



PRESENT:

Hon. Joseph Philip L. Lee	-	Acting Vice-Mayor and Presiding Officer
Hon. Jose Alfonso V. Barizo	-	City Councilor
Hon. Lourence M. Beltran	-	City Councilor
Hon. Ismael B. Buban IV	-	City Councilor
Hon. Glenn O. Casulla	-	City Councilor
Hon. Luis Felipe L. Gutierrez	-	City Councilor
Hon. Alexander U. Jao	-	City Councilor
Hon. Renato A. Valladolid	-	City Councilor
Hon. Ismael G. Santillan	-	Representative, Liga ng mga Barangay Legazpi City Chapter, Ex-Officio Member

ON OFFICIAL BUSINESS:

Hon. Oscar Robert H. Cristobal	-	Vice Mayor
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ON SICK LEAVE:

Hon. Maria Paz Salud C. Imperial	-	City Councilor
Hon. Roberto Rafael N. Lucila II	-	City Councilor

ABSENT:

Hon. Mae Ling A. Teh	-	Representative, SK Federation President Legazpi City Chapter, Ex-Officio Member
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On motion of Councilor Jose Alfonso V. Barizo as proponent, with Councilor Lourence M. Beltran, Councilor Ismael B. Buban, IV, and Councilor Renato A. Valladolid as seconder and co-proponents; Councilor Joseph Philip L. Lee and Councilor Luis Felipe L. Gutierrez as co-proponents, the following ordinance was enacted:

ORDINANCE NO. 16-0003-2023

AN ORDINANCE ESTABLISHING A SYSTEM OF PARTNERSHIP BETWEEN THE CIVIL SOCIETY ORGANIZATION (CSO) 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 (LSB); ENSURING ITS SUSTAINABLE IMPLEMENTATION; PROVIDING FUND THEREFOR, AND FOR OTHER PURPOSES

WHEREAS, the 1987 Philippine Constitution, in its several sections states that, to wit:

- a. **Article 2 Section 23: The State shall encourage non-governmental, community-based, or sectoral organizations that promote the welfare of the nation;**
- b. **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;**

- c. **Article XIII, Section 15: 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.**

WHEREAS, Republic Act No. 7160, otherwise known as the "Local Government Code of 1991" in the following several provisions states that:

- a. **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;**
- b. **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.**

WHEREAS, City Ordinance No. 0004-2007 entitled "An Ordinance initiating a system for a partnership in local governance between the City government and the People of Legazpi" (enacted on March 13, 2007 and amended by City Ordinance No. 15-0008-2022 last March 28, 2022) establishes the guidelines in the accreditation of people's and non-government organizations within the City of Legazpi;

WHEREAS, DILG Memorandum Circular No. 2021-054 (May 18, 2021) which amended DILG MC No. 2021-012 embodies the amended guidelines in the establishment of the **Civil Society Organization (CSO) Desk** and institutionalization of the **People's Council** in the local government units;

WHEREAS, DILG Memorandum Circular No. 2022-083 (June 15, 2022) provides guidelines on the accreditation of CSOs and their selection in local special bodies (LSBs), to strengthen their participation in local governance and development processes, reiterating and strengthening the provisions of RA 7160;

NOW, THEREFORE,

BE IT ORDAINED, by the Sangguniang Panlungsod ng Legazpi, in a session assembled, do hereby ordain:

ARTICLE I GENERAL PROVISION

SECTION 1. SHORT TITLE. This ordinance shall be known as "THE 2022 PEOPLE EMPOWERMENT ORDINANCE OF THE CITY OF LEGAZPI".

SECTION 2. DECLARATION OF POLICY AND OBJECTIVES. The City Government of Legazpi, in adherence to the principle of good local governance, particularly in the development planning and decision-making process shall adopt the following as its policy, to wit:

- 2.1 Recognize that the role of Civil Society Organization (CSO) as indispensable in attaining the objectives and goals of local governance

and as such shall encourage its participation in development planning and policy-making process;

- 2.2 Provide a venue for the CSO to organize and form People's Council as a federation of all CSOs - whether recognized and accredited and provide sustainability measures such a fund and such other facilities necessary to ensure its functionality and effectivity;
- 2.3 Strengthen CSOs capacity and People's Council Functionality through technical assistance in financial and technical management as the case may be;
- 2.4 Extend the role of CSO by ensuring their participation in the legislative processes - in this way CSO may participate in deliberations and undertakings relative to the crafting / renewal / revisit resolutions and ordinances;

SECTION 3. SCOPE. This Ordinance shall govern the system of partnership between civil society organizations (CSOs) and the local government, including institutionalization of the CSO Desk and Desk Officer; CSO participation in local governance processes in the City of Legazpi, whether accredited, recognized or registered; the accreditation process; the creation of the People's Council; and sustained engagement of CSOs in governance-related activities.

