



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
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**MEMORANDUM CIRCULAR**

**No. 2024-008**

**TO : ALL PROVINCIAL GOVERNORS; CITY AND MUNICIPAL MAYORS; PUNONG BARANGAYS, LIGA NG MGA BARANGAY (LnB) SA PILIPINAS; DILG REGIONAL, PROVINCIAL, AND HUC/ICC DIRECTORS; MINISTER OF MILG-BARMM; CITY/ MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICERS; LGA DIRECTOR; DILG BUREAU AND OFFICE DIRECTORS; AND ALL OTHERS CONCERNED**

**SUBJECT : GUIDELINES IN THE IMPLEMENTATION OF THE BNEO TOWARDS GREAT BARANGAYS PROGRAM**

**DATE : JAN 19 2024**

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**1. BACKGROUND**

1.1 The Local Government Code of 1991 states that barangays serve as the primary planning and implementing unit of government policies, plans, programs, projects, and activities in the community, and as a forum wherein the collective views of the people may be expressed, and where disputes may be amicably settled.

1.2 The Mandanas- Garcia Supreme Court Ruling significantly increased the tax base for the computation of the national tax allocation (NTA) for local government units (LGUs) which results to increase in the NTA (previously called Internal Revenue Allotment or IRA) of LGUs providing more funds for LGUs, including the barangays. With this, LGUs are expected to fully assume the functions devolved to them under the 1991 LGC and other subsequent and pertinent laws.

1.3 The barangays are expected to perform extensive roles and functions based on the LGC 1991 and other issuances despite the limited capacity of many of these barangays and their officials.

1.4 Executive Order (EO) 262 s.1988 and the Implementing Rules and Regulations of Republic Act (RA) 6975 mandates the Department of the Interior and Local Government (DILG) to enhance the capacities of local government, and the Local Government Academy, in particular to be responsible for human resource

development and training of local government officials and the department personnel. In addition, EO 138 s. 2021 and DILG Memorandum Circular (MC) 2021-067 authorized LGA to harmonize capacity development interventions for LGUs and DILG-Local Government sector.

1.5 The Barangay Newly Elected Officials (BNEO) towards Grassroots Renewal and Empowerment for Accountable and Transparent (GREAT) Barangays Program is a comprehensive capacity development program for the barangays and their officials, staff and key stakeholders. It is a term-based program which means its different projects and learning activities are implemented during the entire duration of the term of the elected officials.

## **2. PURPOSE**

This Memorandum Circular is issued to provide the general guidelines for the implementation of the Barangay Newly-Elected Officials (BNEO) towards Grassroots Renewal and Empowerment for Accountable and Transparent (GREAT) Barangay Program 2023-2025.

## **3. SCOPE/ COVERAGE**

All Provincial Governors; City and Municipal Mayors; Punong Barangays, Liga ng mga Barangay (LnB) sa Pilipinas; DILG Regional, Provincial, and Highly-Urbanized City or Independent Component City (HUC/ICC) Directors; Minister of Ministry of the Interior and Local Government- Bangsamoro Autonomous Region in Muslim Mindanao (MILG-BARMM); City/ Municipal Local Government Operations Officers (C/MLGOOs); LGA Director; DILG Bureau, Service and Office Directors; and all others concerned.

## **4. POLICY CONTENT/ GUIDELINES**

### **4.1 BNEO-GREAT Program Outcomes**

The BNEO towards GREAT Barangays Program is designed to strengthen and promote barangay governance that is more empowered, transparent, accountable, and effective, particularly advancing family-based community resilient approaches, inclusive, peaceful, revitalized, and vibrant community economies, leading to a better quality of life for the community.

