



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City  
[www.dilg.gov.ph](http://www.dilg.gov.ph)

**MEMORANDUM CIRCULAR**  
**NO. \_\_\_\_\_**

**F O R : ALL PROVINCIAL GOVERNORS, CITY/MUNICIPAL MAYORS, PUNONG BARANGAYS, DILG REGIONAL/PROVINCIAL/CITY DIRECTORS AND CITY/MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICERS, MINISTER OF LOCAL GOVERNMENT-BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO (MLG-BARMM), AND ALL OTHERS CONCERNED**

**SUBJECT : OMNIBUS POLICY ON THE MAINTENANCE AND UPDATING OF RECORDS OF BARANGAY INHABITANTS (RBIs)**

**DATE :**

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**1.0. BACKGROUND**

- 1.1. The Records of Barangay Inhabitants (RBI) refers to official documents maintained by the barangay that contain information about the residents living within its jurisdiction. These records typically include demographic data such as names, ages, genders, addresses, occupations, and other relevant details like marital status, educational attainment, and household composition, among others. Said records shall serve as reference for profiling of inhabitants and as basis in targeting appropriate beneficiaries of services in the community, among others.
- 1.2. On July 21, 2005, DILG Memorandum Circular (MC) No. 2005-69 entitled: ***Maintenance and Updating of Records of All Inhabitants of the Barangay*** was issued as an enabling policy to enforce Section 394 (d)(6) of the Local Government Code (LGC) of 1991 regarding the role of barangay secretaries to keep an updated records of all inhabitants of the barangay containing the following items of information: name, address, place, date of birth, sex, civil status, citizenship, occupation, and such other items of information of the barangay inhabitant as may be prescribed by law or ordinance.
- 1.3. On October 6, 2006, DILG MC No. 2006-134 entitled: ***Completion and Updating of Registry of Barangay Inhabitants*** was issued enjoining all City/Municipal Mayors and Punong Barangays to ensure that all the barangays within their jurisdictions have completed or updated their

RBIs. Likewise, the Mayors were directed to provide the necessary guidance and assistance to enable all barangays within their areas of responsibility to come up with a completed/updated list of their inhabitants.

- 1.4. On September 19, 2008, DILG MC No. 2008-144, entitled: ***Reiteration of MC No. 2005-69 dated July 21, 2005 Re: Maintenance and Updating of Records of All Inhabitants of the Barangay*** was issued enumerating the roles and responsibilities of the City/Municipal Mayors and Punong Barangays in conducting the house-to-house collection of personal information of the barangay inhabitants. Specifically, they were instructed to adopt necessary measures to ensure that the right to privacy will be observed in the process of maintaining and updating records of all inhabitants of the barangay.
- 1.5. On July 8, 2019, DILG MC No. 2019-100 entitled: ***Designation of Local Population Officers and Mobilization of Community Officials, Volunteers, and Workers to Intensify the Implementation of the National Program on Population and Family Planning (NPPFP)*** enjoined LGUs to appoint or designate a Local Population Officer or Coordinator who shall primarily serve as the focal person or action officer for the implementation of strategies related to the program on population and family planning at the local level. Likewise, said policy enjoins the mobilization of barangay officials and community workers for the promotion and advocacy of the national program on population and family planning at the community level.
- 1.6. On September 4, 2020, DILG MC No. 2020-117 entitled: ***Guidelines in the Establishment of the Barangay Profile System (BPS) Module under the Barangay Information System (BIS)*** was issued to establish the Barangay Profile System (BPS) as an additional module of the Barangay Information System (BIS). The BPS has five (5) categories and one of them is the Demographic Information of barangays wherein the source of data of some datasets under this category, is the RBI.
- 1.7. On September 12, 2024, DILG MC No. 2024-135 entitled: ***Amendments to the DILG MC No. 2018-36 relative to the Appointment of Data Protection Officer (DPO), Registration of Data Processing System (DPS), and display of the National Privacy (NPC) Seal of Registration (SOR) by Local Government Units (LGUs) in compliance with the NPC Circular No. 2022-04***, was issued to enhance data privacy compliance among Local Government Units (LGUs). It aligns LGUs with updated standards under the NPC's 2022-04 circular, ensuring adherence to the Data Privacy Act of 2012. The circular mandates the appointment of Data Protection Officers (DPOs) at the provincial, city, and municipal levels, and the registration of Data Processing Systems (DPS). It emphasizes the display of the NPC Seal of Registration (SOR) and privacy notices in visible locations. Non-compliance may result in administrative sanctions.

## 2.0. PURPOSES

- 2.1. To establish an efficient system of maintaining and updating the RBIs in all barangays throughout the country for easy identification of inhabitants, as input for development planning, and as an updated reference for profiling of inhabitants in a specific barangay by the concerned local government units;
- 2.2. To ensure that all LGUs comply with the Data Privacy Act of 2012 in the collection of personal information relative to RBI;
- 2.3. To support the implementation of the RA 10173 or the Data Privacy Act and RA 11055 or the Philippine Identification System Act;
- 2.4. To comply with the Office of the President's MC No. 95 s. 2022 requiring interoperability of government-initiated identification systems through the inclusion of PSN as a field in government databases; and
- 2.5. To align the RBI datasets with the requirements set forth in the BIS-BPS.

## 3.0. LEGAL BASES

- 3.1. Section 394 (d)(6) of the Local Government Code (LGC) of 1991, which states that the Records of Barangay Inhabitants (RBI) shall be maintained and updated by the Barangay Secretary.
- 3.2. Section 488 of the LGC of 1991 which provides for the appointment of a population officer in every local government unit who shall be the focal person on population and development related services, programs, projects and policies.
- 3.3. Section 37 of the Republic Act No. 7279, entitled ***“An Act to Provide for a Comprehensive and Continuing Urban Development and Housing Program, Establish the Mechanism for its Implementation, and for other Purposes”*** dated March 24, 1992 which provides that the Local Government Units (LGUs) shall set up an effective mechanism to monitor trends in the movements of population from rural to urban, urban to urban, and urban to rural areas. They shall identify measures by which such movements can be influenced to achieve balance between urban capabilities and population, to direct appropriate segments of the population into areas where they can have access to opportunities to improve their lives and to contribute to national growth and recommend proposed legislation to Congress, if necessary.
- 3.4. Republic Act No. 10173 or ***The Data Privacy Act (DPA) of 2012*** approved and issued on August 15, 2012, which protects individual personal information and communication systems in the Government and Private Sectors. Personal information refers to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by

the entity holding the information, or when put together with other information would directly and certainly identify an individual.

Pursuant to Section 26(a) of the Implementing Rules and Regulations (IRR) of the said Act, any natural or juridical person or other body involved in the processing of personal data shall designate an individual or individuals who shall function as Data Protection Officer (DPO), compliance officer, or shall otherwise be accountable for ensuring compliance with applicable laws and regulations for the protection of data privacy and security.

