



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, West Triangle, Quezon City  
[www.dilg.gov.ph](http://www.dilg.gov.ph)

**MEMORANDUM CIRCULAR**

No. 2025-102

**TO : ALL CITY AND MUNICIPAL MAYORS, PUNONG BARANGAYS, SANGGUNIANG BARANGAY MEMBERS, SANGGUNIANG KABATAAN (SK) CHAIRPERSONS, OTHER BARANGAY AND SK OFFICIALS, DILG REGIONAL, PROVINCIAL, AND CITY DIRECTORS, CLUSTER HEADS, CITY/MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICERS, AND OTHERS CONCERNED**

**SUBJECT : CONDUCT OF BARANGAY ASSEMBLY FOR THE 2ND SEMESTER OF CALENDAR YEAR (CY) 2025**

**DATE : SEP 30 2025**

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**1.0 BACKGROUND**

- 1.1 Section 397 of Republic Act (RA) No. 7160, otherwise known as the Local Government Code of 1991, mandates that there shall be a barangay assembly composed of all persons who are actual residents of the barangay for at least six (6) months, fifteen (15) years of age or over, citizens of the Philippines and duly registered in the list of barangay assembly members.

The barangay assembly shall meet at least twice a year to hear and discuss the semestral report of the sangguniang barangay concerning its activities and finances as well as problems affecting the barangay. Further, no meeting of the barangay assembly shall take place unless a written notice is given one (1) week prior to the meeting except on matters involving public safety or security, in which case notice within a reasonable time shall be sufficient.

- 1.2 Proclamation No. 599 series of 2018 was issued declaring the **Saturdays and Sundays of March and October** of every year as barangay assembly days. This aims to operationalize the minimum number of barangay assembly to be conducted and to ensure the widest participation of the residents in the said assembly. Pursuant to the said Proclamation, all barangays shall hold their respective barangay assemblies for each semester on any of the aforesaid days.

- 1.3 For the 2<sup>nd</sup> Semester of CY 2025, the barangay assembly day shall be conducted on ***any Saturday or Sunday of October 2025.***

## 2.0 PURPOSE

This Memorandum Circular (MC) is issued to:

- 2.1 Guide all Punong Barangays, Barangay Officials, and Sangguniang Kabataan Officials on the activities to be undertaken ***before, during, and after*** the barangay assembly day for the 2<sup>nd</sup> Semester of CY 2025.
- 2.2 Ensure compliance of the Punong Barangays and other barangay officials with existing laws and this Circular.
- 2.3 Direct all DILG Field Officers to provide the barangays/barangay officials within their respective jurisdiction, with the necessary technical assistance and monitor their compliance with this Circular.

## 3.0 SCOPE/COVERAGE

All City and Municipal Mayors, Punong Barangays, Members of the Sangguniang Barangay, SK Chairpersons and other Sangguniang Kabataan Officials, DILG Regional and Field Officers, and others concerned.

## 4.0 POLICY CONTENT AND GUIDELINES

All Punong Barangays and other Barangay and Sangguniang Kabataan Officials are reminded and encouraged to:

- ✓ Conduct their respective barangay assembly days for the purpose of reporting/informing their constituents of their ***accomplishments, status of funds and ongoing projects, compliance with the existing laws and DILG issuances***, and discussing the issues, concerns and challenges affecting the barangay.
- ✓ Observe the following procedures on the conduct of the barangay assembly for the 2<sup>nd</sup> Semester of CY 2025:

### 4.1 BARANGAY ASSEMBLY DAY THEME AND COLLATERALS

#### 4.1.1 BARANGAY ASSEMBLY DAY THEME:

***“Araw ng Pakikibahagi: Solusyon at Aksyon ating Talakayin ngayong Barangay Assembly!”***

- 4.1.2 The design of the barangay assembly tarpaulin, along with the other collaterals and annexes can be accessed through: ***bit.ly/BA2ndSem2025.***

- 4.1.3 It is recommended to include the ***logo of the barangay***, as well as the ***Bagong Pilipinas logo*** on the barangay assembly tarpaulin.



