



# 2024 SEAL OF GOOD LOCAL GOVERNANCE FOR BARANGAY TECHNICAL NOTES

## CORE GOVERNANCE AREA 3: SAFETY, PEACE AND ORDER

INDICATOR	RELEVANCE / DEFINITION	MINIMUM REQUIREMENTS	DOCUMENTARY REQUIREMENTS/MOVs	DATA SOURCE
3.1 FUNCTIONALITY OF THE BARANGAY ANTI-DRUG ABUSE COUNCIL (BADAC)	The DILG and DDB Joint Memorandum Circular 2018-01 <sup>12</sup> , provides the guidelines on the functionality and effectiveness of local anti-drug abuse councils. Item V (B) specifically states the creation of the BADAC and its composition.	<p><b>3.1.1 Structure</b></p> <p>Organized BADAC with its composition and appropriate committees (Committees on Operations and on Advocacy) compliant to DILG-DDB JMC No. 2018-01</p> <p><b>Minimum Composition of the BADAC:</b></p> <ol style="list-style-type: none"><li>1. Punong Barangay</li><li>2. SBM</li><li>3. SK Chairperson</li><li>4. Public School Principal/Representative</li></ol>	EO (signed by the PB) or similar issuance (resolution/ordinance signed by the PB, Barangay Secretary and SBMs) creating the BADAC with its composition and appropriate committees, covering January to October 2023	BADAC Secretariat

<sup>12</sup> Implementing Guidelines on the Functionality and Effectiveness of Local Anti-Drug Abuse Councils



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		<div>5. Chief Tanod/ Executive Officer</div> <div>6. At least 2 representatives of NGOs/CSOs</div> <div>7. Representative of Faith-Based Organization</div> <div>8. C/M Chief of Police or Representative</div> <div>Minimum Composition of the <b>BADAC Committees:</b></div> <div>A. <b>Committee on Operations</b><div>1. SBM</div><div>2. Executive Officer/Chief Tanod</div><div>3. BADAC Auxiliary Team (BAT)</div></div> <div>B. <b>Committee on Advocacy</b><div>1. SBM</div><div>2. SK Chairperson</div></div>		



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		3. Public School Principal/Representative 4. At least 2 representatives of NGOs/CSOs 5. Representative of Faith-Based Organization		
	DILG DDB JMC No. 2018-01, Item B (3)(h) states that the BADAC shall assist PWUD who surrendered to Barangay Rehabilitation and Referral Desk and refer to CADAC/MADAC and other institutions for appropriate action.	3.1.2 Establishment of Barangay Rehabilitation Referral Desk with Designated Barangay Duty Officer	EO (signed by the PB) or similar issuance (resolution/ordinance signed by the PB, Barangay Secretary and SBMs) establishing the Rehabilitation Referral Desk covering CY 2023	BADAC Secretariat
	Section 6 (A), no. 3 of DDB Board Regulation No. 3, s. 2017 <sup>13</sup> states that the BADAC, in coordination with the	3.1.3 Organization of House Clusters with designated	EO (signed by the PB) or similar issuance (resolution/ordinance signed by the PB, Barangay	BADAC Secretariat

<sup>13</sup>Strengthening the Implementation of Barangay Drug Clearing Program



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	local PNP unit, shall also take the lead in organizing house clusters with designated cluster leaders	House Cluster Leaders (HCL)	Secretary and SBMs), organizing house clusters with designated HCL	
	Section 3, no. 2 of DDB Board Regulation No. 3, s. 2017 states that the BADAC shall organize BADAC Auxiliary Teams (BATs) and orient them of their roles and functions.	3.1.4 Organization of BADAC Auxiliary Team (BAT)	EO (signed by the PB) or similar issuance (resolution/ordinance signed by the PB, Barangay Secretary and SBMs), organizing BAT	BADAC Secretariat
	No. 4 (4.2) of DILG Memorandum Circular No. 2017-142 <sup>14</sup> states that all BADACs are mandated to formulate their BADAC Plan of Action or BADPA. This shall be adopted by the BADAC members and shall form part of the three-year and term-based Barangay Peace and Order and Public Safety (BPOPS) Plan.	<b>3.1.5 Plan:</b> Formulation of BADAC Plan of Action (BADPA) covering CY 2023	Copy of approved BADPA Summary or copy of approved BPOPs Plan with BADPA covering CY 2023  <i>Note: Template of BADPA can be accessed through the link: <a href="https://bit.ly/BADPA-Template">https://bit.ly/BADPA-Template</a></i>	BADAC Secretariat

<sup>14</sup>Guidelines in the Formulation of a Simplified Barangay Peace and Order and Public Safety (BPOPS) Plan