In compliance with Republic act 10173, the National Privacy Commission (NPC) issued NPC Circular No. 2022-04 dated December 5, 2022, which supersedes NPC Circular No. 17-01 and all previous issuances that contradict or are inconsistent with its provisions, particularly regarding the registration of Data Processing System (DPS), the mandatory appointment of Data Protection Officer (DPO) in the government, notification regarding automated decision-making or profiling, and the display of NPC Seal of Registration (SOR).

- 1.1. Republic Act No. 11055 or the ***Philippine Identification System Act***, approved and issued on July 24, 2017, which establishes a single national identification system that aims to provide a valid proof of identity for Filipino citizens and resident aliens of the Philippines.

In connection with the implementation of the said Act, enabling policies were issued and one of which is the Office of the President (OP) MC No. 95 s. 2022 directing all instrumentalities, as well as local government units, to prepare for the implementation of the Philippine Identification System and its integration into government processes, databases, systems, and services.

In compliance with the said MC of the OP, there is a need to include a data set on the **PhilSys Card Number (PCN)** of inhabitants. However, only the **16-digit PCN** shall be collected and not the PhilSys Serial Number (PSN) that is printed on the back of the Philsys card of the inhabitants, as the latter should not be collected to, or shared with, anyone.

## **2.0. SCOPE/COVERAGE**

This policy shall cover all provincial, city, municipal, and barangay governments, DILG Regional and Field Offices, all inhabitants who are residents in the barangay for at least six (6) months, and all others concerned.

## **4.0. DEFINITION OF TERMS**

- 4.1. **Barangay Information Management System (BIMS)** - is a web-based application with various modules designed to support barangays nationwide by streamlining and improving the efficiency of their day-to-

day operations, each focused on managing specific tasks related to barangay administration.

- 4.2. **Barangay Inhabitants Profiling System (BIPS)** - is one of the modules of the BIMS designed to manage and maintain detailed profiles of barangay inhabitants, including barangay officials.
- 4.3. **Household** - refers to a person living alone or a group of people who lives together under one roof. This can include family members like parents, children, and relatives, as well as non-related individuals living together for various reasons.
- 4.4. **Indigenous Peoples (IPs)** – refers to a group of people or homogenous societies identified by self-ascription and ascription by other, who have continuously lived as organized community on communally bounded and defined territory, and who have, under claims of ownership since time immemorial, occupied, possessed customs, tradition and other distinctive cultural traits, or who have, through resistance to political, social and cultural inroads of colonization, non-indigenous religions and culture, became historically differentiated from the majority of Filipinos. It likewise include peoples who are regarded as indigenous on account of their descent from the populations which inhabited the country, at the time of conquest or colonization, or at the time of inroads of non-indigenous religions and cultures, or the establishment of present state boundaries, who retain some or all of their own social, economic, cultural and political institutions, but who may have been displaced from their traditional domains or who may have resettled outside their ancestral domains.
- 4.5. **Inhabitant** - refers to a person living in or a resident of a barangay whether permanently or temporarily.
- 4.6. **Migrants** - refer to individuals or groups of people who move from one place to another (internal migrants - whether from same city or municipality but different barangays).
- 4.7. **Out of School Children (OSC)** – refers to youngsters aged 6 to 14 years who are not currently attending any formal educational institution despite being of school age.
- 4.8. **Out of School Youth (OSY)** - refers to individuals aged 15 to 24 years who are not attending school or not enrolled in any educational institution, have not finished any college or post-secondary course, and are not working.
- 4.9. **Overseas Filipino Worker (OFW)** - refers to a Filipino citizen who is employed or working abroad, typically in a foreign country.
- 4.10. **Person with Disability (PWD)** - refers to someone who has a long-term physical, mental, intellectual or sensory impairments which in interaction

with various barriers may hinder their full and effective participation in society on an equal basis with others.

- 4.11. **Senior Citizen** - refers to any resident citizen of the Philippines at least sixty (60) years old.
- 4.12. **Solo Parent** - refers to an individual who is solely responsible for raising and providing for their child or children without the presence or support of a partner or spouse. This can be due to various reasons such as death, abandonment, separation, or divorce.

## 5.0. GENERAL GUIDELINES

- 5.1. The right to privacy, pursuant to Republic Act No. 10173 or the Data Privacy Act of 2012, shall at all times be observed in the process of maintaining and updating of records of all barangay inhabitants.

Pursuant to Section 32 of the LGC of 1991, the city or municipality, through the City or Municipal Mayor concerned, shall exercise general supervision over component barangays to ensure that said barangays act within the scope of their prescribed powers and functions. Thus, the City/Municipal Mayors and Punong Barangays shall adopt necessary measures in conducting the survey and ensure that the right to privacy, pursuant to the Data Privacy Act of 2012, will be observed in the process of maintaining and updating of records of all barangay inhabitants of the barangay, which shall include, but not limited to, the following:

- 5.1.1. The data to be recorded and stored shall be used only for the purpose of establishing the identity of a person. RBI Forms A and B shall be utilized as data capture instruments;
  - 5.1.2. In no case shall the collection or compilation of other data in a violation of a person's right to privacy be allowed or tolerated;
  - 5.1.3. Stringent system of access and control of data shall be instituted;
  - 5.1.4. Data collected and stored, for this purpose shall be kept and treated as **strictly confidential** and a personally written authorization of the owner shall be required for access and disclosure of data. The Barangay Secretary, as mandated by the LGC of 1991, shall be accountable for the secrecy of the RBI and ensure that the above provision must be complied with;
  - 5.1.5. Any correction or revision in the inhabitant's record may be done provided that a written request from the owner is obtained; and
  - 5.1.6. The Chief of Police and Local Civil Registrar may, from time to time, be allowed to verify the RBI kept by the Barangay Secretary, when circumstances warrant.
- 5.2. The data/information on barangay inhabitants is one of the most requested data by the Department's clientele.

Hence, the statistical data generated from the BIS-BPS shall be considered official and shall be provided to the requesting clients of the

Department, such as the Senate, Congress, national government agencies, academe, researchers, among others, as reference for planning, policy formulation, resource allocation, and the likes.

The RBIs shall be kept and maintained by the barangays, being the official repository of the said records, and the provision of personal information related to inhabitants of the barangays by the requesting entities shall be governed by the applicable provisions set forth in the Data Privacy Act of 2012.

- 5.3. Effectively upon the issuance of this Guidelines, barangays with internet connectivity and Information and Communication Technology (ICT) resources, shall adopt the Barangay Information Management System – Barangay Inhabitants Profiling System (BIMS-BIPS) as the primary tool in administering the RBI Forms A and B and generating RBI Form C, for submission to the DILG Field Office. Other barangays may also adopt the said system depending on their technological capacity.