### **4.2 BNEO-GREAT Program Objectives**

The BNEO towards GREAT Barangays Program aims to enhance the capacities of barangays, particularly improving the competencies of barangay

officials, staff, and key stakeholders for them to perform their tasks effectively, improve the quality of service, and uphold good governance in the barangay. The specific objectives of the program are:

- 4.1.1 Barangay properties, financial records and documents (BPFDRDs) are properly turned over from previous to the new administration
- 4.1.2 Capacity of newly- elected barangay officials to commence their governance journey is enhanced
- 4.1.3 Competency of barangay officials and staff on specific governance area is developed
- 4.1.4 Participation, transparency, accountability, and effective governance is promoted at the barangay
- 4.1.5 Barangay compliance to governance requirements and level of performance is enhanced

#### **4.2 BNEO - GREAT Program Components: Strategies**

The program outputs were arranged by components to form strategies of action for the entire program. The program components are term-based program interventions, and they will be implemented at different periods from 2023 to 2025. A specific component will be managed by either a DILG office or a partner.

##### **4.2.1 Component 1: ENSURING SMOOTH TRANSITION**

This component ensures smooth transition from the incumbent to the incoming new set of Barangay Officials. It prepares the barangay officials in assuming their positions after their elections. It aims to promote transparency and accountability right at the start of their term through a smooth turnover of barangay documents, properties, and accountabilities.

The implementation of this component is guided by the DILG Memorandum Circular 2023-047 which provides the expected activities, roles and responsibilities of the different officials and offices, schedules of activities, possible sanction for non-compliance, and relevant forms to be used. The major activities for smooth transition are: (1) creation of inventory, and assessment and transition teams; (2) inventory of all government properties under their custody and preparation of transition documents; and (3) conduct of turnover ceremony. Also, in this component, the list of newly elected barangay officials will be gathered and organized with articulation of individual profile and other vital information necessary for planning and implementing programs in barangays.

The National Barangay Operations Office (NBOO) of the DILG takes the lead in the implementation of this component and shall be implemented by the city/municipal and barangay governments with the assistance of

the DILG Regional and Field Offices. The activities shall be conducted from August to November 2023.

#### **4.2.2 Component 2: JUMPSTARTING LOCAL GOVERNANCE**

This component is intended to help the newly-elected officials get a head start at barangay governance. Jumpstarting local governance allows the newly- elected officials to envision their aspirations on how they would want to govern the barangay and what they would want to happen in the barangay. The component is divided into two (2) parts - Laying the Foundation and Planning for Development.

Laying the foundation involves the conduct of the Basic Orientation Course for barangay officials. The course highlights their mandated roles and functions, as well as other expectations from barangay officials. As such, discussions will revolve around relevant provisions of the Local Government Code of 1991, introduction to barangay development planning and capacity development agenda formulation, barangay budget, importance of and the different mechanisms for participation in governance, the DILG and its programs and projects for barangays, and public ethics and accountability. At the end of the basic orientation, the local officials are expected to come up with the Barangay Agenda for Governance and Development (B-AGAD), which will outline their governance priorities and will serve as inputs to development planning.

Planning for Development intends to provide capacity development interventions such as planning workshops or coaching to help the barangays craft their different plans which shall serve as guide in pursuing development in their locality. It zeroes in on the formulation or review and updating of their Barangay Development Plan, incorporating the lens of local economic development, and the crafting of the Barangay Capacity Development (CapDev) Agenda. This part will also include activities related to the development of other sectoral and thematic plans such as Gender and Development Plans and Budget (GPB), Barangay Peace and Order and Public Safety Plan (BPOPS), Barangay Disaster Risk Reduction and Management Plan (BDRRMP), Solid Waste Management Plan (SWMP), and Contingency Plan (CP).

The Barangay CapDev Agenda identifies the capacity development needs of the barangay given the requirements of the Barangay Development Plan and the development vision of the barangay. It will also serve as the basis for the development or provision of learning interventions under the other components of the program, as well as the participation of barangay officials in different training and learning activities. Formulation of the CapDev Agenda is guided by the DILG Memorandum Circular No. 2021-067.

