



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, West Triangle, Quezon City
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MEMORANDUM CIRCULAR

No. 2025-060

TO : ALL PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS, PRESIDING OFFICERS OF THE SANGGUNIANG PANLALAWIGAN, PANLUNGSOD AND BAYAN, DILG REGIONAL, PROVINCIAL AND CITY DIRECTORS, CITY AND MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICERS, BARMM MINISTER OF LOCAL GOVERNMENT, CSO DESK OFFICERS, LOCAL PLANNING AND DEVELOPMENT OFFICERS, CIVIL SOCIETY ORGANIZATIONS, AND OTHERS CONCERNED

SUBJECT : GUIDELINES ON THE ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS AND SELECTION OF REPRESENTATIVES TO THE LOCAL SPECIAL BODIES

DATE : JUN 23 2025

1.0. Background

- 1.1. Section 34 of the Republic Act (RA) No. 7160 or the Local Government Code of 1991 mandates that Local Government Units (LGUs) support the creation and operation of people's organizations (POs) and nongovernmental organizations (NGOs), enabling their active participation in the promotion of local autonomy.
- 1.2. Article 62, Rule XIII of the Implementing Rules and Regulations (IRR) of the Local Government Code of 1991 strengthens the aforementioned provision, emphasizing that NGOs and POs should be included in the planning and execution of local government projects and activities. This includes participation in local special bodies (LSBs) and assisting in the delivery of public services.
- 1.3. Article 64 of the same IRR provides the procedures and guidelines for selecting representatives of Civil Society Organizations (CSOs) to the LSBs. It also sets forth the criteria for CSO accreditation, which shall guide the concerned sanggunian in accrediting CSOs for representation in the LSBs.

- 1.4. This Department recognizes that in forming a sustainable foundation of good governance, it is equally important to develop and strengthen partnerships with CSOs in order to empower citizens to articulate their needs as they participate in the decision-making processes, program planning, implementation, monitoring, and evaluation at the local level, which can increase the responsiveness and efficiency of local governments in delivering services.
- 1.5. The Accreditation of CSOs is a continuous process wherein a CSO may apply and obtain accreditation at any time. Article 64 (c) of the IRR of the Local Government Code provides that the Sanggunian shall complete the accreditation process within sixty (60) days from the organization of the newly elected sanggunian. If after the lapse of the 60-day period, the LSBs still lack CSO representation, the Sanggunian may continue the process of accreditation until a qualified CSO passes the accreditation and thereby serves as representation in the respective LSBs. On the other hand, CSOs that failed to complete the requirements for accreditation within the said period or have submitted within the period but CSO representation has already been met, will no longer be entitled to representation; however, they can still participate in the implementation of programs of the concerned LGUs.
- 1.6. This Memorandum Circular is issued to provide the guidelines on the process for accreditation and selection of CSOs and their representatives to the LSBs, and to strengthen their participation in local governance and development processes, reiterating and strengthening the provisions of RA No. 7160 and its Implementing Rules and Regulations.

2.0. Coverage

- 2.1. This Memorandum Circular shall cover all provinces, cities and municipalities, and all civil society organizations intending to apply for accreditation to seek representation in the LSBs.
- 2.2. A civil society organization and its chapters, affiliates, offices or local organizations, and an organization that does not cover an entire LGU are also covered by this Memorandum Circular. Such organization may be qualified for accreditation in the localities where such entities operate; provided that, (a) they comply with all the requirements and criteria set forth in this Memorandum Circular and (b) their programs or projects have contribution to the concerned LGU.
- 2.3. This Memorandum Circular shall only involve the accreditation process for CSOs for the purpose of representation in the LSBs.
 - 2.3.1. Although the IRR of RA No. 7160 include the People's Law Enforcement Boards (PLEBs) as among the LSBs, the provisions of the Code as to the manner of selecting representatives to the LSBs do not find application to the PLEBs. As such, this Memorandum Circular does not apply to the PLEBs.

2.3.2. Likewise, this Memorandum Circular does not apply to the Pre-qualification, Bids and Awards Committees (PBAC), now called Bids and Awards Committees (BAC), considering that unlike the old PBAC, the composition of the BAC is now limited to local government personnel capacity occupying plantilla positions in LGUs. However, while the BAC is still required to invite at least two (2) observers from NGOs or private organizations, the selection of these NGOs or private organizations is not covered by this Memorandum Circular. The guidelines for the invitation of observers, their qualifications and responsibilities, are provided for in Article V, Section 43 of the New Government Procurement Act or RA No. 12009¹.

2.3.3. Furthermore, this Memorandum Circular does not prescribe the specific guidelines for the appointment of and the issuance of security clearances for CSO representatives to the Local Peace and Order Councils (LPOC). Such guidelines shall be provided for in a separate Memorandum Circular.

3.0. Definition of Terms

- 3.1. *Civil Society Organization (CSO)* – refers to a non-state and non-profit association that works to improve society and the human condition. Basic types of CSOs include non-governmental organizations, people's organizations, civic organizations, cooperatives, social movements, professional groups, business groups, and people's councils. In this Memorandum Circular, the terms "CSO" and "organization" are used interchangeably.
- 3.2. *Non-Governmental Organization* – refers to a non-profit, non-stock 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.
- 3.3. *People's Organization* – 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 students, children, and urban poor.
- 3.4. *Indigenous Peoples' Organization (IPO)* – refers to a private, non-profit, voluntary organization of members of indigenous cultural communities

¹ New Government Procurement Act (Republic Act. 12009)

(ICCs) or indigenous peoples (IPs), which are accepted as representatives of such ICCs or IPs.