SECTION 4. DEFINITION OF TERMS.

- 4.1 **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.
- 4.2 **Accredited Organization** – refers to an organization that obtains an accreditation certificate or certification from the Department of Social Welfare and Development (DSWD), Department of Agriculture (DA), Department of the Interior and Local Government (DILG), or any other national government agency (NGA) that is empowered by law or policy to accredit such organizations.
- 4.3 **Business Group** – refers to a non-stock corporation composed of businesses in the same industry established to pursue the interest of the industry. Chambers of commerce and industry associations fall in this category
- 4.4 **Civil Society Organization (CSO)** – refers to a non-state and non-profit association that works to improve society and the human condition. Basic type of CSOs include non-governmental organizations, people's organizations, civic organizations, cooperatives, social movements, professional groups, business groups, and people's councils.
- 4.5 **Civic Organization** – refers to any local service club, fraternal society or association, volunteer group, or local civic league or association not organized for profit but operated exclusively for educational or charitable purposes, including the promotion of community welfare, and the net earnings of which are devoted exclusively to charitable, educational, recreational or social welfare purposes.
- 4.6 **Cooperative** – refers to an autonomous and duly registered association of persons with a common bond of interests who have

voluntarily joined together to achieve their social, economic, and cultural needs and aspirations and making equitable contributions to the capital required, patronizing their products and services and accepting a fair share of risks and benefits of the undertaking in accordance with the universally accepted cooperative principles.

4.7 CSO Directory – refers to a document that contains a profile of CSOs in a local government.

4.8 Indigenous People's Organization (IPO) – refers to a private, non-profit, voluntary organization of members of indigenous cultural communities (ICCs) or indigenous people (IPs), which are accepted as representatives of such ICCs or IPs.

4.9 Inventory – refers to the process of gathering CSO information from, among others, CSO networks, the DILG Provincial CSO Network Map, and other NGAs empowered to accredit or register CSOs. The output of this process is a Directory.

4.10 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 mandate to act and recommend to the Local Sanggunian legislative measures such as resolutions and ordinances affecting sectors, groups, or development initiatives.

4.11 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)

4.12 Non-Governmental Organization (NGO) – refers to non-stock, non-profit organization that works with different sectors and communities, promoting their general welfare and development, providing a wide range of services for people's organizations, foundations, and independent research institutions fall in this category.

4.13 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 **Legazpi City People's Council (LCPC)** shall be created as the recognized People's Council referred to in this ordinance.

4.14 People's Organization (PO) – refers to an independent, Bonafede association of citizens with demonstrated capacity to promote public interest and with an identifiable leadership, membership and structure. People's organizations are often formed among the disadvantaged sectors of society such as farmer-peasant, artisanal fisherfolk, workers in the formal sector and migrant workers, workers in informal sector, indigenous people and cultural communities, women, person with disabilities, senior citizens, victims of calamities and disasters, youth and students, children, and urban poor.

4.15 Professional Group – refers to a duly incorporated non-stock corporation of registered professionals established for the benefit and welfare of the professionals of one discipline, for the advancement of the profession itself and for the other professional ends.

B. Other Local Council/Body

1. Legazpi City Urban Development and Housing Board
2. Legazpi City Traffic Consultative Council
3. Legazpi City Agri-Tourism Council
4. Legazpi City Tourism Council
5. Legazpi Anti-Drug Abuse Council
6. Legazpi Boy Scout Council/Girl Scout Council
7. Other future special bodies to be established as deemed appropriate by the city government and directed by the national government

C. Other Committees

1. City Project Monitoring Committee
2. Local Zoning Review Committee
3. Local Zoning Board of Adjustment and Appeals
4. Land Use Committee

6.2 The selection of CSOs, however, shall be in accordance with the main focus or advocacy of the CSO in order to ensure appropriate and full participation. For example, NGOs with advocacy on child and maternal care will be given preferential weight on Local Health Board.

6.3 The City Government of Legazpi through the concerned offices managing the LSBs above, shall develop a training program to ensure CSOs understand the mandates of the special bodies to fully engage them.

