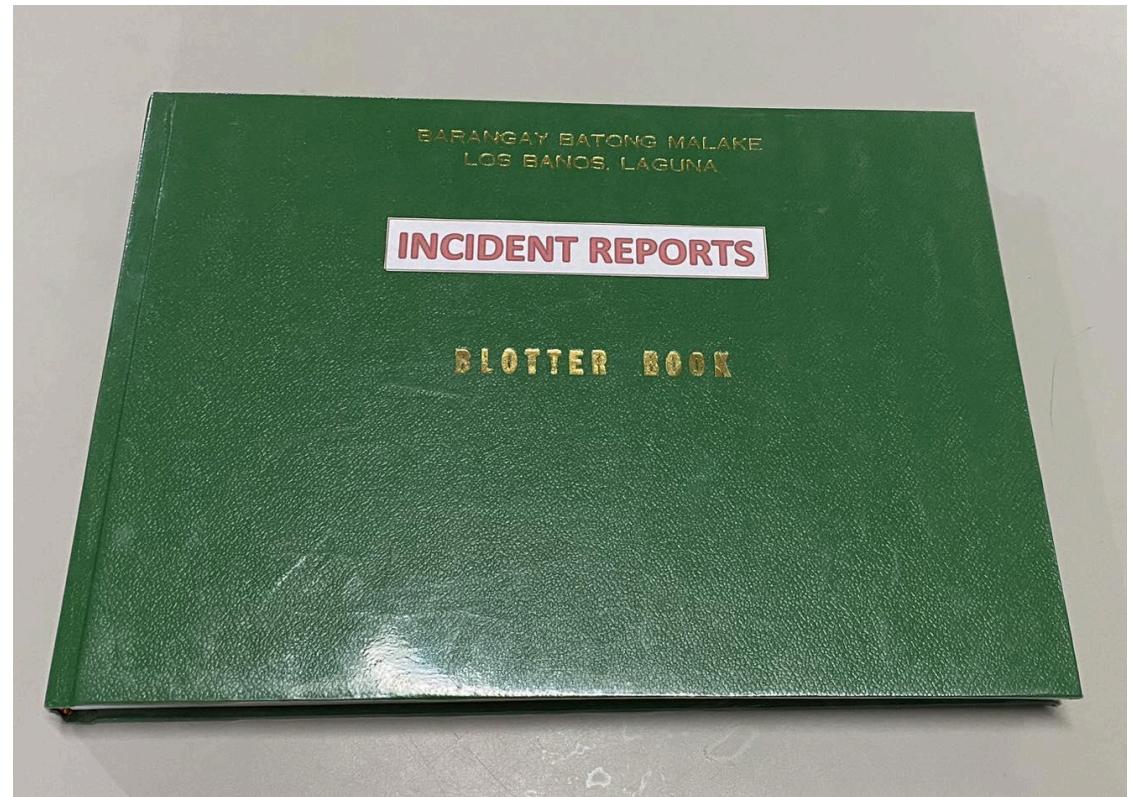
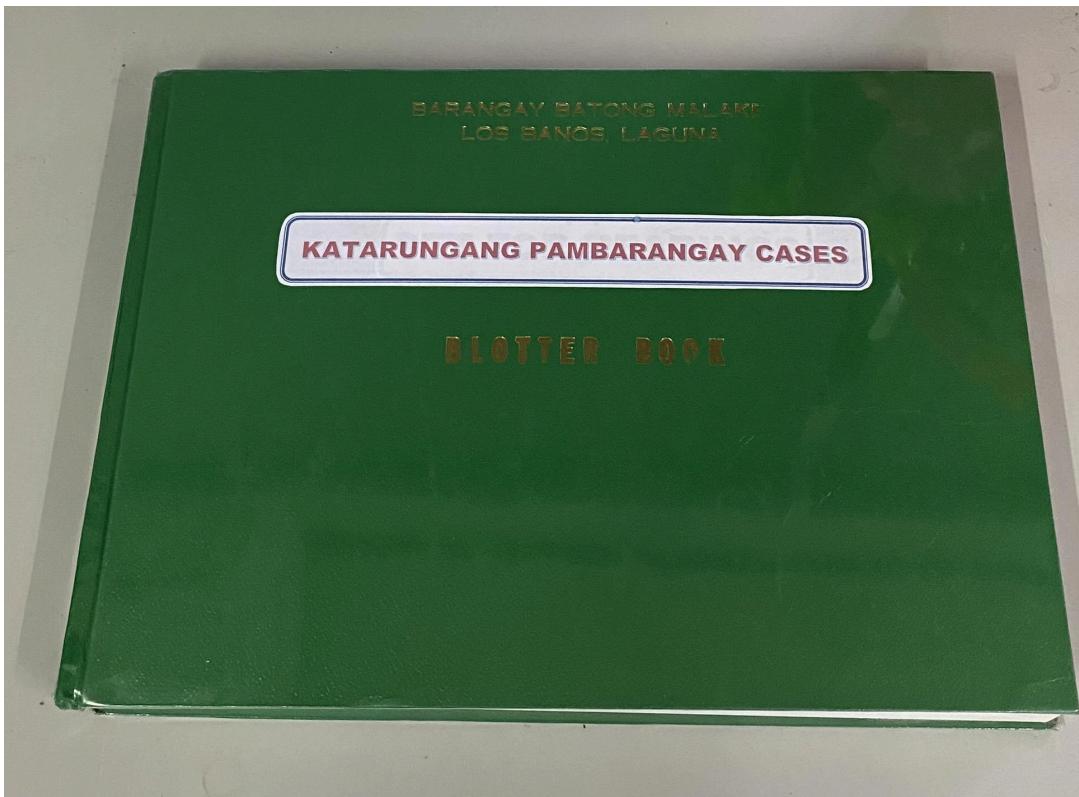


ANNEX A

Observance of Settlement Procedure and Deadlines

ANNEX A - 1



The Katarungang Pambarangay (KP) Blotter Book is used to record all cases that fall under the jurisdiction of the KP Law. If a complaint does not fall under the jurisdiction of the KP Law, it will be recorded in the Incident Report Blotter Book instead by the Lupon Secretary.

ANNEX A - 2

2023-3-21	March 13, 2023	9:29 AM	Pangyayari: Pernong Hiniram na Hindi Binayaran May sumbong: Aniflor Minorca 34 years old Mylene Jimenez 21 years old Taal St. Brgy. Batong Malake Ipinagsusumbong: Maryjane M. Gatchalian 51 years old Sitio Pagkakaisa, Brgy. Batong Malake Salaysay: Si Maryjane Gatchalian ay mayroon hiniram na pera sa amih na naging halaga ng P5,100 naunit Hindi na nya kami binayaran. Ang gering hiniram niya ay noon pang taong 2020 kaya dumulog na kami sa tanggapan ng Barangay Batong Malake upang maipataas ang siny at makahusap namin tungkol sa kanyang hiniram na pera.	set for hearing on March 17, 2023
			Mylene Jimenez 0949.191458	result: amicably settled

2023-3-15	March 6, 2023	8:51 AM	Pangyayari: Paniniwang Puri nang Panlikulit May sumbong: Bryan Morales 26 years old Grace Morales 34 years old Grove St. Brgy. Batong Malake Ipinagsusumbong: Caveene Del Rosario 27 years old 105-28 Grove St. Brgy. Batong Malake Salaysay: Dumulog tigilin may asawa sa tanggapan ng Barangay Batong Malake upang makahusap si Caveene Del Rosario dahil ayon nya tumiling tigilan sa kanyang pagkakalat ng kung ano-anong maliliing kwento tungkol sa amih. Kinompronta ka na sya dahil diis naundi sya pa ang nagdikit. Pati ang personal naming aming na nlag-asawa ay kumiyang kinuhanan ng video at pinabit para kami ay siraan. Guilty ka na itong matulungan kaya naman ako ay humingi na ng tuloy sa Barangay para may roong mananggitan sa amih.	07442461495 set for hearing on March 8, 2023 result: amicably settled Bryan Morales 0946.2461495
-----------	------------------	------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------

Sample entries in the Katarungang Pambarangay Cases Blotter Book contains Blotter Case Number, the date and time of filing, the names and addresses of the involved parties, and the disposition whether it was settled or not.

ANNEX A – 3

KP Form No. 7 (Complainant's Form)

ANNEX A – 4

KP Form No. 8 (Notice of Hearing)

ANNEX A – 5

KP Form No. 9 (Summon with Officer's Return)

ANNEX A – 6

ANNEX A – 6.1 Mediation



Our Lupon Chairman is the mediator and/or arbitrator in accordance with KP guidelines; with the goal of expeditiously resolving disputes amicably between parties in conflict.

ANNEX A – 6

ANNEX A – 6.2 Conciliation



Lupon members perform their duties as conciliators and/or arbitrators whenever the Pangkat ng Tagapagkasundo is constituted. The parties in conflict choose who shall comprise the Pangkat. This has the same goal of avoiding costly and time-consuming legal proceedings in court. This approach is preferred because it allows for a more efficient and affordable resolution to disputes.