All barangays may register through the link: **<https://bims-admin.dilg.gov.ph>** to create an official account and gain access to the BIMS. The BIMS User Manual and Instructional Videos which can be accessed through the Help menu within the BIMS home page or via the following links, provide detailed instructions/guide on how to use the BIMS-BIPS:

User Manual: **<https://bit.ly/BIMS-User-Manual>**

Video Tutorial: **<https://bit.ly/BIMS-Video-Tutorial>**

## **6.0. ROLES AND RESPONSIBILITIES**

### **6.1. Barangay Government**

#### **6.1.1. The Punong Barangay shall:**

- 6.1.1.1. Create a Barangay RBI Task Force, through the issuance of an Executive Order, headed by the Barangay Secretary and composed of, but shall not be limited to, Barangay Health Worker/s, Barangay Population Worker/s or Volunteer/s, Barangay Tanod/s, and/or Purok Leader/s;
- 6.1.1.2. Ensure that the members of the RBI Task Force are knowledgeable of the purpose of the conduct of the house-to-house survey and that the inhabitants under their jurisdiction fully understand the purpose of the maintenance and updating of RBIs;
- 6.1.1.3. Ensure that all inhabitants in their jurisdiction have accomplished the revised RBI Form A (Records of Barangay Inhabitants by Household), and RBI Form B (Individual Records of Barangay Inhabitant) on a semi-annual basis; and

6.1.1.4. Assist the city/municipal government in implementing the advocacy campaign by posting tarpaulin in conspicuous places and/or through social media, and by including it in the agenda during the conduct of the Barangay Assembly, among others. The barangay may opt to initiate incentive programs or activities to solicit support from their constituents.

6.1.2. The Barangay RBI Task Force shall:

6.1.2.1. Conduct the house-to-house distribution and retrieval of RBI Forms A and B within the month of July of the current year for the 1<sup>st</sup> semester and within the month of January of the ensuing year for the 2<sup>nd</sup> semester;

6.1.2.2. Ensure that the head of the family or a household member fifteen (15) years old and above shall accomplish the RBI Form A;

6.1.2.3. Ensure that all barangay inhabitants fifteen (15) years old and above shall accomplish the revised RBI Form B in two (2) copies, wherein one (1) copy shall be given to the inhabitant while the other copy shall be kept by the barangay;

6.1.2.4. Ensure that the RBI Form B of inhabitants fourteen (14) years old and below shall be accomplished by any member of the household who is fifteen (15) years old and above;

6.1.2.5. Submit to the DILG City/Municipal Local Government Operations Officer the accomplished RBI Form C (Semestral Summary Report), as barangay compliance report, within the 4<sup>th</sup> week of August of the current year for the 1<sup>st</sup> semester report, and within the 4<sup>th</sup> week of February of the ensuing year for the 2<sup>nd</sup> semester report, as the survey to gather data of all barangay inhabitants shall be conducted every semester. The said form shall be used as a reference in encoding the data in the BIS-BPS;

6.1.2.6. The Barangay Secretary, as head of the Task Force and custodian of the RBI, shall ensure the safety and confidentiality of the same taking into consideration the applicable provisions under the Data Privacy Act of 2012; and

6.1.2.7. The Barangay Secretary shall utilize the Barangay Information Management System – Barangay Inhabitants Profiling System (BIMS-BIPS) in administering the RBI Forms A and B and generating RBI Form C, for submission to the DILG Field Office.



## **6.2. City/Municipal Government**

### **6.2.1. The City/Municipal Mayor shall:**

- 6.2.1.1. Designate a Data Protection Officer (DPO) or Compliance Officer for Privacy (COP) by issuing an Executive Order for the purpose, and perform his/her duties as stated in the NPC Circular No. 2022-24 dated December 5, 2022;
- 6.2.1.2. Implement an advocacy campaign on the importance of maintaining and updating of records of all barangay inhabitants;
- 6.2.1.3. Provide necessary support to the barangays on the maintenance and updating of RBIs;
- 6.2.1.4. Ensure that all barangays in their jurisdictions have updated their RBIs using the revised RBI Forms A and B;
- 6.2.1.5. Organize the City/Municipal Task Force on RBI, through the issuance of an Executive Order, which he/she shall head and shall be composed of, but not limited to, the following members:
  - 6.2.1.5.1. City/Municipal Civil Registrar to serve as head of the RBI secretariat;
  - 6.2.1.5.2. City/Municipal Planning and Development Officer;
  - 6.2.1.5.3. City/Municipal Population Officer or Coordinator;
  - 6.2.1.5.4. City/Municipal Chapter President of the Liga ng mga Barangay (LnB) sa Pilipinas;
  - 6.2.1.5.5. DILG City/Municipal Local Government Operations Officer assigned in the locality; and
  - 6.2.1.5.6. Two (2) other members to be designated by the Mayor, preferably regular employees.
- 6.2.1.6. Approve the RBI Form D and furnish the concerned Provincial Governor and DILG City/Municipal Local Government Operations Officer a copy, through the Local Civil Registrar; and
- 6.2.1.7. May initiate related activities to ensure the successful implementation of this Policy.

### **6.2.2. The City/Municipal Task Force on RBI shall:**

- 6.2.2.1. Establish guidelines on the maintenance and updating of RBIs in the locality and provide necessary capacity building to the Barangay Task Force on RBI, with the assistance of the DPO or COP, taking into consideration the applicable provisions under the Data Privacy Act of 2012;

6.2.2.2. Monitor the compliance of the barangays in accordance with the guidelines set forth by the said Task Force using RBI Form D; and

6.2.2.3. The Local Civil Registrar, as head of the Task Force secretariat, shall submit the accomplished RBI Form D to the concerned City/Municipal Mayor for his/her approval, within the 2<sup>nd</sup> week of September of the current year for the 1<sup>st</sup> semester report, and the 2<sup>nd</sup> week of March of the ensuing year for the 2<sup>nd</sup> semester report. The DILG C/MLGOOs and City Directors shall be provided a copy of the accomplished RBI Form D for reference in encoding the report to the BIS-BPS.

6.2.3. The Sangguniang Panlungsod/Bayan shall support this undertaking by enacting an appropriate ordinance to pursue the intent and spirit of the law. Such ordinance shall include, among others, the semi-annual updating of RBIs.

### **6.3. Provincial Government**

The Provincial Governors shall ensure that the component cities and municipalities under their areas of responsibility comply with this issuance, and provide necessary support to ensure the maintenance and regular updating of the RBI.

### **6.4. DILG City/Municipal Field Offices**

6.4.1. The DILG City/Municipal Field Officers shall:

6.4.1.1. Monitor the compliance of barangays in their jurisdiction by requiring them to submit the accomplished RBI Form C within the 4<sup>th</sup> week of August of the current year for the 1<sup>st</sup> semester report, and within the 4<sup>th</sup> week of February of the ensuing year for the 2<sup>nd</sup> semester report; and

6.4.1.2. Encode the data from RBI Form C, submitted by the Barangay Secretary, in the BIS-BPS within September of the current year for the 1<sup>st</sup> semester report, and within March of the ensuing year for the 2<sup>nd</sup> semester report.

6.4.1.3. Validate/cross-check the names of the barangays listed in the RBI Form D submitted by the City/Municipal RBI Task Force Secretariat vis-à-vis the RBI Form C submitted by the Barangay Secretary.

