



2024 SEAL OF GOOD LOCAL GOVERNANCE FOR BARANGAY

INSTRUCTIONAL GUIDE ON THE PACKAGING OF DOCUMENTS



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Brgy. West Triangle, Quezon City

<http://www.dilg.gov.ph>

A. SUBMISSION OF HARD COPIES

A.1 Document Checklist 1 Cover Page Template

The MOVs should be compiled and submitted in a comb-bound form. It should follow the prescribed cover page as shown below:

Seal of Good Local Governance for Barangay
Sulong sa Kahusayan

Barangay: _____
City/ Municipality: _____
Province: _____
Region: _____
Year: _____

A.2 Table of Contents for Document Checklist 1

The prescribed Table of Contents is as follows:

TABLE OF CONTENTS

1. Core Governance Area 1: Financial Administration and Sustainability

1.1. Compliance with the Barangay Full Disclosure Policy (BFDP)

- 1.1.1. Three (3) BFDP Monitoring Form A of the DILG Advisory dated March 25, 2022
- 1.1.2. 2 Photo Documentation of the BFDP board showing the name of the barangay
- 1.1.3. SRE signed by Barangay Treasurer and Punong Barangay

1.2. Innovations on revenue generation or exercise of corporate powers

- 1.2.1. SRE for 2022 and 2023 signed by Barangay Treasurer and Punong Barangay
- 1.2.2. Certification on Increase in Local Resources signed by the City/Municipal Treasurer

1.3. Approval of the Barangay Budget on the Specified Timeframe.

- 1.3.1. Approved Barangay Appropriation Ordinance signed by the SBM, SK Chairman, Barangay Secretary, and Punong Barangay

1.4. Allocation for Statutory Programs and Projects as Mandated by Laws and/or Other Issuances

- 1.4.1. Approved Barangay Appropriation Ordinance
- 1.4.2. Annual Investment Program signed by Barangay Treasurer, Barangay Secretary, and Punong Barangay
- 1.4.3. Certification for the Allocation for Statutory Program and Projects

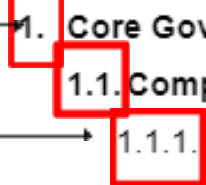
1.5. Posting of the Barangay Citizens' Charter (CitCha)

- 1.5.1. 2 Photo documentation of the Barangay CitCha (name of the barangay should be visible)

A.3 Reference for Tabbing for the Document Checklist 1

The numbers marked with red are the ones to be used in the tabbing of the documents.

TABLE OF CONTENTS

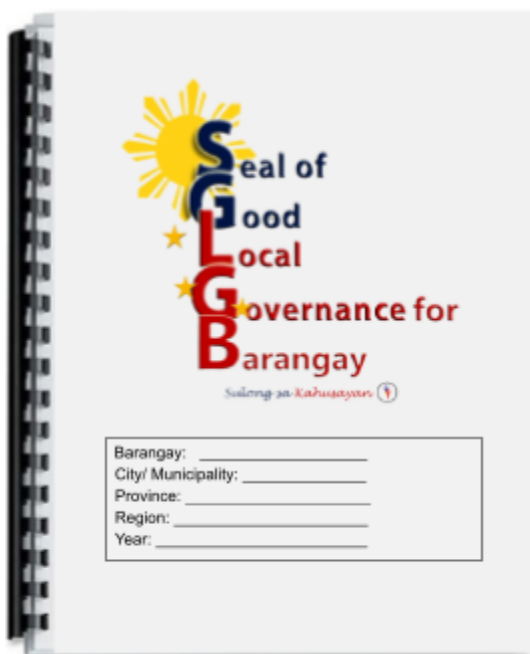
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- 1. Core Governance Area 1: Financial Administration and Sustainability**
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 - 1.5. Posting of the Barangay Citizens' Charter (CitCha)**
 - 1.5.1. 2 Photo documentation of the Barangay CitCha (name of the barangay should be visible)

Annex 2: Instructional Guide on the Packaging of Documents

A.4 Order of Documents for the Submission of MOVs

The order of the MOVs to be submitted should be as follows:

1.



Cover Page

2.