6.4 CSOs that have been selected in the LSBs and Committees are expected to adhere to governing guidelines and protocols to sustain their participation (e.g. attendance).

SECTION 7. ROLE OF CSO IN LOCAL LEGISLATIVE COMMITTEES.

7.1 The Sanggunian Panlungsod of Legazpi, in order to carry out its functions in addressing issues and concerns of different sectors and policy areas organized its different legislative committees. In adherence to the thrust of the City to ensure inclusive and participatory governance, such standing committees and special committees shall be re-organized to include a CSO as a **NON-VOTING** member.

7.2 The LCPC shall endorse CSOs to join the Legislative Standing/Special Committees. Their selection, however, shall be in accordance with their expertise, focus or advocacy or sector/group they represent in order to ensure focused and full participation.

ARTICLE III

CSO DESK, CSO COORDINATING OFFICE, AND CSO COORDINATOR

SECTION 8. ESTABLISHMENT OF CSO DESK, CSO COORDINATING OFFICE AND CSO COORDINATOR. The City shall establish a CSO Desk and designate a CSO Desk Officer which shall be responsible for the handling of all CSO-related concerns, including but not limited to the provision of technical and administrative support, if necessary.

8.1 **CSO Desk of the Sangguniang Panlungsod.** The Sangguniang Panlungsod shall establish a CSO Desk to disseminate and process applications for accreditation and membership to the People's Council. The CSO Desk in coordination with the CSO Coordinator, shall

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endorse all applications for accreditation and membership to the People's Council to the Special Committee on Accreditation. The CSO Desk shall assist CSO's intending to apply for accreditation to a local special body and/or participate in local government programs, including the People's Council.

- 8.2 CSO Coordinating Office and CSO Coordinator.** The City Government of Legazpi shall establish a CSO Coordinating Office as a Division under the City Mayor's Office (CMO). The City Mayor shall appoint a permanent position to serve as the coordinator for CSOs and the Legazpi People's Council (LCPC). The CSO Coordinator shall have a salary grade and rank equivalent to a Division Chief and shall be under the City Mayor's Office.

There shall also be an office space allocated for the CSO Coordinator, including the necessary office equipment and furniture, and at least one (1) support staff upon the implementation of the ordinance. The CSO Coordinating Office will have a regular operating budget to implement activities strengthening the engagement of CSOs in governance.

SECTION 9. ROLES AND RESPONSIBILITY OF THE CSO COORDINATION OFFICE AND CSO COORDINATOR. The CSO Coordinator shall perform the following responsibilities;

9.1 Inventory of CSOs

- 9.1.1 Conduct an inventory to generate or update the existing Directory of CSOs to serve as the source document for the issuance of Notice of Call for Accreditation.
- 9.1.2. Validate the operations of CSOs in the city through community visits;
- 9.1.3. Maintain and update the local CSO database.

9.2 Accreditation of CSOs. In close coordination with the Sangguniang Panlungsod, shall evaluate all received applications based on the following criteria:

- 9.2.1 Organization purposes and objectives which include community organization and development, institution-building, local enterprise development, livelihood development, capacity-building, and similar development objectives and considerations.
- 9.2.2 Community-based and sectoral-based with project development and implementation track record in the city for at least one (1) year; and
- 9.2.3 Reliability as evidenced by the preparation of annual reports and conduct of annual meetings duly certified by the board secretary of the organization.

9.3 Engagement of CSOs. The CSO Desk Officer shall coordinate with the Sangguniang Panlungsod during the accreditation process and the selection of CSO representatives to the LSBs and such other functions, to wit:

9.3.1 Mobilize and ensure participation of registered, recognized and accredited CSOs in the various processes and activities of the city government, particularly in planning, budgeting, monitoring and other service delivery areas;

9.3.2 Help ensure the participation of the women sector through at least 40% women representation in the various local government bodies, boards, councils, committees, task forces, special government bodies, pursuant to RA 9710 or the Magna Carta of Women of 2009;

9.3.3. Document and propose recommendations to address the issues and concerns of CSOs in the city;

9.4 Support the operations of the Legazpi City People's Council (LCPC)

9.4.1 Facilitate the formation of the People's Council in coordination with the DILG and Sanggunian Panlungsod.

9.4.2 Facilitate capacity development activities for CSOs and LCPC in coordination with the DILG, concerned city departments, academe and other external institutions

9.4.3 Facilitate planning sessions with LCPC to ensure proposed activities and projects are integrated in the city government's medium-term investment program, annual investment program and annual budget.