## 4.2 PRELIMINARY ACTIVITIES FOR THE BARANGAY ASSEMBLY

- 4.2.1 The Punong Barangay through the Barangay Secretary shall prepare and post the written notice regarding the conduct of the Barangay Assembly, and disseminate the same to the residents **one (1) week** before the scheduled activity, in compliance with Section 397(c) of the Local Government Code of 1991.
- 4.2.2 The dissemination of the said notice may be undertaken by the barangays through posting on any online platform or social media pages, e.g. official Facebook page, official website, other social media pages account of the barangay or other modes of announcement about the conduct of the barangay assembly that should contain the following information/details:
- 4.2.2.1 **Date, time, and venue** of the barangay assembly. The Assembly should be conducted in a public place like the barangay-covered court, and/or other available facility.
- 4.2.2.2 Other related information that the barangay may deem necessary.
- 4.2.3 All barangays are encouraged to post or hang barangay assembly tarpaulin, posters, and/or banners, in conspicuous public places in the barangay (e.g. barangay hall, street, plaza, public market, talipapa, transport terminal, health station, etc.), and publish the same on the official barangay website or social media platform/s, if available.
- 4.2.4 To increase the awareness of the barangay constituents on the said activity, the barangay assembly tarpaulin, poster and/or banner must be **posted or hung one week before the scheduled barangay assembly** and shall be removed/kept right after the activity.
- 4.2.5 All barangays are encouraged to inform and invite the DILG City Director or the City/Municipal Local Government Operations Officer (C/MLGOO) to attend their respective barangay assembly day.
- 4.2.6 As much as practicable, resource speakers or guests from the local offices of the national government agencies may be invited, e.g. DOLE (*for the implementation of Kasambahay Law*), DOH (*may provide message regarding Malasakit Centers Act*), Pag-IBIG Fund, PhilHealth, SSS (*for insurance or housing related topic and registration of Kasambahay*), among others.
- 4.2.7 All barangays are also encouraged to prepare presentation materials that contain the barangay financial reports, ongoing projects, and accomplishments of the barangay. Copies of the barangay's financial report may be reproduced and disseminated by the barangay to the attendees during the assembly.

- 4.2.8 Prior to the activity, the details on the schedule, time, and venue, among other-related information, of the said activity should be properly coordinated by the Punong Barangay to the DILG City Director or C/MLGOO concerned.
- 4.2.9 All barangays may use their available resources and funds of the barangay for the production of collaterals, subject to existing budgeting, accounting, and auditing rules and regulations.
- 4.2.10 The Punong Barangay shall ensure the attendance of the Sangguniang Barangay Members, Barangay Secretary, Treasurer, Members of the Barangay-Based Institutions (BBIs), and other barangay functionaries.
- 4.2.11 The SK Chairperson and other SK Officials are likewise enjoined to attend and participate in the scheduled barangay assembly, prepare related presentation materials or information materials which may contain the status of SK Funds, SK Plans, Priority Programs and Projects, SK contact details, among other relevant information, and disseminate SK-related financial and other information materials to the youth constituencies during the assembly.

#### 4.3 DURING THE CONDUCT OF THE BARANGAY ASSEMBLY

- 4.3.1 The Punong Barangay/Barangay Officials are enjoined to ensure the implementation of the provisions of this Circular.
- 4.3.2 The Barangay Secretary or the designated barangay official/s shall ensure that participants fully accomplish the **Attendance Sheet**<sup>1</sup> during the activity.
- 4.3.3 The **Program of Activities**, Annex "A" hereof, may be observed by the Punong Barangay/Barangay Officials concerned.
- 4.3.4 Punong Barangay, or in his/her absence, the authorized barangay official, shall deliver the State of Barangay Address (SOBA), with the following highlights, but are not limited to:
- a. Accomplishment Report for the 1st Semester of CY 2025 or from January to September 2025.
  - b. Financial Report or status of barangay funds.
  - c. Status updates on CY 2025 Plans, Programs and Projects, including ongoing projects and activities.
  - d. Status report on the release of SK funds to the current account of the SK.
  - e. Newly-enacted ordinances/resolutions.
  - f. Emerging issues and concerns, as well as actions taken by the barangay.

