



Republic of the Philippines
OFFICE OF THE CITY MAYOR
City of Legazpi



EXECUTIVE ORDER NO. 16 S. 2023

**AN EXECUTIVE ORDER PRESCRIBING THE IMPLEMENTING RULES AND REGULATIONS
OF SP ORDINANCE NO. 16-0003-2023**

WHEREAS, on February 7, 2023, the Sangguniang Panlungsod of Legazpi City enacted Ordinance No. 16-0003-2023 entitled: An Ordinance Establishing a System of Partnership between the Civil Society Organization and the City Government of Legazpi; Institutionalizing the People's Council; Prescribing the Guidelines on the CSO Accreditation and Selection/Appointment to the Local Special Bodies (LSBs); Ensuring its Sustainable Implementation; Providing Funds therefore, and/or other purposes;

WHEREAS, this Ordinance was reviewed and found to be valid by the Sangguniang Panlalawigan of Albay on March 14, 2023;

WHEREAS, for all intents and purposes, Ordinance No. 16-0003-2023 is ready for implementation;

NOW, THEREFORE, pursuant to Section 40 of the same, I Mayor Carmen Geraldine B. Rosal, by virtue of the powers vested in me by law, hereby promulgate the Implementing Rules and Regulations for SP Ordinance No. 16-0003-2023 and hereby ordains thus:

Section 1. COVERAGE. This IRR shall cover the accreditation of CSOs, selection of CSOs in Local Special Bodies, training programs for CSOs to function in Local Special Bodies, selection of CSOs in Legislative Committees, institutionalization of the CSO Desk in the Sangguniang Panlungsod, Institutionalization of the CSO Coordinating Office and CSO Coordinator, reporting of the CSO Coordinator, funding support for the operations of the CSO Coordinator and People's Council, directory of CSOs, database management, CSO profiling, accreditation of CSOs, accreditation process, accreditation proper, revocation of CSO accreditation or recognition, notice of call for the creation of the Legazpi City People's Council, evaluation of applications for People's Council membership and annual CSO awarding and recognition program.

Section 2. DECLARATION OF POLICY. This IRR is governed by the provisions of the Philippine Constitution, Article 2 Section 23: The State shall encourage non-governmental, community-based, or sectoral organizations that promote the

welfare of the nation; Article XIII, Section 15: The State shall respect the role of the independent people's organizations to enable the people to pursue and protect, within the democratic framework their legitimate and collective interests and aspirations through peaceful and lawful means; and Article XIII, Section 16: The right of the people and their organizations to effective and reasonable participation at all levels of social, political, and economic decision-making shall not be abridged. The State shall, by law, facilitate the establishment of adequate consultation mechanisms.

In accordance with the Local Government Code, to wit: Book 1, Chapter 4, Section 34: Local Government Units shall promote the establishment and operation of people's and non-governmental organizations to become active partners in pursuit of local autonomy; and Book 1, Chapter 4, Section 36: A local government unit may, through its local chief executive and with the concurrence of the Sanggunian concerned, provide assistance, financial or otherwise, to such people's and non-governmental organizations for economic, socially-oriented, environmental, or cultural projects to be implemented within its territorial jurisdiction.

Section 3. DEFINITION OF TERMS

For purposes of this IRR, the following terms shall be understood as defined:

- a. **Accreditation** – refers to the process of granting authorization, within 60 days from the organization of the newly elected Sanggunian, to an organization for purposes of representation to a local special body. An organization may still be accredited after the prescribed 60-day period for other purposes, such as participation in local development programs.
- b. **Civil Society Organization (CSO)** – refers to a non-state and non-profit association that works to improve society and the human condition. Basic types of CSOs include non-governmental organizations, people's organizations, civic organizations, cooperatives, social movements, professional groups, business groups, and people's councils.
- c. **Local Legislative Standing and Special Committees** – refers to the established local legislative standing and special committees created by the Local Sanggunian and is composed of members of the Local Sanggunian. These legislative committees are mandated to act and recommend to the Local Sanggunian legislative measures such as resolutions and ordinances affecting sectors, groups, or development initiatives.
- d. **Local Special Bodies (LSBs)** – refers to the Local Development Council (LDC), Local Health Board (LHB), Local School Board (LScB) and Local Peace and Order Council (LPOC)
- e. **People's Council** – refers to a body composed of representatives from CSOs that may identify their principal and alternate representatives in