2023 Seal of Good Local Governance for Barangay (SGLGB)
Barangay Documentary Checklist and Certification Page SGLGB Form No. 1

BARANGAY: _____
CITY/MUNICIPALITY: _____
PROVINCE: _____
REGION: _____

INDICATORS	MINIMUM REQUIREMENT	MOV
1.1 COMPLIANCE WITH THE BARANGAY FULL DISCLOSURE POLICY (BFDP) BOARD	1.1.1 Posted the following CY 2022 financial documents in the BFDP board, pursuant to DILG JMC No. 2014-61 and DILG MC No. 2022-027: Annual Report a) Barangay Financial Report b) Barangay Budget c) Summary of Income and Expenditures d) 20% Component of the NTA Utilization e) Annual Procurement Plan or Procurement List Quarterly Report f) List of Notices of Award (4th Quarter of CY 2022) Monthly Report g) Itemized Monthly Collections and Disbursements (October-December 2022)	1 BFDP Monitoring Form A of the DILG Advisory dated March 23, 2022 2 Photo Documentation of the BFDP board displaying the nine documents Annual Report a) Barangay Financial Report b) Barangay Budget c) Summary of Income and Expenditures d) 20% Component of the NTA Utilization e) Annual Procurement Plan or Procurement List Quarterly Report f) List of Notices of Award (4th Quarter of CY 2022) Monthly Report g) Itemized Monthly Collections and Disbursements (October-December 2022)
1.2 INNOVATIONS ON REVENUE GENERATION OR EXERCISE OF CORPORATE POWERS	1.2.1 Increase in local resources in 2022	1 Barangay Budget Preparation Form 2 of 2021 and 2022
1.3 APPROVAL OF THE BARANGAY BUDGET ON THE SPECIFIED TIMEFRAME	1.3.1 Presence of a Barangay Appropriation Ordinance approved on or before December 31, 2021. Consideration: Approval until March 31, 2022.	1 Approved Barangay Appropriation Ordinance
1.4 ALLOCATION FOR INSTITUTIONAL PROGRAMS AND PROJECTS AS MANDATED BY LAWS AND/OR OTHER ISSUANCES	1.4.1 With allocated funds for the following institutional programs and projects: a) Senior Citizens (per R.A. 9994 and DBM Local Budget Memorandum No. 82); b) Persons with Disability (per R.A. 9442 and DBM Local Budget Memorandum No. 82); c) At least 20% of the NTA is allocated for development programs (DILG-DBM JMC No. 2017-01); d) At least 1% of the NTA for the Barangay Council for the Protection of Children (BCPC) (per RA 9344, and); e) At least 5% from total budget allocated for GAD	2 Approved Barangay Appropriation Ordinance with allocated funds for the following institutional programs and projects: a) Senior Citizens (per R.A. 9994 and DBM Local Budget Memorandum No. 82); b) Persons with Disability (per R.A. 9442 and DBM Local Budget Memorandum No. 82); c) At least 20% of the NTA is allocated for development programs (DILG-DBM JMC No. 2017-01); d) At least 1% of the NTA for the Barangay Council for the Protection of Children (BCPC) (per RA 9344, and); e) At least 5% from total budget allocated for GAD plans and programs (per RA 9710); f) Photo documentation of the Barangay CAC (name of the barangay should be visible)
1.5 POSTING OF THE BARANGAY CITIZEN'S CHARTER (CICHA)	1.5.1 Barangay Citizens' Charter posted at a conspicuous place (barangay hall, market, transport terminal or multi-purpose hall)	1 Photo documentation of the Barangay CAC (name of the barangay should be visible)
1.6 RELEASE OF THE SANDUNANG KABATAAN (SK) FUNDS OF THE BARANGAY	1.6.1 Compliance with Section 20 of the SK National Act of 2015 and Item 3.2 of DBM-DLG-NYC JMC No. 1.8, 2018 dated January 23, 2018 1.6.1.1 If the barangay has Barangay-SK Agreement for the annual or semester or quarterly release/deposit:	MOV for 1.6.1.1: a) Copy of the written agreement, and b) Proof of deposit reflecting the Account No./ Name of Barangay SK (1 deposit slip for annual, 2 deposit slips for semester, 4 deposit slips for quarterly)

SGLGB Form 1-Documentary Checklist

3.

Core Area Governance Area 1:
Financial Administration and Sustainability

4.

1.1
Compliance with the Barangay Full Disclosure Policy (BFDP)

5.