ANNEX A – 7

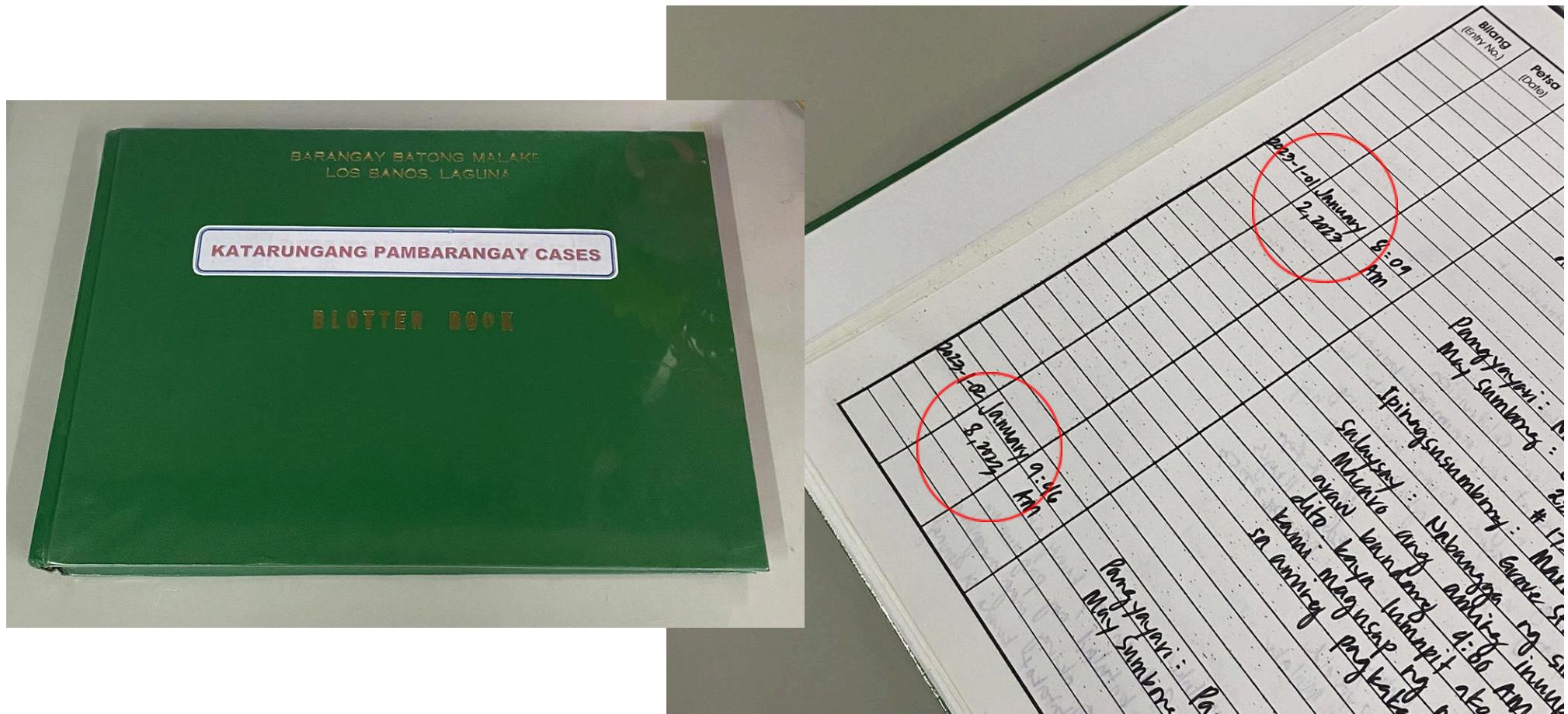
Sample of the Minutes of Proceedings

ANNEX B

Systematic Maintenance of Records

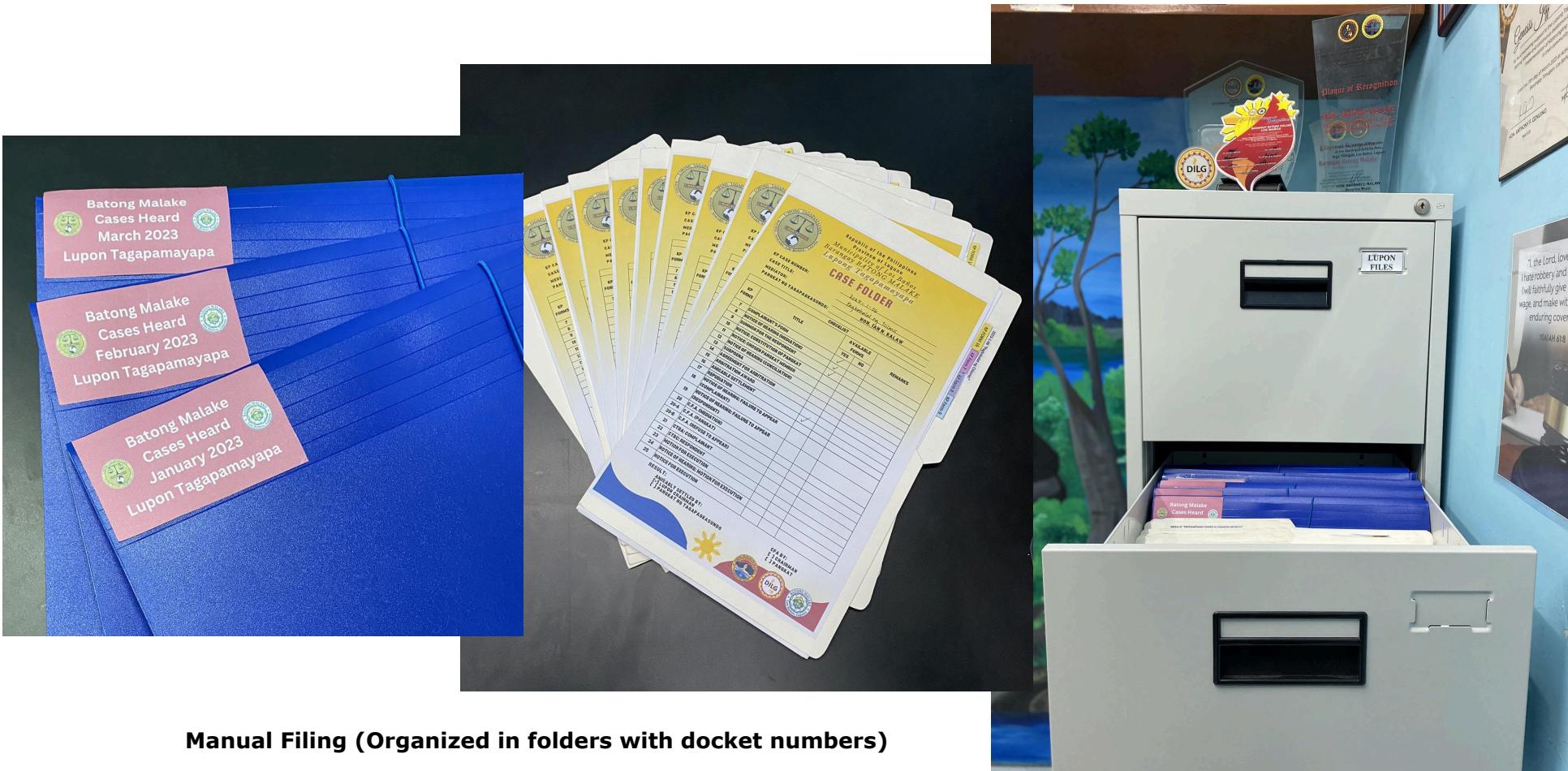
ANNEX B – 1

Record Book in Reference to the Assessment Year



ANNEX B – 2

ANNEX B – 2.1



ANNEX B – 2

ANNEX B – 2.2

Welcome, Admin

Menu

- Dashboard
- Lupon
- Complaints
- Archives
- Reports

Settings

Help Center

Barangay Complaints

Your files

Case No.	Title	Complainants	Respondents	Date Made	Case Status	Actions
2023-1-01	Nabanggang Tindahan	Joey D. Mercado	Maria Christina Macario	2024-01-28	Amicably Settled	
2023-1-02	Pambububog at akmang pananaksak	Patrick John Chui	Raymond Mahipos	2024-01-28	Amicably Settled	
2023-1-03	Pagawala dahil sa nakasarang gate	Gloria G. De Peralta	Mark Anthony G. Melchor	2024-01-28	Amicably Settled	

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Forms

Case Number: 2023-1-01
Case Title: Joey D. Mercado vs Maria Christina Macario
Complaint: Nabanggang Tindahan

I. Complaint Forms

KP 7 Complaint KP 8 Hearing KP 9 Summons

II. Mediation Forms

KP 11 Notice to Chosen Pangkat Member KP 12 Notice of Hearing KP 13 Subpoena KP 14 Agreement for Arbitration KP 15 Arbitration Award KP 16 Amicable Settlement KP 17 Requista

III. Administration Forms

KP 1 Notice To Constitute The Lupon KP 2 Appointment KP 3 Notice of Appointment KP 4 List Of Appointed Lupon Members KP 5 Oath Of Office KP 6 Withdrawal Of Appointment

IV. Execution Forms

KP 23 Motion for Execution KP 24 Notice of Hearing (MIE) KP 25 Notice of Execution

V. Certification Forms

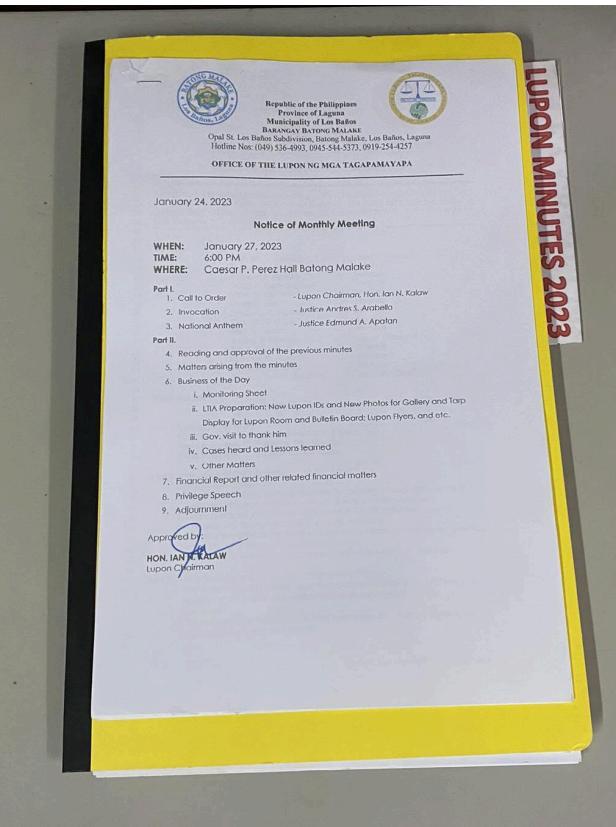
KP 20 Certification To File Action KP 20-A Certification To File Action KP 20-B Certification To File Action KP 21 Certification To Bar Action KP 22 Certification To Bar Counterclaim

