



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION IV-A CALABARZON

June 24, 2019

**REGIONAL MEMORANDUM CIRCULAR
NO. 2019 – 06**

TO: ALL LOCAL GOVERNMENT OFFICIALS; DILG PROVINCIAL/HUC DIRECTORS; CITY AND MUNICIPALITY LOCAL GOVERNMENT OPERATIONS OFFICERS AND ALL OTHERS CONCERNED

SUBJECT: ATTENDANCE TO THE NEWLY ELECTED OFFICIALS (NEO) "JOURNEY TOWARDS PEACE AND RESILIENCE"

I. RATIONALE

The Newly Elected Officials (NEO) Program is a "term-based" capacity development program of the Department of the Interior and Local Government (DILG) thru the Local Government Academy (LGA), that spearheads the implementation of the program in partnership with operating units of the DILG, Leagues of Local Government Units, National Government Agencies, Civil Society Organizations, Local Resource Institutions, Development Partners and other local governance stakeholders. The NEO 2019 refers to all local officials elected as a result of May 2019 local election who will serve the office from 2019 to 2022. As such, the NEO Program is composed of several components that will cater to capacity development requirements of the officials in the entire duration of their term.

II. SCOPE

This RMC provides guidelines in the conduct of NEO 2019, Component II – Jumpstarting Local Governance for the following elected officials:

1. Newly minted Vice-Governors; Vice-Mayors; and members of the Sanggunians
2. Re-elected Municipal Mayors, Re-elected Vice-Mayors of Cities and Municipalities and Re-elected Members of the Sanggunian.

III. ROLES AND RESPONSIBILITIES

Local Government Academy

- The Local Government Academy shall provide the orientation for all Provincial Governors, City Mayors, and all Newly Minted Municipal Mayors.



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DILG Regional Office

- The DILG Regional Office shall conduct the orientation for all Newly-Minted Vice Governors, Vice Mayors, Sangguniang Panlalawigan, Sangguniang Panglungsod and Sangguniang Bayan Members.
- The Local Government Development Capability Development Division (LGCDD) shall spearhead the overall conduct of the Newly-Elected Officials Orientation covered by the Regional Office.
- The Local Government Monitoring and Evaluation Division (LGMED) shall monitor and evaluate the overall conduct of the Newly-Elected Officials Orientation covered by the Regional Office.
- The Finance and Administrative Division (FAD) shall provide administrative, logistical support and mobilization to the overall conduct of the Newly-Elected Officials Orientation. Whereas, the Cash Section shall issue official receipts to all payees who will participate in the Newly-Elected Officials Orientation covered by the Regional and Provincial Office.

DILG Provincial Offices

- The DILG Provincial Office shall provide the orientation for all Re-elected Mayors, Vice-Mayors and members of Sangguniang Panlalawigan, Panglungsod, and Bayan.
- The Local Government Development Capability Section (LGCDs) shall spearhead the overall conduct of the Newly-Elected Officials Orientation covered by the Provincial Office.
- The Local Government Monitoring and Evaluation Section (LGMES) shall monitor and evaluate the overall conduct of the Newly-Elected Officials Orientation covered by the Provincial Office.
- The Finance and Administrative Section (FAS) shall provide administrative, logistical support and mobilization to the overall conduct of the Newly-Elected Officials Orientation.
- Provincial DILG may partner with existing Leagues in the Province such as the League of Municipalities in the Philippines (LMP), Provincial Councilors League (PCL), Vice Mayors League of the Philippines (VMLP), among others, for technical and financial assistance as to the conduct of the NEO Orientation.



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Local Resource Institutes

- DILG RO and PO shall tap partner Local Resource Institutes (LRIs) to assist the DILG in the conduct of the Newly-Elected Officials Orientation thru technical assistance as Resource Persons in select modules of the NEO.

IV. TIMELINE OF ACTIVITIES

The Newly-Elected Officials Program of the DILG is composed of Five (5) Components, of which are covered within a specific timeline. Specifically,

COMPONENT 1: Ensuring Smooth Transition

Component 1 is divided into three (3) subcomponents:

| Subcomponents | Timeline |
|----------------------------------|------------------|
| Creation of Composite Teams | March – May 2019 |
| Turn-over Ceremony | June – July 2019 |
| LGU and NEO Competency Profiling | June – July 2019 |

Component 1 is already assumed to be satisfied and completed by all concerned officials and DILG employees.

COMPONENT 2: JUMPSTARTING LOCAL GOVERNANCE

The Newly-Elected Officials Orientation for Local Officials is under this component. This is one of the three (3) subcomponents under Component 2.

| Subcomponents | Timeline |
|--|-----------------------|
| Orientation for NEOs | July – September 2019 |
| Developing Executive-Legislative Relations | July – October 2019 |
| LGU Guide to Action (Webinar Series) | August 2019 – 2020 |

Tentative schedule for the conduct of NEO Orientation for CALABARZON is as follows:

| Participants | Schedule | Office Responsible |
|-----------------------------------|-----------------------------------|--------------------------------|
| All Provincial Governors | July 3 – 5, 2019 | Local Government Academy (LGA) |
| All City Mayors | July 8 – 9, 2019 | |
| All Newly-Minted Municipal Mayors | July 16 – 18, 2019 | |
| | July 18 – 19, 2019 | |
| All Newly-Minted Vice Governors | Batch 1: July 31 – August 2, 2019 | DILG Regional Office |
| All Newly-Minted Vice Mayors | | |





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|--|---|------------------------|
| All Newly-Minted Members of the Sanggunian | Batch 2: August 7 – 9, 2019 Batch 3: August 12 – 14, 2019 Batch 4: August 14 – 16, 2019 | |
| All Re-elected Mayors | July – 1 st week of October (within the First 100 Days) | DILG Provincial Office |
| All Re-elected Vice Mayors | | |
| All Re-elected Members of the Sanggunian | | |

Notes:

- All Newly-Minted Mayors and/or Vice Mayors, may proceed with the formulation of their Executive-Legislative Agenda (ELA) **provided** that they have completed the Orientation for Newly-Elected Officials conducted by the DILG.
- However, all Re-elected Mayors and/or Vice-Mayors may already proceed with the formulation of their Executive-Legislative Agenda prior to the conduct of the Orientation for Newly-Elected Officials. It is assumed that they have acquired ideas and knowledge as to their specific roles and responsibilities.
- In no manner that the Orientation be made more than three (3) days. Furthermore, Orientation Activities shall only be made within the Region.

V. ADMINISTRATIVE AND BUDGETARY CONSIDERATION

In this regard, the Department is enjoining all Newly Elected Officials and the LGU to put premium on this program and are encouraged to participate and support the conduct of the NEO Program.

- A registration fee of not exceeding **Php 8,400.00 (Eight Thousand and Four Hundred Pesos)** shall be charged per person for the three-day activity inclusive of board and lodging, meals, training kits, honoraria of speakers, and other expenses relative to the conduct of the orientation, payable to **DILG TRUST FUND**. This may be charged to local funds, subject to availability of funds, and to the usual auditing and accounting rules and regulations.
- Participating Newly Elected Officials may be entitled to travel expenses and allowances as authorized under existing rules.
- The DILG Provincial Offices who will spearhead the NEO orientation for re-elected officials shall have the option that the payment be made either thru the DILG Regional Office or thru their partner league in their respective province.



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- The respective Leagues in the Local Government Units are likewise encouraged to assist and manage the implementation of the NEO Program in the provinces.

All Provincial/City Directors and field officers are directed to cause widest dissemination of this issuance.

For the information and guidance of all concerned.



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Regional Director



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