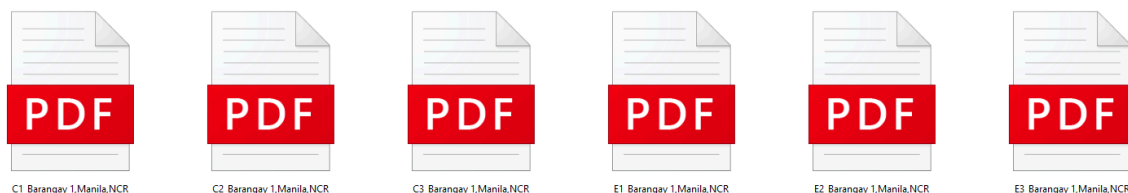
Indicator Title

MOV

B. SUBMISSION OF SOFT COPIES

B.1 Document File Format

The MOVs should be compiled by Governance Area using the prescribed naming format, and submitted in PDF Format.



Governance Area	Tab Naming (Core and Essential)
Financial Administration and Sustainability	C1
Disaster Preparedness	C2
Safety, Peace and Order	C3
Social Protection and Sensitivity	E1
Business-Friendliness and Competitiveness	E2
Environmental Management	E3

Naming of Files:

C1_(Name of Barangay),(Name of City/Municipality), (Name of Province)

Example:

C1_Barangay 1, Manila, NCR
E2_San Antonio, Bangued, Abra

B.2 Document Checklist 1 Cover Page Template

It should follow the prescribed cover page as shown below:



The seal features a yellow sun with rays on the left. To its right, the words "Seal of" are in blue, "Good" is in blue, "Local" is in red, "Governance for" is in red, and "Barangay" is in red. The letters "S", "G", "L", "G", and "B" are large and stylized, with the sun partially behind the "S". Three yellow stars are positioned between the words. Below the main text is the tagline "Sulong sa Kahusayan" in a cursive font, followed by a small circular logo.

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B.4 Reference for naming of files shall follow the title listed in the table of contents

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Annex 2: Instructional Guide on the Packaging of Documents

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1.



Cover Page

2.

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1.3 APPROVAL OF THE BARANGAY BUDGET ON THE SPECIFIED TIMEFRAME	1.3.1 Presence of a Barangay Appropriation Ordinance approved on or before December 31, 2021. Consideration: Approval until March 31, 2022.	1) Approved Barangay Appropriation Ordinance
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1.6 RELEASE OF THE BANGGAINANG KABATAAN (BK) FUNDS OF THE BARANGAY	1.6.1 Compliance with Section 30 of the SK Reform Act of 2015 and Item 1.2 of DBM DLG-NYC JMC No. 1, a 2019 dated January 23, 2019. 1.6.1.1 If the barangay has Barangay-SK Agreement for the annual or semi-annual or quarterly release/deposit:	MOVs for 1.6.1.1: 1) a) Copy of the written agreement; and 2) b) Proof of deposit reflecting the Account No.; Name of Barangay SK (1 deposit slip for annual, 2 deposit slips for semi-annual, 4 deposit slips for quarterly)

SGLGB Form 1-Documentary Checklist

3.

Core Area Governance Area 1:
Financial Administration and Sustainability

4.

1.1
Compliance with the Barangay Full Disclosure Policy (BFDPP)

Annex 2: Instructional Guide on the Packaging of Documents

Governance Area

Indicator Title

5.

BFDP Monitoring Form A

COMPLIANCE TO BARANGAY FULL DISCLOSURE POLICY
(DILG MC NO. 2022-027 dated March 04, 2022)
For the _____ Quarter of CY _____

Region: _____
Province: _____
City/Municipality: _____
Barangay: _____

Name of Document	Annual		Monthly				Remarks
	One Form per the 1st Quarter	Barangay Form (1 - 1) (100%)	1st Month Quarter (1 - 1)	2nd Month Quarter (1 - 1)	3rd Month Quarter (1 - 1)	4th Month Quarter (1 - 1)	
1. Barangay Financial Report (BFR)							
2. Barangay Budget							
3. Statement of Income and Expenditures							
4. 20% Commitment of BANTO Utilization							
5. Annual Procurement Plan							
6. List of Notices of Award							
7. Submitted Monthly Collection and Disbursement							

Total No. of Documents Filled (out of 9): _____

Prepared by: _____ Submitted by: _____ Noted by: _____
Barangay Secretary Planning Barangay City Director/CLGO/SM/SGDO

Note:
If completed, please put number "1" in the appropriate column.
If not completed, please put number "0".

MOV