KP 10 Notice For Constitution Of Pangkat KP 18 Notice of Hearing (Re: Failure To Appear) KP 19 Notice of Hearing (Re: Failure To Appear)

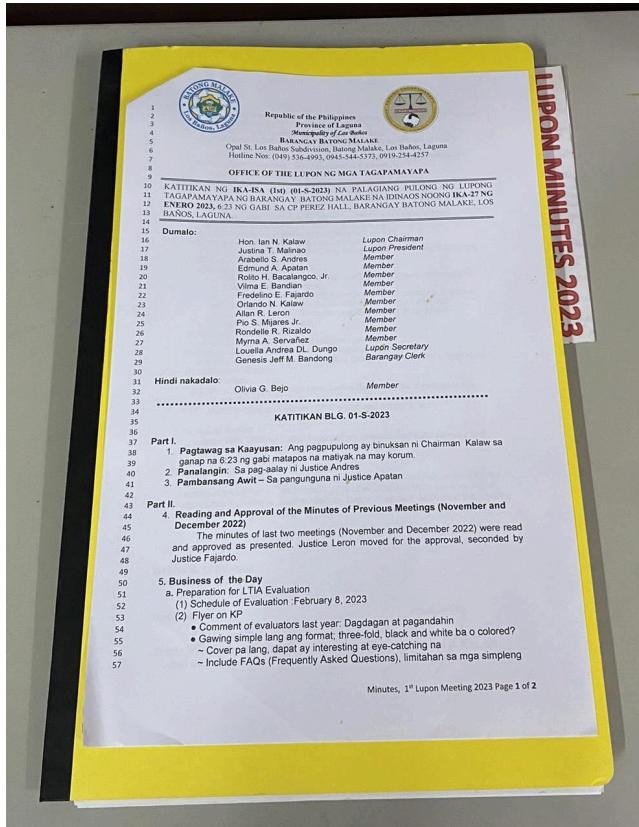
Digital Filing: One of our innovations this year is The "E-Katarungan: A Web-Based Local Government Unit Civil Case Report System" developed by the Information Technology students of LSPU-LB which we have adopted. This innovative system is a digital information management platform that enables centralized storage of complaints, making it an invaluable tool for organizing, managing, and accessing case documents and records. The E-Katarungan system provides the Barangay Secretary with essential tools to handle case documentation efficiently, enhancing their workflow and administrative capabilities. The platform streamlines their daily tasks, allowing them to serve their community more effectively. With this system, the Barangay Secretary can easily access and retrieve case documents and records, reducing the time and resources required for manual searching and retrieval. This system also ensures the security and confidentiality of case information, as it is stored and accessed digitally.

ANNEX B – 3

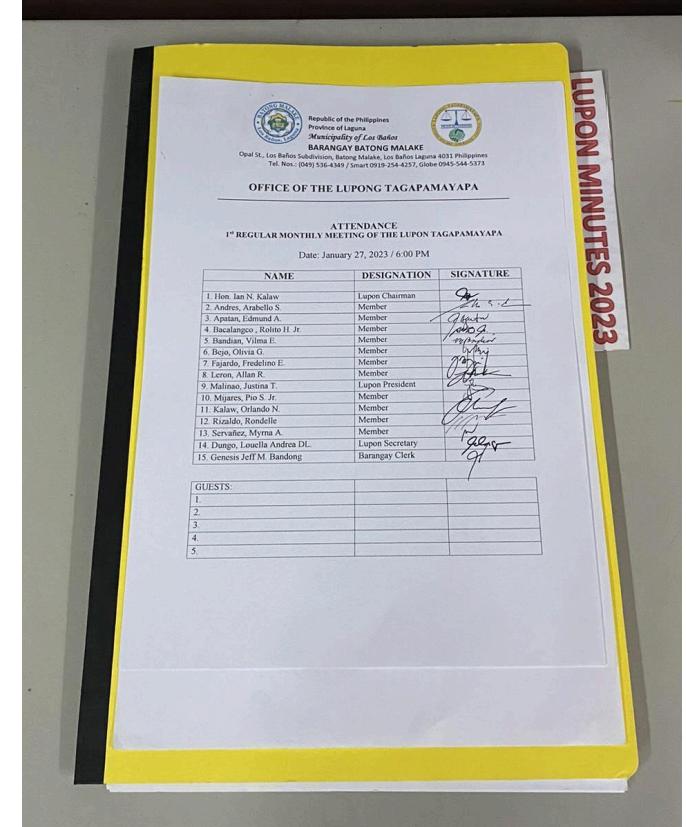
Compilation of Minutes of Lupon Meetings with Attendance Sheets



Notice of Meetings



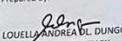
Minuets of Meeting



Attendance Sheets

ANNEX B - 4

Compilation of Copies of Reports submitted to the Court and DILG

KP MONITORING FORM No. 2												
Province City/Municipality Barangay		LAGUNA LOS BANOS BATONG MALAKE										
Reporting Month: JANUARY Calendar Year: 2023												
CASES FILED AND ACTION TAKEN AND PROBLEMS ENCOUNTERED ON KP IMPLEMENTATION												
Actions Taken by the Lupon Tagapamayapa (2)												
Nature of Disputes (2a)			Settled Cases (2b)			Unsettled Cases (2c)						
			Total (2a.4)	Mediation (2b.1)	Conciliation (2b.2)	Arbitration (2b.3)	Total (2b.4)	Reputedly Cases (2c.1)	Withdrawn Cases (2c.2)	Pending Cases (2c.3)	Dismissed Cases (2c.4)	Certified Cases (2c.5)
Criminal (2a.1)			Civil (2a.2)	Others (2a.3)								
1	7	0	8	8	0	0	8	0	0	0	0	0
Submitted by:												
 IAN V. KALAW PUNONG BARANGAY												
RECEIVED Department of Interior Local Government Received by:  Date: 02 FEB 2023												
Prepared by:  Louella Andrea D.L. Dungo BARANGAY SECRETARY												
Report of the Lupon Tagapamayapa												
BUTONG MALAKE Barangay of Los Baños												
Republic of the Philippines Province of Laguna Municipality of Los Baños												
BARANGAY BATONG MALAKE Opal St. Los Baños Subdivision, Batong Malake, Los Baños, Laguna Hotline Nos. (049) 536-4993, (049) 544-5373, 0919-254-4257												
OFFICE OF THE LUPONG TAGAPAMAYAPA												
MONTHLY TRANSMITTAL REPORT JANUARY 2023												
 HON. ANNA TERESA G. TETANGCO-GO Presiding Judge Municipal Trial Court Los Baños, Laguna												
RECD BY TIME 1 FEB 2023 10 FEB 2023 												
Bitter Case # Case Title Complainant Respondent Remarks												
2023-1-01 Nabanggang Tindahan Joey D. Mercado Maria Christina Macario Amicably Settled January 5, 2023												
2023-1-02 Pambubugbog at Akmang Pananakas Patrick John M. Chiu Raymond Mahipos & Darwin Mahipos Amicably Settled January 11, 2023												
2023-1-03 Pagwawala dahil sa Nakasaram Gate Gloria De Peralta Mark Anthony G. Melchor Amicably Settled January 18, 2023												
2022-1-04 Panghihiya dahil sa Utang Helen P. Garbanzos Roberto Monterey Amicably Settled January 20 2022												
2022-1-05 Perang Hiniriam na Hindi Ibinailik Arabelle S. Marcos Helen P. Garbanzos Amicably Settled January 20 2022												
2022-1-06 Pagkakalat ng Tsismis Arlene P. Miranda Helen P. Garbanzos Amicably Settled January 20 2022												
Prepared by: by:  Ms. Louella Andrea D.L. Dungo Barangay Secretary Chairman												
Attested  Hon. Ian V. Kalaw Barangay												

ANNEX B – 5

Photos of Filing Cabinets



ANNEX C

Timely Submissions to the Court and the DILG

ANNEX C – 1

Transmittal Letters of Reports to MTC

ANNEX C – 2

Transmittal Letters of Reports to DILG

ANNEX C – 3

KP Form No. 16 - Amicable Settlement

ANNEX D

**Conduct of Monthly Meetings for Administration
of the Katarungang Pambarangay**

ANNEX D – 1

Copies of Notices of Meetings with Receiving Copy

ANNEX D – 2

Copies of Minutes of Meetings with Attendance Sheets

ANNEX D – 3

Photos of on-going Meetings



One of the Regular Monthly Meetings of Batong Malake Lupong Tagapamayaya was on August 25, 2023, and our main agenda was about the award and cash prize we received from the LTIA Regional Level where we clinched the 1st place for 1st – 3rd class Municipality category. The meeting continued with a re-echoing seminar on PLEB (People's Law Enforcement Board). The meeting also included a discussion on cases heard in August, with members presenting their respective cases and sharing outcomes, highlighting challenges and opportunities encountered during the KP process. Lastly, the meeting concluded with a financial report and related discussions aimed at ensuring financial sustainability and viability.