- 3.5. *Civic Organization* – refers to any local service club, fraternal society or association, volunteer group, or local civic league or association not organized for profit but operated exclusively for educational or charitable purposes, including the promotion of community welfare, and the net earnings of which are devoted exclusively to charitable, educational, recreational or social welfare purposes.
- 3.6. *Cooperative* – refers to an autonomous and duly registered association of persons with a common bond of interests who have voluntarily joined together to achieve their social, economic, and cultural needs and aspirations and making equitable contributions to the capital required, patronizing their products and services and accepting a fair share of risks and benefits of the undertaking in accordance with the universally accepted cooperative principles.
- 3.7. *Social Movement* – refers to a large informal grouping of individuals or organizations that aims to affect social change through sustained, organized and collective action. Some social movements are not permanent institutions but instead tend to coalesce, pursue their aims, and then dissolve. Religious movements and church-based organizations are included in this category.
- 3.8. *Professional Group* – refers to a duly incorporated non-stock corporation of registered professionals established for the benefit and welfare of the professionals of one discipline, for the advancement of the profession itself and for the other professional ends.
- 3.9. *Business Group* – refers to a non-stock corporation composed of businesses in the same industry established to pursue the interest of the industry. Chambers of commerce and industry associations fall in this category.
- 3.10. *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.
- 3.11. *Recognized Organization* – refers to an organization allowed by the sanggunian to participate in a local special body for purposes of meeting the minimum requirements of membership. An organization may only be recognized if it meets all the criteria except for registration.
- 3.12. *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), or the Department of Human Settlements and Urban Development (DHSUD).

- 3.13. *Accredited Organization* – refers to an organization that has obtained an accreditation certificate or certification from the Department of Social Welfare and Development (DSWD), Department of Agriculture (DA), Department of the Interior and Local Government (DILG), or any other national government agency (NGA) that is empowered by law or policy to accredit such organizations.
- 3.14. *Accreditation* – refers to the process of granting authorization to an organization for purposes of representation to a local special body. An organization may still be accredited after the prescribed 60-day period for other purposes, such as participation in local government programs.
- 3.15. *Inventory* – refers to the process of gathering CSO information from, among others, CSO networks, the DILG Provincial CSO Network Map, and other NGAs empowered to accredit or register CSOs. The output of this process is a Directory.
- 3.16. *Directory* – refers to a document that contains a profile of CSOs in a local government
- 3.17. *Local Special Bodies (LSBs)* – refers to the Local Development Council (LDC), Local Health Board (LHB), Local School Board (LSaB) and Local Peace and Order Council (LPOC).

4.0. General Guidelines

The following guidelines are hereby prescribed for the guidance of all concerned.

4.1. Inventory and Directory of Civil Society Organizations

- 4.1.1. All provinces, cities and municipalities, through the CSO Desk Officer or Local CSO Officer-in-Charge, Local Planning Development Office (PDO) or a duly-designated LGU appointive official, are encouraged to conduct an inventory to generate or update their existing Directory of CSOs (sample format attached as Annex A). The final updated Directory shall serve as the source document for the issuance of Notice of Call for Accreditation. The directory shall at least contain the following information for each CSO:
 - 4.1.1.1. Name of the Organization;
 - 4.1.1.2. Contact information (office address, telephone number, fax number, email address, and website, if any);
 - 4.1.1.3. Organization's objectives or purposes;
 - 4.1.1.4. Services offered;
 - 4.1.1.5. Project development and implementation track record;

- 4.1.1.6. Name, telephone or mobile phone of the officer-in-charge or a responsible official of the organization;
 - 4.1.1.7. National, regional, provincial, city, and municipal, affiliations, if any; and
 - 4.1.1.8. Registration and/or accreditation information (whether the organization is registered/accredited, and by which NGA, or with a pending registration/accreditation).
- 4.1.2. The thirty (30)-day period allotted for the accreditation process shall commence upon the issuance of the Notice of Call for Accreditation. The updated Directory of Civil Society Organizations (CSOs), prepared pursuant to Section 4.1.1, shall serve as the official reference for identifying community-based people's organizations, non-governmental organizations (NGOs), business and professional groups, and other similar associations to be invited to apply for accreditation.
- 4.1.3. The Governor or Mayor may engage the support of the head of the DILG Field Office, and other appropriate NGAs, and CSO Networks, if any, in the conduct of such inventory and in the preparation of the said Directory.

4.2. Call for Accreditation

- 4.2.1. Within the thirty (30)-day period provided under Article 64 (a) of the IRR of the Local Government Code, the LGUs shall call all community-based people's organizations or NGOs, including business and professional groups, and other similar aggregations to apply with the LGU concerned for accreditation for membership in the local special bodies. A sample form for the Notice of Call for Accreditation is hereto attached as Annex B for reference.
- 4.2.1.1. An invitation shall also be sent to all organizations participating in different government programs, and those 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.
 - 4.2.1.2. The concerned LGUs may call a CSO Conference during the period for the call for CSO accreditation. This may be used as a venue to orient participants on the accreditation guidelines and raise their awareness on the importance of civil society participation in the local governance processes, and to encourage the CSOs to apply for accreditation with their local sanggunian.
 - 4.2.1.3. The DILG Central Office, through the Bureau of Local Government Supervision – Civil Society Organizations /Peoples Participation Partnership

Program (BLGS-CSO/PPPP) PMO and the Support for Local Governance Program (SLGP) PMO shall provide or assist in the development of Training Modules that shall be used in the conduct of the CSO Conference and the training of the concerned DILG officers and LGU functionaries.

