



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

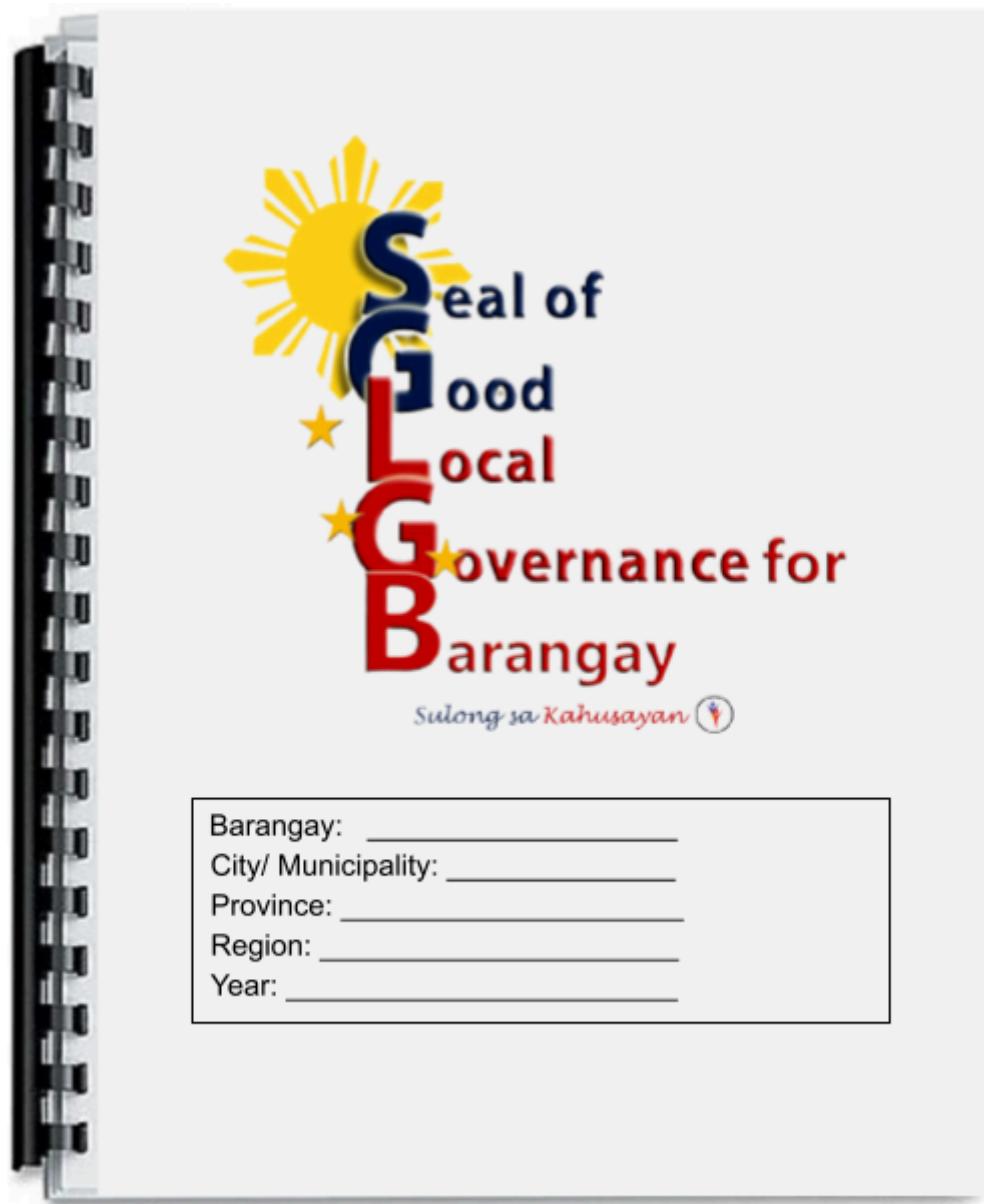
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Brgy. West Triangle, Quezon City

<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:



The image shows a template for a document cover page. It features a large, stylized logo in the center that reads "Seal of Good Local Governance for Barangay". The logo includes a yellow sun, blue "G", red "L", and red "B", with stars and the tagline "Sulong sa Kahusayan". Below the logo is a circular seal with a figure. At the bottom of the page is a rectangular box containing fields for location details:

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.

