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DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

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OFFICE OF THE SECRETARY

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MEMORANDUM CIRCULAR

NO. 2015-130

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

SUBJECT : GUIDELINES ON THE FUNCTIONS OF THE PEACE AND ORDER COUNCILS, BARANGAY PEACE AND ORDER COMMITTEES AND THE PEACE AND ORDER COUNCIL SECRETARIATS

Pursuant to Section 116 of Republic Act No. 7160, or the “Local Government Code of 1991”, and Executive Order No. 773, s. 2009, which calls for the further reorganization of the Peace and Order Council, every Province, City, and Municipality is mandated to create a Peace and Order Council (POC). Likewise, every Barangay, pursuant to E.O. No. 366, s. 1996, is mandated to create a Barangay Peace and Order Committee (BPOC) as the implementing arm of the City/Municipal POC.

In this regard, the following guidelines are issued to further strengthen the POCs/BPOCs pursuant to the Peace and Development Agenda:

A. Roles and Functions of National and Sub-National POCs

1. **National Peace and Order Council (NPOC)**
 - a. Convene the National Peace and Order Council at least twice a year, or as often as the need arises;
 - b. Contribute to the strategies of the National Security Council that would effectively respond to peace and order problems;
 - c. Coordinate with sub-National POCs and monitor the implementation of peace and order plans;
 - d. Invite other concerned agencies, not included in E.O. 773, s. 2009, to join or participate in NPOC meetings and/or activities;
 - e. Provide a forum for inter-disciplinary dialogue and deliberation of major issues and concerns affecting peace, order and public safety nationwide;
 - f. Recommend strategic actions or activities aimed at promoting, improving and maintaining peace, order and public safety;
 - g. Develop performance standards of Sub-National POCs;
 - h. Link performance of Sub-National POCs to awards and incentives program; and
 - i. Perform such other functions as may be directed by law or by the President.

- 2. Regional, Provincial, City and Municipal Peace and Order Council**
 - a. Convene the Peace and Order Council quarterly, or as often as the need arises;
 - b. Invite other concerned agencies, not included in E.O. 773, s. 2009, (e.g. intelligence communities or agencies) to join or participate in POC meetings and/or activities;
 - c. Formulate a 3-year RPOC Operational Plan, or a 3-year LPOC Peace and Order and Public Safety (POPS) Plan, to be incorporated in the Comprehensive Development Plan (CDP);
 - d. Provide a forum for inter-disciplinary dialogue and deliberation of major issues and concerns affecting peace, order and public safety nationwide;
 - e. Recommend strategic actions or activities aimed at promoting, improving or enhancing peace, order and public safety measures, including anti-insurgency measures, within their respective jurisdictions;
 - f. Recommend measures to converge and orchestrate internal security operations efforts of civil authorities and agencies, military and police;
 - g. Formulate and adopt an effective mechanism for the coordination, cooperation, and consultation involving the local executives, citizenry and law enforcement agencies under R.A. 6975, as amended, in the adoption of the Community and Service-Oriented Policing (CSOP) System;
 - h. Apply moral suasion to and/or recommend sanctions against local chief executives who are giving material and political support to the insurgents;
 - i. Monitor the provision of livelihood and infrastructure development programs and projects in the remote rural and indigenous population areas to isolate them from the insurgents' ideological, political and organizational works;
 - j. Create a Special Action Committee to address the immediate issues on peace and order and public safety, in case of emergencies;
 - k. Create a Technical Working Group (TWG) for the purpose of POPS Planning, following the guidelines prescribed by the DILG on the tools and processes on POPS Planning;
 - l. Submit semestral POC Accomplishment Report¹ to the NPOC, through their respective POC Secretariats;
 - m. Serve as the convergence mechanism to support the Comprehensive Local Integration Program (CLIP) Committee in its implementation, at the Provincial and HUC POC level²;
 - n. Provide staff/s and financial support to POC Secretariat; and
 - o. Perform such other functions as may be directed by law, the National Peace and Order Council, or the President.
- 3. Barangay Peace and Order Committee**
 - a. Formulate a Barangay POPS Plan which shall be incorporated in the Barangay Development Plan;