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	<p>Section 5 of DILG MC 2022-141<sup>15</sup> also states that “The BADAC shall formulate a three-year term based plan for the anti-illegal drug activities, and that the “BADAC shall come up with a BADPA summary which includes the formulated strategies, identified PPPSAs, and the calculated funding requirements.”</p>			
	<p>All Sangguniang Barangays are mandated to allocate and utilize funds from their annual budget for the operationalization of their BADPA and other campaigns against illegal drugs and drug abuse.</p> <p>Per Article VII, Sec. 51 of Republic Act No. 9165<sup>16</sup>, the substantiality of such fund allocated by the Sangguniang Barangay shall be determined by the concerned C/MLGOO or CD, in</p>	<p><b>3.1.6 Budget:</b></p> <p>Allocation of substantial amount for anti-illegal drugs initiative</p>	<p>Approved Barangay Appropriation Ordinance signed by the PB, Barangay Secretary and SBMs.</p> <p><b>OR</b></p> <p>Copy of Barangay Annual Investment Plan (AIP)</p> <p><i>Note: Template of AIP can be accessed through the link: <a href="https://bit.ly/Template_AIP">https://bit.ly/Template_AIP</a></i></p>	

<sup>15</sup> Guidelines on the Formulation of the Local Anti-Drug Plan of Action (LADPA) and Barangay Anti-Drug Plan of Action (BADPA)

<sup>16</sup> Comprehensive Dangerous Drugs Act of 2002



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	consultation with the City/Municipal Chief of Police and local PDEA representative, based on the “perceived needs” of their barangay.			
	Section 3, nos. 1 & 4 of DDB Board Regulation No. 3, s. 2017 states that the BADACs, in coordination and collaboration with local institutions / organizations, are mandated to plan, strategize, implement and evaluate programs and projects on drug abuse prevention and reduction	3.1.7 Implementation of Drug Abuse Prevention Advocacy Campaigns - Barangay organized at least 1 community-based IEC Activity during CY 2023	Copy of Activity Report prepared by the BADAC	BADAC Secretariat
	<p>Items 3 (f) and 5 (a) (1) (c) of DILG DDB JMC No. 2018-01 states to submit all consolidated information report to CADAC/MADAC and Local Police Unit</p> <p>Consolidated Information Report shall refer to all information gathered from all sources such as cluster leaders, barangay auxiliary team, and concerned citizens, on any illegal drug activities occurring within the barangay. Thus, the CIR shall contain detailed information of</p>	<p>3.1.8 Implementation of Drug-Clearing Operations - Submission of Consolidated Information Report (CIR) to CADAC/MADAC and Local PNP Unit</p> <p><i>Note: Drug-unaffected barangays shall also submit updated CIR, stating in the report that there is absence of illegal</i></p>	<p>1. <b>Three (3) Transmittals</b> of CIR, covering the 1<sup>st</sup> to 3<sup>rd</sup> quarter, received by CADAC/MADAC and Local PNP Unit; AND</p> <p>2. Certification on the submitted CIR signed by the CADAC/MADAC and Local PNP Unit</p>	<p>BADAC Secretariat</p> <p>CADAC/MADAC and Local PNP Unit</p>



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	drug pushers/users, protectors, financiers, marijuana cultivation sites, clandestine laboratory operations and other drug-related data.	<i>drug-related activities in the barangays. The same applies to drug-free and drug-cleared barangays</i>	<p><i>Note: The CIR contains data protected by the Data Privacy Act of 2012. Hence, we recommend submitting <b>only the transmittal</b>.</i></p> <p><i>Note: Certification on the submitted CIR can be accessed through the link: <a href="https://bit.ly/Transmittal-CIR">https://bit.ly/Transmittal-CIR</a></i></p>	
	Items 3 (g) (h) and (i) of DILG DDB MC No. 2018-01 states that all Barangay Rehabilitation Referral Desks shall have Barangay Duty Officers, preferably Barangay Health Workers and mandates barangay, through BADACs shall ensure the proper and effective referral and monitoring of status of surrenderers.	3.1.9 Implementation of Community-Based Intervention for Person Who Used Drugs (PWUDS) - Presence of referral system	<p>Accomplished BADAC Form 4- Unified Barangay Report on Referral Action (UBRA)</p> <p><i>Note: BADAC Form 4 can be accessed through the link: <a href="https://bit.ly/BADAC-Form4">https://bit.ly/BADAC-Form4</a></i></p>	BADAC Duty Officer
	Section 3, no. 6 of DDB Board Regulation No. 3, s. 2017 states that to closely monitor the implementation of their BADPA and other campaigns, all BADACs shall conduct regular meetings at least once a month.	3.1.10 Conduct of Monthly Meetings	Copy of the BADAC monthly minutes of the meeting with attendance sheets ( <b>at least 3 minutes covering CY 2023</b> )	BADAC Secretariat