ANNEX F

Proof of Compliance

ANNEX F – 1

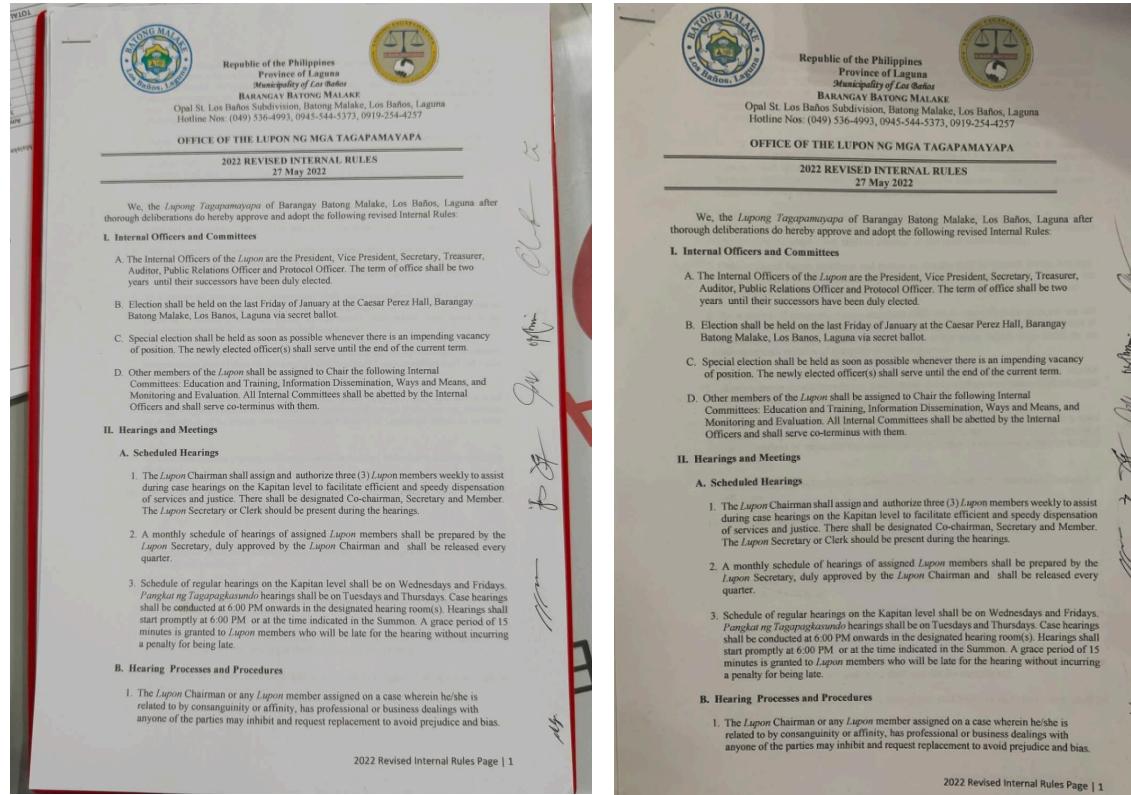
Acknowledgement Receipts attached with Certificate of Full Payment

ANNEX G

Creativity and Resourcefulness of the Lupong Tagapamayapa

ANNEX G – 1

Batong Malake Lupong Tagapamayapa Internal Rules



Our Lupong Tagapamayapa Members adhere to the Internal Rules and Procedures that we crafted and implement in our barangay settlements and explain to parties that it is advantageous for disputes to be addressed at the barangay level, as this is the appropriate venue. We ensure that each party is given the chance to present their case and that respect is maintained throughout the dispute resolution process.

ANNEX G – 2

Divine Providence Technique



As we prepare to handle settlement proceedings, we turn to a higher power for guidance and support. We believe that seeking Divine Providence during this time is highly beneficial. Through prayer, we can approach these situations with a sense of peace, clarity, and impartiality, leading to more successful and satisfying resolutions for all kinds of dispute.

ANNEX G – 3

KP – IAN Relaxation Room



We have "KP- IAN Relaxation Room" (Katarungang Pambarangay-Innovative Anti-Negative Emotion Room). In this space, our clients, complainants, and respondents can unwind before proceeding with the mediation process. Inside the room, they can watch educational videos about the Katarungang Pambarangay process through AVP (Alternative to Violence Program) and browse through a selection of online movies on YouTube that can help alleviate their anger. Additionally, we provide complimentary snacks, relaxing tea, and coffee in this room for all our clients.

ANNEX G – 4

KP – IAN Fish Pond called “Pakainin Mo IAN!”



We also have "KP-IAN Relaxation Fish Pond" (Katarungang Pambarangay-Innovative Anti-Negative Relaxation Fish Pond) or "Pakainin mo IAN!" for short. This unique feature is designed as an Innovative Anti-Negative Emotion Relaxation Fish Pond, where the respondents and complainants can unwind, reflect and find peace amidst the tranquility of our fish pond. The calming sound of the water and the soothing sight of the fish swimming around can help alleviate negative emotions and promote relaxation.

ANNEX G – 5

KP – IAN Anger-release corner called “Suntukin mo IAN!”



We also offer our clients an innovative way to release negative emotions through our KP – IAN Anger-release corner called IAN-punch! (Innovative Anti-Negative emotion punch!) with the tagline "Isuntok mo IAN or Suntukin mo IAN!". Our IAN-punch corner features a punching bag that provides a healthy outlet for clients to release their anger and calm their emotions. This unique feature is designed to promote positive coping mechanisms and help clients manage their negative feelings in a constructive way.

ANNEX G – 6

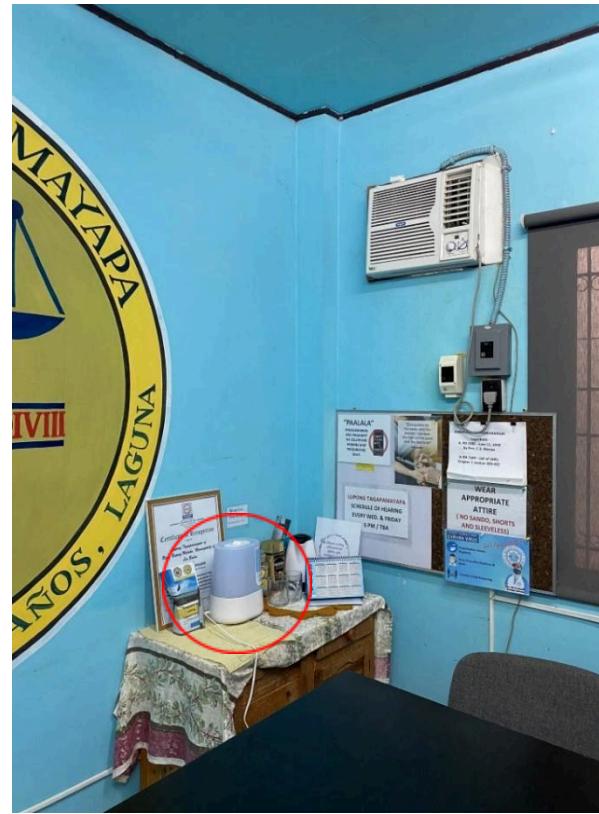
Pre-mediation technique with Sectoral approach



To further strengthen our pre-mediation process, we implement a sectoral approach that leverages the expertise of our highly competent and diverse Lupong Tagapamayapa members. This approach involves identifying the specific sector or area of concern related to the dispute and matching it with a member who has relevant experience and knowledge in that field. For example, if the issue is related to environmental concerns in the community as mentioned earlier, our Lupon member who is a Geodetic Engineer who works in DENR as Chief Licenses, Patents, and Deeds Division will be assigned to lead the preliminary investigation and mediation process. This member's expertise in environmental regulation and enforcement will provide a deeper understanding of the issue and help facilitate a more effective resolution that takes into account the environmental impact of the dispute. By utilizing this sectoral approach in our preliminary mediation process, we can ensure that disputes are addressed holistically and that all relevant factors are considered. This approach also helps build trust and confidence in our Lupong Tagapamayapa members and their abilities to handle complex issues in their respective fields of expertise.

ANNEX G – 7

Aromatic Fragrance and Bible Verses



In our Lupon room, we create a tranquil and peaceful environment through the use of soothing aromatherapy. The calming scent of lavender and chamomile essential oils fills the air, helping to relax and calm our guests' minds. In addition, we display inspiring Bible verses on the walls, such as "Be still and know that I am God" (Psalm 46:10) and "Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God" (Philippians 4:6). These verses offer comfort and hope to our guests during their healing journey.

ANNEX G – 8

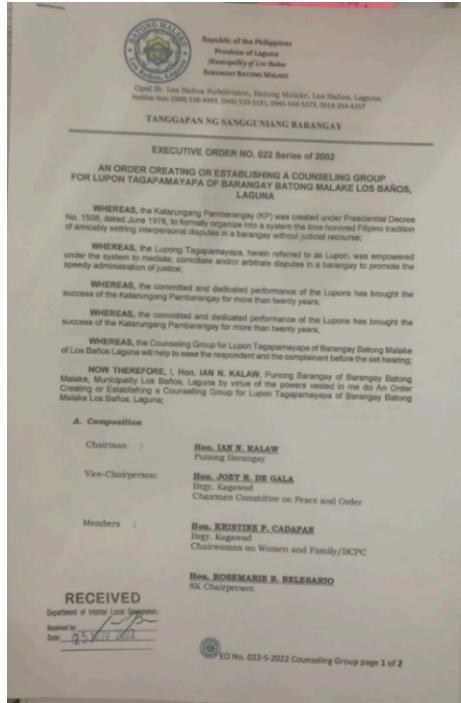
De-escalating the conflict by using Breakout Sessions



We use the technique of de-escalating the conflict by using breakout sessions and paraphrasing the statements of both parties in order to neutralize and resolve their issues. We accommodate their complaint and counter claims, and we explain to both parties of their rights and privileges, as well as their losses just in case each of them failed to comply with the agreed conciliation. We encourage parties to listen actively to each other's perspectives without interrupting or judging, which helps in reducing tension levels. We also use open-ended questions to clarify misunderstandings and encourage parties to explore potential solutions collaboratively. Additionally, we may suggest role-playing exercises to help parties better understand each other's perspectives and find common ground. By using these techniques, we aim to create a safe and conducive environment for parties to communicate effectively, resolve conflicts amicably, avoid further escalation, minimize losses, respect each other's rights, privileges, complaints, counter claims, as well as learn from the experience for future reference.