- 4.2.1.4. The DILG has provided a sample of application forms for accreditation for the reference of the LGUs, hereto attached as Annex C.
- 4.2.2. Every organization seeking accreditation or renewal thereof shall submit one (1) copy of the following requirements to the sanggunian:
 - 4.2.2.1. Letter of Application (sample format attached as Annex D);
 - 4.2.2.2. Duly accomplished Application Form for Accreditation (sample format attached as Annex C);
 - 4.2.2.3. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in a local special body (sample format attached as Annex E);
 - 4.2.2.4. Certificate of Registration or existing valid Certificate of Accreditation from any NGA (or in the case of IPOs, certification issued by NCIP);
 - 4.2.2.5. List of current Officers (sample format attached as Annex F);
 - 4.2.2.6. For CSOs that have been in operation for at least one (1) year, Minutes of the Annual Meetings of the immediately preceding year as certified by the organization's board secretary (sample format attached as Annex G) or Certification from the board secretary certifying the annual meeting's conduct, including the date, location, attendees, and agenda, if applicable;
 - 4.2.2.7. For CSOs that have been in operation for at least one (1) year, Annual Accomplishment Report for the immediately preceding year (sample format attached as Annex H), if applicable; and
 - 4.2.2.8. For CSOs that have been in operation for at least one (1) year, 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 revenue, expenses and the source(s) of funds (sample format attached as Annex I), if applicable.
- 4.2.3. The sanggunian may promulgate an ordinance identifying alternatives or substitutes for the accreditation requirements or if such alternatives or substitutes are already stipulated in the

Citizen's Charter, such ordinance and/or Citizen's Charter must ensure substantial compliance with Article 64 of the IRR of the Local Government Code. The requirements and evaluation criteria are enumerated under Section 4.2.2 and Section 4.3.1 of this Memorandum Circular.

- 4.2.4. The CSO Desk Officer or Local CSO Officer-in-Charge, Local PDO or a duly designated LGU appointive official shall keep copies of all the accreditation documents submitted by the CSO.
- 4.2.5. All provinces, cities and municipalities are encouraged to adopt their own system of receiving online applications for accreditation.

4.3. Accreditation Proper

- 4.3.1. The sanggunian, through a resolution (sample format attached as Annex J), shall evaluate all applications for accreditation, upon receipt thereof, on the basis of the following criteria:
 - 4.3.1.1. Registration with the SEC, CDA, DOLE, or DHSUD, or accreditation with any recognized NGA that is empowered by law or policy to accredit such organizations;
 - 4.3.1.2. Organization purposes and objectives which include community organization and development, institution-building, local enterprise development, livelihood development, capacity-building, and similar development objectives and considerations;
 - 4.3.1.3. Community-based project development and implementation track record in the province, city or municipality of at least one (1) year; and
 - 4.3.1.4. Reliability as evidenced by the preparation of annual reports and conduct of annual meetings duly certified by the board secretary of the organization.
- 4.3.2. No Certificate of Accreditation shall be issued to any organization that failed to satisfy any of the set criteria under Section 4.3.1 of this Memorandum Circular.
- 4.3.3. A Certificate of Accreditation issued to a CSO shall be valid as determined by the local sanggunian in their ordinance, unless earlier revoked, based on the grounds stated in said ordinance
- 4.3.4. Previously accredited CSOs may be re-accredited by the sanggunian, provided they submit a letter of intent, have not violated any terms, maintained their good standing, and have submitted all updated requirements provided.

4.3.5. The sanggunian shall issue the following if they resolve to accredit the CSOs:

4.3.5.1. Certificate of Accreditation to every qualified CSO (sample form attached as Annex K);

4.3.5.2. Notice to every organization, which applied and satisfied the set criteria but failed to submit all the requirements, encouraging them to complete the lacking requirements as soon as possible (sample form attached as Annex L); and

4.3.5.3. Notice of Non-Qualification to CSOs (sample form attached as Annex M) that were not able to satisfy the requirements and set criteria, informing them of the reason/s for said non-qualification, and encouraging them to participate in other avenues for civil society participation in local governance such as, but not limited to, the sectoral or functional committees of the LDC, and inviting them to the joint organizational meeting reconstituting and convening the LSBs and organizing such committees (sample form attached as Annex M); and

4.3.5.4. Certificate of Recognition to CSOs that meet all the criteria under Items 4.3.1.2 to 4.3.1.4 of this Memorandum Circular, and pass all the requirements stated in Items 4.2.2.1 to 4.2.2.8, except the Certificate of Registration or existing valid Certificate of Accreditation from any NGA (or in the case of IPOs, certification issued by NCIP).

4.3.5.4.1. A Certificate of Recognition issued to a CSO shall be valid as determined by the local sanggunian in their ordinance, unless earlier revoked, based on the grounds stated in said ordinance.

4.4. Selection of Representatives to the LSBs

4.4.1. Within fifteen (15) days after the accreditation process, the DILG Provincial Director, City Director, City Local Government Operations Officer and Municipal Local Government Operations Officer, as the case may be, in coordination with the CSO Desk Officer or Local CSO Officer-in-Charge, Local PDO or a duly-designated LGU appointive official shall issue a notice to all accredited CSOs for a meeting on the selection of representatives to the LSBs (sample form attached as Annex N). The notice shall be posted in at least three (3) conspicuous places within the province, city or municipality. The same shall

also be posted on the LGU bulletin boards, LGU website, social and/or print media, if applicable.

The CSO Desk Officer or Local CSO Officer-in-Charge, Local PDO or a duly designated LGU appointive official, in coordination with the DILG Provincial Director, City Director, City Local Government Operations Officer and Municipal Local Government Operations Officer, as the case may be, shall also send an invitation (sample form attached as Annex O) of the said meeting and the CSO Capacity Development Program to all accredited CSOs.