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

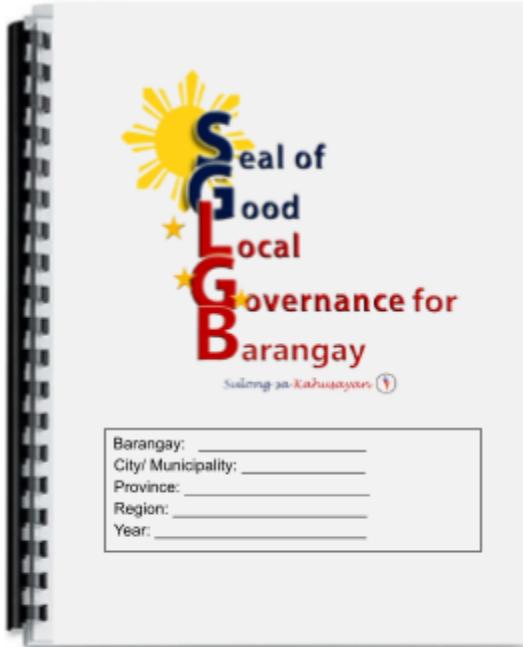
1.5.1. 2 Photo documentation of the Barangay CitCha (name of the barangay should be visible)

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.

DOCUMENTARY CHECKLIST	
INDICATORS	MINIMUM DOCUMENTATION
1.1 COMPLIANCE WITH THE BARANGAY FULL DISCLOSURE POLICY (BFDP) BOARD	Copy Government JSCA 1 Financial Administration and Sustainability
1.1.1 Posted the following CY 2022 financial documents on the BFDP board, pursuant to DILG MC No. 2014-81 and DILG-MC No. 2022-027:	<input type="checkbox"/> BFDP Monitoring Form A of the DILG Advisory dated March 25, 2022 <input type="checkbox"/> Photo Documentation of the BFDP board displaying the nine documents
Annual Report (a) Barangay Financial Report (b) Barangay Budget (c) Barangay Income and Expenditures (d) 20% Component of the NTA Utilization (e) Annual Procurement Plan or Procurement List	<input type="checkbox"/> Annual Report <input type="checkbox"/> Barangay Financial Report <input type="checkbox"/> Barangay Budget <input type="checkbox"/> Barangay Income and Expenditures <input type="checkbox"/> 20% Component of the NTA Utilization <input type="checkbox"/> Annual Procurement Plan or Procurement List
Quarterly Report (f) List of Notices of Award (4th Quarter of CY 2022)	<input type="checkbox"/> Quarterly Report <input type="checkbox"/> List of Notices of Award (4th Quarter of CY 2022)
Monthly Report (g) Itemized Monthly Collections and Disbursements (October-December 2022)	<input type="checkbox"/> Monthly Report <input type="checkbox"/> Itemized Monthly Collections and Disbursements (October-December 2022)
1.1.2 Accomplished prescribed BFR form with the Statement of Receipt and Expenditure (Annex 7)	<input type="checkbox"/> Barangay Financial Report on Statement of Receipt and Expenditure (Annex 7)
1.2 INNOVATIONS ON NEVER ENDING GOALS OR NEW USES OF CORPORATE POWERS	<input type="checkbox"/> Barangay Budget Preparation Form 2 of 2021 and 2022
1.3 APPROVAL OF THE BARANGAY BUDGET IN THE SPECIFIED TIMELINE	<input type="checkbox"/> Approved Barangay Appropriation Ordinance
1.4 ALLOCATION FOR DEVELOPMENT PROGRAMS AND PROJECTS AS MANDATED BY LAWS AND/OR OTHER ISSUANCES	<input type="checkbox"/> Approved Barangay Appropriation Ordinance with allocated funds for the following statutory programs and projects: <input type="checkbox"/> Senior Citizens (per R.A. 9994 and DBM Local Budget Memorandum No. 82); <input type="checkbox"/> Persons with Disability (per R.A. 9442 and DBM Local Budget Memorandum No. 82); <input type="checkbox"/> At least 20% of the NTA is allocated for development programs (DLO-DRM-JMC No. 2017-01); <input type="checkbox"/> At least 1% of the NTA for the Barangay Council for the Protection of Children (BPCD) per RA 9344; and, <input type="checkbox"/> At least 5% from total budget allocated for GAD plans and programs per RA 9710;
1.5 POSTING OF THE BARANGAY CITIZEN'S CHARTER (CICA)	<input type="checkbox"/> Copy of the Citizen's Charter of the Barangay CIChe (name of the barangay should be visible)
1.6 RELEASE OF THE SANGUINIBANG KABATAAN (SK) FUNDS OF THE BARANGAY	<input type="checkbox"/> MOVs for 1.6.1: <input type="checkbox"/> Copy of the written agreement; and <input type="checkbox"/> Copy of the receipt reflecting the Account No./Name of Barangay SK (1 deposit slip for annual, 2 deposit slips for semiannual, 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)