various local government councils, committees, task forces or special bodies where they sit as members, depending on the sanggunian resolution or ordinance recognizing the People's Council and stating its rights and privileges. The People's Council refers to the Legazpi City People's Council which shall be created as the recognized People's Council referred to by the Ordinance.

- f. **IRR** – refers to these Implementing Rules and Regulations of this ordinance.

SECTION 4. ACCREDITATION AND RECOGNITION OF CSOs. In line with Section 6 of the Ordinance, the requirements for CSO's accreditation and/or recognition are as follows:

A. Requirements for CSO Accreditation

1. Letter of application
2. Duly accomplished application form for accreditation
3. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in a local special body
4. Certificate of Registration or existing valid Certificate of Accreditation from any National Government Agency or in the case of Indigenous People's Organizations, certification issued by the National Commission on Indigenous Peoples (NCIP)
5. List of current officers
6. For CSOs that have been in operation for at least one (1) year, Minutes of Annual Meetings of the immediately preceding year as certified by the organization's board secretary or Certification from the board secretary certifying the annual meeting's conduct, including the date, location, attendees, and agenda
7. For CSOs that have been in operation for at least one (1) year, Annual Accomplishment Report for the immediately preceding year
8. For CSOs that have been in operation for at least one (1) year, Financial Statement, at the minimum, signed by the executive officers of the organization, also of the immediately preceding year, and indicating therein other information such as revenue, expenses and the sources of funds

B. Requirements for CSO Recognition

1. Letter of application
2. Duly accomplished application form for accreditation
3. Barangay Certification
4. Certification from the concerned City Government Office, which may attest to the operations of the CSO in the community:
 - a. City Social Welfare and Development Office – social welfare

- b. City Health Office – Health
 - c. City Agriculture Office – agriculture
 - d. Sangguniang Panlungsod – public transport
 - e. Such other offices/departments of the City Government of Legazpi that were mandated to oversee, organize, supervise NGOs, POs, etc.
5. Program of activities planned for the year
 6. List of its officers and members of good standing and their respective addresses

C. Procedures for CSO Accreditation and Recognition:

All CSOs who have complied with the requirements for accreditation or recognition shall undergo the following process:

1. Submit all requirements to the CSO Coordinator for review;
2. The CSO Coordinator will be responsible in submitting all applications and requirements to the CSO Desk of the Sanggunian;
3. Applying CSOs will attend the scheduled Special Committee Hearing; and
4. Receive notification from the Sanggunian CSO Desk to claim a copy of the Sanggunian Resolution and Certificate of Accreditation and/or Recognition.

The CSO Coordinator in collaboration with the DILG and Special Committee on CSO and People Empowerment will decide on the contents of the Sanggunian Resolution and Certificate of Accreditation and Certificate of Recognition.

Section 5. SELECTION OF CSOs IN LOCAL SPECIAL BODIES. As provided by Section 6.2 of the Ordinance, CSOs may be selected in the Local Special Bodies (LSBs). This IRR only applies the selection of CSOs in the Local Development Council (LDC), Local Health Board (LHB), and Local School Board (LScB).