The LGA, NBOO and the DILG Regional Office shall co-lead the implementation of this component. LGUs, especially the cities and municipalities, shall have a major role in assisting their barangays and ensuring that the BDP and other plans are aligned with and considered in the higher LGU plans. The Liga ng mga Barangay (LnB) and local resource institutions (LRIs) may also be tapped as partners. This component shall run from the first up to the third quarter of 2024.

#### **4.2.3 Component 3: ENHANCING BARANGAY GOVERNANCE ADMINISTRATION**

The focus of this component is on activities related to barangay governance administration, which is the key to successfully managing barangay affairs. This component involves continuous renewal in oneself and the organization to invigorate professional growth and change in an organization. It will offer capacity development interventions or specialized courses to address specific CapDev needs of the barangay officials thereby providing opportunities for them to “renew and continuously improve”. The learning interventions under this component are meant to enhance the capacities of the officials to effectively carry out their duties and function as policy maker, program planner and provider of basic services to their constituents.

The BNEO Program also considers Sangguniang Kabataan (SK) officials, most especially the Chairperson, as barangay officials who also influence management and administration of the barangay. Therefore, this component also includes activities related to promoting the capacity development of SK officials.

Activities under this component shall include development of courses which are still not available but needed based on analysis of the Barangay CapDev Agenda or enhancement of existing courses, and implementation. It is flexible and mostly demand- driven as barangays will avail only what they need.

LGA and the DILG Regional Offices, through the Local Governance Regional Resource Centers (LGRRCs) will take the lead in the implementation, and monitoring of the activities under this component. Learning activities will run from 2024 to 2025.

#### **4.2.4 Component 4: IMPROVING PARTICIPATION IN BARANGAY GOVERNANCE**

This component looks into strengthening cooperation between and among the barangay stakeholders to produce far better results of barangay governance. The concept of community, along with integrity, accountability, transparency, and participation, are emphasized in this component as important guiding principles in making barangay

governance more responsive and participatory: that the barangay- regardless of the uniqueness and differences of the people who live there- is just one community. And as a community, they need to look into the welfare of one another, be concerned with one another, and be of service to one another.

The fourth component has two major intentions- improving citizen participation and boosting stakeholder engagement for barangay capacity development. Improving citizen participation focuses on citizenship building in order to promote participation, transparency, accountability, and effective governance at the barangay. It intends to engage the citizens in barangay governance as the success of any program requires active participation of the people. The organization of the mandated Barangay Based Institutions (BBIs) is one way of engaging the people. Strengthening these BBIs will ensure the functionality of these BBIs. Aside from the BBIs, other members of the barangays shall be engaged through programs on Building Volunteerism and Spirit of Bayanihan.

The component shall also promote the regular conduct of Barangay Assemblies and will encourage the conduct of Dagyaw to provide an open and safe space for citizens to express their views, concerns, and problems in the community. Whereas, during the Barangay Assembly, the Barangay Officials report to the community the different PPAs and the financial standing of the Barangay. In Dagyaw, it will be the citizens that will speak, and the Barangay Officials, together with the higher LGUs and other relevant government offices will listen and solicit feedback that are useful in the design and implementation of government's programs, projects, and activities.

Boosting stakeholder engagement for barangay capacity development is a reflection of LGA's advocacy for furthering the roles of other governance stakeholders most especially on capacity development (CapDev). Activities include partnership building, organization and capacity building of trainers, orientation for partners, conduct of joint activities such as mapping of existing capacity development interventions for barangays and analysis of their capdev needs.

Offices and Bureaus of the DILG CO, LGA and DILG Regional and Field Offices shall co-lead the implementation and monitoring of the activities under this component. The activities will be implemented for the entire duration of the elected officials' term.

#### **4.2.5 Component 5: ENHANCING BARANGAY PERFORMANCE**

This component aims to enhance barangay compliance to governance requirements and level of performance. Emphasis is given to improving the level of performance and going beyond mere compliance which would require the barangay, especially its leaders, to find their voice

(talent, passion, conscience; niche) and inspiring others (people in the barangay or other LGUs/ barangay) to find theirs. This component has two parts- performance management and assessments, and performance recognition.