¹ POC Accomplishment Report is based on the targeted activities in the POPS Plan

² please refer to Joint Memorandum Circular on Comprehensive Local Integration Program (CLIP)

- b. Recommend measures to improve or enhance peace and order and public safety in the community;
- c. Monitor and coordinate the implementation of peace and order programs and projects at the barangay level;
- d. Serve as an information-gathering mechanism;
- e. Monitor and report, to appropriate authorities, suspicious illegal activities and personalities involved within their jurisdictions, including insurgent activities;
- f. Maintain continuing dialogue, close coordination and rapport with the higher-level POC and law enforcement units;
- g. Coordinate the operation of all community-based anti-crime groups within the barangay;
- h. Make periodic assessment of the prevailing peace and order situation in the barangay, and submit a report, with appropriate recommendations, to the higher-level POC;
- i. Submit annual BPOC Functionality Report pursuant to DILG Memorandum Circular No. 2008-101; and
- j. Perform such other functions as may be assigned by the higher-level POC.

B. Roles and Functions of National and Sub-National POC Secretariats

1. **National Peace and Order Council (NPOC) Secretariat**
 - a. Undertake liaising and coordination of activities with appropriate agencies of the government;
 - b. Provide technical assistance in the performance of administrative and technical tasks of the POC;
 - c. Monitor, consolidate and analyze quarterly Regional Peace and Order Situation Reports, as basis for policy and program development;
 - d. Monitor and consolidate semestral regional reports on POC activities and accomplishments;
 - e. Provide the Regional, Provincial, City, and Municipal POCs feedback on its analysis of their reports;
 - f. Maintain systems and database for POC-related reports and records; and
 - g. Perform such other tasks as may be directed by the Council.
2. **Regional Peace and Order Council (RPOC) Secretariat**
 - a. Assist the Chairperson in the conduct of RPOC meetings;
 - b. Provide technical assistance³ in the performance of administrative and technical tasks of the RPOC;
 - c. Recommend and prepare POC agenda, and other similar documents during POC meetings;
 - d. Prepare resolutions of the Council and the minutes of the meeting;
 - e. Prepare and submit semestral RPOC Accomplishment Report⁴ to the NPOC, through the NPOC Secretariat;

³ Includes technical assistance in the preparation of Operational Plan

⁴ A consolidation of the RPOC, PPOC, HUCPOC, ICCPOC, CCPOC and MPOC Accomplishment Reports based on the POPS Plans

- f. Prepare and submit quarterly RPOC Secretariat Accomplishment Report⁵ to the NPOC, through the NPOC Secretariat;
- g. Monitor regional peace and order situation and submit a quarterly report⁶ to the NPOC, through the NPOC Secretariat;
- h. Monitor the functionality of POCs in the Provincial, City, Municipal, and Barangay levels; and
- i. Provide technical support or assistance to activities related to CLIP, PAMANA, Task Forces, and other programs concerned with peace and order and public safety of the region; and
- j. Perform such other tasks as may be directed by the Council.

3. Provincial Peace and Order Council (PPOC) Secretariat

- a. Assist the Chairperson in the conduct of PPOC meetings;
- b. Provide technical assistance in the performance of administrative and technical tasks of the PPOC;
- c. Recommend and prepare PPOC agenda and other required documents during POC meetings;
- d. Prepare resolutions of the Council and the minutes of the meeting;
- e. Prepare and submit semestral PPOC Accomplishment Report⁷ to the NPOC, through the RPOC Secretariat;
- f. Prepare and submit quarterly PPOC Secretariat Accomplishment Report⁸ to the NPOC, through the RPOC Secretariat;
- g. Monitor provincial peace and order situation and submit a quarterly report⁹ to the NPOC, through the RPOC Secretariat;
- h. Monitor the functionality of POCs in the City, Municipal, and Barangay levels;
- i. Monitor the functionality of the BPOCs and submit annual consolidated Functionality Report¹⁰;
- j. Provide technical support or assistance to activities related to CLIP, PAMANA, Task Forces, and other programs concerned with peace and order and public safety of the province; and
- k. Perform such other tasks as may be directed by the Council.