A. Procedures for selection:

1. The Legazpi City People's Council shall convene to select CSOs appropriate to the mandates of the LSBs.
2. CSOs will be selected with high consideration of the criteria provided:

Local Special Bodies

Selection Criteria for CSOs

Local Development Council

- All CSOs accredited within 60 days from the organization of the newly elected Sanggunian are eligible voting members in the full council and can have leadership roles in the Sectoral Committees

- Any CSO representing a sector which was accredited within 60 days from the organization of the newly elected Sanggunian

Local Health Board

Accredited CSOs in Legazpi City:

- which implement programs, projects and services related to health;
- which advocate health issues and concerns for at least two (2) years;
- that have established linkages and networks with professional and institutional health groups in the public and private sectors; or
- that are directly affected by health issues and concerns.

Local School Board

Accredited CSOs in Legazpi City:

- which implement programs, projects and services related to education (special education, early childhood care and development, primary and secondary levels);
- which advocate issues and concerns on education for at least two (2) years; and
- that have established linkages and networks with professional and institutional educational groups in the public and private sectors.

3. The Legazpi City People's Council shall endorse the list of CSOs for the LSBs to the CSO Coordinator and the Department of the Interior and Local Government (DILG) Legazpi City Office within 60 days from the organization of the newly elected Sanggunian. The list shall contain the following information:

- a. Name of the CSO
- b. Official address of the CSO
- c. Principal and Alternate Representatives of the CSO
- d. Contact details of the CSO and representatives (email address, landline, mobile numbers)

4. The CSO Coordinator shall formally notify the City Planning and Development Office (CPDO) and other respective offices managing the LSBs – the Department of Education, City Health Office about the endorsement of the Legazpi City People's Council.

5. All selected CSOs provided by the Legazpi City People's Council shall be included in the Executive Order reconstituting the LSBs.
6. The CSO Coordinator shall provide copies of the Executive Orders to the Legazpi City People's Council and selected CSOs.

Section 6. TRAINING PROGRAM FOR CSOs TO FUNCTION IN LOCAL SPECIAL BODIES. As provided by Section 6.3 of the Ordinance, capacity development is necessary for CSOs to understand the mandates of the LSBs where they are members of. Thus, the CSO Coordinator will collaborate with the respective city departments and National/Regional Government Agencies to implement an introductory training program for CSOs every three years.

Type of Training	Concerned Department or Agency	Participants	Frequency	Fund Source
Training on Safe Space: Introduction to Safe Space and Trust Building in Governance	CSO Coordinating Office	Secretariat and CSOs of the LSBs	Within 30 days after the reconstitution of the LDC, LHB and LScB	CSO Coordinating Office
Training on LGU Planning, Programming and Budgeting	CSO Coordinating Office in collaboration with the City Planning and Development Office	CSOs in the LSBs	Within 60 days after the reconstitution of the LDC, LHB and LScB	CSO Coordinating Office
Training on Project Development	CSO Coordinating Office in collaboration with the City Planning and Development Office	Secretariat and CSOs in the LSBs	Within 60 days after the reconstitution of the LDC, LHB and LScB	CSO Coordinating Office
Orientation about the Local Development	City Planning and Development	LDC Secretariat and CSOs	Within 30 days after the reconstitution	City Planning and Development

Council	Office		of the LDC	Office
Orientation about the Local Health Board	City Health Office	LHB Secretariat and CSOs	Within 30 days after the reconstitution of the LHB	City Health Office
Orientation about the Local School Board	Department of Education in coordination with the City Mayor's Office	LScB Secretariat and CSOs	Within 30 days after the reconstitution of the LScB	Special Education Fund

Orientation Sessions of all LSBs shall also include the planning of activities covering at least one year.

The CSO Coordinator shall continue to collaborate with city departments and other institutions to meet the training requirements of CSOs based on their training needs assessment.

Section 7. SELECTION OF CSOs IN LEGISLATIVE COMMITTEES. As provided by Section 7.2 of the Ordinance, the Legazpi City People's Council shall endorse CSOs to join the Legislative Standing and Special Committees.