Performance Management promotes looking into assessments of the barangay's performance thru compliance to policies such as the Full Disclosure Policy (FDP), assessment of the functionality of the BBIs and the Seal of Good Local Governance for Barangays (SGLGB). This component will also look into the possibility of bringing back the Barangay Governance Performance Management System (BGPMS) as a tool in assessing the compliance of the barangays to RA 7160 and related national laws and issuances if SGLGB is insufficient. This part of the program is mainly implemented by the DILG through the NBOO and the Regional and Field Offices

Performance Recognition acknowledges the need to recognize exemplary performance of the barangays for two reasons - to provide additional motivation for good performance and to gather documentation of best practices in barangay governance which other barangays may replicate or learn from. Such incentives and awards are the SGLGB, Lupon Tagapamayapa Incentives Award (LTIA) and other incentives programs to be promoted to the barangays. This will also include customized local awards which are given by the DILG Regional or Field Offices, and the city or municipal government to the barangays under their jurisdiction.

DILG Central Office leads the implementation of this component. LGA, DILG ROs, LNB, higher LGUs, NGAs shall also be engaged in the realization of the objectives of this component. Activities shall be implemented from 2024 to 2025.

#### **4.3 Program Strategy and Institutional Arrangements**

Development and implementation of the program; its components; and related learning interventions, projects and activities shall utilize a multi-stakeholdership approach. The DILG, through the LGA, shall take the lead in program development and implementation. Other agencies and organizations shall also be tapped in order to come up with more effective capacity development programs and projects, and efficiently deliver these to a substantial number, if not all, of target participants from the barangays. The expected roles and responsibilities of partner agencies and organizations are outlined below:

##### **4.3.1 DILG- Central Office**

- a. Provide guidance through the issuance of Memorandum Circulars and other policy instruments related to the BNEO for GREAT Barangays Program
- b. Provide technical inputs and assistance in the design, preparation and conduct of the different activities under the Program
- c. Identify existing awards and incentives programs applicable to barangays
- d. Develop Capacity Development courses and related knowledge products relevant to the Program
- e. Promote the Program to barangay officials and critical stakeholders
- f. Whenever necessary, provide counterpart funding and other resources for the implementation of the Program
- g. Implement SGLG for Barangays and analyze results as input to capacity development for barangays
- h. Whenever necessary, provide resource person/s in support of activities related to the various Components of the Program, such as during the conduct of capacity development courses
- i. Monitor compliance to issuances related to the implementation of the Program

#### **4.3.2 Local Government Academy**

- a. Spearhead the design and preparation of the program
- b. Draft appropriate issuances and circulars on program implementation in collaboration with other offices in the DILG Central Office
- c. Develop or update training materials and other knowledge products
- d. Orient program managers and training implementers on the program framework and strategy, and training courses under the program in collaboration with other DILG Offices
- e. Develop pool of trainers through the conduct of related Training of Trainers
- f. Forge partnerships at the national level for the implementation of the program
- g. Promote the program to LGUs, and other partners and stakeholders
- h. Provide counterpart funds and other resources for the program
- i. Prepare monitoring and evaluation plan, develop M&E tools, and conduct orientations regarding program M&E
- j. Monitor program implementation and conduct program evaluation at the end of the program
- k. Prepare national report to the Secretary based on reports submitted by the DILG Regional/Field Offices

#### **4.3.3 DILG Regional and Field Offices/ Local Governance Regional Resource Centers (LGRRCs) and Sub-LGRCs**

- a. Provide inputs in the design and preparation of the program
- b. Organize a Regional/ Provincial BNEO Program Management Team