### **6.5. DILG Provincial and Regional Offices and National Barangay Operations Office (NBOO)**

The DILG Provincial, Regional and NBOO RBI Focal Persons shall monitor LGU compliance through the submission of reports of the DILG Field Officers through the BIS-BPS, within the 1st week of October of

the current year for the 1st semester report, and within 1st week of April of the ensuing year for the 2nd semester report.

#### 6.6. Relevant National Government Agencies (NGAs)

Relevant NGAs may collaborate with DILG and/or directly to concerned LGUs in the provision of technical assistance in the establishment and maintenance of the RBIs. Technical assistance may be provided by NGAs to strengthen capacity of LGUs in establishing the database, data gathering, processing, analysis and dissemination to support local development planning, policy formulation and delivery of public services.

### 7.0. SUBMISSION OF REPORTS AND OTHER REQUIREMENTS

UNIT/OFFICE	DATE OF SUBMISSION	DOCUMENT	WHERE/WHOM TO SUBMIT
Barangay RBI Task Force	<ul style="list-style-type: none"> <li>1<sup>st</sup> semester report – within the 4<sup>th</sup> week of August of the current year</li> <li>2<sup>nd</sup> semester report – within the 4<sup>th</sup> week of February of the ensuing year</li> </ul>	Accomplished RBI Form C (Semestral Summary Report) prepared by the Barangay Secretary	DILG Field Officer
City/Municipal RBI Task Force	<ul style="list-style-type: none"> <li>1<sup>st</sup> semester report – within 2<sup>nd</sup> week of September of the current year</li> <li>2<sup>nd</sup> semester report - within 2<sup>nd</sup> week of March of the ensuing year</li> </ul>	Accomplished RBI Form D prepared by the Local Civil Registrar	City/ Municipal Mayor, copy furnished the Office of the Provincial Governor and the DILG City Director or C/MLGOO for information and as reference for cross-validation with RBI Form C
DILG City/ Municipal Field Offices	<ul style="list-style-type: none"> <li>1<sup>st</sup> semester report – within September of the current year</li> <li>2<sup>nd</sup> semester report - within March of the ensuing year</li> </ul>	Data from the RBI Form C prepared by the Barangay Secretary	NBOO through the BIS-BPS

	<i>Note: Data shall be encoded in the BIS-BPS; This schedule supersedes the timeline indicated in the Annex B of the BIS-BPS.</i>		
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## **8.0. FUNDING**

The funding for this purpose shall be chargeable against applicable and statutory local funds.

## **9.0. POLICY REVIEW AND EVALUATION**

This Omnibus policy shall be reviewed periodically to ensure the continued smooth implementation of the updating of Records of Barangay Inhabitants.

## **10.0. DISSEMINATION OF THIS ISSUANCE**

All DILG Regional Field Offices and MILG-BARMM shall cause the widest dissemination of this Memorandum Circular to all concerned.

## **11.0. PENALTY PROVISION**

Non-compliance to this Memorandum Circular may be a ground for the erring official/s of the local government unit to disciplinary actions.

## **12.0. REPEALING CLAUSE**

All the following existing and related issuances issued by the DILG are hereby repealed:

- a) DILG MC No. 2005-69;
- b) DILG MC No. 2006-134;
- c) DILG MC No. 2008-144; and
- d) DILG Advisory dated April 17, 2019.

## **13.0. ANNEXES**

<b>FORM</b>	<b>DESCRIPTION</b>
Annex A	RBI Form A (Records of Barangay Inhabitants by Household [HH])
Annex A1	Guide in Filling-out the RBI Form A
Annex B	RBI Form B (Individual Records of Barangay Inhabitant)
Annex B1	Guide in Filling-out the RBI Form B
Annex C	RBI Form C (Semestral Monitoring Form – to be accomplished by the Barangays)
Annex D	RBI Form D (Semestral Monitoring Form – to be accomplished by the C/M RBI Task Force)

Annex E	Executive Order (EO) Template for City/Municipality
Annex F	Executive Order (EO) Template for Barangay

#### **14.0. EFFECTIVITY**

This Memorandum Circular shall take effect immediately for the conduct of RBI related activities and submission of reports covering the first (1<sup>st</sup>) semester of CY 2025 onwards.

#### **15.0. FEEDBACK**

For policy-related concerns and queries, kindly contact the Research and Profiling Division - National Barangay Operations Office, (RPD-NBOO) through telephone no. (02) 8876-3454 local 4406 or email at **[nboo.dilgco2020@gmail.com](mailto:nboo.dilgco2020@gmail.com)** and/or **[nboobops@gmail.com](mailto:nboobops@gmail.com)**.

#### **16.0. APPROVING AUTHORITY**

**JUANITO VICTOR C. REMULLA**  
Secretary

OSEC/NBOO/RPD

RECORDS OF BARANGAY INHABITANTS BY HOUSEHOLD

PART 1		
REGION: _____		
PROVINCE: _____		
CITY/MUNICIPALITY: _____		
BARANGAY: _____		
HOUSEHOLD ADDRESS: _____		
NO. OF FAMILY/IES: _____		
NO. OF HOUSEHOLD MEMBERS: _____		
NO. OF MIGRANT/S: _____		

PART 2		
To be filled out by the Head of the Family:		
Household Type:	<input type="checkbox"/> Nuclear <input type="checkbox"/> Single Parent <input type="checkbox"/> Extended <input type="checkbox"/> Childless <input type="checkbox"/> Grandparent <input type="checkbox"/> Stepfamily	Select the type of household you belong to from the options provided. For example, you may choose "Nuclear Family."
Tenure Status:	<input type="checkbox"/> Owner <input type="checkbox"/> Renter <input type="checkbox"/> Others: _____	Indicate your tenure status by selecting from the options available. For instance, you may select "Owner."
Household Unit:	<input type="checkbox"/> Single-family house <input type="checkbox"/> Townhouse <input type="checkbox"/> Condominium <input type="checkbox"/> Duplex <input type="checkbox"/> Mobile home	Choose the appropriate household unit from the options listed. For example, you may select "Single-family house."
Household Name:		Enter the name of your household. For example: "Dela Cruz Family," "Dela Cruz Residence," or "Dela Cruz Villa."
Monthly Income:		Specify the total monthly income of your household. For example, you may enter "50,000."

Head of the Family	Name:		Identify the head of the family by providing their details, including their name and position within the household.
	Position:	<div><input type="checkbox"/> Father<input type="checkbox"/> Grandfather</div> <div><input type="checkbox"/> Mother<input type="checkbox"/> Father-in-law</div> <div><input type="checkbox"/> Son<input type="checkbox"/> Mother-in-law</div> <div><input type="checkbox"/> Daughter<input type="checkbox"/> Brother-in-law</div> <div><input type="checkbox"/> Grandmother<input type="checkbox"/> Sister-in-law</div>	

PART 3

To be filled out by the Head of the Family if all household members are migrants, or to be filled-out by the migrant/s in the household: (Please add additional sheet if necessary)

NAME				MIGRANT INFORMATION						
LAST NAME	FIRST NAME	MIDDLE NAME	EXT. NAME	PREVIOUS RESIDENCE	LENGTH OF STAY	REASON/S FOR LEAVING	DATE OF TRANSFER	REASON/S FOR	DURATION OF	INTENTION TO

I hereby certify that the above information are true and correct to the best of my knowledge. I understand that for the Barangay to carry out its mandate pursuant to Section 394 (d)(6) of the Local Government Code of 1991, they must necessarily process the personal information indicated herein for easy identification and profiling of its inhabitants as input for development planning and as basis in targeting appropriate beneficiaries of services in the community, subject to the provisions of the Data Privacy Act of 2012. Therefore, I grant my consent that my data will be stored in the LGUSS-BIMS which is a highly secured tool that is being used by the barangay.

