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Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION X - NORTHERN MINDANAO

Km 3 Fr. W.F. Masterson Avenue, Upper Carmen, Cagayan de Oro City
www.region10.dilg.gov.ph

MESSAGE
NOVEMBER 13, 2023

TO : ALL PROVINCIAL/CITY DIRECTORS
DILG REGION 10

SUBJECT : BARANGAY OFFICIAL'S INFORMATION SHEET (BOIS)
REVISED 2023

WE ARE PROVIDING YOU WITH THE SOFT COPY OF THE **BOIS REVISED 2023 (ANNEX A) AND ITS GUIDE (ANNEX B), WHICH ARE SHARED VIA THE LGMED BULLETIN BOARD SYSTEM.** PLEASE DISTRIBUTE THE FORM TO THE NEWLY-MINTED AND RE-ELECTED BARANGAY AND SK OFFICIALS ON OCTOBER 30, 2023, IN YOUR RESPECTIVE AREAS OF ASSIGNMENT.

PLEASE REMIND OFFICIALS TO:

- ACCOMPLISH 3 COPIES OF BOIS. 1 ORIGINAL COPY IS SUBMITTED TO THE DILG CITY OR MUNICIPAL OFFICE, 1 COPY TO THE BARANGAY, AND 1 COPY FOR PERSONAL USE;
- USE A BLACK-INK BALLPOINT PEN ONLY;
- PRINT LEGIBLY ALL THE INFORMATION IN CAPITAL LETTERS;
- TICK THE APPROPRIATE BOXES;
- USE A SEPARATE SHEET IF NECESSARY;
- INDICATE N/A IF NOT APPLICABLE;
- DO NOT USE ABBREVIATIONS;
- PASTE A PASSPORT-SIZE PHOTO;
- FIELDS WITH ASTERISKS ARE MANDATORY; AND
- ATTACHED THE APPLICABLE DOCUMENTS MENTIONED IN ANNEX B.

ASIDE FROM ENSURING THAT THE FORMS ARE FILLED OUT COMPLETELY BY THE OFFICIAL, FIELD OFFICERS SHALL VERIFY AND VALIDATE THE VERACITY OF THE INFORMATION BASED ON THE SUBMITTED DOCUMENTARY ATTACHMENTS STATED IN ANNEX B BEFORE AFFIXING THEIR SIGNATURE TO THE FORM.



"Matino, Mahusay at Maasahan"

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FURTHER, PLEASE WAIT FOR THE CENTRAL OFFICE'S ADVISORY AS TO THE SCHEDULE OF THE ENCODING OF BOIS IN THE BARANGAY OFFICIAL PROFILING SYSTEM UNDER THE BARANGAY INFORMATION SYSTEM (BOPS-BIS).

FOR YOUR INFORMATION AND APPROPRIATE ACTION.

RD SUYKO



WILHELM M. SUYKO, CESO IV
REGIONAL DIRECTOR *WMS*

LGMED/CSV/ahpl



Republic of the Philippines
Department of the Interior and Local Government

BARANGAY OFFICIAL’S INFORMATION SHEET
2023-2025 Term of Office

Passport Size
Photo

NOTE: PLEASE ACCOMPLISH THIS FORM AND WRITE LEGIBLY ALL THE INFORMATION REQUIRED IN CAPITAL LETTERS.

REGION* : CITY/MUNICIPALITY* :
PROVINCE* : BARANGAY* :

ELECTIVE AND APPOINTIVE POSITION
(Instruction: Check the acquired position)

DATE OF ASSUMPTION TO OFFICE/APPOINTMENT * : DATE OF ELECTION: October 30, 2023

☐ Punong Barangay
☐ Sangguniang Barangay Member
Encircle Rank (1, 2, 3, 4, 5, 6, 7)
☐ SK Chairperson

☐ SK Member *(Encircle Rank 1, 2, 3, 4, 5, 6, 7)*
☐ IPMR

☐ Barangay Treasurer
☐ Barangay Secretary
☐ SK Treasurer
☐ SK Secretary

☐ BADAC Cluster Leader
☐ Barangay Health Worker
☐ *Accredited/Registered by the Local Health Board*
☐ *Appointed by the Barangay (Barangay Health Aide/Health Care Assistant)*
☐ Barangay Nutrition Scholar
☐ Barangay Tanod
☐ Day Care Worker
☐ *Accredited per ECCD Council Resolution No. 15-03 dated Sept. 10, 2015*
☐ Lupon Member
☐ VAW Desk Officer

TERM IN THE PRESENT POSITION:
☐ 1st ☐ 2nd ☐ 3rd ☐ Appointive/Replacement

If related with the Appointing Authority, please indicate the degree of consanguinity/affinity:

PERSONAL AND POLITICAL INFORMATION

-

(PhilSys Card No.)