- 4.4.2. The meeting for the selection of representative-organizations to the LSBs shall be facilitated by a recognized CSO network or the Local People's Council (LPC).
 - 4.4.2.1. Representatives to the LSBs shall be selected based on their relevant experience, expertise, credibility, non-partisan political stance, and collaboration skills with local government.
- 4.4.3 During the said meeting, the CSO Desk Officer or Local CSO Officer-in-Charge, Local PDO or a duly designated LGU appointive official, with the guidance of the DILG Provincial Director, City Director, City Local Government Operations Officer and Municipal Local Government Operations Officer, as the case may be, shall conduct an orientation on the functions of the LSBs and responsibilities of the CSO that will be selected.
- 4.4.4 The executive officers, or the duly authorized representatives, of the selected CSOs shall designate their principal and alternate representatives to the LSBs where they are to sit as members.
- 4.4.5 In LGUs where the Local People's Councils are already established⁴ and recognized by their local sanggunian, such Councils shall identify their principal and alternate representatives to the LSBs. These representatives shall be selected from among the member-organizations, in line with the sanggunian's resolution or ordinance stating their rights and privileges.
- 4.4.6 An organization with an issued Certificate of Recognition or a representative thereof may be permitted by the sanggunian to participate in an LSB for the purpose of meeting the minimum membership requirements.

⁴ Pursuant to DILG Memorandum Circular No. 2021-012 (Establishment of Civil Society Organization Desk and Institutionalization of People's Council in the Local Government Units dated January 28, 2021), as amended by DILG Memorandum Circular No. 2021-054 (Amendment to the DILG Memorandum Circular No. 2021-012, on the Establishment of Civil Society Organization Desk and Institutionalization of People's Council in the Local Government Units dated May 19, 2021)

- 4.4.6.1. CSOs recognized by the LGU and selected by an assembly of accredited CSOs or the Local People's Council may have the same rights and responsibilities in the LSB as other members. However, they shall not have voting rights until they have been formally accredited.
- 4.4.7 In no case shall an organization or a representative thereof be a member of more than one (1) LSB within a province, city, or municipality. In cases where there is a limited number of accredited CSOs in an LGU, a representative-organization may participate in more than one (1) LSB for the sole purpose of meeting the minimum membership requirements but shall only be a voting member of the LSB they are actually represented in.
- 4.4.8 In no case shall the selected representative of an organization be an employee of the provincial, city, or municipal government to avoid conflicts of interest pursuant to Section 1(1), Rule IX, of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees (Republic Act No. 6713).
- 4.4.9 The term of office of a selected representative shall be coterminous with that of the local chief executive concerned. However, if new representatives are not immediately selected, existing CSO representatives shall continue to perform their functions until new representatives are chosen, provided that the new set of representatives shall be selected within the period provided by the IRR of the Local Government Code.
- 4.4.10 The CSO Desk Officer or the Local CSO Officer-in-Charge, Local PDO or a duly designated LGU appointive official shall cause the documentation of the proceedings and submit an official report (sample form attached as Annex P) to the Provincial Governor, City Mayor or Municipal Mayor, as the case may be, copy furnishing the Presiding Officers of the sanggunian, within two (2) working days after the meeting. Said report shall also be posted in at least three (3) conspicuous places within the province, city, or municipality, and posted on the LGU bulletin boards, LGU website, social and/or print media.
- 4.4.11 In the selection of CSO representatives to the LDC, the following shall be taken into consideration:
- 4.4.11.1 Membership in the LDC must have representatives from the women's sector, or as may be practicable, at least forty percent (40%) of the fully-organized council shall be composed of women as prescribed by RA No. 9710 or the Magna Carta of Women;

- 4.4.11.2 Member-organizations to the sectoral or functional committees of the LDC shall be guided by Article 182 (g) of the IRR of the Local Government Code in performing their functions.
 - 4.4.11.3 Similarly, other existing laws enacted and passed subsequent to the passage of the Local Government Code that further define the composition of the LDC and other special bodies, such as, but not limited to, RA No. 8371 or the Indigenous Peoples Rights Act of 1997, RA No. 8435 or the Agriculture and Fisheries Modernization Act of 1997, involving the inclusion of the basic sectors in the LSBs, especially in the LDC, and RA No. 7277 or the Magna Carta for Disabled Persons, involving persons with disabilities (PWDs) in the planning of government programs, should apply as relevant in this section; and
 - 4.4.11.4 Representatives of CSOs operating in the province, city or municipality, as the case may be, shall constitute not less than one-fourth (1/4) of the fully organized council. All provinces, cities and municipalities are encouraged to increase the membership of representative-organizations to one-half (1/2) of the fully organized council to further expand citizen participation.
- 4.4.12 In the selection of CSO representatives to the LHB, the following shall be taken into consideration:
- 4.4.12.1 The representative-organization should be involved in health services or composed of individuals that have competencies that are related to or may contribute to the functions of the LHB.
 - 4.4.12.2 All provinces, cities and municipalities are encouraged to increase the membership of representative-organizations to one-half (1/2) of the fully organized LHB to further expand citizen participation. Such representative-organizations shall represent sectors, such as, but not limited to: ICCs/IPs, agriculture, transport, housing, education, environment, faith-based organizations, senior citizens, PWDs, women, LGBTQIA+ and the youth. Increased representation from private sectors, such as private hospital chiefs, is also encouraged to contribute to the integration of the province-wide and city-wide health system pursuant to Section 19 of RA 11223 or the Universal Health Care Act.