ANNEX G – 9

Free Counseling



The Lupon's exceptional listening skills have led to successful reconciliations in various cases including a recent land dispute between two neighboring communities where our team identified the underlying issues and facilitated a peaceful resolution through open communication and mutual understanding. In addition to our conciliation efforts, we offer free counseling services for our clients in serious and traumatic cases, such as those involving violence or abuse. Our counseling group for Lupon Tagapamayaya has been instrumental in helping individuals heal from emotional and psychological scars caused by these experiences while promoting a more peaceful and harmonious community. Our counseling services have also been beneficial in preventing conflicts from escalating as individuals learn to manage their emotions and communicate effectively. Overall, our commitment to exceptional listening, empathy, and analysis has allowed us to successfully resolve conflicts and promote peace in our community, with our counseling services providing a holistic approach to conflict resolution that addresses the emotional and psychological needs of our clients.

ANNEX G – 10

Kumpadre System



In addition to our exceptional listening skills, we also use our honored tradition and culture, including the roles of ninangs, kumpares, and blood-relations, to harmoniously settle conflicts. We recognize the importance of these traditional relationships in our community and incorporate them into our conflict resolution process. Alongside our careful evaluation and investigation of cases, we strive to maintain a deep respect for these cultural values, ensuring that they are taken into account during the reconciliation process. By doing so, we are able to provide a holistic approach to conflict resolution that considers both cultural traditions and legal principles, promoting a more harmonious community overall.

ANNEX G – 11

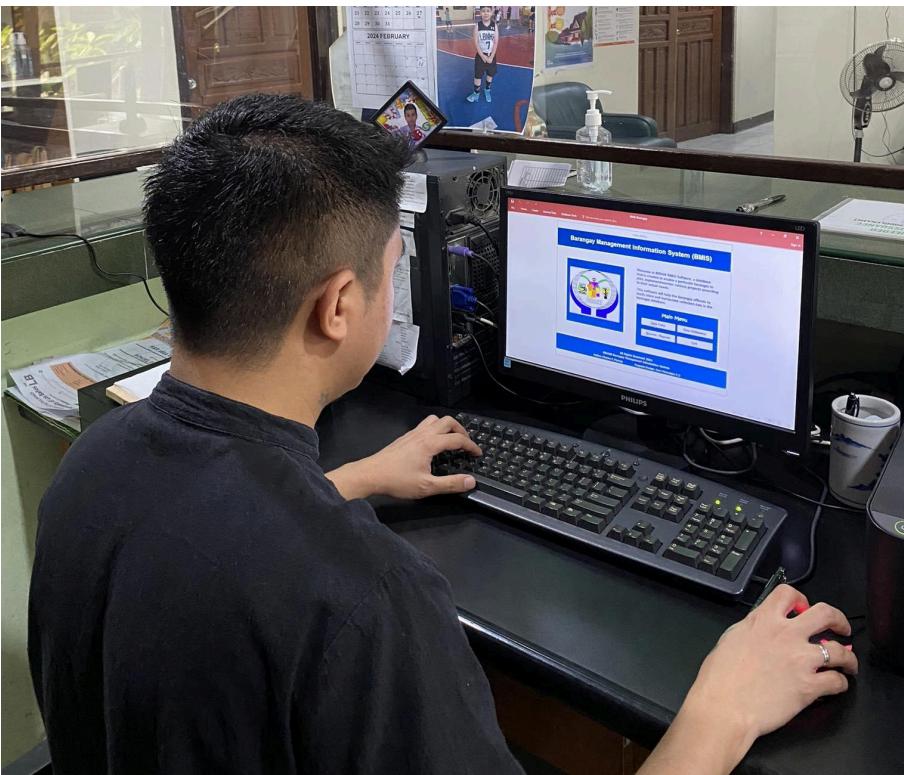
We use various venues



To create a conducive atmosphere and privacy that promotes settlement, we ensure that our venue is well-prepared prior to any mediation and conciliation proceedings commencing as we recognize that both parties must feel that it is a warm and safe place for settlements to take place. We understand that the location of the settlement can have a significant impact on the outcome of the proceedings and thus, we select various venues based on the parties involved in the dispute settlement process, ensuring that they are comfortable and at ease throughout the proceedings while maintaining privacy and confidentiality as required by law. By creating a conducive and private atmosphere, we facilitate a more productive and successful reconciliation process overall.

ANNEX G – 12

Checking of Profile using the Registry of Barangay Inhabitants



In order to be fully prepared and informed during our mediation / conciliation proceedings, we thoroughly review the profiles of our clients using the Registry of Barangay Inhabitants. This allows us to have a comprehensive understanding of our clients' backgrounds, identities, and any relevant information that may be pertinent to the dispute at hand. By utilizing this resource, we are better equipped to provide effective and efficient conflict resolution services, ultimately leading to a more successful and satisfactory resolution for all parties involved.

ANNEX G – 13

Hybrid Hearing



In some cases, especially during special lockdowns or when participants are unwell or are senior citizens unable to leave their homes, we also had our e-hearings as an alternative mode for dispute resolution. We made advantage of our technology via hybrid hearings of the cases so as not to hamper the service we provide to our constituents as peacemakers. This also enables our constituents and Lupon Members who have comorbidities to address the challenge. Amidst adversities, we can be at our best as public servants and true to our mandate. It also proved effective in a way especially for those who have the access and knowledge to avail of the means we have these days.

ANNEX G – 14

Feedback Form



We have implemented a feedback form as an innovative approach to assess the quality of our services and the conduct of the employees. This tool aims to gather valuable insights from our clients and constituents, focusing on the effectiveness of dispute resolution and the

manner in which employees treat them. Additionally, the feedback form includes a comment and suggestion section, allowing individuals to share their thoughts and ideas on how to further enhance the services provided. This initiative is designed to continuously improve our performance and ensure a positive experience for all parties involved. (See sample feedback form on the next page)

ANNEX G – 15

Google Calendar

The screenshot shows a Google Calendar interface for January 2023. The left sidebar displays a navigation bar with 'Create' and a search bar for people. Under 'My calendars', 'Lupon Tagapamayaya' is selected. In the 'Other calendars' section, 'Holidays in Philippines' is checked. The main calendar grid shows the following details:

- Sunday, Jan 1:** New Year's Day (Special non-working day)
- Monday, Jan 2:** Special non-working day
- Tuesday, Jan 3:** No events
- Wednesday, Jan 4:** No events
- Thursday, Jan 5:** 6pm Mercado Vs. Macas
- Friday, Jan 6:** No events
- Saturday, Jan 7:** No events
- January 8:** No events
- January 9:** No events
- January 10:** No events
- January 11:** 6pm Chui Vs. Mahipos
- January 12:** No events
- January 13:** No events
- January 14:** No events
- January 15:** No events
- January 16:** No events
- January 17:** No events
- January 18:** 6pm Peralta Vs. Melch
- January 19:** No events
- January 20:** 5pm Miranda Vs. Garba
6pm Garbanzos Vs. Mo
6:30pm Marcos Vs. Gar
- January 21:** No events
- January 22:** No events
- January 23:** Lunar New Year's Day
- January 24:** 6pm BMLT Monthly Me
- January 25:** No events
- January 26:** 6pm Tayson Vs. Galla (I)
- January 27:** 6pm BMLT Monthly Me
- January 28:** No events
- January 29:** No events
- January 30:** No events
- January 31:** No events
- February 1:** No events
- February 2:** No events
- February 3:** No events
- February 4:** Activate Windows
Go to Settings to activate Windows.

We have innovatively incorporated Google Calendar into our system to efficiently manage our barangay hearings, meetings, and events. By syncing the calendar with the email accounts of Lupon members, everyone receives automatic reminders on their smartphones, computers, and other devices connected to the Google Calendar, ensuring timely coordination and attendance. This integration not only enhances our

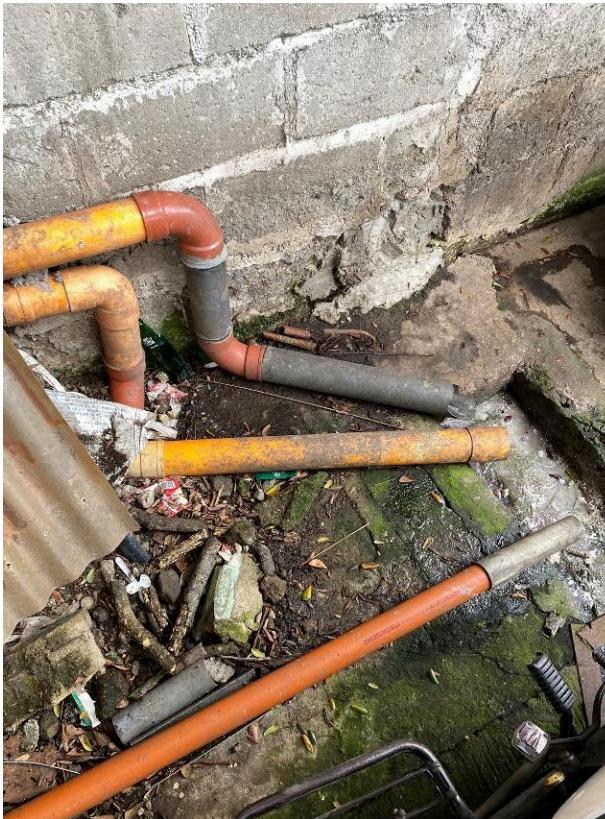
organizational skills but also promotes better communication and collaboration among the members, ultimately leading to more effective dispute resolution and community development. Furthermore, the use of Google Calendar allows for easy access to scheduling information, enabling members to stay updated and plan their personal commitments accordingly.