Date Accomplished

Household/Head Member  
Signature over Printed Name

Checked/verified by:

Approved by:

Barangay Secretary  
Signature over Printed Name

Punong Barangay  
Signature over Printed Name

Date

Date

(Note: Draft only; Effective upon the approval of the Omnibus Policy on the Maintenance and Updating of RBI)

## GUIDE IN FILLING OUT THE RBI FORM A OR RECORDS OF BARANGAY INHABITANTS BY HOUSEHOLD (HH)

The RBI Form A must be accomplished by the head of the family or a household (HH) member aged fifteen (15) years old and above, to be collected by the Barangay RBI Task Force.

### NOTE:

- Ensure that all the heads of the family or a HH member aged fifteen (15) years old and above have accomplished the revised RBI Form A on a semestral basis.
- The data to be recorded and stored shall be used only for the purpose of establishing the updated records of barangay inhabitants in a specific barangay by the concerned local government units, as reference and as a tool for development planning, policy formulation, and provision of assistance.
- RBI Form A shall be used as a data capture form, and a stringent system of access and control of data shall be instituted.

### HOUSEHOLD PROFILE

Part 1 and Part 2 of the RBI Form A contains the basic information of the household.

#### Part 1: Household Profile 1

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.
HOUSEHOLD ADDRESS	Indicate the complete Household Address
NO. OF FAMILY/IES	Indicate number of family/ies in the Household.
NO. OF HOUSEHOLD MEMBERS	Indicate the complete number of Household Members
NO. OF MIGRANT/S	Indicate the complete number of Household Migrants (if any)

#### Part 2: Household Profile 2

HOUSEHOLD TYPE	Select the household type from the list provided: Nuclear; Single Parent; Extended; Childless; Grandparent; or Stepfamily.
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TENURE STATUS		Select the tenure status from the list provided: Owner; Renter; please specify if others.
HOUSEHOLD UNIT		Select the household unit from the list provided: Single-family house; Town house; Condominium; Duplex; or Mobile home.
HOUSEHOLD NAME		Enter the name of household. (e.g. "Dela Cruz Family," "Dela Cruz Residence," or "Dela Cruz Villa.")
MONTHLY INCOME		Specify the total monthly income of the household. (e.g. Php 50,000)
HEAD OF THE FAMILY	NAME	Identify the head of the family by providing the Full Name.
	POSITION	Select the Head of Family's position within the household from the list provided: Father; Mother; Son; daughter; Grandmother; Grandfather; Father-in-law; Mother-in-law; Brother-in-law; or Sister-in-law

### Part 3: Migrant Information

This part of the RBI Form A contains the basic information of the HH member/s that is/are migrants in a specific barangay by the concerned local government units, to track internal migration as reference and as a tool for development planning, policy formulation, and provision of assistance.

LAST NAME	Indicate the Last Name of the HH member
FIRST NAME	Indicate Given Name of the HH member
MIDDLE NAME	Indicate Middle Name of the HH member
EXTENSION NAME	Indicate Extension Name/Suffix if applicable (e.g. Sr., Jr., II, III).
PREVIOUS RESIDENCE ADDRESS	Indicate the Barangay, City/Municipality, and Province of the previous residence five years before the survey.
LENGTH OF STAY IN THE PREVIOUS BARANGAY	Indicate the months or years of stay of the HH member in their previous residence by noting the duration of their residency.
REASON/S FOR LEAVING (previous residence)	Indicate the factors or considerations which prompted the HH member/s to leave the previous residence.
DATE OF TRANSFER	Indicate the date the HH member transferred to the current residence in this format (MM/DD/YYYY).
REASON/S FOR TRANSFERRING IN THIS BARANGAY	Indicate the factors or considerations which prompted the HH member/s to transfer to the current residence.
DURATION OF STAY IN THE CURRENT BARANGAY	Indicate the month/s or year/s of stay of the HH member/s in the current residence at the time of the collection of data.
INTENTION TO RETURN TO PREVIOUS RESIDENCE (Yes or No)	Indicate "Yes" if the inhabitant has the intention to return to their previous residence or "No" if not.

## INDIVIDUAL RECORDS OF BARANGAY INHABITANT

**Privacy Notice:**

The Barangay collects your personal information to establish an updated record of its inhabitants as mandated pursuant to Section 394(c) of the Local Government Code of 1991 or RA 7160. By granting your consent, you acknowledge the authority of the Barangay to process your personal information indicated herein for easy identification and profiling of its inhabitants as input for development planning and as basis in targeting appropriate beneficiaries of services in the community, subject to the provisions of the Data Privacy Act of 2012.

PERSONAL INFORMATION		
<b>PhilSys Card No.</b>	Provide your 16 digit PhilSys Card Number. For example, enter "1234-5678-9101-1213"	
<b>First Name:</b>	Enter your given name. This field is mandatory. For example, if your name is John, enter "John."	
<b>Middle Name:</b>	Provide your middle name.	
<b>Last Name:</b>	Provide your last name. This field is mandatory. For instance, if your full name is John Michael Dela Cruz, enter "Dela Cruz."	
<b>Extension Name:</b>	If applicable, indicate your extension name (such as Jr., Sr., II). This field is optional. For instance, if your name is John Doe Jr., enter "Jr."	
<b>Birthdate:</b>	Enter your date of birth in the format MM-DD-YYY. This field is required. For example, January 1, 1990.	
<b>Age:</b>	Indicate your age. This should be a numerical value, for example, "20."	
<b>Birth Place</b>	Provide the city or town where you were born. This field is required. For example, if you were born in New York City, enter "New York City."	
<b>Sex:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female Indicate your sex by selecting either Male or Female.	
<b>Civil Status:</b>	<input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Married <input type="checkbox"/> Registered Partnership <input type="checkbox"/> Widowed <input type="checkbox"/> Others: <input type="checkbox"/> Divorced _____           Select your marital status. This field is required. For example, you may choose "Married" if that applies to you.	
<b>Highest Educational Attainment:</b>	<input type="checkbox"/> Elementary <input type="checkbox"/> Graduate <input type="checkbox"/> High School <input type="checkbox"/> Under Graduate <input type="checkbox"/> College <input type="checkbox"/> Please specify: <input type="checkbox"/> Post Grad <input type="checkbox"/> Vocational           Select your highest educational attainment. For example, you may choose "College." Then specify if you are "Graduate" or "Under Graduate."	
<b>Profession/ Occupation:</b>	Indicate your Profession or Occupation. For example, you may enter "Employee."	
CONTACT DETAILS		
<b>Email Address:</b>	Enter your email address. This field is optional but recommended for communication purposes. For example, you may enter "john.delacruz@example.com."	
<b>Mobile Number:</b>	Provide your mobile number with exactly 11 digits. This field is required. For instance, enter "09171234567."	
<b>Telephone Number:</b>	Indicate your telephone number, if applicable. This field is optional. For example, enter "02-1234567."	
<b>Address:</b>	<b>Region:</b>	Specify your region. This field is required. For example, you may select "National Capital Region."
	<b>Province</b>	Provide the name of your province, highly urbanized city (HUC), or independent component city (ICC) as applicable. This field is required. For example, enter "Metro Manila."
	<b>City/Municipality:</b>	Indicate your city, municipality, sub-municipality, or special geographic unit (SGU). This field is required. For instance, you may enter "Quezon City."
	<b>Barangay:</b>	Enter the name of your barangay. This field is mandatory. For example, you may enter "Bago Bantay."
	<b>House/Block/Lot No.:</b>	Indicate your house number, block, or lot number, if applicable. This field is optional. For example, enter "123."
	<b>Street Name:</b>	Provide your street name. This field is optional. For example, you may enter "Main Street."
	<b>Subdivision/Village:</b>	If relevant, enter the name of your subdivision or village. This field is optional. For example, you may enter "Greenfields."
	<b>Zip Code:</b>	Indicate your zip code, if available. This field is optional. For example, enter "1100."