(Last Name) *

(First Name) *

(Suffix e.g. Jr., II, III)

(Middle Name) *

(Birth Date: mm/dd/yyyy) *

(Birth Place) *

(Sex at Birth) *

(Civil Status) *

(Religion) *

(Residence Address) *

(Contact Number) *

(Official E-mail Address)

(Barangay Hall Address) *

(Barangay Hall Contact Number) *

(Barangay E-mail Address)

HIGHEST EDUCATIONAL ATTAINMENT*: ☐ ELEMENTARY ☐ HIGH SCHOOL ☐ COLLEGE ☐ POST GRAD ☐ VOCATIONAL
☐ Graduate *(Course)* ☐ Under Graduate

OTHER OCCUPATION, IF ANY: HONORARIUM AS BARANGAY OFFICIAL*:

☐ Private ☐ Government

BENEFICIARIES*: (for Punong Barangay, Sangguniang Barangay Member, SK Chairperson, IPMR, Barangay Secretary, and Barangay Treasurer only)

NAME <small>(Last Name, First Name, Middle Initial)</small>	DATE OF BIRTH <small>(mm/dd/yyyy)</small>	RELATIONSHIP
1.		
2.		
3.		
4.		
5.		

(Please use additional sheet if necessary)

I hereby certify that the above information are true and correct to the best of my knowledge. I understand that for the DILG to carry out its mandate they must necessarily process my personal information. Therefore, I grant my consent and recognize the authority of the DILG to process my personal information, pursuant to the Philippine Data Privacy Act of 2012.

(Signature over Printed Name)

(Date Accomplished)

Verified and validated by:

CD/CLGOO/MLGOO
(Signature over Printed Name)

Date

GUIDE IN FILLING OUT THE BARANGAY OFFICIAL’S INFORMATION SHEET (BOIS) FOR ELECTIVE AND APPOINTIVE BARANGAY OFFICIALS

2023-2025 TERM OF OFFICE

The BOIS must be accomplished by all elective and appointive barangay officials upon assumption to office, to be submitted to the DILG City and Municipal Field Officers as reference in encoding their profiles to the Barangay Information System-Barangay Officials’ Profiling System (BIS-BOPS).

NOTE:

- Upon accomplishing the BOIS, the elective and appointive barangay officials shall have it photocopied in 2 copies. The original copy of the BOIS shall be submitted to the DILG Field Officer while the 2 photocopies of the BOIS shall be kept by the Barangay Secretary and the concerned barangay official.
- Supply the required information in the BOIS using **BLACK INK** ballpen only. Also, a soft copy may be accomplished electronically and must be printed using **BLACK INK** only.
- All datasets with asterisks are mandatory and should be provided accurately, as it will be the permanent record in the Barangay Officials’ Profile. This is also being used as a reference in the provision of data being requested by the Department’s clientele. Thus, it is the responsibility of the barangay official/s to provide an updated copy of BOIS, for any amendment.
- The photo of the barangay official shall be taken within the last six (6) months.

REGION	Indicate the name of region.
PROVINCE	Indicate the name of province.
CITY/MUNICIPALITY	Indicate the name of city/municipality.
BARANGAY	Indicate the name of barangay.

ELECTIVE AND APPOINTIVE POSITION

DATE OF ASSUMPTION TO OFFICE/DATE OF APPOINTMENT	<p>If elective official, indicate the date of assumption to office/date indicated in the Oath of Office.</p> <p>If appointive official, indicate the date of appointment.</p>
POSITION	<p>Check the acquired position</p> <ul style="list-style-type: none"> • For Elective Barangay and SK Officials – Punong Barangay, Sanguniang Barangay Member, SK Chairperson, SK Member, IPMR • For Appointive Barangay and SK Officials - Barangay Treasurer and Barangay Secretary (please refer to Chapter 5, Sections 394 and 395 of LGC of 1991), and; SK Treasurer and SK Secretary (please refer to Chapter 8, Sections 432 and 433 of the LGC of 1991). • Other Appointive Barangay Officials – Chapter 5, Section 396 of the LG Code states that the qualifications, duties, and functions of all other Barangay officials appointed by the

	<p>Punong Barangay shall be governed by this provision and other laws or by Barangay ordinances. These appointive positions include BADAC Cluster Leaders, BHW, BNS, Barangay Tanod, Daycare Workers, Lupon Member, VAW Desk Officers.</p> <p>NOTE:</p> <ul style="list-style-type: none"> Encircle the Rank of the Sangguniang Barangay and SK Members. For other appointive barangay officials, indicate the relationship to the Appointing Authority. If related, indicate the degree of consanguinity/affinity. <p>Below is the illustration of the degree of relationship:</p> <div data-bbox="735 714 1266 1394"> <p>CONSANGUINITY</p> <p>4th Degree Great Great Grandparent Great Aunt/Uncle First Cousin Grand Nephew/Niece</p> <p>3rd Degree Great Grandparent Aunt/Uncle Niece/Nephew Great Grandchild</p> <p>2nd Degree Grandparent Brother/Sister Grandchild</p> <p>1st Degree Parent Child</p> <p>YOU</p> <p>AFFINITY</p> <p>1st Degree Spouse</p> <p>2nd Degree Parent-in-Law Daughter/Son-in-Law</p> <p>3rd Degree Grandparent-in-Law Brother/Sister-in-Law Grandchild-in-Law</p> <p>4th Degree Great Grandparent-in-Law Aunt/Uncle-in-Law First Cousin-in-Law Niece/Nephew-in-Law Great Grandchild-in-Law</p> </div> <p>Note: Step relationships (step-brother, step-father, etc.) are considered to be the same as blood relationships.</p> <ul style="list-style-type: none"> For Barangay Health Workers (BHWs), please check the box indicated if Accredited/Registered by the Local Health Board, or appointed by the Barangay (Barangay Health Aide/Health Care Assistant), per DILG-DOH JMC No. 2023-001 dated August 24, 2023. For Day Care Worker, please check the box if accredited per Early Childhood Care and Development (ECCD) Council Resolution No. 15-03 dated September 10, 2015.
<p>TERM IN THE PRESENT POSITION</p>	<p>Check the term in the present position whether First, Second or Third for the Punong Barangay, Sangguniang Barangay Member, SK Chairperson and SK Members.</p>