Annex 2: Instructional Guide on the Packaging of Documents

Governance Area

Indicator Title

5.

BFDP Monitoring Form A

COMPLIANCE TO BARANGAY FINANCIAL DISCLOSURE POLICY
(DILG-MC-NQ-2022-037 dated March 04, 2022)
For the _____ Closure of CY _____

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

Name of Document	Annual	Quarterly	Monthly	Remarks
1. Barangay Financial Report (BFR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Barangay Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Summary of Income and Expenditures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. 20% Compenence of BANTATA Utilization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Annual Audit Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. List of Notices of Award	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Internal Monthly Collection and Disbursement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

Prepared by: _____ Submitted by: _____ Noted by: _____

Barangay Secretary _____ Posing Barangay _____ City Director/CIGOO/MLGOO _____

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

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 logo features a yellow sun-like shape with rays on the left. To its right, the words "Seal of Good Local Governance for Barangay" are written in a stylized font. The word "Seal" is in blue, "Good" is in blue, "Local" is in red, "Governance" is in red, and "Barangay" is in red. Below the main text, the phrase "Sulong sa Kahirasayan" is written in a smaller, italicized font, followed by a small circular emblem containing a red and white design.

Barangay: _____
City/ Municipality: _____
Province: _____
Region: _____
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B.3 Table of Contents for Document Checklist 1

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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

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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

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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 signed by the City Director/C/MLGOO

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)

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

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

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Annex 2: Instructional Guide on the Packaging of Documents

B.5 Order of Documents for the Submission of MOVs

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

1.



2.