4. Highly Urbanized City or Independent Component City Peace and Order Council (HUCPOC/ICCPOC) Secretariat

- a. Assist the Chairperson in the conduct of HUCPOC/ICCPOC meetings;
- b. Provide technical assistance in the performance of administrative and technical tasks of the HUCPOC/ICCPOC;
- c. Recommend and prepare HUCPOC/ICCPOC agenda and other required documents during POC meetings;
- d. Prepare resolutions of the Council and the minutes of the meeting;
- e. Monitor and submit semestral HUCPOC/ICCPOC Accomplishment Report, to the NPOC, through the RPOC Secretariat;

⁵ A consolidation of the RPOC, PPOC, HUCPOC, ICCPOC, CCPOC, and MPOC Secretariat Accomplishment Reports

⁶ A consolidation of the Regional, Provincial, City, Municipal, and Barangay Peace and Order Situation Reports

⁷ A consolidation of the PPOC, CCPOC, and MPOC Accomplishment Reports

⁸ A consolidation of the PPOC, CCPOC and MPOC Secretariat Accomplishment Reports

⁹ A consolidation of the Provincial, City, Municipal, and Barangay Peace and Order Situation Reports

¹⁰ Pursuant to DILG Memorandum Circular No. 2008-101

- f. Monitor and submit quarterly HUCPOC/ICCPOC Secretariat Accomplishment Report, to the NPOC, through the RPOC Secretariat;
- g. Monitor city peace and order situation and submit a quarterly report¹¹, to the NPOC, through the RPOC Secretariat;
- h. Monitor functionality of the BPOC and submit annual Functionality Report¹²;
- i. Provide technical support or assistance to activities related to CLIP, PAMANA, Regional Task Forces, and other programs concerned with peace and public safety of the city; and
- j. Perform such other tasks as may be directed by the Council.

5. Component City or Municipal Peace and Order Council (CCPOC / MPOC) Secretariat

- a. Assist the Chairperson in the conduct of CCPOC/MPOC meetings;
- b. Provide technical assistance in the performance of administrative and technical tasks of the CCPOC/MPOC;
- c. Recommend and prepare CCPOC/MPOC agenda and other required documents during POC meetings;
- d. Prepare resolutions of the Council and the minutes of the meeting;
- e. Prepare and submit semestral CCPOC/MPOC Accomplishment Report¹³ to the NPOC, through the PPOC and RPOC Secretariats;
- f. Prepare and submit quarterly CCPOC/MPOC Secretariat Accomplishment Report to the NPOC, through the PPOC and RPOC Secretariats;
- g. Monitor city/municipal peace and order situation and submit a quarterly report¹⁴ to the NPOC, through the PPOC and RPOC Secretariats;
- h. Monitor functionality of the BPOC and submit annual Functionality Report¹⁵;
- i. Provide technical support or assistance to activities related to CLIP, PAMANA, Regional Task Forces, and other programs concerned with peace and public safety of the city/municipality; and
- j. Perform such other tasks as may be directed by the Council.