Procedures for selection:

1. The Legazpi City People's Council shall convene to select CSOs appropriate to the mandates of the legislative standing and special committees.
2. CSOs will be selected with high consideration of the criteria provided:

Accredited CSOs in Legazpi City,

- which implement programs, projects and services related to the policy area and focus of the legislative standing and special committee;
 - that have established linkages and networks with professional and institutional groups in the public and private sectors pertaining to the policy area and focus; or
 - that are directly affected by and knowledgeable on the legislative standing and special committee's policy area and focus.
3. The Legazpi City People's Council shall endorse the list of CSOs to the Chairperson of the Special Committee on CSO and People's Empowerment and the Vice-Mayor and copy furnish the City Mayor, CSO Coordinator and the Department of the Interior and Local Government (DILG) Legazpi City Office within 60 days from the organization of the newly elected Sanggunian. The list shall contain the following information:

- a. Name of the CSO
 - b. Official address of the CSO
 - c. Principal and Alternate Representative of the CSO
 - d. Contact details of the CSO and representatives (email address, landline, mobile numbers)
4. The Sanggunian shall formalize the inclusion of CSOs in the respective legislative standing and special committees through a resolution.

Legislative Standing Committees

1. Committee on Finance and Appropriation
2. Committee on Social Legislation
3. Committee on Women and Family Affairs
4. Committee on Education, Arts and Culture
5. Committee on Trade, Industry and Investment
6. Committee on Good Governance, Public Ethics and Accountability
7. Committee on Games and Amusement
8. Committee on Public Order and Safety
9. Committee on Migration and Development
10. Committee on Urban Planning and Housing
11. Committee on Public Utilities and Energy
12. Committee on Laws and Rules
13. Committee on Public Works
14. Committee on Environmental Protection
15. Committee on Fisheries and Aquatic Resources
16. Committee on Agriculture and Food
17. Committee on Tourism
18. Committee on Ways and Means
19. Committee on Health and Sanitation
20. Committee on Cooperatives
21. Committee on Human Rights
22. Committee on Climate Change Adaptation and Disaster Risk and Vulnerability Reduction
23. Committee on Barangay Affairs
24. Committee on Youth and Sports Development

Legislative Special Committees

1. Special Oversight Committee
2. Special Committee on Public Information
3. Special Committee on CSO and People's Empowerment
4. Special Committee on Senior Citizens and Persons with Disabilities
5. Special Committee on Agri-Tourism, Promotion and Development

Section 8. INSTITUTIONALIZATION OF THE CSO DESK OF THE SANGGUNIANG PANLUNGSOD. As provided by Section 8.1 of the Ordinance, the Sanggunian shall establish a CSO Desk to accept queries and applications of CSOs for accreditation, recognition and membership to the Legazpi City People's Council.

The CSO Desk will serve as the frontline office of the Sanggunian to complement the CSO Coordinating Office, and shall have the following:

1. At least two (2) frontline staff who have plantilla positions and have been officially designated by the Vice-Mayor and/or Sanggunian Secretary;
2. Receiving area to accommodate CSOs; and
3. Equipment such as desktop, printer and scanner and internet connection.

The Sanggunian shall ensure the inclusion of the services of the CSO Desk in its Citizen's Charter.

Section 9. INSTITUTIONALIZATION OF THE CSO COORDINATING OFFICE AND CSO COORDINATOR. As provided by Section 8.2 of the Ordinance, pending the creation of the CSO Coordinating Office and the appointment of a CSO Coordinator, this IRR designates the head of the City Planning and Development Office (CPDO) to function as the CSO Coordinator and use any of her/his staff to function as the CSO Coordinating Office.

In any event that the head of the City Planning and Development Office warrants to designate the position to a Division Chief, this may be done through an Executive Order of the city mayor.

The City Government of Legazpi shall create the CSO Coordinating Office and appoint a CSO Coordinator upon the recommendation of the City Human Resources Management Department subject to the availability of funds and position.

Section 10. ENGAGEMENT OF CSOs. As provided by Section 9.3 of the Ordinance, the CSO Coordinator shall coordinate with the Sangguniang Panlungsod during the accreditation process and the Legazpi City People's Council for the selection of CSO representatives to the LSBs.