IDENTITY INFORMATION		
<b>Blood Type:</b>	<input type="checkbox"/> A+ <input type="checkbox"/> A- <input type="checkbox"/> O+ <input type="checkbox"/> O- <input type="checkbox"/> B+ <input type="checkbox"/> B- <input type="checkbox"/> AB+ <input type="checkbox"/> AB-	Specify your blood type by selecting an option from the list provided. For example, you may choose "O+."
<b>Height:</b>		Enter your height in meters. This should be a numerical value such as "1.75."
<b>Weight:</b>		Provide your weight in kilograms. This should also be a numerical value, for example, "70."
<b>Complexion:</b>		Describe your complexion with a brief term such as "Fair," "Medium," or "Dark."
<b>Citizenship:</b>	<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> Foreigner	Select your citizenship. For example, you may choose "Filipino."
<b>Voter:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate whether you are a voter by selecting "Yes" or "No."
<b>Resident Voter:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify if you are a resident voter by selecting "Yes" or "No."
<b>Last Voted Year:</b>		Enter the date of the last year you voted in the format MM-DD-YYYY. For example, "05-10-2023"
<b>Ethnicity:</b>		Specify your ethnicity. For instance, you may select "Igorot." (Refer to LGUSS Form 10)
<b>Religion:</b>	<input type="checkbox"/> Roman Catholicism <input type="checkbox"/> Bible Baptist Church <input type="checkbox"/> Islam <input type="checkbox"/> Jehovah's Witnesses <input type="checkbox"/> Iglesia ni Cristo <input type="checkbox"/> Church of Jesus Christ of Latter-day Saints <input type="checkbox"/> Christian <input type="checkbox"/> United Church of Christ in the Philippines <input type="checkbox"/> Aglipayan Church <input type="checkbox"/> Others: _____ <input type="checkbox"/> Seventh-day Adventist	Select your religion. For example, you may choose "Catholic."
<b>Mother's Maiden Name</b>	<b>First Name:</b>	Provide your mother's maiden name. Enter her First Name (required), Middle Name (if applicable), and Last Name (required). For example, you may fill in "Maria," "Santos," and "De La Cruz."
	<b>Middle Name:</b>	
	<b>Last Name:</b>	
SECTORAL INFORMATION		
<input type="checkbox"/> Labor Force / Employed <input type="checkbox"/> Solo Parent <input type="checkbox"/> Unemployed <input type="checkbox"/> Indigenous People (IP) <input type="checkbox"/> Overseas Filipino Worker (OFW) <input type="checkbox"/> Migrant <input type="checkbox"/> Person with Disabilities (PWD) <input type="checkbox"/> Out of School Children (OSC) <input type="checkbox"/> Out of School Youth (OSY) <input type="checkbox"/> Senior Citizen (SC) Please specify if registered SC: <input type="checkbox"/> Yes <input type="checkbox"/> No		Please select a sector. You may select more than one as applicable

I hereby certify that the above information are true and correct to the best of my knowledge. I understand that for the Barangay to carry out its mandate pursuant to Section 394 (d)(6) of the Local Government Code of 1991, they must necessarily process my personal information, subject to the provisions of the Data Privacy Act of 2012. Therefore, I grant my consent that my data will be stored in the LGUSS-BIMS which is a highly secured tool that is being used by the barangay.

\_\_\_\_\_

Date Accomplished

\_\_\_\_\_

Signature over Printed Name

Checked/verified by:

\_\_\_\_\_

Barangay Secretary

Signature over Printed Name

\_\_\_\_\_

Date

\_\_\_\_\_

Household Number

**NOTE:**  
 The household number shall be filled out by the Barangay Secretary based on the assigned household number by the PSA during the census.

(Note: Draft only; Effective upon the approval of the Omnibus Policy on the Maintenance and Updating of RBI)

## GUIDE IN FILLING OUT THE RBI FORM B OR THE INDIVIDUAL RECORDS OF BARANGAY INHABITANT (RBI)

All barangay inhabitants must be included in the updated Records of Barangay Inhabitant (RBI) being maintained and kept by the Barangay Secretary. The accomplished RBI Form B shall be collected by the Barangay RBI Task Force.

### NOTE:

- The barangay inhabitant shall accomplish the RBI Form B in two (2) copies, wherein one (1) copy shall be given to the inhabitant while the other copy shall be kept by the Barangay.
- The RBI Form B must be accomplished by all barangay inhabitants aged fifteen (15) years old and above.
- Ensure that the RBI Form B of inhabitants aged fourteen (14) years old and below shall be accomplished by any member of the household who is fifteen (15) years old and above.
- The Barangay Secretary, as head of the Task Force and custodian of the RBI, shall ensure the safety and confidentiality of the same taking into consideration the applicable provisions under the Data Privacy Act of 2012.

### A. PERSONAL INFORMATION

This part of the RBI Form B contains the basic information of the barangay inhabitant. The information provided herein are important for easy identification of inhabitants, as a tool in planning and as an updated reference in the number of inhabitants in a specific barangay. Moreover, the purpose is to ensure that the RBI datasets are aligned with the requirements set forth in the BIS-BPS.

PHILSYS CARD NUMBER (PCN)	Provide the 16-digit PhilSys Card Number indicated in the PhilSys ID.
FIRST NAME	Indicate Given Name.
MIDDLE NAME	Indicate Middle Name.
LAST NAME	Indicate Last Name.
EXTENSION NAME	Indicate Extension Name/Suffix if applicable (e.g. Sr., Jr., II, III).
BIRTHDATE	Indicate complete Birth date in this format (MM/DD/YYYY).
AGE	Indicate age in a numerical value (e.g. 20)
BIRTH PLACE	Indicate the City/Municipality where the Barangay Inhabitant was born.
SEX	Indicate sex by selecting Male or Female.