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<sup>1</sup> Annex "F".



g. Initiatives, status of implementation or compliance with the programs or projects based on existing laws and issuances of the Department or other relevant national government agencies, such as, but not limited to:

- ✓ KALINISAN under the Bagong Pilipinas Program:
  - Barangay Road Clearing Operations or **BaRCO** (DILG MC No. 2024-053 dated April 16, 2024)
  - Barangay at KALINISAN Day or **BarKaDa** (DILG MC No. 2023-133 dated September 6, 2023)
  - Halina't Magtanim ng Prutas at Gulay or **HAPAG sa Barangay Project** (DILG MC No. 2023-001 dated January 03, 2023)
- ✓ Posting of the Barangay Financial Documents, including the Barangay Financial Report (BFR), in the **Barangay Full Disclosure Policy (BFDP) Board** (DILG MC No. 2022-017 dated March 04, 2022)
- ✓ **Continuous Conduct of Registration of Kasambahay** (RA No. 10361 and DILG MC No. 2022-100 dated August 01, 2022 and Advisory dated October 11, 2023)
- ✓ Issuance of **Barangay Certification Free of Charge under the First Time Jobseekers Assistance Act** or FTJAA (RA No. 11261/DILG MC No. No. 2020-128 dated September 30, 2020)
- ✓ **Continuous Accreditation of Barangay Based Civil Society Organizations** and Non-Governmental Organizations and the Selection of their Representatives/ Membership in the Barangay Based Institutions (DILG MC No. 2022-124 dated October 3, 2022)
- ✓ Organization of Barangay Health Emergency Response Teams or BHERT and **Display of Active Telephone/ Cellphone Number of Barangay, Punong Barangay and BHERT Members** (DILG MC No. 2022-046 dated April 18, 2022)
- ✓ Compliance on **Appointment of Barangay Health Aid (BHA) or Barangay Health Officer (BHO) or Barangay Health Assistant (BHAsst.)**, except *Barangay Health Worker* (DILG-DOH JMC No. 2023-01 dated August 24, 2023)
- ✓ Segregation and collection of solid waste (RA No. 9003)
- ✓ BADAC-related activities/initiatives
- ✓ Monitoring the Compliance of Local Government Units on the Localization of **Safe Spaces Act** (DILG Advisory dated November 20, 2023)
- ✓ Implementation of the Tapat at Ligtas na Pamilihang Pambarangay or **TALIPAPA Project** (DILG MC No. 2024-110 dated August 06, 2024)
- ✓ Barangay Violence Against Women (**VAW**) Desk (MC No. 2023-104 dated July 28, 2023)
- ✓ Barangay Council for the Protection of Children or **BCPC** (DILG MC No. 2021-039 dated April 07, 2021)

- ✓ **MAKABATA Helpline 1383** as a reporting hotline for cases of violence against children, including online sexual abuse and exploitation of children (OSAEC) and child sexual abuse or exploitation materials (CSAEM) (DILG MC 2024-143 dated September 30, 2024)
  - ✓ Maintenance and Updating of Records of Barangay Inhabitants or RBI (Advisory dated February 27, 2024)
- h. Other relevant information on the priority programs or projects of the barangays.
- 4.3.5 In barangays with SK Officials, the **SK Chairperson** or the **designated SK official** is directed to present the following:
- 4.3.5.1 Accomplishments for the 1st Semester of CY 2025.
  - 4.3.5.2 Status of SK Funds/Available Funds.
  - 4.3.5.3 Compliance with Posting of the SK Planning, Financial and Accounting Documents in the SK Full Public Disclosure Policy Board (RA No. 10742, as amended by RA No. 11768 and DILG MC No. 2022-068)
  - 4.3.5.4 CY 2025 Plans, Programs, and Projects.
  - 4.3.5.5 In barangays with **no** SK Officials, or with SK Official/s but **without** quorum, the **Punong Barangay** should include in his/her SOBA the amount and status of SK Funds.
- 4.3.6 An Open Forum should be conducted after the discussion/presentation of the above-stated suggested topics/items. The barangay shall encourage the barangay constituents or attendees to express or vent out their views, opinions, sentiments, and/or recommendations on the current barangay problems and concerns, which are then taken up by the Sangguniang Barangay for possible legislation.
- 4.3.7 The Barangay Secretary or designated barangay official shall record or take down notes of all the issues and concerns raised, agreements, and recommendations from the barangay constituents/attendees.
- 4.3.8 The Punong Barangay, through the Barangay Tanods and other functionaries, shall ensure the maintenance of peace and order in the venue during the activity.
- 4.3.9 The Punong Barangay/Barangay Officials may provide/award a ***Certificate of Appreciation***<sup>2</sup> to the invited Resource Person/s.
- 4.3.10 Invite as Resource Persons the following personnel:

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<sup>2</sup> Annex "E".