- c. Manage the implementation of the program components in accordance with the approved guidelines
- d. Provide counterpart funding and other resources for the implementation of the program
- e. Conduct inventory of existing capacity development programs under the DILG outcome areas which could be made available for barangays under Component 3
- f. Through the LGRRCs, consolidate CapDev requirements (both on the supply and demand sides) of barangays as basis for the CapDev offerings
- g. Promote the program to LGUs and other stakeholders
- h. Through the LGRCs at the regional and sub-regional levels, convene the Multi-Sectoral Advisory Committee (MSAC) at the regional and sub-regional levels to harmonize activities, schedule and targets that are relevant to the program.
- i. Forge partnership with the Liga ng Barangay (LnB), city and municipal governments and other organizations for program implementation
- j. Assist the city and municipal governments in the management and administration of the program
- k. Develop and regularly update Directory or Registry of Experts of the LGRRC and CapDev service providers as reference for the conduct of the learning activities related to the BNEO Program
- l. Following the guidelines for BNEO capdev services, review and approve proposals from service providers
- m. Provide necessary expertise during the conduct of the various components of the program
- n. Set up a database as platform for output submission and data collection, and analyze generated data, if possible
- o. Monitor implementation of the Program (e.g., accomplishments, submission of outputs, etc.)
- p. Submit regular reports to the Secretary through the Local Government Academy

LGRC Partners (e.g., Local Resource Institutions, Development Partners, non-government organizations or NGOs, etc.) are expected to do the following roles in coordination with the LGRRCs or Sub-LGRCs:

- Provide assistance in the development and delivery of CapDev Programs that will address the capacity development needs of the LGUs (barangays) as reflected in the Capacity Development (CapDev) Agenda of the LGU
- Provide relevant knowledge products and services, including research and knowledge management on barangay governance
- Promote the program to LGUs and other stakeholders

#### **4.3.4 Liga ng mga Barangay**

- a. LnB Chapters to assist in managing the implementation of the program
- b. In coordination with LGA or the LGRRCs, develop and implement learning interventions related to the BNEO Program
- c. Provide information on available resources, projects and activities of the Liga which are intended to build the capacities of the barangays
- d. Provide counterpart funding and other resources for the implementation of the program, if needed
- e. Promote the program to LGUs and other stakeholders

#### **4.3.5 Provincial, City and Municipal Governments**

- a. Promote the Program to barangay officials and other stakeholders;
- b. Create the City/Municipal Audit and Inventory Team to effect the smooth transition at the barangay level
- c. Take the lead in organizing the barangays for the implementation of the Smooth Transition, barangay development planning and CapDev Agenda formulation
- d. Mobilize LGU staff in the conduct of the different activities under the BNEO Program
- e. Provide support for the capacity development of the barangays under their jurisdiction
- f. Provide counterpart funding and other resources for the overall implementation of the Program
- g. Ensure participation of barangay officials and functionaries in various components of the Program

#### **4.3.6 Barangays and Barangay Officials**

- a. Conduct inventory of all government properties under their custody and turn these over to the incoming Barangay and SK Officials as specified in DILG MC 2023- 047
- b. Prepare and adopt a Barangay Capacity Development Agenda from 2024-2025 or in accordance with their Barangay Development Plan
- c. Allocate funds for the capacity development of the barangay, and conduct resource generation, to include partnership building, to finance or support their capacity building needs
- d. Prioritize capacity development programs, projects and activities under the BNEO towards GREAT Barangays Program or those sanctioned by the DILG Central or Regional Offices
- e. Ensure that participation to different CapDev activities are aligned with the approved Barangay CapDev Agenda
- f. Ensure participation of barangay officials and functionaries in various components of the Program
- g. Provide relevant information, especially those prescribed for the development or implementation of the different program components

## **4.4 Program Implementation**

### **4.4.1 Target Participants**

The target participants of the different project and activities of the program are the following:

- a. Elected barangay officials- Punong Barangays, Sangguniang Barangay members, Sangguniang Kabataan Officials
- b. Members of the different barangay- based institutions (BBIs)
- c. Other barangay officials and staff, e.g., Barangay Secretary, Barangay Treasurer, Barangay Health Workers, Tanods, VAWC Desk Officer, Barangay Nutrition Scholar, etc.
- d. Partners and implementers, e.g., DILG Regional and Field Offices, LGRRCs and Sub-LGRRCs, and representatives from LRIs and civil society organizations (CSOs)

### **4.4.2 Learning Modalities**

The learning activities under the BNEO towards GREAT Barangays program shall be designed with consideration of the modality by which the activity will be delivered. These may be delivered onsite, face-to-face, online synchronous, online asynchronous, blended or hybrid models.

### **4.4.3 Venue for Training and Other Learning Activities**

In relation to the COA issued guidelines on the prevention and disallowance of irregular, unnecessary, excessive, extravagant and unconscionable expenditures, this memorandum prescribes certain guidelines as to the selection of venue for the learning activities (e.g., training, seminar, workshop, forum, convention, conferences, symposiums) under the BNEO toward GREAT Barangays Program. Apart from location, specifications for the training venue must consider the requirements of a particular learning activity design which takes into account the maximization of learning.

Learning activities whose target participants come from a particular city, municipality or province shall be conducted onsite or within the locality. If a certain municipality or city has no appropriate venue, the activity may be conducted elsewhere but still within the province.

For activities targeting participants from different provinces, the event may be held in major cities while considering the most cost efficient way for most of the participants (i.e., travelling cost, accommodation expenses) to ensure judicious use of local government resources.

International or local benchmarking activities shall be conducted on site (country or LGU with best practice) but will require prior authorization from DILG.

#### **4.4.4 Financing**

DILG and LGA shall endeavor to allocate funds for the development and implementation of select projects and activities under the program from their regular funds. DILG and LGA may provide subsidies for the LGRRCs in the implementation of certain projects and activities.

Barangays, on the other hand, shall ensure that their CapDev requirements are included in their Barangay Development Investment Program (BDIP) and their Annual Investment Program (AIP). Higher LGUs- municipalities, cities and even provinces may also provide support to augment funding requirements for the capacity building of the barangays under their jurisdiction.

Activity organizers may charge registration fees in accordance with DBM National Budget Circular 563 issued in 2016 and other applicable issuances.

In all instances, learning activities to be undertaken by the barangay officials and staff must be included in their Barangays CapDev Agenda, and expenses incurred for the participation in these learning activities shall be charged against local funds subject to applicable accounting and auditing laws, rules and regulations.

#### **4.5 Monitoring and Evaluation**

The Local Government Academy shall develop the monitoring and evaluation system for the program to include the inception of the M&E Plan that identifies the indicators, targets, data source, frequency of collection, and office in charge of collecting, reporting and analyzing the data. LGA will also lead the crafting of M&E forms and data collection tools.

As defined in these Memorandum, all relevant stakeholders are expected in their individual and institutional capacities to provide constant feedback on the progress of program implementation, and to monitor implementation of the different projects and activities under the program through submission of regular reports to the LGA. Reports on implementation of activities are submitted through the LGA Monitoring and Evaluation System (LGAMES).

A separate monitoring and evaluation shall be crafted, issued and disseminated by LGA for this purpose.

## 5. EFFECTIVITY

This Memorandum shall take effect immediately.

## 6. FEEDBACK

For related queries, kindly contact the Local Government Academy- Local Governance Training and Development Division (LGA-LGTDD) at telephone number (02)86341912 or through e-mail at [lgamail@lga.gov.ph](mailto:lgamail@lga.gov.ph) and copy furnish (cc) [lgtdd@lga.gov.ph](mailto:lgtdd@lga.gov.ph).

## 7. APPROVING AUTHORITY

  
**ATTY. BENJAMIN C. ABALOS, JR.**  
Secretary



BCA/OSEC/MLI/OUSLG/TTV/LGA/hhc