CIVIL STATUS	Select Marital Status from the list provided: Single; Married; Widowed; Divorced; Separated; Registered Partnership; please specify if others.
HIGHEST EDUCATIONAL ATTAINMENT	Select Highest Educational Attainment from the list provided: Elementary, high School, College, Post Grad, or Vocational. Then please specify if "Graduate" or "Undergraduate" of that educational level.
PROFESSION/OCCUPATION	Indicate Profession or Occupation (if any).

## B. CONTACT DETAILS

This part of the RBI Form B contains the contact details of the barangay inhabitant.

EMAIL ADDRESS		Enter email address (if any).
MOBILE NUMBER		Provide 11-digit mobile number.
TELEPHONE NUMBER		Provide telephone number (if any).
ADDRESS	REGION	Indicate region. (e.g. National Capital Region)
	PROVINCE	Indicate province, highly urbanized city (HUC), or independent component city (ICC) as applicable. (e.g. Metro Manila)
	CITY/MUNICIPALITY	Indicate city, municipality, sub-municipality, or special geographic unit (SGU). (e.g. Quezon City)
	BARANGAY	Indicate name of barangay. (e.g. Barangay Bago Bantay)
	HOUSE/BLOCK/LOT NO.	Specify house number, block, or lot number if applicable.
	STREET NAME	Provide street name.
	SUBDIVISION/VILLAGE	Indicate name of subdivision or village.
	ZIP CODE	Indicate zip code if available.

## C. IDENTITY INFORMATION

This part of the RBI Form B contains the identity information of the barangay inhabitant.

BLOOD TYPE	Specify blood type from the list provided: A+, A-, O+, O-, B+, B-, AB+, AB-
HEIGHT	Provide height in meters.
WEIGHT	Provide weight in kilograms.
COMPLEXION	Describe complexion with a brief term such as "Fair," "Medium," or "Dark."
CITIZENSHIP	Select citizenship from the list provided: Filipino, Dual Citizenship, or Foreigner.
VOTER	Indicate whether you are a voter by selecting "Yes" or "No."

RESIDENT VOTER	Specify if you are a resident voter by selecting "Yes" or "No."
LAST VOTED YEAR	Enter the date of the last year you voted in the format MM-DD-YYYY.
ETHNICITY	Specify your ethnicity. (e.g. Igorot) (Refer to LGUSS Form 10)
RELIGION	Select religion from the list provided: Roman Catholic, Islam, Iglesia ni Cristo, Christian, Aglipayan Church, Seventh-day Adventist, Bible Baptist Church, Jehovah's Witnesses, Church of Jesus Christ of Latter-day Saints, United Church of Christ in the Philippines, Others.
MOTHER'S MAIDEN NAME First Name, Middle Name, Last Name	Provide mother's maiden name. Enter First Name, Middle Name, and Last Name.

#### **D. SECTORAL INFORMATION**

This part of the RBI Form B contains the sectoral information of the barangay inhabitant.

SECTORAL INFORMATION	Select a sector from the list provided. You may select more than one as applicable: Labor Force/Employed, Unemployed, Overseas Filipino Worker (OFW), Person with Disabilities (PWD), Out of School Children (OSC), Out of School Youth (OSY), Solo Parent, Indigenous People (IP), Migrant, Senior Citizen (SC) – specify if registered by selecting "Yes" or "No."
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**SEMESTRAL MONITORING FORM FOR BARANGAYS**

for \_\_\_\_ Semester of CY \_\_\_\_\_

REGION :

PROVINCE:

CITY/MUNICIPALITY:

BARANGAY:

Total No. of Barangay Inhabitants:

Total No. of Households:

Total No. of Families:

INDICATORS	MALE	FEMALE	TOTAL	REMARKS
<b>Population by Age Bracket:</b>				
under 5 years old				
5-9 years old				
10-14 years old				
15-19 years old				
20-24 years old				
25-29 years old				
30-34 years old				
35-39 years old				
40-44 years old				
45-49 years old				
50-54 years old				
55-59 years old				
60-64 years old				
65-69 years old				
70-74 years old				
75-79 years old				
80 years old and over				
<b>Population by Sector:</b>				
Labor Force/employed				
Unemployed				
Overseas Filipino Workers (OFWs)				
Person with Disabilities (PWDs)				
Out of School Children (OSC) (6-14 years old)				
Out of School Youth (OSY) (15-24 years old)				
Senior Citizen (SC)				
Solo Parents				
Indigenous People (IPs)				
Migrant/s				

Civil Status : Single				
: Married				
Citizenship : Filipino				
: Dual Citizenship				
: Foreigner				

**Prepared by:**

**Submitted by:**

\_\_\_\_\_  
**Barangay Secretary**  
 (Signature over Printed Name)

\_\_\_\_\_  
**Punong Barangay**  
 (Signature over Printed Name)

**Date Accomplished:**

*Note: This RBI Form C (Semestral Monitoring Form for Barangays) shall be submitted to DILG City Director/ or C/MLGOO as a reference for encoding to BIS-BPS.*



**RBI FORM D** *(Note: Draft only; Effective upon the approval of the Omnibus Policy on the Maintenance and Updating of RBIs)*

**SEMESTRAL MONITORING FORM FOR CITY/MUNICIPAL RBI TASK FORCE**

for \_\_\_\_ Semester of CY \_\_\_\_

REGION : \_\_\_\_\_

PROVINCE: \_\_\_\_\_

CITY/MUNICIPALITY: \_\_\_\_\_

TOTAL NO. OF BARANGAYS: \_\_\_\_\_

TOTAL NO. OF BARANGAYS WITH RBI: \_\_\_\_\_

[illegible]

**Prepared by:**

City/Municipal RBI Task Force Secretariat

(Signature over Printed Name)

**Date Accomplished:** \_\_\_\_\_

**Note: This form, once accomplished, shall be submitted to the City/Municipal Mayor as Head of the RBI Task Force, copy furnished the Provincial Governor for information and reference, and DILG City Director or C/MLGOO, for information and as reference for cross-validation with RBI Form C.**

(Note: Draft only; Effective upon the approval of the Omnibus Policy on the Maintenance and Updating of RBI)



Republic of the Philippines  
Province of \_\_\_\_\_  
City/Municipality of \_\_\_\_\_  
Barangay \_\_\_\_\_

EXECUTIVE ORDER NO. \_\_\_\_\_  
Series of \_\_\_\_\_

### AN EXECUTIVE ORDER ORGANIZING THE BARANGAY TASK FORCE ON THE UPDATING AND MAINTENANCE OF RECORDS OF BARANGAY INHABITANTS (RBI)

**WHEREAS**, Section 394 (d)(6) of the Local Government Code (LGC) of 1991 provides that the Barangay Secretary is mandated to maintain, update, and keep records of the barangay inhabitants in the barangay. The information should contain the name, address, place, date of birth, sex, civil status, citizenship, occupation, and such other items of information as may be prescribed by law or ordinance.