9.4.4 Coordinate with the Legazpi City People's Council (LCPC) the holding of regular meetings. And other relevant activities of the CSOs.

9.4.5 Monitor, through the People's Council, CSO participation in programs, projects and activities of the city government.

9.4.6 Serve as the Secretariat of the LCPC and work in unison with the elected secretary of the LCPC.

9.5 Reporting

9.5.1 Prepare and submit monitoring reports to the City Mayor, Sangguniang Panlungsod and DILG, as required.

9.6 Administrative Support to CSOs

9.6.1 Regular funding support for operations and support to People's Council activities, which shall be under the oversight of the CSO Desk Officer

9.6.2 Office space and facilities, including equipment

9.6.3 Document and monitor the applications and queries received from CSOs.

9.6.4 Ensure the availability of required forms for applications for accreditation and membership to the People's Council, including referral and feedback forms.

SECTION 10. DIRECTORY OF CSOs.

10.1 The City Government of Legazpi through the CSO Desk Officer shall have a CSO Directory. The Directory shall have the following information:

- a. Name of Organization;
- b. Contact Information – office address, telephone number, fax number (if available), email address, and website, if any;
- 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/accredited, and by which NGA, or with a pending registration/accreditation).

10.2 All information gathering and requests pertaining to CSOs shall be governed by the Data Privacy Act of 2012 or Republic Act 10173.

SECTION 11. DATABASE MANAGEMENT. The City shall adopt an appropriate Information technology solution for database management, coordination and monitoring and evaluation to strengthen CSO's profiling, and monitoring track record and levels of engagement in governance.

ARTICLE IV CSO PROFILING, ACCREDITATION AND RECOGNITION OF CSO

SECTION 12. CSO PROFILING. All CSOs applying for accreditation shall provide truthful information about their organization and operations. This shall be validated by the CSO Desk Officer through community visits and coordination with respective barangays.

SECTION 13. QUALIFICATION AND REQUIREMENTS FOR RECOGNITION AND ACCREDITATION

13.1 Recognition of CSOs operating for less than a year.

13.1.1 CSOs operating for less than a year may be issued a **Certificate of Recognition** by the Sangguniang Panlungsod and shall be later be accredited upon the submission of all necessary requirements. CSOs pursuing a Certificate of Recognition shall at least have submitted the following:

- a. Application form for accreditation;
- b. Barangay Certification;
- c. Certification from the concerned City Government Office, which may attest to the operations of the CSO in the community;
 - i. City Social Welfare and Development Office – social welfare
 - ii. City Health Office – health
 - iii. City Agriculture Office – agriculture
 - iv. Sangguniang Panlungsod – public transport

v. Such other offices/department of the City Government of Legazpi that were mandated to oversee, organize, supervise NGOs, POs, etc.

- d. Program of activities planned for the year
- e. List of its officers and members of good standing and their respective addresses

13.1.2 Recognized CSOs may be invited for meetings and consultations of the Sectoral Committees of the Legazpi City Planning and Development Council (LCPDC) and Sangguniang Panlungsod's Committees for consultations, as the need arises.

13.1.3 CSOs granted with a Certificate of Recognition are eligible for Certificate of Accreditation on the following year, provided they have complied with the lacking requirements for Accreditation.

13.1.4 CSOs that fail to qualify to be issued for a Certificate of Recognition due to incomplete requirements will be registered by the CSO Desk Officer for records purposes.

13.2 Accreditation of CSOs.

13.2.1 Any Legazpi City-based CSO in active operations for at least six (6) months to one (1) year may be registered and accredited by the Sangguniang Panlungsod through the **Committee on CSO and People's Empowerment**, upon submission of and/or compliance with the following requirements:

- a. Letter of application
- b. Duly accomplished application form for accreditation
- c. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in a local special body
- d. Certificate of Registration or existing valid Certificate of Accreditation from any NGA or in the case of IPOs, certification issued by the NCIP
- e. List of current officers
- f. 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
- g. For CSOs that have been in operation for at least one (1) year, Annual Accomplishment Report for the immediately preceding year
- h. 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

13.2.2 Coalition, alliances and federations of civil society organizations shall not be entitled to a separate accreditation if at least fifty (50) percent of its members are already accredited as individual civil society organizations.