Section 11. REPORTING OF THE CSO COORDINATOR. As provided by Section 9.5 of the Ordinance, the CSO Coordinator shall submit monitoring reports to the City Mayor, Sanggunian and DILG. Reports shall be submitted on or before the last working day of each quarter for the year.

The prescribed report content are as follows:

- Status of CSOs in LSBs
 - Highlights of engagement in LSBs
 - Attendance in LSBs
- Highlights of CSO activities
 - Programs, projects and services done with the city government to benefit communities and other CSOs

- City Government Support to CSOs
 - Activities conducted for CSOs and funding support, if provided
- Issues and concerns raised by CSOs

The CSO Coordinator shall work with the Legazpi City People's Council to draft the report and validate its contents.

Section 12. ADMINISTRATIVE SUPPORT TO CSOs. As provided by Section 9.6.1 of the Ordinance, the CSO Coordinator shall provide oversight pertaining to regular funding support for operations and activities of the People's Council.

The CSO Coordinator shall work with the People's Council to formulate a three-year work plan to define activities and resource requirements. Funding support for the operations of the Legazpi City People's Council shall be at least five hundred thousand pesos (Php 500,000) annually and may further increase based on the Council's proposed work plan. The fund shall be lodged at the City Planning and Development Office until such time a separate office is created under the City Mayor's Office.

Section 13. DIRECTORY OF CSOs. As provided by Section 10.1 of the Ordinance, the CSO Coordinator shall have a CSO Directory with the minimum information and adhering to provisions of the Data Privacy Act of 2012 or Republic Act 10173:

- a. Name of Organization
- b. Contact Information
- c. Organization's objectives and purposes
- d. Services offered
- e. Community or communities served or currently being served;
- f. Project development and implementation track record;
- g. Name, telephone or mobile phone of the Officer-in-charge, Executive Director, President, Chairperson or a responsible official of the organization;
- h. National, regional, provincial, city and municipal affiliations, if any;
- i. Registration and/or accreditation information (whether the organization is registered, recognized or accredited, and by which National Government Agency, or with a pending registration/accreditation).

The CSO Coordinator may collaborate with the Information Technology Division of the City Mayor's Office to establish an online directory for easier updating.

Section 14. DATABASE MANAGEMENT. As provided by Section 11 of the Ordinance, the Information Technology Division with technical support from the CSO Coordinator shall be in-charge of establishing information technology

solutions that shall be used for database management, profiling, coordination and performance monitoring of CSOs.

The Information Technology Division shall propose programs, projects and activities to be funded by the city government.

Upon the adoption of this IRR, the Information Technology Division shall prioritize to establish a system for CSO profiling and attendance monitoring. This system should be available before the end of 2023.

Section 15. CSO PROFILING. As provided by Section 12 of the Ordinance, the CSO Coordinator shall validate the truthful information of CSOs applying for accreditation or recognition. The CSO Coordinator shall make it mandatory to have unannounced community visits and coordinate with barangay officials.

The CSO Coordinator shall coordinate with the City Planning and Development Office through the City Planning and Development Coordinator, to produce a location map of CSOs operating in Legazpi City.

The City Planning and Development Office in collaboration with the CSO Coordinator shall ensure to have an updated map every three years.

Section 16. ACCREDITATION OF CSOs. As provided by Section 13.2 of the Ordinance, the Special Committee on CSO and People's Empowerment shall be responsible in accrediting or recognizing Legazpi City-based CSOs in active operations for at least six (6) months to one (1) year, provided they have complied with the requirements. The Special Committee on CSO and People Empowerment will be provided a list of applying CSOs through the CSO Desk of the Sanggunian.

CSOs applying for Certificate of Recognition or Accreditation are not required to pay any fees to the City Government of Legazpi. Annual budget for such expenses for processing applications of CSOs shall be proposed by the CSO Coordinator under the budget of the City Planning and Development Office.