**WHEREAS**, DILG MC No. 2025- \_\_\_\_\_ provides for the organization of the Barangay Records of Barangay Inhabitants (RBI) Task Force and its roles and responsibilities in conducting the house-to-house collection of information of the barangay inhabitants within their respective jurisdiction;

**NOW, THEREFORE**, I, \_\_\_\_\_, Punong Barangay of \_\_\_\_\_,  
(Name) Barangay  
\_\_\_\_\_, \_\_\_\_\_ by virtue of the powers vested in  
(City/Municipality) (Province)  
me by law, do hereby organize the Barangay RBI Task Force.

#### Section 1. COMPOSITION

Team Leader: \_\_\_\_\_, Barangay Secretary  
Members: \_\_\_\_\_, Barangay Health Worker  
\_\_\_\_\_, Barangay Health Worker  
\_\_\_\_\_, Barangay Population Worker/Volunteer  
\_\_\_\_\_, Barangay Tanod  
\_\_\_\_\_, Barangay Tanod  
\_\_\_\_\_, Barangay Tanod  
\_\_\_\_\_, Purok Leader  
\_\_\_\_\_, Purok Leader  
\_\_\_\_\_, Purok Leader

## Section 2. FUNCTIONS

1. Conduct the house-to-house distribution and retrieval of RBI Forms A and B within the month of July of the current year for the 1<sup>st</sup> semester and within the month of January of the ensuing year for the 2<sup>nd</sup> semester;
2. Ensure that the respondents of the family or those household members fifteen (15) years old and above shall accomplish the RBI Form A;
3. Ensure that all barangay inhabitants fifteen (15) years old and above accomplish the RBI Form B in two (2) copies, wherein one (1) copy shall be given to the inhabitant while the other copy shall be kept by the Barangay;
4. Ensure that the RBI Form B of inhabitants fourteen (14) years old and below shall be accomplished by any member of the household who is fifteen (15) years old and above;
5. Submit to the DILG City/Municipal Local Government Operations Officer (C/MLGOO) the accomplished RBI Form C (Semestral Summary Report), as barangay compliance report, within 4<sup>th</sup> week of August of the current year for the 1<sup>st</sup> semester report, and within 4<sup>th</sup> week of February of the ensuing year for the 2<sup>nd</sup> semester report, as the survey to gather data of all barangay inhabitants shall be conducted every semester. The said form shall be used as a reference in encoding the data in the Department of the Interior and Local Government's Barangay Information System – Barangay Profile System (BIS-BPS); and
6. The Barangay Secretary, as head of the Task Force and custodian of the RBI, shall ensure the safety and confidentiality of the same taking into consideration the applicable provisions under the Data Privacy Act of 2012; and
7. The Barangay Secretary shall utilize the Barangay Information Management System – Barangay Inhabitants Profiling System (BIMS-BIPS) in administering the RBI Forms A and B and generating RBI Form C, for submission to the DILG Field Office.

## Section 3. FUNDING SUPPORT

Funding support for the operation of the Barangay RBI Task Force shall be charged against the fund of the Barangay Government subject to the availability of funds and to the usual accounting and auditing rules and regulations.

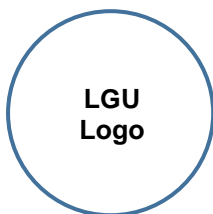
**Section 4: EFFECTIVITY.** This Order shall take effect immediately.

Issued this \_\_\_\_\_ day of \_\_\_\_\_ at Barangay \_\_\_\_\_,  
(Day) (Month, Year)

\_\_\_\_\_, \_\_\_\_\_.  
(City/Municipality) (Province)

\_\_\_\_\_  
**Punong Barangay**

(Note: Draft only; Effective upon the approval of the Omnibus Policy on the Maintenance and Updating of RBI)



Republic of the Philippines  
Province of \_\_\_\_\_  
City/Municipality of \_\_\_\_\_

EXECUTIVE ORDER NO. \_\_\_\_  
Series of \_\_\_\_

## AN EXECUTIVE ORDER ORGANIZING THE CITY/MUNICIPAL TASK FORCE ON THE UPDATING AND MAINTENANCE OF RECORDS OF BARANGAY INHABITANTS (RBI)

**WHEREAS**, Section 394 (d)(6) of the Local Government Code (LGC) of 1991 provides that the Barangay Secretary is mandated to maintain, update, and keep records of the barangay inhabitants in the barangay. The information should contain the name, address, place, date of birth, sex, civil status, citizenship, occupation, and such other items of information as may be prescribed by law or ordinance.

**WHEREAS**, DILG MC No. 2025- \_\_\_\_\_ provides for the organization of the Records of Barangay Inhabitants (RBI) Task Force and its roles and responsibilities in conducting the house-to-house collection of information of the barangay inhabitants within their respective jurisdiction;

**NOW, THEREFORE**, I, \_\_\_\_\_, City/Municipal Mayor of  
(Name)  
\_\_\_\_\_, \_\_\_\_\_ by virtue of the powers vested in  
(City/Municipality) (Province)  
me by law, do hereby organize the City/Municipal RBI Task Force.

### Section 1. COMPOSITION

Head : City/Municipal Mayor  
Members : City/Municipal Civil Registrar – as head of the RBI Secretariat  
City/Municipal Planning and Development Officer  
City/Municipal Population Officer or Coordinator  
City/Municipal Chapter President of the Liga ng mga Barangay (LnB) sa Pilipinas  
DILG City/Municipal Local Government Operations Officer (C/MLGOO)  
Member designated by the Mayor (preferably a regular employee)  
Member designated by the Mayor (preferably a regular employee)

### Section 2. FUNCTIONS

1. Establish guidelines on the maintenance and updating of RBIs in the locality and provide necessary capacity building to the Barangay RBI Task Force, with the assistance of the City/Municipal Data Protection Officer (DPO) or Compliance Officer for Privacy (COP), taking into consideration the applicable provisions under the Data Privacy Act of 2012;
2. Monitor the compliance of the barangays in accordance with the guidelines set forth by the said Task Force using RBI Form D; and
3. The Local Civil Registrar, as head of the Task Force secretariat, shall submit the accomplished RBI Form D to the concerned City/Municipal Mayor for his/her approval, every 2<sup>nd</sup> week of September of the current year for the 1<sup>st</sup> semester report, and 2<sup>nd</sup> week of March of the ensuing year for the 2<sup>nd</sup> semester report. The DILG C/MLGOOs and City Directors shall be provided a copy of the accomplished RBI Form D for reference in encoding the report to the BIS-BPS.

### **Section 3. FUNDING SUPPORT**

Funding support for the operation of the City/Municipal Task Force on RBI shall be charged against the local funds subject to the availability of funds and to the usual accounting and auditing rules and regulations.

**Section 4: EFFECTIVITY.** This Order shall take effect immediately.

Issued this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_.  
(Day) (Month, Year) (City/Municipality) (Province)

\_\_\_\_\_  
**City/Municipal Mayor**