- 4.4.12.3 All provinces, cities, and municipalities are also encouraged to invite, as non-voting members, representatives from the private sector such as the business community, private academic institutions, civic organizations, people's organizations, and civil society to share their expertise and resources.
- 4.4.13 In the selection of representatives to the LScB, the following shall be taken into consideration:
- 4.4.13.1 The LScB shall have representative-organizations from parent-teacher associations, and teacher's organizations and organization of non-academic personnel of public schools in the locality, and other organizations involved in education service.
- 4.4.13.2 All provinces, cities and municipalities are encouraged to increase the membership of representative-organizations to one-half (1/2) of the fully organized LScB and expand membership beyond those stated in Item 4.4.13.1 to further expand citizen participation. Such representative-organizations shall represent sectors, such as, but not limited to: ICCs/IPs, senior citizens, PWDs, parents of children with disabilities, principals, high school representatives, Alternative Learning System (ALS), and Early Childhood Care and Development (ECCD).
- 4.4.13.3 All provinces, cities and municipalities are also encouraged to invite, as non-voting members, representatives from the private sector such as the business community, private academic institutions, school governing councils, civic organizations, people's organizations, and civil society to share their expertise and resources.
- 4.4.14. In the selection of the three (3) organizations for the LPOC, the representative-organizations shall be chosen in adherence to Article 63(e) of the IRR of RA No. 7160, Section 1 of Executive Order No. 309, s. 1987, as amended by Section 1(b) and (d) of Executive Order No. 773, s. 2009, and other relevant administrative issuances from the National Peace and Order Council, and shall come from CSOs that fall under the definition provided in Section 3.1 of this Memorandum Circular.

4.5. Reconstitution and Convening of the LSBs

- 4.5.1 Immediately following the selection process, the Provincial Governor, City Mayor or Municipal Mayor shall call for a joint organizational meeting with the LDC, LHB, LScB and LPOC. The Provincial Governor, City Mayor, or Municipal Mayor, through

the CSO Desk Officer or Local CSO Officer-in-charge, Local PDO or a duly designated LGU appointive official, shall also send an invitation (sample form attached as Annex Q) to recognized CSOs, member-organizations of the Local People's Council, and other stakeholders who were not accredited as members of the LSBs to explore potential avenues for their participation in the sectoral or functional committees of the LDC and other such committees and ad hoc bodies that shall be formed for the various LSBs.

- 4.5.2 The purposes of said joint organizational meeting shall include the discussion of the functions of the LSBs, initial exploration of partnerships in local governance and development, and in the case of the LDC, the creation of an executive committee, sectoral and functional committees, secretariat, technical working group, and consideration of the selection of a CSO representative as vice-chairperson.
- 4.5.3 The LDC, as the body mandated with the responsibility of developing long-term, medium-term, and annual socioeconomic development plans and policies, as well as coordinating, monitoring, and evaluating the implementation of development programs and projects, is encouraged to ensure the formation and activation of its sectoral or functional committees as providers of technical assistance and support to the LDC.
 - 4.5.3.1 The sectoral or functional committees shall directly establish linkages with NGAs and other such sectoral or functional committees organized by the government for development, investment, and consultative purposes to ensure policy coordination and uniformity in operational directions.
 - 4.5.3.2 The roles and functions and suggested membership of the sectoral or functional committees are provided in the Rationalizing the Local Planning System Source Book⁵ (sample format attached as Annex S) and DILG Memorandum Circular No. 2008-156⁶.
 - 4.5.3.3 Accreditation is not a requirement for membership in the sectoral or functional committees. It is in the sectoral or functional committees where recognized CSOs, member organizations of the Local People's Councils, and other organizations that are active, organized and non-partisan, which were not accredited as members of the LSBs, can get to participate in the planning process.

⁵ Rationalizing the Local Planning System (2008) 1st Edition, pp. 6-8, 11-12

⁶ Guide to Comprehensive Development Plan Preparation for Local Government Unit dated October 22, 2008, p. 19

- 4.5.3.4 Each member of the LDC shall, as far as practicable, participate in at least one (1) sectoral or functional committee. Moreover, it is highly desirable for each sanggunian member to select at least one (1) sectoral committee to join and act as the champion or sponsor of that sector's programs and projects in the legislative council. Furthermore, representative-organizations of the LScB and LHB are encouraged to participate in meetings of functional committees related to education and health, respectively.
- 4.5.4 There shall be constituted for each LDC a secretariat headed by the Local Planning and Development Coordinator in the provinces, cities, and municipalities responsible for providing technical and administrative support, documenting proceedings, preparing reports, and providing such other assistance as may be required by the LDC. The LDC is highly encouraged to avail the services of any CSO or educational or research institution for this purpose.
- 4.5.5 Within three (3) days after the joint organizational meeting, the Executive Orders reconstituting the LSBs shall be issued (sample form attached as Annex R). In the case of the LDC, the Executive Order shall also include the designation and composition of the LDC Executive Committee and the LDC Secretariat, and the creation of sectoral or functional committees. Such issuances shall be posted in at least three (3) conspicuous places within the province, city or municipality and, if applicable, through the LGU bulletin boards, LGU website, social and/or print media.
- 4.5.6 The selected CSOs are tasked to develop a CSO agenda, in collaboration with their Local People's Council which will then be advocated to the concerned LSBs. They are encouraged to create their own Local People's Council in cases where they do not have one.
- 4.5.6.1 LGUs are encouraged to provide necessary travel expenses and allowances for CSO members of the LDC and other CSOs participating in local governance processes. These costs shall be subject to compliance with prevailing accounting and auditing rules and regulations.

4.6. Participation to the CSO Capacity Development Program

- 4.6.1 Immediately following the reconstitution of the composition of the LSBs, all selected representative-organizations to the LDC and its sectoral and functional committees, LHB and LScB, and the recognized organizations therein shall undergo the CSO Capacity Development Program (CSO CapDev) to be conducted

by the DILG Field Offices and LGUs in coordination with the CSO Desk Officer or Local CSO Officer-in-Charge, Local PDO, or a duly designated LGU appointive official.