Section 17. ACCREDITATION PROCESS. As provided by Section 14 of the Ordinance, the CSO Coordinator shall coordinate with the CSO Desk of the Sangguniang Panlungsod and DILG Legazpi City Office to commence with the accreditation process every three years.

The CSO Coordinator shall ensure the availability of resources for activities related to the accreditation of CSOs such as but not limited to preparatory meetings, announcements, and conferences, among others.

The conduct of the CSO Conference will be a collaboration between the CSO Coordinator, DILG Legazpi City Office, CSO Desk of the Sanggunian, Vice-Mayor

The CSO Coordinator shall ensure the availability of resources for activities related to the accreditation of CSOs such as but not limited to preparatory meetings, announcements, and conferences, among others.

The conduct of the CSO Conference will be a collaboration between the CSO Coordinator, DILG Legazpi City Office, CSO Desk of the Sanggunian, Vice-Mayor and Chairperson of the Special Committee on CSO and People's Empowerment.

Section 18. ACCREDITATION PROPER. As provided by Section 14.2 of the Ordinance, accreditation proper will follow the process below:

- a. Evaluation of requirements by the CSO Desk of the Sanggunian;
- b. Issuance of notice of completion or deficiencies by the CSO Desk of the Sanggunian;
- c. Conduct of committee hearings for CSOs through the Special Committee on CSO and People's Empowerment in coordination with the CSO Coordinator and CSO Desk of the Sanggunian;
- d. Preparation of Sanggunian Resolution of Accreditation and/or Recognition through the Special Committee on CSO and People's Empowerment;
- e. Adoption and approval of the Resolution/s by the Sangguniang Panlungsod; and
- f. Issuance of Certificate of Accreditation and/or Recognition to CSOs with attached Resolution through the CSO Desk of the Sanggunian.

Section 19. REVOCATION OF CSO ACCREDITATION/RECOGNITION. As provided by Section 17 of the Ordinance, the CSO Coordinator may recommend to the Sangguniang Panlungsod the revocation of a CSO's accreditation or recognition given the concurrence of the Legazpi City People's Council.

The CSO Coordinator and Legazpi City People's Council shall ensure proper documentation of bases used as grounds for revoking the accreditation or recognition and shall formalize this through the Special Committee on CSO and People's Empowerment.

The grounds for revocation of CSO accreditation or recognition are under Section 17 of the Ordinance.

Section 20. NOTICE OF CALL FOR THE CREATION OF THE LEGAZPI CITY PEOPLE'S COUNCIL. As provided by Section 21.1. of the Ordinance, the Sangguniang Panlungsod shall issue a Notice of Call for the creation of the Legazpi City People's Council to all accredited, registered and recognized CSOs.

Section 21. EVALUATION OF APPLICATIONS FOR PEOPLE'S COUNCIL MEMBERSHIP. As provided by Section 22 of the Ordinance, the Special Committee on CSO and People's Empowerment shall evaluate all received applications in coordination with the CSO Desk of the Sanggunian following the provided criteria in the Ordinance.

The CSO Desk of the Sanggunian shall prepare the list of qualified CSOs, after which, such list and their corresponding files shall be turned over to the CSO Coordinator.

Section 22. ANNUAL CSO AWARDING AND RECOGNITION PROGRAM. As provided by Section 38 of the Ordinance, the CSO Coordinator shall have 90 days after the enactment of the Ordinance and its IRR, to propose mechanics for recognizing the CSOs. The CSO Coordinator may work with the Legazpi City People's Council to establish the mechanics.

SECTION 23. SEPARABILITY CLAUSE. If any portion of this Executive Order is found to be contrary to existing laws or national rules, any portion thereof not affected by the nullification shall remain in full force and effect.

This order shall take effect immediately upon its signing and shall be in full force and effect unless revoked or amended accordingly.

Done in the City of Legazpi this 14th day of June 2023.


CARMEN GERALDINE B. ROSAL
City Mayor