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<b>3.2</b> <b>FUNCTIONALITY</b> <b>OF THE</b> <b>BARANGAY PEACE</b> <b>AND ORDER</b> <b>COMMITTEE</b> <b>(BPOC)</b>	<p>Pursuant to Section 16 of the LGC of 1991, the local government shall, within their territorial jurisdiction, promote health and safety, improve public morals, maintain peace and order, and preserve the comfort and convenience of their inhabitants.</p> <p>Executive Order No. 366, s. 1996 states that every barangay shall organize a Barangay Peace and Order Committee (BPOC) to serve as the implementing arm of the City/Municipal Peace and Order Council (C/MPOC) at the barangay level.</p>	<p><b>3.2.1 Structure:</b> Organized BPOC with its composition compliant to the provisions of EO No. 366, s. of 1996</p> <p><b>Minimum composition of the BPOC:</b></p> <ol style="list-style-type: none"> <li>1. Punong Barangay</li> <li>2. Sangguniang Kabataan Chairperson</li> <li>3. A member of the Lupon Tagapamayapa</li> <li>4. A Public School Teacher</li> <li>5. PNP Officer</li> <li>6. A representative of the Interfaith Group</li> <li>7. A Senior Citizen</li> <li>8. At least three (3) members of the existing Barangay-Based Anti-Crime or Neighborhood Watch</li> </ol>	EO (signed by the PB) or similar issuance (resolution/ordinance signed by the PB, Barangay Secretary and SBMs) indicating correct membership in accordance to the EO 366 s. of 1996, covering January to October 2023	BPOC Secretariat





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		Groups or an NGO representative 9. A Barangay Tanod		
	Item 3.1 of DILG MC No. 2017-142 <sup>17</sup> states that every barangay shall formulate a 3-year, term-based BPOPS Plan within 60 days after the assumption to office of the newly-elected Barangay Officials on the following focus area, namely:  <b>Peace and Order</b> - shall cover activities that directly address criminality, including proliferation of illegal drugs, armed conflict, and human rights violations and bring about the achievement of justice, peace and order; and <b>Public Safety</b> - shall cover activities that protect the community from dangers	<b>3.2.2 Plan</b>  Formulated Barangay Peace and Order and Public Safety (BPOPS) Plan in accordance to DILG MC 2017-142 covering CY 2023	Approved BPOPS Plan, covering CY 2023	BPOC Secretariat

<sup>17</sup> Guidelines in the Formulation of a Simplified Barangay Peace and Order and Public Safety (BPOPS) Plan



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	<p>threatening the general welfare and safety, such as accidents, disaster and crime.</p> <p>Item 5.1 of DILG MC No. 2017-142 states that the BPOC, through the Punong Barangay, shall prepare and submit the Semestral Accomplishment Report on the status of implementation of the target activities or deliverables based on the approved BPOPS Plan to the C/M POC, copy furnish the concerned DILG City Director or C/MLGOO, on the following schedule:</p> <p>1st semester - on or before July 15 2nd semester - on or before January 15 of the ensuing year</p> <p>Per DILG MC No. 2017-142 dated October 24, 2017 re: Guidelines in the Formulation of a Simplified BPOPS Plan and DILG MC 2015-130 re: Functions of BPOC, the BPOC is mandated to monitor the status of utilization of funds</p>	<p><b>3.2.3 Accomplishment Reports</b></p> <p><b>3.2.3.1</b> At least 50% accomplishment of the <b>physical</b> targets in the BPOPs Plan</p> <p><b>OR</b></p> <p><b>3.2.3.2</b> At least 50% <b>fund utilization</b> rate of the CY 2023 BPOPs Budget.</p> <p><i><b>Note:</b> Barangay officials have the option to submit both the physical and financial reports. However, for the SGLGB</i></p>	Accomplishment Report with the status of implementation of target activities and utilization of funds submitted to the C/M POC with received stamp of the DILG City Director or C/MLGOO	BPOC Secretariat