ANNEX H

Coordination with Concerned Agencies

ANNEX H – 1

Coordination with Municipal Engineering Office



We promptly refer the case to the appropriate Government Agencies so that it could be appropriately resolved like in this case of the dispute over the drainage canal between neighbors with Barangay Case No. 2023-12-78 entitled "Pakikipaglinawan tungkol sa Kanal". We sent a letter to Municipal Engineer Office requesting an on-site inspection to provide the best solution for the matter presented to the Lupon for settlement. Later on, the Municipal Engineering Office issued an Action Report with recommendations for a solution that would benefit both parties involved.

ANNEX H – 2

Coordination with Municipal Social Welfare and Development

ANNEX H – 3

Coordination with the Muslim Community of Barangay Batong Malake



The Sangguniang Barangay of Batong Malake and the Batong Malake Muslim Community have entered into a Memorandum of Agreement (MOA) to strengthen peace and order and improve the Batong Malake Katarungang Pambarangay system. This innovative approach aims to ensure that the Katarungang Pambarangay is accessible, fair, and inclusive for all community members, irrespective of their religious or cultural background. Section 6 of the MOA focuses on Katarungang Pambarangay initiatives that both parties will collaborate on to enhance the functioning of the system. The importance of coordination with the Muslim community is highlighted in the MOA, as both parties aim to make the Katarungang Pambarangay inclusive for all. Regular communication with the Muslim community ensures that any assistance needed in terms of Katarungang Pambarangay can be provided. The Sangguniang Barangay of Batong Malake emphasizes that their Lupong Tagapamayapa is open to all constituents, including the Muslim Community, to foster unity and promote fairness for all.

ANNEX I

Sustain Information Drive to promote Katarungang Pambarangay

ANNEX I - 1

Posting of KP Advocacy Campaign Materials



The KP rules, KP Hotlines and KP Flow- Process displayed at the front of our barangay hall, churches, schools and per purok for our constituent's knowledge on the issues we can handle thru the procedures of Katarungang Pambarangay. These informative posters and flowcharts serve a crucial purpose for our community by providing clear and concise guidelines for resolving minor civil and criminal disputes through mediation and conciliation processes. By displaying these materials at prominent locations, we ensure that our constituents have easy access to essential information about Katarungang Pambarangay (KP). This knowledge empowers them to handle disputes effectively without having to resort to costly and time-consuming court proceedings. By promoting an accessible and affordable legal system at our local level, we can foster a more just and equitable society for all members of our community.

ANNEX I - 2

IEC Corner



IEC Corner is located in the lobby of Barangay Batong Malake, where we offer free flyers on Katarungang Pambarangay as well as newsletters detailing upcoming activities. These materials provide a helpful guide for residents to better understand the Katarungang Pambarangay processes. By making this information easily accessible at the barangay hall, the IEC Corner promotes transparency, engagement, and active citizenship within the community.

ANNEX I – 3

Benchmarking



The Batong Malake Lupong Tagapamayapa had a benchmarking last April 21, 2023 which aimed to share our best practices to the Association of the Barangay Secretaries of Laguna (ABSeLag) in implementing Katarungang Pambarangay. We highlighted our successful mediation programs, community-based conflict resolution mechanisms, and peace-building activities that have contributed significantly to promoting peace, order, development, and good governance in our Barangay.

ANNEX I – 4

INNOVATION: KP IAN Relaxation Room



As mentioned earlier, we have KP-IAN Relaxation Room, also known as the Katarungang Pambarangay-Innovative Anti-Negative Emotion Room and in addition to its primary function as a relaxation area for individuals seeking conflict resolution services through Katarungang Pambarangay (KP), this room also plays a crucial role in our INFORMATION DRIVE EFFORTS. The room is equipped with an Audio-Visual Presentation (AVP), which allows clients, complainants, and respondents to watch a dramatization of the Katarungang Pambarangay process while they wait for their turn to undergo mediation. This is one of our innovations that allows us to provide a more comprehensive service to our clients while also contributing to our information drive efforts by educating individuals about the KP process. We are proud to offer this space as a part of our commitment to providing high-quality conflict resolution services to the community.

ANNEX I – 5

Batong Malake Lupong Tagapamayapa Office is always open to students who wish to learn and explore the Katarungang Pambarangay Process



On September 18, 2023, Information Technology (IT) students from LSPU-Los Banos visited the Batong Malake Lupong Tagapamayapa Office to gather insights into the practices and procedures of the Katarungang Pambarangay. The students interviewed Lupon Chairman Ian N. Kalaw, who provided valuable information that contributed to their thesis study entitled "E-KATARUNGAN: A WEB-BASED CASE REPORT SYSTEM" which we adopted in our Katarungang Pambarangay system.

ANNEX I – 6

House-to-House Distribution of KP IEC Materials



Some members of our Lupon go house-to-house and door-to-door to explain Katarungang Pambarangay and its importance for peace and justice. Each member is assigned a specific Purok to supervise and educate about KP as part of Batong Malake's community peace initiative.

ANNEX I – 7

Lupon Member with Designated Purok



We put up Katarungang Pambarangay posters outside of our homes so that people passing by can see them. This is part of our effort to spread awareness about KP and promote peace and justice for vulnerable members of society as part of Batong Malake's community peace initiative.

ANNEX I – 8

Batong Malake Lupong Tagapamayapa Facebook Account



**Batong Malake Lupong
Tagapamayapa**

495 friends • 144 mutual

Friends

Message



Sednanfre Lipra ▶

Batong Malake Lupong Tagapamayapa

June 8, 2023 ·

Magandang Umaga Po Barangay

Batong Malake Lupong Tagapamayapa malaking tulong Po ang MGA binahagi ninyo kung paano ang tamang proseso sa usaping Pambarangay good luck po God Bless .

You, Batong Malake Lupong Tagapamayapa and 2 others 1

Love

Comment



Batong Malake Lupong Tagapamayapa

Maraming salamat po at naaabot namin kayo upang higit na ating maunawaan at kilalanin ang Katarungang Pambarangay sa ating barangay.

Mapayapang araw po sa inyo.

33w Like Reply

We have established the Batong Malake Lupong Tagapamayapa Facebook account to keep our constituents informed about our activities and provide them with insights into the Katarungang Pambarangay (Barangay Justice System) program. Through this platform, we aim to promote transparency, accountability, and active participation of our constituents in resolving disputes and maintaining peace and order in our community. We encourage everyone to visit and engage with our page for regular updates and valuable resources related to our initiatives.

ANNEX I – 9

KP Hotline posted in Different Puroks of our Barangay



ANNEX I – 10

IEC Campaign on Arbitration



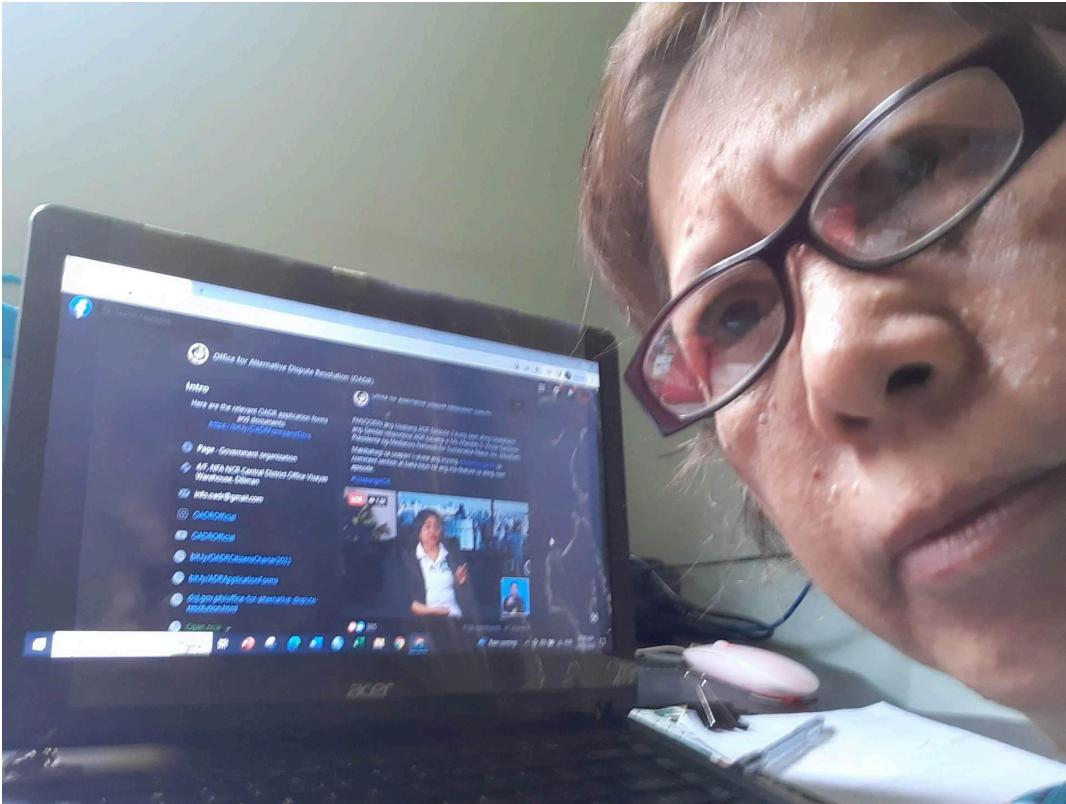
The Lupong Tagapamayapa of Batong Malake organized an Information Education Campaign (IEC) on Arbitration, led by our Lupon Members Fernando O. Paras, Jr. and Pio S. Mijares. The IEC Campaign was held at the Caesar P. Perez Hall, with the primary objective of educating the community about the existence and importance of Arbitration, as opposed to the commonly known methods of Mediation and Conciliation in the Barangay Justice System. The IEC Campaign was attended by the Batong Malake constituents from Purok 1 to Purok 8, highlighting the significance of spreading awareness about Arbitration within our Barangay. This initiative aimed to empower the residents with knowledge about alternative dispute resolution mechanisms, enabling them to make informed decisions when seeking justice within their community. The residents of Batong Malake were delighted with the information they received during the IEC, as it shed light on the role of Arbitration within the Katarungang Pambarangay (Community Justice System). By understanding the various conflict resolution methods, the community members were better equipped to participate in the decision-making process and contribute to a more harmonious and just environment. In conclusion, the Information Education Campaign on Arbitration held by the Lupong Tagapamayapa of Batong Malake played a crucial role in fostering a deeper understanding of the Barangay Justice System among its residents. This knowledge not only empowered the community members to actively participate in the resolution of disputes but also promoted a sense of unity and cooperation within the neighborhood. Such initiatives are essential in creating a well-informed and engaged society that can effectively contribute to the betterment of their community.

