whose accreditation are not approved. The appeal shall be made within fifteen (15) days from the receipt of the disapproval. The decision of the higher sanggunian, or the Secretary of Interior and Local Government, shall be final and executory. In the event that the appeal is not acted upon within fifteen (15) calendar days from receipt of the appeal, the said appeal shall be deemed approved.