4.3.10.1 CSOs/NGOs/health institutions/organizations for the possible setting up of a free medical and dental mission/service, free eye check-up, among others.

4.3.10.2 National government agency representatives whenever necessary or relevant to the priorities of the barangay or those that can affect its current problems and challenges.

4.3.11 All barangays are encouraged to inform the constituents, job seekers/applicants, company/business owners about the **PhilJobNet portal** to search or look for job vacancies which can be accessed through: <https://philjobnet.gov.ph/>. The First Time Jobseekers may be encouraged to access the **PhilJobNet portal** for more job opportunities.

#### 4.4 POST-BARANGAY ASSEMBLY

4.4.1 The Punong Barangay shall ensure that the venue is clean and trash free.

4.4.2 The posted/hung tarpaulin, posters and banners shall be removed and kept in the barangay or be disposed of properly, right after the conduct of the barangay assembly, by the Barangay Tanods or the designated barangay official/s.

4.4.3 The Barangay Secretary or designated Barangay Official shall prepare an after-activity report to be signed by the barangay officials, highlighting the total number of attendees, including the issues and concerns, agreements/recommendations of the barangay, ways forward, and pictures taken during the activity; and

4.4.4 The Barangay shall ensure the submission of the duly signed **Post Activity Report**<sup>3</sup> to the DILG City Director/C/MLGOO, within **ten (10) days** after the actual conduct of the barangay assembly.

### 5.0 ROLES AND RESPONSIBILITIES

#### 5.1 PUNONG BARANGAYS

5.1.1 Ensure that the barangay assembly is conducted on the prescribed day, **either Saturday or Sunday of October 2025.**

5.1.2 Inform the City/Municipal Mayor and DILG Field Officers on the schedule of the barangay assembly.

5.1.3 Undertake the duties and functions before, during, and after the conduct of the barangay assembly, as discussed above.

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<sup>3</sup> Annex "H".

- 5.1.4 Ensure to notify the barangay constituents on the date, time, and venue of the scheduled barangay assembly, within the prescribed period as stated in Item 4.2.1 of this Circular.
- 5.1.5 Observe the allowable/applicable modes of the conduct of the barangay assembly.
- 5.1.6 Request assistance from the City/Municipal Mayor for the successful conduct of the barangay assembly.
- 5.1.7 Invite representatives from the Local PNP to ensure the smooth and peaceful conduct of the assembly.
- 5.1.8 Ensure the timely submission of the after-activity report and other pertinent documents, within ten (10) days after the actual conduct of the barangay assembly, by the Barangay Secretary to the DILG Field Office concerned.
- 5.1.9 Disseminate/post pictures and videos of the assembly on various social media platforms (i.e. Facebook, Twitter, Instagram, and TikTok) using the hashtags **#BarangayAssembly2ndSem2025**.

## **5.2 CITY AND MUNICIPAL MAYORS**

- 5.2.1 Monitor and ensure the compliance with this Circular by all barangay officials in their respective jurisdiction.
- 5.2.2 Conduct advocacy campaigns to popularize the conduct of the Barangay Assembly, through announcements or posting of related information materials in the official website, FB account and/or other social media accounts of the City/Municipal Government.
- 5.2.3 Provide the barangays with the necessary assistance.

## **5.3 DILG REGIONAL AND FIELD OFFICERS**

### **5.3.1 Regional and Provincial Directors**

- 5.3.1.1 Promote the conduct of the barangay assembly, through advocacy campaigns, radio guesting, hanging of posters, and posting of infographics on the official website/FB account or other social media accounts of the Region.
- 5.3.1.2 Disseminate/post pictures and videos of the assembly on various social media platforms (i.e. Facebook, Twitter, Instagram, and TikTok) using the hashtag **#BarangayAssembly2ndSem2025**.
- 5.3.1.3 The Regional Director (RD), if the schedule allows, attend the barangay assembly and deliver a message and/or provide



updates related to DILG PPAs, latest DILG issuances, and/or the status of compliance of the concerned barangay with the DILG issuances.