ANNEX J

Photos of Trainings and Seminars attached with certificates / memo

ANNEX J – 1

Usapang ADR Episode 1



LIVE 546

Serving as an ADR practitioner, providing ADR training, conducting program and system design, and managing, overseeing, or administering ADR programs.

Good Morning everyone, watching from Barangay South Poblacion, la libertad, Negros Oriental

Myrna Servanez Lupon tagapamayapa ng Batong Malake watching

Mariejean Garcia Thank u Atty.ARA...very well SAID

Larry Semolava Sandy S. Semolava from Brgy Taslan, San Joaquin, Iloilo

Office for Alternative Dispute Kayo ba ay nakaka-relate sa ating... See more

Write a comment... Live chat Your replies More like this

ANNEX J – 2

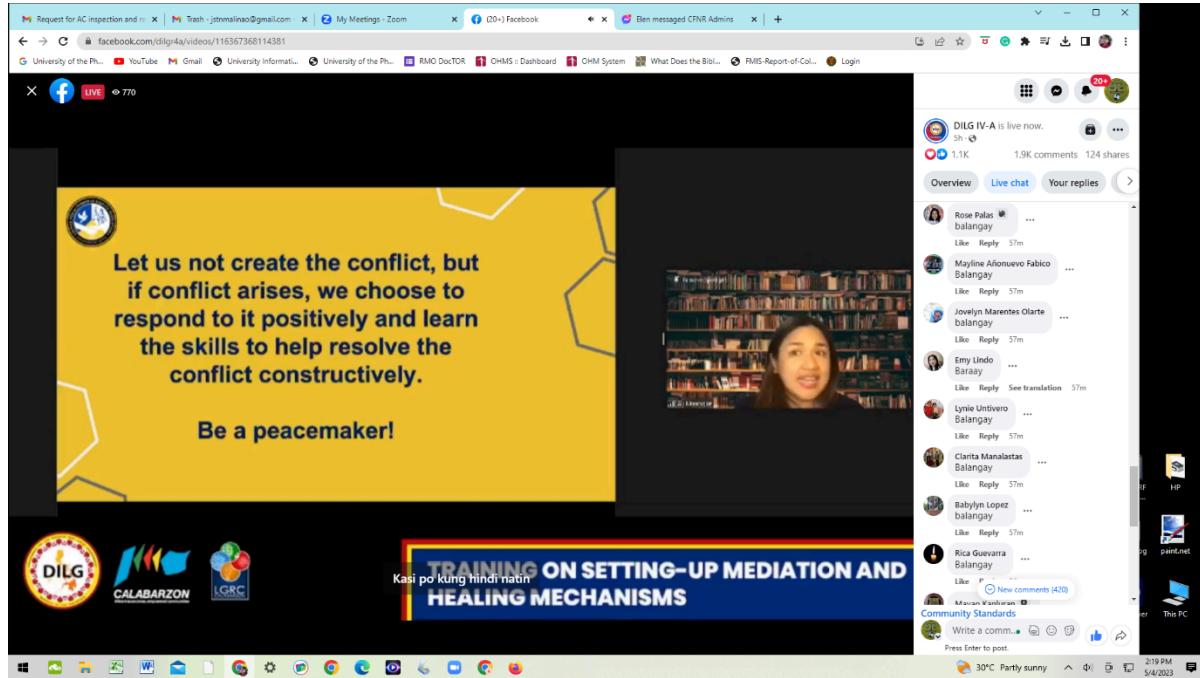
Seminar on De-escalation Techniques Seminar



The De-escalation Techniques seminar by Lupon Member Pio Mijares Jr. on April 28, 2023 taught us how to handle conflicts calmly and prevent them from escalating. We also invited our Violence Against Women and Children (VAWC) Officer, Ms. Nueva B. Katimbang, and she benefited from the seminar as it provided her with additional knowledge and techniques on how to handle cases involving VAWC.

ANNEX J – 3

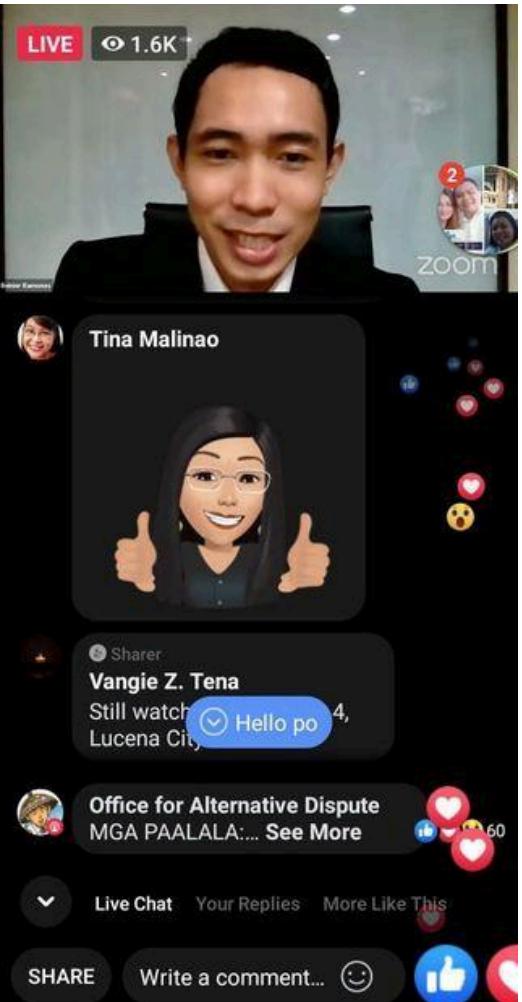
Training on Setting-up Mediation Healing Mechanism



On May 4, 2023, Batong Malake Lupong Tagapamayaya participated in "Setting-up Mediation Healing Mechanism" organized by the Department of Interior and Local Government (DILG). The training was conducted via Facebook live which aimed to provide participants with the necessary skills and knowledge to establish mediation and healing mechanisms in their respective communities. The training covered topics such as conflict resolution, mediation techniques, and healing processes.