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	based on the target activities on the approved BPOPS Plan.	<i>Assessment, only one of the above documents is required.</i>		
<b>3.3 FUNCTIONALITY OF THE LUPONG TAGAPAMAYAPA (LT)</b>	<p>The Lupong Tagapamayapa Incentives Awards is an annual search which recognizes outstanding Lupong Tagapamayapa that adequately demonstrate the ability to judiciously and expeditiously resolve cases referred to them and demonstrate exemplary performance and commendable contribution in the promotion and implementation of Katarungang Pambarangay.</p> <p>Section 406 (b) of the Local Government Code states that the DILG shall provide for a system of granting economic or other incentives to the lupon or pangkat members who adequately demonstrate the ability to judiciously and expeditiously resolve cases referred to them.</p>	<b>3.3.1 Structure:</b>  Organized Lupong Tagapamayapa	At least ten (10) KP Form # 5-Oath of Office of the Lupong Tagapamayapa Members, signed by the PB	Barangay Secretary



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	<p>Item 4.1 of DILG MC 2023-22 defines Lupong Tagapamayapa as the body organized in every barangay composed of the Punong Barangay Chairperson and not less than ten (10) nor more than twenty (20) members from which the members of every Pangkat shall be chosen.</p> <p><i>Note: All barangays, whether or not an LTIA passer, shall be assessed on the Functionality of Lupong Tagapamayapa.</i></p>			
	<p>DILG MC No. 2023-022<sup>18</sup>, Item 4.8. Systematic Maintenance of Records - keeping of the records both in manual and digital forms, of all complaints brought and filed within the barangay.</p>	<p>3.3.2. <b>System</b> Systematic maintenance of records of cases</p> <p><b>3.3.2.1 For barangays of cities:</b> Computer database with</p>	<p>MOVs for <b>3.3.2.1</b></p> <p>Two (2) photos with caption of the computer database with searchable information</p>	<p>Barangay Secretary</p>

<sup>18</sup> Lupong Tagapamayapa Incentive Awards Enhanced Criteria and Guidelines



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		searchable information	<p><u>Photo Requirements:</u> One (1) photo with Distant View; and One (1) photo with Close-up View</p> <p><i>Note: Photos of the computer database using MS Excel and such are acceptable</i></p> <p><i>Note: Photo Documentation Template can be accessed through the link:</i> <a href="https://bit.ly/Sample-PhotoDocumentation">https://bit.ly/Sample-PhotoDocumentation</a></p>	
		<b>3.3.2.2 For barangays of municipalities:</b> Manual Records (Case Record Book) OR Digital Record Filing (scanned copy of KP files)	<p>MOVs for <b>3.3.2.2</b></p> <p>For barangays of municipalities: One (1) photo, with caption on the manual record or digital file</p>	



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	DILG MC No. 2023-022, Item 4.12. <b>Meeting exclusively on KP Matters - regular meeting held by the Lupon</b> once a month on date set by the Lupon Chairperson, to provide forum for the exchange of ideas on matters relevant to the amicable settlements of dispute, and to enable the various conciliation panel members to share with one another their observations and experiences in effecting speedy resolution disputes, as well as to discuss and devise solutions thereto by harnessing the resources provided by the Sangguniang Barangay and other local resources of the barangay.	3.3.3. <b>Meetings:</b> Conducted monthly meetings for the administration of the Katarungang Pambarangay	Copies of minutes of meetings with attendance sheets (at least 3 minutes covering meetings conducted in CY 2023)	Barangay Secretary
	DILG MC No. 2023-022, Item 4.19 <b>KP Training or seminar participated within the assessment period</b> - organized skills trainings, seminars, exchange visits and other similar activities conducted by the barangay and	3.3.4 <b>Trainings:</b> Attendance of LT to KP training or seminar not earlier than CY 2020	At least 1 copy of proof of training such as Certificate of Completion and/or Participation	Barangay Secretary



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	attended by the Lupon or attended and participated by the Lupon to improve their knowledge and skills on KP.			
<b>3.4 ORGANIZATION AND STRENGTHENING CAPACITIES OF BARANGAY TANOD</b>	Based on DILG MC No. 2003-42 <sup>19</sup> , the barangay shall organize barangay tanod to carry out the purposes of the barangay government in accordance with the needs of public service. Barangay Tanod is a community brigade composed of civilian volunteers duly appointed by the Punong Barangay upon recommendation of the BPOC. A Chief Tanod/Executive Officer shall also be designated to head the group. The Tanod shall be organized into teams composed of a team leader and 2-4 members. While the LGC provides a maximum of 20 tanods in each barangay, it may create more as may be	<b>3.4.1 Structure:</b> Organized Barangay Tanod with its composition compliant to the provisions of DILG MC No. 2003-42  Composition of a Barangay Tanod:  <ol style="list-style-type: none"><li>1. Chief Tanod/Executive Officer</li><li>2. Team Leaders</li><li>3. Team Members</li></ol>	EO (signed by the PB) or similar issuance (resolution/ordinance signed by the PB, Barangay Secretary and SBMs) on the organization of the Barangay Tanod covering January to October 2023	Barangay Secretary