DOCUMENTARY CHECKLIST		
INDICATORS	MINIMUM REQUIREMENT	MOVs
Core Governance Area 1: Financial Administration and Sustainability		
1.1 COMPLIANCE WITH THE BARANGAY FULL DISCLOSURE POLICY (BFDP) BOARD	1.1.1 Posted the following CY 2022 financial documents in the official website of the DILG MC No. 2014-81 and DILG MC No. 2022-027: a) Annual Financial Report b) Barangay Budget c) Commodity Income and Expenditures d) 20% Component of the NTA Utilization e) Annual Procurement Plan or Procurement List f) Quarterly Report g) List of Notices of Award (4th Quarter of CY 2022) h) Monthly Report i) Remitted Monthly Collections and Disbursements (October-December 2022)	<input type="checkbox"/> BFDP Monitoring Form A of the DILG Advisory dated March 25, 2022 <input type="checkbox"/> Photo Documentation of the BFDP board displaying the nine documents: a) Annual Report b) Barangay Financial Report c) Commodity Income and Expenditures d) 20% Component of the NTA Utilization e) Annual Procurement Plan or Procurement List f) Quarterly Report g) List of Notices of Award (4th Quarter of CY 2022) h) Monthly Report i) Remitted Monthly Collections and Disbursements (October-December 2022)
1.2 INNOVATIONS ON REVENUE GENERATION OR EXERCISE OF CORPORATE POWERS	1.2.1 Accomplished prescribed BFR form with the stamp/receipt of the Office of the City Accountant.	<input type="checkbox"/> Barangay Financial Report on Statement of Receipt and Expenditure (Annual F)
1.3 FORMULATION 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	<input type="checkbox"/> Approved Barangay Appropriation Ordinance
1.4 ALLOCATION FOR EXECUTORY PROGRAMS AND PROJECTS AS MANAGED BY LAWS AND/OR OTHER ISSUANCES	1.4.1 With allocated funds for the following programs: a) Senior Citizens (per R.A. 9994 and DBM Local Budget Memorandum No. 92); b) Persons with Disability (per R.A. 9442 and DBM Local Budget Memorandum No. 92); c) At least 20% of the NTA is allocated for development programs (DLO-DBM JMC No. 2017-01); d) At least 1% of the NTA for the Barangay Council for the Protection of Children (BPCD) (per RA 9344); e) At least 5% from total budget allocated for GAD	<input type="checkbox"/> Approved Barangay Appropriation Ordinance with allocated funds for the following executory programs and projects: a) Senior Citizens (per R.A. 9994 and DBM Local Budget Memorandum No. 92); b) Persons with Disability (per R.A. 9442 and DBM Local Budget Memorandum No. 92); c) At least 20% of the NTA is allocated for development programs (DLO-DBM JMC No. 2017-01); d) At least 1% of the NTA for the Barangay Council for the Protection of Children (BPCD) (per RA 9344); and, e) At least 5% from total budget allocated for GAD plans and programs (RA 9344)
1.5 POSTING OF THE BARANGAY CITIZEN'S CHARTER (CCHs)	1.5.1 Barangay Citizens' Charter posted at a conspicuous place (barangay hall, market, transport terminal).	<input type="checkbox"/> Photo documents of the Barangay CCHs (name of the barangay should be visible)
1.6 RELEASE OF THE BARANGAY KABATAAN (BK) FUNDS OF THE BARANGAY	1.6.1 Compliance with Section 20 of the SK Reform Law (RA 9167) and SGLGB NYC JMC No. 1, s. 2019 dated January 23, 2019.	<input type="checkbox"/> MOVs for 1.6.1: a) Copy of the written agreement, and b) Photo of the deposit reflecting the Account No./Name of Barangay BK (1 deposit slip for annual, 2 deposit slips for semiannual, 4 deposit slips for quarterly)

Cover Page

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Core Area Governance Area 1:
Financial Administration and Sustainability

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SGLGB Form 1-Documentary Checklist

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Annex 2: Instructional Guide on the Packaging of Documents

Governance Area

Indicator Title

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BFDP Monitoring Form A

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(DILG-MC NO. 2022-037 dated March 24, 2022)

For the _____ Quarter of CY _____

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

Name of Document	Annual	Quarterly	Monthly	Remarks
	Due Period by (the 1st Quarter)	Same Period (1st Quarter)	1st Month 1st Month	2nd Month
1. Barangay Financial Report (BFR)				
2. Barangay Budget				
3. Summary of Income and Expenditures				
4. 2022 Calendar of BANTATA Utilization				
5. Land Procurement Plan				
6. List of Notices of Award				
7. Itemized Monthly Collection and Disbursement				

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

Prepared by: _____ Submitted by: _____ Need by: _____

Barangay Secretary _____ Posing Barangay _____ City Director/CLGOO/MLGOO _____

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

MOV