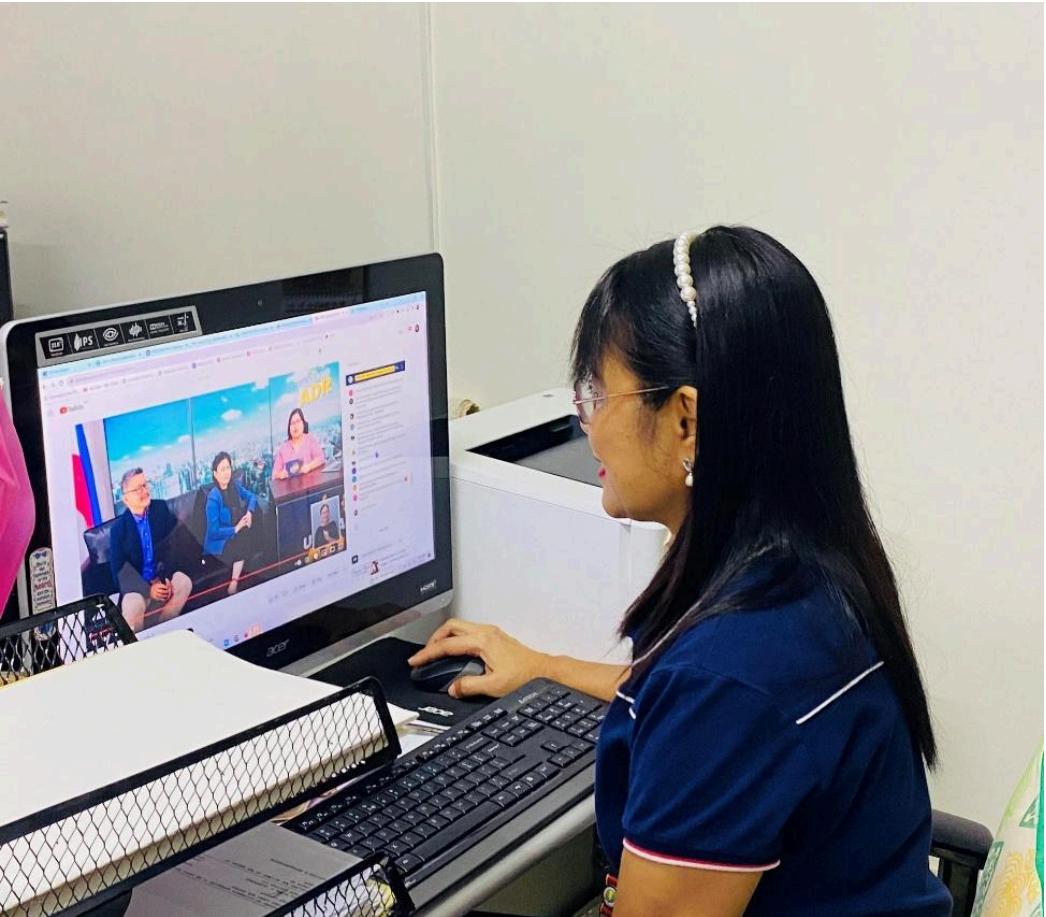
ANNEX J – 4

Usapang ADR Episode 2



ANNEX J – 5

Usapang ADR Episode 3



ANNEX J – 6

Orientation on PLEB Law and Katarungang Pambarangay cum Ugnayan sa Barangay



We also participated in a 2-day seminar focused on Enhancement Training on Katarungang Pambarangay and Orientation on People's Law Enforcement Board (PLEB) cum Ugnayan sa Barangay held last July 20-21, 2023. The seminar provided us with insights into the roles and responsibilities of Katarungang Pambarangay and PLEB members, as well as the procedures for handling cases. We also discussed the importance of collaboration between these systems and other government agencies to ensure fair and efficient justice delivery to all community members through community-based justice systems.

ANNEX J – 7

Employee Separation and Disciplinary Action Process Seminar



On July 28, 2023 at a seminar led by Lupon Member Rondelle R. Rizaldo, we gained insight into the proper procedures for employee separation and disciplinary actions. The seminar emphasized the importance of fairness and justice in these situations, as well as the correct process for endorsing cases to the Department of Labor and Employment (DOLE). The seminar covered topics such as the proper documentation required for employee separation, the steps involved in a disciplinary action process, and the importance of following company policies and procedures. Attendees also learned about the role of DOLE in these situations and how to properly endorse a case to the department.

ANNEX J – 8

Usapang ADR Episode 4 and Episode 5



ANNEX J – 9

Re-echoing Seminar on the People's Law Enforcement Board (PLEB)



On August 25, 2023, Lupon Member Justina Malinao Pempengco conducted a re-echoing seminar on the People's Law Enforcement Board (PLEB) as a review of the Enhancement Training on Katarungang Pambarangay and Orientation on People's Law Enforcement Board (PLEB) cum Ugnayan sa Barangay held last July 20-21, 2023. The seminar served as a refresher for us regarding the significance of the program and our roles in promoting social justice for poor and marginalized members in society. During the seminar, Lupon Member Justina Malinao Pempengco emphasized the importance of these programs in promoting social justice for poor and marginalized members in society.

ANNEX J – 10

Mental Health Matters Seminar



On October 27th, Lupon member Myrna Sevanez conducted an insightful seminar on Mental Health, which shed light on the mental health issues that arise during teaching. The seminar aimed to equip us with the necessary skills to offer support to individuals dealing with mental health challenges. Throughout the seminar, Lupon member Myrna provided practical strategies for supporting the respondents and complainants with mental health challenges. She suggested ways to create a safe and inclusive learning environment, such as using

positive language, actively listening, and providing opportunities for our clients to express themselves. Myrna also discussed the importance of collaboration and seeking support from colleagues and mental health professionals when necessary.

ANNEX J – 11

KP Refresher Course



Last December 2023, attended the Katarungang Pambarangay (KP) Refresher Course held at the Municipal Building, conducted by the Department of Interior and Local Government. This course aimed to refresh our knowledge and skills acquired during the initial KP training

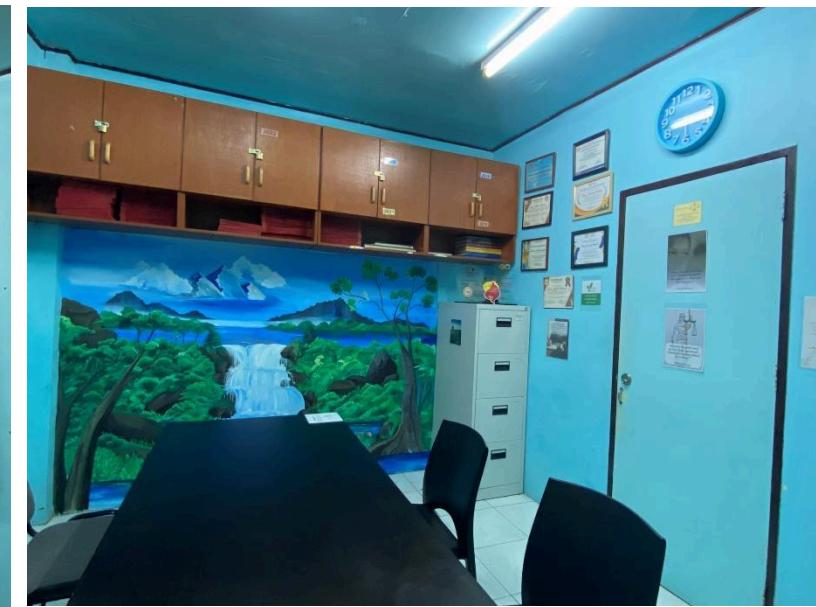
of Lupon members to ensure our continued effectiveness in resolving conflicts and maintaining peace and order in our community. The course covered various topics such as the KP framework, conflict management, mediation techniques, and legal aspects of KP.

ANNEX K

Katarungang Pambarangay Hall

ANNEX K

Katarungang Pambarangay Hall



A Six (6) square meter room that can accommodate Six (6) persons has been exclusively dedicated as the KP Office within the building of the Batong Malake Barangay Hall. It is furnished with fixtures and amenities including tables, chairs, filing cabinets, air condition unit, laptop computer, coffeemaker, aroma humidifier, and among others.

The Lupon secretary takes charge of the room key, maintained that all inventories and files are secured and remain confidential.

As part of the health safety protocols we developed (aside from “hybrid hearings”, we also conducted hearings in the Office of the Barangay Chairman, the Sangguniang Barangay, Caesar P. Perez Hall and on the stage of the covered court.

ANNEX L

Financial or Non-Financial Support

ANNEX L – 1

**Coffee, Coffee Mate, and Sugar donated by Ms. Norma N. Fajardo (wife of the
Late Batong Malake Lupon Member, LM Freddy Fajardo)**



ANNEX L – 2

Cups, Saucers, Cup Rack Stand and Table Cloth donated by Ms. Norma N. Fajardo (wife of the Late Batong Malake Lupon Member, LM Freddy Fajardo)



Stress



ANNEX L – 4

A packed of bottled water donated by Ms. Angelica O. Vita

ANNEX L – 5

Candies and Biscuits donated by Ms. Due Dixie A. Tandang



ANNEX L – 6

**Portable Coffee Maker and Brewed Coffee Powder donated by
Hon. Samantha Nicole A. Banasihan**



ANNEX L - 7

Spider Plant donated by Ms. Julia B. Abao



ANNEX L – 8

Monthly Financial Report

ANNEX L – 9

[NGA Support] PNP's Effort in supporting the IEC Campaign of Lupong Tagapamayapa of Batong Malake



The Philippine National Police (PNP), based at Camp Macario Sacay, supported the Lupong Tagapamayapa of Batong Malake in IEC campaign last December 9, 2023. This collaboration between the PNP and the Lupong Tagapamayapa of Batong Malake highlights the importance of NGA support, such as PNP, in fostering a peaceful and harmonious community. The IEC campaign aimed to educate and raise awareness among the residents of Batong Malake about various aspects of conflict resolution, peace, and order. By leveraging the resources and expertise of the PNP, the Lupong Tagapamayapa was able to effectively communicate essential information to the community, thereby enhancing their capacity to maintain peace and stability.

ANNEX M

Photos of LTIA Awarding

ANNEX M – 1

LTIA Municipal Level Awarding



With the monetary reward of PHP 20,000.00 we received after winning the Lupong Tagapamayapa Incentives and Awards (LTIA) at the Municipal Level, we have utilized a portion of the funds to prepare for future LTIA participations. We have invested in training programs for our Lupong Tagapamayapa and to improve our skills and knowledge in conflict resolution and peacekeeping. We have also purchased materials and resources that will enable us to present our accomplishments and initiatives in a more effective and compelling manner. The LTIA monetary reward has not only provided us with financial assistance but also with the motivation to continue our efforts in promoting peace and order in our community. We are committed to utilizing the funds wisely and efficiently to further enhance our barangay's official functions and LTIA preparations. We are grateful for this recognition and will continue to strive for excellence in our work as we aim to make a positive impact on our community.

ANNEX M – 2

LTIA Provincial Level Awarding



Batong Malake Lupong Tagapamayapa have also secured the first place award at the Provincial Lupong Tagapamayapa Incentives and Awards (LTIA). This is a significant accomplishment for our barangay as it recognizes our exceptional efforts in maintaining peace and order in our community. BMLT is committed to continuing our efforts in promoting peace, order, and development in our community, as we strive towards making our area a better place for all our residents. We are proud of our achievements and will continue to work hard to maintain our status as a model barangay in the province.

ANNEX M – 3

LTIA Regional Level Awarding



We also received a cash prize of PHP 50,000.00 after winning LTIA at the Regional Level. We have already submitted a project proposal using this prize money for three projects: OADR seminar on Katarungang Pambarangay, benchmarking activity, and upgrading of our aircondition units for our hearing rooms to promote amicable settlements. These projects aim to enhance our Lupon Members' capacity building in Los Baños through better equipping, updating, informing, and improving performance for LTIA in 2024.