13.2.3 The Sangguniang Panlungsod, however, may from time to time, and in consultation with the People's Council, impose such other requirements and condition for accreditation as it may deem appropriate to best adhere to the principles behind this ordinance.

13.2.4 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 proposed by the CSO Desk Officer in the regular annual budget of the city government.

13.2.5 Any civil society organization already accredited by the Legazpi City government prior to the effectivity hereof need not apply again for accreditation for purposes of this Ordinance, unless its accreditation has in the meantime been withdrawn.

13.3 Accreditation Body of the Sangguniang Panlungsod. The **Special Committee on Accreditation** will be reorganized by the Sangguniang Panlungsod to establish the **Special Committee on CSO and People's Empowerment**. This Committee shall be responsible for the review of CSOs applying for recognition, accreditation and membership to the People's Council.

13.4 Validity of Certificates of Recognition and Accreditation. All issued Certificates of Recognition and Accreditation are valid until the end of the term of the Mayor, Vice-Mayor and members of the Sangguniang Panlungsod or 30 June during an election year, or when the Sangguniang Panlungsod has been constituted and shall have acted on the accreditation procedure for the current year, whichever comes first. Previously accredited CSOs are required to apply for accreditation in compliance with the national policy.

13.5 Withdrawals of Recognition and Accreditation. The Sangguniang Panlungsod may, with concurrence with the People's Council and after hearing, withdraw any accreditation granted to any CSO for violation of any provision of this ordinance for failure to comply with any of the conditions for recognition or accreditation.

SECTION 14. ACCREDITATION PROCESS. The CSO Desk Officer shall coordinate with the Sangguniang Panlungsod and City DILG to commence with the accreditation process every three years. The accreditation process shall consist of the following activities below to be funded by the City Government of Legazpi.

14.1 Call for Accreditation

- a. Conduct of CSO Conference through the City DILG and CSO Desk Officer with the Vice-Mayor and Chairperson of the Committee on CSO and People's Empowerment
- b. Call for Accreditation to be issued by the City Government of Legazpi through the Vice-Mayor in at least three (3) conspicuous places and official social media sites
- c. Acceptance of expressions of interest and requirements by the CSO Desk

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

SECTION 15. PRINCIPLE OF CONTINUING ACCREDITATION.

15.1 CSOs shall be encouraged to apply for accreditation. The City Government of Legazpi shall be continuing to Call for Accreditation every quarter of the year, by virtue of which, newly registered or non-accredited existing CSOs may express their intent to be accredited and submit such requirements as provided herein.

15.2 The CSO Desk shall process said applications subject to these rules, and the Sangguniang Panlungsod shall henceforth act within a reasonable period, at least once every quarter, on pending Accreditation applications.

SECTION 16. MANDATORY VISITS AND REPORTING. The CSO Coordinator shall map out all recognized and accredited CSOs and provide a report to the Sangguniang Panlungsod. Community visits of the CSO Desk Officer shall confirm the operations of the CSO. The CSO Coordinator shall ensure to provide an updated report to the Sangguniang Panlungsod and to the Office of the City Mayor on a quarterly basis, every year.

SECTION 17. REVOCATION OF ACCREDITATION/RECOGNITION. The Sangguniang Panlungsod has the authority to revoke its accreditation based on the recommendation of the CSO Desk Officer and Legazpi City People's Council (LCPC) given the any of the following grounds:

- a. The CSO was found to have falsified information and documents provided to the city government; or
- b. The CSO was found to be performing illegal, immoral or illicit activities; or
- c. An official or member of the CSO was convicted for illegal, immoral or illicit and criminal activities; or
- d. The CSO ceased its operations in the city and its communities.

ARTICLE V RIGHTS AND PRIVILEGES OF ACCREDITED CSOs

SECTION 18. REGISTERED CSOs (BRONZE). These are CSOs that submitted application forms for accreditation to the CSO Desk but were non-compliant with the requirements for either Certificate of Recognition or Accreditation.

- a. May be invited as guest for meetings and consultations of the LCPDC Sectoral Committees;
- b. Not entitled to avail and engage in programs and projects of the City Government

SECTION 19. RECOGNIZED CSOs (SILVER). This are CSOs operating for less than a year that applied for accreditation and only complied with the requirements under Section 13.1 of this Ordinance.