5.3.1.3.1 If not available, direct the concerned Provincial Director (PD), City Director, Cluster Head or the C/MLGOO, as the case may be, to deliver a message and/or provide updates related to DILG PPAs, latest DILG issuances, and/or the status of compliance of the concerned barangay with the DILG issuances.

5.3.1.4 Ensure the attendance of City Directors, Cluster Heads and C/MLGOOs to the scheduled assembly of the barangays within their jurisdiction and provide them with the necessary assistance, especially those with several barangays.

5.3.1.5 Monitor the compliance with this Circular by all Punong Barangays other Barangay and SK Officials within their respective jurisdiction.

#### **5.3.2 City Directors, Cluster Heads, and C/MLGOOs**

5.3.2.1 Ensure that the barangays within the jurisdiction conduct their respective barangay assemblies in **any of the Saturdays or Sundays of October 2025** as mandated under Proclamation No. 599, Series of 2018.

5.3.2.2 Deliver a message and/or updates related to DILG PPAs, latest DILG issuances, and/or the status of compliance of the concerned barangay with the DILG issuances, if RD or PD is not available.

5.3.2.3 Ensure the compliance of the barangays on the submission of their respective barangay assembly-related reports, within ten (10) days after the actual conduct of the barangay assembly.

### **6.0 MONITORING COMPLIANCE/SUBMISSION OF MONITORING REPORTS**

6.1 For easy consolidation of Reports, the DILG Regional Offices, through the designated BA Focal Persons, are enjoined to encode/submit, **not later than December 10, 2025**, their respective barangay assembly Regional Summary Report **through online Google Monitoring Spreadsheet**. The link will be shared with the Region upon approval of this Circular.

6.1.1 On the submission of reports to the Regional Offices, through channel, by the C/MLGOOs, City Directors and Provincial Directors, the following Monitoring Report Template, should be used:

- **Annex "B"** – HUC/ICC/City/Municipal Summary Report to be submitted to the Regional Office in the case of HUC/ICC, and to the Provincial Office, in the case of component city and municipality.

- **Annex "C"** - Provincial Summary Report to be submitted to the Regional Office.

6.1.2 The Regional Directors should ensure that all Field Offices have submitted their respective reports, and ensure the timely encoding BA-statistics/report in the Region's designated Google Monitoring Spreadsheet by the designated Focal Person.

6.1.3 Cause the widest and immediate dissemination of this Circular within the locality.

## 7.0 SANCTION

Barangay officials concerned are reminded that failure to conduct barangay assembly for the 2nd Semester of CY 2025, in accordance with Proclamation No. 599, Series of 2018, and this Circular, may be ground for disciplinary actions, pursuant to Section 60 of the Local Government Code of 1991 and other applicable laws, rules and regulations.

## 8.0 ANNEXES

The following annexes and BA-Related Collaterals can be accessed through this link: [bit.ly/BA2ndSem2025](https://bit.ly/BA2ndSem2025).

- **Annex A - Programme Template**
- **Annex B - DILG HUC/ICC/City/Municipal Summary Report Template**
- **Annex C - DILG Provincial Summary Report Template**
- **Annex D - DILG Regional Summary Report Template** (*optional*)
- **Annex E – Certificate of Appreciation for Resource Speakers**
- **Annex F- Attendance Sheet for the Barangay Assembly**
- **Annex G- Barangay Assembly Tarpaulin Template**
- **Annex H- Post Activity Report Template**
- **Annex I- Sample Message of DILG Field Officer**

## 9.0 EFFECTIVITY

This Memorandum Circular shall take effect immediately.

## 10.0 FEEDBACK

For more details and related queries, you may coordinate with the DILG - National Barangay Operations Office - Citizen's Affairs and Political Development Division, through **LGOO V Elenita S. Mahinay** or **LGOO IV Ronaldo C. Magsakay**, through trunk line numbers 8876-3454 local 4406, 4407, or 4408.

## 11.0 APPROVING AUTHORITY

  
**JUANITO VICTOR G. REMULLA**  
 Secretary