C. Staffing of the Regional and Local Peace and Order Council Secretariats

The POC Secretariat shall be composed, at the minimum, of the following:

| Level | Members |
|---------------------|---|
| Regional | Head Secretariat, LGMED Staff/Focal Person, Research Analyst, IT Staff, Admin Staff |
| Province/HUC/ICC | Head Secretariat, Focal Person, LGU Staff |
| CC and Municipality | C/MLGOO, LGU Staff |

- a. Head Secretariat - The head secretariat for the Region, shall be the DILG Regional Director; for the Province, the Provincial Director; for the HUC and

¹¹ A consolidation of the City and Barangay Peace and Order Situation Reports

¹² Pursuant to DILG Memorandum Circular No. 2008-101

¹³ CCPOC/MPOC Accomplishment Report based on the POPS Plan

¹⁴ A consolidation of the City, Municipal and Barangay Peace and Order Situation Reports

¹⁵ Pursuant to DILG Memorandum Circular No. 2008-101

- ICC, the City Director; and for the CC and Municipality, the City/Municipal Local Government Operations Officer (C/MLGOO). In the RPOC, the Head Secretariat may create a separate unit for POC undertakings.
- b. Local Government Monitoring and Evaluation Division (LGMED) Staff or Focal Person – shall monitor, consolidate and analyze POC reports, recommend policies and programs, and attend POC-related meetings, seminars, workshops, etc.
 - c. Research Analyst – shall conduct research on, and assist in the preparation of, monitoring tools and recommendations for policy and program development, and attend POC-related meetings, seminars, workshops, etc.
 - d. IT Staff or Programmer – shall enhance and maintain online databases or programs, as well as the maintenance of computer/electronic equipment
 - e. Administrative Staff – shall be responsible for the logistical or administrative and budgetary tasks, especially on handling the Provision for the Secretariat Services to the POCs fund, assist in the documentation and preparation of the minutes of the meeting, and attend POC-related meetings, seminars, workshops, etc.
 - f. Local Government Unit (LGU) Staff – shall assist the POC Secretariat in the performance of its functions and duties.

D. Schedule of Regional Reporting¹⁶

| Report | Frequency | Deadline |
|---------------------------------------|------------------|---|
| POC Accomplishment Report | Semestral | 1 st Semester: not later than the 15 th day of July 2 nd Semester: not later than the 15 th day of January of the ensuing year |
| POC Secretariat Accomplishment Report | Quarterly | 1 st Quarter: not later than the 15 th day of April 2 nd Quarter: not later than the 15 th day of July 3 rd Quarter: not later than the 15 th day of October 4 th Quarter: not later than the 15 th day of January of the ensuing year |
| Peace and Order Situation Report | Quarterly | 1 st Quarter: not later than the 15 th day of April 2 nd Quarter: not later than the 15 th day of July 3 rd Quarter: not later than the 15 th day of October 4 th Quarter: not later than the 15 th day of January of the ensuing year |

E. Application to the Autonomous Region in Muslim Mindanao (ARMM)

The provisions of this Memorandum Circular shall be applicable to all Peace and Order Councils (POCs) and POC Secretariats at the Province, City, and Municipal levels, and to all BPOCs.

However, in the case of the RPOC of ARMM and its Secretariat, the provisions of this Memorandum Circular for the RPOC and its Secretariat shall not be applicable, **except** for the preparation and submission of semestral RPOC Accomplishment Report, quarterly RPOC

¹⁶ Schedule of Reports for Province, City, Municipal and Barangay levels shall be determined by the RPOC Secretariat

Secretariat Accomplishment Report, and quarterly Regional Peace and Order Situation Report. Their functions, composition, and other internal rules shall be governed by Executive Order No. 15, s. 2012, of ARMM.

All DILG Regional Directors and the ARMM Regional Governor are hereby enjoined to cause the immediate and widest dissemination of this Memorandum Circular within their regional jurisdictions.

All issuances or parts thereof which are inconsistent with this Memorandum Circular are hereby superseded, amended or modified accordingly.

This Memorandum Circular shall take effect immediately.

For guidance and compliance of all concerned.

MEL SENEN S. SARMIENTO
Secretary, DILG and
Head, NPOC



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