<sup>19</sup> Guidelines on Professionalizing the Barangay Tanod



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	<p>necessary in the exigency of public service.</p> <p>Said barangay tanod shall undergo orientation and skills training to capacitate them to better perform their roles and responsibilities as agents of peace and development.</p>	<p>3.4.2 <b>Trainings:</b> Attendance of barangay tanod to necessary training not earlier than 2020</p>	At least one (1) copy of proof of training such as Certificate of Completion and/or Participation	Barangay Secretary
<b>3.5 BARANGAY INITIATIVES DURING HEALTH EMERGENCIES</b>	<p>DILG MC No. 2020-023<sup>20</sup> enjoins all local government units (LGUs) to effectively intensify information education campaigns against Coronavirus and implement programs, projects and services that will promote the health and well-being of every Filipino.</p> <p>Item 5.1.2.2 states to organize Barangay Health Emergency Response Teams (BHERTs) at the minimum ratio of one team for every 5,000 population, and mobilize them to help implement</p>	<p>3.5.1 Organized Barangay Health and Emergency Response Team (BHERT) with its composition compliant to the provisions of DILG MC No. 2020-023</p> <p>Minimum composition of the BHERTs:</p> <ol style="list-style-type: none"> <li>1. Executive Officer</li> <li>2. A Barangay Tanod</li> <li>3. 2 BHWs</li> </ol>	EO (signed by the PB) or similar issuance (resolution/ordinance signed by the PB, Barangay Secretary and SBMs) on the organization of BHERTs covering January to October 2023	Barangay Secretary

<sup>20</sup> Amended Guide to Action against the 2019 Novel Coronavirus Acute Respiratory Disease





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	<p>prevention and mitigation, preparedness and response measures for the nCoV ARD. Each BHERT shall be composed of an Executive Officer, a Barangay Tanod and two (2) Barangay Health Workers, one (1) of whom is preferably a nurse or midwife, and where all are appointed by the Punong Barangay.</p>			
	<p>DILG MC No. 2022-046<sup>21</sup> states that the Punong Barangays are directed to ensure that a poster and/or tarpaulin is posted in conspicuous public places within the barangay jurisdiction containing the following:</p> <ol style="list-style-type: none"> <li>1. Active telephone number of the barangay and other contact/information details such as, but not limited to: email address and/or social media account;</li> </ol>	<p>3.5.2 Poster or tarpaulin containing the active telephone and/or cellphone Numbers of the Barangay, Punong Barangay and BHERT Members posted in conspicuous public places within the barangay jurisdiction</p>	<p>(a)Two (2) Photo documentations of poster or tarpaulin</p> <p><u>Photo Requirements:</u> One (1) photo with Distant View; and One (1) photo with Close-up View</p> <p>OR</p> <p>(b) Screenshot of the posting on social media with date covering CY 2023.</p>	Barangay Secretary

<sup>21</sup> Display of Active Telephone and / or Cellphone Numbers of the Barangay, Punong Barangay and BHERT Members



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	<div>2. Name of the PB and his/her active cellphone or landline number; and</div> <div>3. Name, designation and active cellphone or landline number of the members of BHERT.</div>		<div>Note: Photo Documentation Template for poster or tarpaulin can be accessed through the link:</div> <div><a href="https://bit.ly/Sample-PhotoDocumentation">https://bit.ly/Sample-PhotoDocumentation</a></div>	
<b>3.6. CONDUCT OF MONTHLY BARANGAY ROAD CLEARING OPERATIONS (BaRCo)</b>	<div>DILG MC No. 2022-085<sup>22</sup>, Item 4.1.3.1 states that all barangay shall conduct regular road clearing operations in all barangay roads, and implement policies for the efficient use of the same, such as the enforcement of no-parking, one-side parking, or other similar strategies, in accordance with the ordinance duly enacted by the Sangguniang Bayan/Panlungsod</div> <div>DILG MC 2023-017<sup>23</sup> mandates the submission of their respective Monthly BaRCO Reports to the concerned DILG C/M Field Offices.</div>	3.6.1 Conducted BaRCO on a monthly basis in CY 2023	1. Three (3) Monthly BarCo Reports covering July-September 2023; and	Barangay Secretary

<sup>22</sup> Implementation of Road Clearing in the New Normal

<sup>23</sup> Reiteration of DILG Issuances/Policies on the Implementation of Barangay Road Clearing Operations (BaRCO)