- 4.6.2 The CSO CapDev shall be conducted to enhance the awareness and understanding of CSOs on the importance of their role as representative-organizations to the LSBs, and to increase their capacity to effectively engage in local governance.
- 4.6.3 The LGUs, through its CSO Desk Officer or Local CSO Officer-in-Charge, Local PDO, or a duly designated LGU appointive official, in collaboration with the DILG Field Office, shall facilitate the training of the representative-organizations to the LSBs.
 - 4.6.3.1 The DILG Central Office, through the BLGS CSO/PPPP PMO and the SLGP-PMO, shall provide the Training Modules and the training for the Resource Persons for the conduct of the CSO CapDev.
 - 4.6.3.2 The LGU shall be responsible for providing the necessary funding and resources, including travel and logistics support to CSOs, to facilitate the training in their respective areas of jurisdiction.
- 4.6.4 A Post-Activity Report on the CSO Capacity Development Program shall be submitted to the C/MLGOO or the City Director on the matter.

4.7. Replacement of a Representative-Organization

- 4.7.1. The sanggunian, through an ordinance, or the LSBs, through formulation of their internal rules of procedure, may provide the process and grounds for the replacement of the representative organization.
- 4.7.2. Should a vacancy arise in the office of the representative-organization, the selected CSO shall designate a replacement from their organization for the unexpired term.

4.8. Revocation of Accreditation

- 4.8.1. The sanggunian, through an ordinance, may revoke the accreditation or recognition of an organization. Further, the sanggunian is encouraged that the ordinance provide an appeal process for the concerned CSOs. The following grounds may be used as reference by the sanggunian in enacting the ordinance:

- 4.8.1.1. Violation by the CSO, during the validity period of the Certificate of Accreditation, of any existing accounting and auditing laws, rules and regulations;
- 4.8.1.2. Conduct of activities without adherence to local laws, including the minimum public health standards in the locality;
- 4.8.1.3. Unauthorized use of the name and/or logo of their local government or any NGA, and other unscrupulous activities; and
- 4.8.1.4. Engaging primarily in, or using the organization primarily for, partisan political activities which are defined as actions and statements that support or oppose specific political candidates. This includes campaigning, promoting a party's agenda, or prioritizing party interests over impartial and general public concern.

4.8.2 The sanggunian shall immediately inform the concerned organization of the impending revocation of its accreditation or recognition upon the occurrence of any of the grounds contained in the ordinance.

4.9. National and Local Feedback Mechanisms

- 4.9.1. All provinces, cities and municipalities are encouraged to establish a CSO Grievance and Feedback Committee to address complaints and feedback about the CSO accreditation and participation process. It shall be composed of LGU, CSO and DILG representatives.

Any complaints or feedback should be reported to appropriate DILG Offices in writing and addressed to the head of the respective office.

5.0. Roles and Responsibilities

5.1. Provincial Governors, City and Municipal Mayors

- 5.1.1. Ensure that the accreditation process of CSOs and the selection of representatives to the LSBs are duly executed within the prescribed timeline, free from partisan political influence and considerations, and in accordance with this Memorandum Circular;
- 5.1.2. Engage the support of the DILG, NGAs and CSO Networks or the Local People's Council in conducting the inventory and preparing the Directory of CSOs;
- 5.1.3. Assign the CSO Desk Officer or Local CSO Officer-in-Charge, Local Planning Development Coordinator or a duly designated LGU appointive official the responsibility of submitting and

updating reports online to the DILG on the CSO Conference, CSO CapDev, CSO Accreditation, and membership in the LSBs through the link provided in Item 6.3 of this Memorandum Circular;

- 5.1.4. Coordinate with their concerned DILG Local Government Operations Officer for technical assistance and staff support, if any, in relation to the conduct of the CSO Conference and CSO CapDev, and the accreditation and selection processes;
 - 5.1.5. Preside over the joint organizational meeting with the LSBs and ensure the attendance and participation of non-accredited civil society stakeholders;
 - 5.1.6. Issue an Executive Order reconstituting the composition of the LSBs;
 - 5.1.7. Promote and enable the participation of accredited CSO representatives in the LSBs, particularly the LDC, by providing funding support for their actual transportation expenses incurred in attending official meetings and activities, whenever feasible and subject to the availability of local funds, and in accordance with existing budgeting, accounting, and auditing rules and regulations;⁷
 - 5.1.8. Provide funding and other logistical support for the accreditation and selection processes and related activities such as CSO Conference and CSO CapDev, if resorted to; and
 - 5.1.9. Perform such other functions necessary in the accreditation of CSOs and choosing representatives in the LSBs.
- 5.2. Sangguniang Panlalawigan/Panlungsod/Bayan
- 5.2.1. Cause the widest dissemination of this Memorandum Circular and the Call for Accreditation of CSOs;
 - 5.2.2. Accept all applications for accreditation free of charge and ensure that all forms and other documentary templates are readily available in the CSO Desk Officer, the Office of the Local CSO, or the Office of the Secretary to the Sanggunian and during the CSO Conference;

⁷ For Local Health Boards and Local School Boards, Section 104 and Section 101 of Republic Act No. 7160 (Local Government Code of 1991), respectively, explicitly provide that "members shall serve without compensation but may be reimbursed for necessary expenses incurred in the performance of their functions." No such clause exists for Local Development Councils (LDCs). While there is no explicit provision mandating the funding of travel expenses for CSO representatives in LDCs, this provision is grounded in the participatory intent of Sections 106–108 of RA 7160 and Article 64 of its Implementing Rules and Regulations, which institutionalize and operationalize CSO representation in local development planning. Funding support may be provided, subject to the availability of local funds and compliance with applicable budgeting, accounting, and auditing rules.