	Check the appointive/replacement, when the Sangguniang Barangay Member is a replacement or appointed due to permanent vacancy (under the Rule of Succession).
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PERSONAL AND POLITICAL INFORMATION:

This part of the BOIS contains the basic information of the elective and appointive barangay official/s. The information provided herein are important for the generation of Barangay Officials' Profile, and as basis for the issuance of Certification of Eligibility by the Civil Service Commission, processing of Barangay Officials' Death and Burial Assistance (BODBA), and other benefits enumerated pursuant to Section 393 of the LG Code of 1991 or RA 7160.

PHILSYS CARD NUMBER	Indicate the 16-digit PhilSys Card Number indicated in the PhilSys ID
LAST NAME	Indicate the Last Name of the Barangay Official
FIRST NAME	Indicate the Given Name of the Barangay Official
SUFFIX	Indicate the Suffix (if any) of the Barangay Official (e.g. Jr., II, III)
MIDDLE NAME	Indicate the Middle Name of the Barangay Official
BIRTH DATE	Indicate the Complete Birth date (MM/DD/YYYY)
BIRTH PLACE	Indicate the City/Municipality and Province of birth
SEX AT BIRTH	Indicate M for Male, F for Female
CIVIL STATUS	Indicate S –Single; M -Married; W -Widow/Widower; SP -Separated
RELIGION	Indicate whether Roman Catholic, INC, or others.
RESIDENCE ADDRESS	Indicate the complete Residence Address
CONTACT NUMBER	Indicate the personal contact number of the barangay official (Landline or Mobile Number)
E-MAIL ADDRESS	Indicate the official e-mail address. If none, the personal e-mail address may be inputted.
BARANGAY HALL ADDRESS	Indicate the complete address of Barangay Hall
BARANGAY HALL CONTACT NUMBER	Indicate the contact number of Barangay Hall (Landline or Mobile Number)
BARANGAY E-MAIL ADDRESS	Indicate the e-mail address of barangay (if any)

EDUCATIONAL ATTAINMENT: This part of the BOIS contains the highest educational attainment of the barangay official.

HIGHEST EDUCATIONAL ATTAINMENT	Check the highest level of education attained by the barangay official.
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EDUCATIONAL STATUS	Specify whether a Graduate or an Undergraduate of that educational level. If graduate, indicate the course/bachelor's degree.
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OCCUPATION: This part of the BOIS contains the current occupation of the Barangay Official.

OCCUPATION	Indicate the barangay official's other profession/occupation, if any, aside from being elected/appointed barangay official.
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HONORARIUM: This part of the BOIS contains the amount of the monthly honorarium of the Barangay Official.

HONORARIUM	Indicate the actual amount being received as barangay official per month (elective and appointive) Note: If newly-minted official, honorarium may be declared as zero (0) for the meantime. Update the BOIS immediately, once the honorarium has been determined.
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BENEFICIARIES: This part of the BOIS contains the beneficiaries of the barangay official that is being used as reference in processing the Death and Burial Assistance of the deceased barangay official pursuant to EO 115 and DILG MC No. 2022-132. This is only applicable to Punong Barangay, Sangguniang Barangay Member, SK Chairperson, IPMR, Barangay Secretary, and Barangay Treasurer.

NAME	Indicate the FULL NAME/S of the eligible beneficiaries (LAST, FIRST, M.I)
DATE OF BIRTH	Indicate the complete Birth date (MM/DD/YYYY)
RELATIONSHIP	Indicate the relationship of the beneficiary/ies to the barangay official.

ATTACHMENTS/MEANS OF VERIFICATION (MOVs):

The following documents, whichever is applicable, shall be submitted by the Barangay and SK Officials. The same shall also be uploaded to the BIS-BOPS, along with the accomplished BOIS Form.

- Oath of Office and Certificate of Assumption to Office, if elected official;
- Copy of Appointment, if appointed official;
- Birth Certificate of the barangay official;
- Marriage Certificate, if the barangay official is married;
- Copy of Accreditation issued by the Local Health Board, if accredited/registered BHW;
- Copy of Accreditation, if accredited Daycare Worker; and
- Other supporting documents, if any.

The DILG Field Officers shall verify and validate the veracity of the information based on the submitted/uploaded documents.