- 5.2.3. Evaluate all applications for accreditation within the prescribed timeline and according to the criteria specified in this Memorandum Circular; and
 - 5.2.4. Perform such other functions necessary in the accreditation of CSOs and choosing representatives in the LSBs.
- 5.3. DILG Central Office
- 5.3.1. Develop and provide the Training Modules that may be used in the conduct of the CSO Conference and CSO CapDev and the training of the concerned DILG field personnel and LGU functionaries;
 - 5.3.2. Provide technical assistance to the DILG Regional and Field Offices, if necessary, or upon their request; and
 - 5.3.3. Monitor and update LGU reports online, and keep track of CSO participation in CSO conferences, accreditation, and membership in the LSBs in a database, as well as participation in the CSO CapDev.
- 5.4. DILG Regional Directors
- 5.4.1. Cause the immediate and widest dissemination of this Memorandum Circular;
 - 5.4.2. Mobilize additional staff support, where necessary, and upon the request of local authorities, with emphasis on the conduct of the CSO Conference and CSO CapDev, and the accreditation and selection processes;
 - 5.4.3. Cause the provision of technical assistance to strengthen LSBs, where necessary and also upon the request of local authorities;
 - 5.4.4. Mobilize the LGOOs to assist or help in ensuring the submission and updating of reports online of CSO Desk Officers or Local CSO Officer-in-Charge, Local PDO, or a duly designated LGU appointive official to the DILG on the CSO Conference, CSO CapDev, CSO Accreditation, and membership in the LSBs through the link provided in Item 6.3 of this Memorandum Circular; and
 - 5.4.5. Perform other responsibilities as stated in Item 6.4 of this Memorandum Circular.
- 5.5. DILG Provincial Director and City/Municipal Field Offices
- 5.5.1. Disseminate this Memorandum Circular to all Provincial Governors, City and Municipal Mayors;

- 5.5.2. Provide staff support and/or technical assistance during the conduct of the CSO Conference, CSO CapDev, and other activities in the accreditation and selection process if necessary, or upon the request of local authorities;
 - 5.5.3. Take the lead in the conduct of the CSO CapDev, in coordination with the CSO Desk Officer or Local CSO Officer-in-Charge, Local PDO, or a duly designated LGU appointive official;
 - 5.5.4. Call for the orientation/meeting among accredited CSOs after the accreditation process.
 - 5.5.5. Assist or help in ensuring the submission, updating, and verification of reports online of CSO Desk Officers Local CSO Officer-in-Charge, Local PDO or duly designated LGU appointive official to the DILG on the CSO Conference, CSO CapDev, CSO Accreditation, and membership in the LSBs through the link provided in Item 6.3 of this Memorandum Circular; and
 - 5.5.6. Perform other responsibilities as stated in Item 6.4 of this Memorandum Circular.
- 5.6. CSO Desk Officers, Local PDO or duly designated LGU appointive official
- 5.6.1. Take the lead in the conduct of the inventory and updating the Directory of CSOs;
 - 5.6.2. Ensure that all CSOs in the locality are covered by the inventory;
 - 5.6.3. Coordinate with the sanggunian during the accreditation process and selection of representatives to the LSBs;
 - 5.6.4. Facilitate, in coordination with the concerned DILG Field Office, the CSO Conference and the orientation/meeting among accredited CSOs after the accreditation process;
 - 5.6.5. Keep copies of all accreditation documents submitted by the CSOs;
 - 5.6.6. Prepare and submit documentation on the CSO Conference, the orientation/meeting among accredited CSOs, the joint organizational meeting with the LSBs, and the CSO CapDev to the C/MLGOO;
 - 5.6.7. Submit and update reports online to the DILG on the CSO Conference, CSO CapDev, CSO Accreditation, and

membership in the LSBs through the link provided in Item 6.3 of this Memorandum Circular;

- 5.6.8. Provide staff support and/or technical assistance, if necessary, on the conduct of the CSO CapDev;
- 5.6.9. Address queries, issues, and concerns from CSOs on the accreditation and selection processes expeditiously;
- 5.6.10. Mobilize and ensure participation of accredited CSOs in the LSBs; and
- 5.6.11. Perform such other functions necessary in the accreditation of CSOs and selecting representatives in the LSBs.

5.7. Recognized CSOs

- 5.7.1. Actively participate in the planning, implementation, monitoring and evaluation of the programs, projects and activities in their respective local governments, through participation in the sectoral and functional committees of the LDC;
- 5.7.2. Guarantee the autonomy of their organization by not allowing it to be influenced or used for purposes of partisan politics;
- 5.7.3. Provide the LSBs in which they are a member of or invited to participate in with data and information essential to the formulation of plans, programs, and activities;
- 5.7.4. Conduct, in coordination with the sanggunian, public hearings on vital issues affecting their sector; and
- 5.7.5. Actively participate in the CSO CapDev program.

5.8. Accredited CSOs

- 5.8.1. Actively participate in the planning, implementation, monitoring and evaluation of the programs, projects and activities in their respective local governments;
- 5.8.2. Guarantee the autonomy of their organization by not allowing it to be influenced or used for purposes of partisan politics;
- 5.8.3. Perform sectoral and community consultations, or other such activities, that merit their representational duties in the special bodies
- 5.8.4. Actively participate in the CSO CapDev program;

5.8.5. Selected representative-organizations to the LSBs shall be guided by the following in performing their functions as a member of the respective LSB:

- 5.8.5.1. *LDC* – Section 109 of the Local Government Code;
- 5.8.5.2. *LHB* - Section 102(b) of the Local Government Code;
- 5.8.5.3. *LScB* - Section 99 of the Local Government Code; and
- 5.8.5.4. *LPOC* - E.O. No. 309, s. 1988, as amended.

5.8.6. Perform other responsibilities and relevant functions as may be required under the law.

6.0. Monitoring and Reporting

- 6.1. To ensure compliance with guidelines on CSO accreditation and LSB member selection, LGUs are directed to submit their report and process model to the DILG field office within seven (7) days after the completion of the accreditation process and accreditation-related processes.
- 6.2. The LGUs are also encouraged to publish an annual report on CSO accreditation status, participation in governance, and outcomes of CSO initiatives. This report should be available on the LGU website and discussed publicly to ensure accountability and transparency.
- 6.3. The BLGS-CSO/PPPP PMO shall provide a prescribed reporting form with instructions that will be made available online and can be accessed through the following link: <https://bit.ly/LSB-National-Database>. There is no need to download the forms, as the completion of the monitoring report forms are to be done online.
- 6.4. The DILG Regional, Provincial, City, and Municipal Field Offices shall recommend measures to the Secretary of Interior and Local Government, through the BLGS-CSO/PPPP PMO, to further strengthen the participation of civil and private society organizations in the workings of the LSBs and in local governance, in general, within the region, province, city, or municipality.

7.0. Repealing Clause

All DILG Memorandum Circulars or parts thereof which are inconsistent with this Memorandum Circular are hereby repealed or modified accordingly.

8.0 Penal Provisions

Non-compliance with this Memorandum Circular shall be dealt with in accordance with pertinent laws, rules and regulations.

9.0. References

- 9.1. DILG Vigilance to Volunteerism Program
- 9.2. Rationalizing the Local Planning System (2008), 1st Edition, pp. 6-8, 11-12
- 9.3. Executive Order No. 773, s. 2009
- 9.4. Republic Act No. 7160 or the Local Government Code, Implementing Rules and Regulations, Articles 62, 63, 64, 182, 184, 185 and 186
- 9.5. Republic Act No. 7160 or the Local Government Code, Sections 98, 99, 102, 107, 111, 112, and 113
- 9.6. Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials, Implementing Rules and Regulations, Section 1(1), Rule IX
- 9.7. Republic Act No. 8371 or the Indigenous People's Rights Act, Implementing Rules and Regulations, Rule II Section I
- 9.8. Republic Act No. 8425 or the Social Reform and Poverty Alleviation Act of 1997
- 9.9. Republic Act No. 8435 or the Agriculture and Fisheries Modernization Act of 1997
- 9.10. Republic Act No. 9710, Known as the Magna Carta of Women, Section 11 (b)
- 9.11. Republic Act No. 7277 or the Magna Carta for Disabled Persons
- 9.12. Republic Act No. 11223 or the Universal Health Care Act, Section 19
- 9.13. DILG Memorandum Circular No. 2008-156 (Guide to Comprehensive Development Plan Preparation for Local Government Unit), dated October 22, 2008
- 9.14. DILG Memorandum Circular No. 2021-12 (Establishment of Civil Society Organization Desk and Institutionalization of People's Council in the Local Government Units), dated January 28, 2021
- 9.15. DILG Memorandum Circular No. 2021-054 (Amendment to the DILG Memorandum Circular No. 2021-012, on the Establishment of Civil Society Organization Desk and Institutionalization of People's Council in the Local Government Units) dated May 19, 2021
- 9.16. Republic Act No. 12009 or the New Government Procurement Act

10.0. Annexes

The LGUs are advised to translate the Annexes to the local language as necessary. Editable and updated copies of the Annexes can be accessed and downloaded through the following link: <https://bit.ly/AnnexesDILG-CSO-LSBs2025>.

- 10.1. Annex A: Template for CSO Directory and Inventory
- 10.2. Annex B: Notice of Call for Accreditation
- 10.3. Annex C: Application Form for Accreditation and Checklist of Requirements
- 10.4. Annex D: Letter of Application
- 10.5. Annex E: Board Resolution - Intention for Accreditation
- 10.6. Annex F: List of Current Officers
- 10.7. Annex G: Minutes of Annual Meetings
- 10.8. Annex H: Annual Accomplishment Report
- 10.9. Annex I: Annual Financial Statement
- 10.10. Annex J: Sanggunian Resolution Approving Accreditation

- 10.11. Annex K: Certificate of Accreditation
- 10.12. Annex L: Notice to CSO - Lacking Requirements
- 10.13. Annex M: Notice of Non-Qualification
- 10.14. Annex N: Notice of Call for Meeting - Accredited CSOs
- 10.15. Annex O: Invitation to Meeting Among Accredited CSOs and CSO Capacity Development Program
- 10.16. Annex P: Documentation of Proceedings

- 10.17. Annex Q: Invitation to Joint Organizational Meeting Reconstituting and Convening the LSBs for Non-accredited CSOs
- 10.18. Annex R: Executive Orders Reconstituting the LDC/LScB/LHB
- 10.19. Annex S: Guide on Suggested Sectoral Committee Composition of the LDC Sectoral Committees

11.0. Effectivity

This Memorandum Circular shall take effect immediately after the organization of the sanggunian elected in the 2025 elections.

12.0. Feedback

Further information, queries, and comments regarding this Memorandum Circular must be directed to the Bureau of Local Government Supervision, with address at 25th floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City, 1104, through the following contact information: (02) 8876-3454 local 4205, and email address accreditation.dilg@gmail.com.

13.0. Approving Authority


JUANITO VICTOR C. REMULLA
Secretary