- a. Shall be non-voting members of the LCPDC Sectoral Committees;
- b. Entitled to avail of and engage in programs and projects of the City Government, but limited to the concerned certifying City Government Offices;
- c. Selection of CSOs in Sectoral Committees of the Legazpi City Planning and Development Council (LCPDC).

SECTION 20. ACCREDITED CSOs (GOLD). This are CSOs that fully complied with the requirements under Section 13.2 of this Ordinance and issued a Certificate of Accreditation by the Sangguniang Panlungsod.

20.1 Accredited CSOs during the reorganization of LSBs

- a. Full membership to LSBs with voting rights
- b. May be appointed as Co-Chair of selected LSBs
- c. Entitled to avail of and engage in all programs and projects of the City Government

20.2 Accredited CSOs after the reorganization of the LSBs

- a. Non-voting membership to Sectoral Committees of the LCPDC
- b. Entitled to avail of and engage in all programs and projects of the City Government

**ARTICLE VI
THE LEGAZPI CITY PEOPLE'S COUNCIL (LPC)**

SECTION 21. CREATION OF THE LEGAZPI CITY PEOPLE'S COUNCIL, REQUIREMENTS AND PROCESS. The City Government of Legazpi hereby institutionalize the creation of the Legazpi City People's Council (LPC) which shall be composed of the representatives from CSOs in the city, whether accredited, registered and recognized.

21.1 Notice of Call for the Creation of the Legazpi City People's Council. 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. The Sanggunian shall ensure that copies of the Notice of Call for Creation of People's Council are prominently posted in at least three (3) conspicuous places within the city. The same shall also be posted in the official city website and social media sites and/or print, if applicable.

21.2 Requirements for membership.

21.2.1 Any CSO seeking to join the People's Council shall submit one (1) copy each of the following requirements to the Sangguniang Panlungsod through the CSO Desk:

- a. People's Council Membership Form;
- b. Letter of Intent to be included as a member of the People's Council;
- c. Proof of existence and operation in the city for at least one (1) year prior to the date of application for registration;
- d. Proof of activities held in pursuit of development objectives or organizational activities conducted;
- e. Program of activities planned for the year following the date of application for membership;
- f. Copies of its Constitution, By-laws and/or Articles of Incorporation;
- g. List of its officers and members of good standing and their respective addresses;
- h. Financial Statement and Declaration of Assets and Liabilities, if applicable; and certificate of Registration or Certificate of Accreditation, if applicable

21.2.2 Accredited CSOs that manifest to be members of the People's Council do not need to resubmit the requirements that were already submitted to the CSO Desk during their application for accreditation.

21.2.3 CSOs issued with a Certificate of Recognition may apply to become members of the People's Council but shall not hold any official position in the body.

21.2.4 Acceptance requirements, rights and privileged of Registered and Recognized CSOs will be determined by the LCPC's internal rules and procedures.

SECTION 22. EVALUATION OF APPLICATIONS.

22.1 The **Committee on CSOs and People's Empowerment** shall evaluate all received applications in coordination with the CSO Desk Officer based on the following criteria:

- i. Organization purposes and objectives which include community organization and development, institution-building, local enterprise development, livelihood development, capacity-building and similar development objectives and considerations;
- ii. Community-based and sectoral-based with project development and implementation track record in the city for at least one (1) year; and
- iii. Reliability as evidenced by the preparation of annual reports and conduct of annual meetings duly certified by the board secretary of the organization.

22.2 The CSO Desk Officer shall prepare the list of qualified CSOs. After which, such list and their corresponding files shall be turn-over to CSO Coordinator.

22.3 The Sangguniang Panlungsod shall issue a Certificate of Authorization to each of the qualified CSOs, as a legitimate organization, authorizing them to be represented as a member in the People's Council. Only CSOs issued a Certificate of Authorization shall be allowed to nominate any of their members to be a representative to the People's Council.

22.4 The Sangguniang Panlungsod, through a resolution, shall initiate and facilitate the formal creation of a People's Council (30) days after the issuance of the Call for Creation of People's Council.

SECTION 23. COMPOSITION OF LEGAZPI CITY PEOPLE'S COUNCIL.

23.1 The Legazpi City People's Council shall be composed of representatives from CSOs in the city. The Council shall represent local people's organizations and sectors, such as, but not limited to:

- a. Farmers and landless rural workers;
- b. Artisanal fisherfolk;
- c. Urban poor;
- d. Indigenous cultural communities/Indigenous People's;
- e. Workers in the formal sector and migrant workers;
- f. Workers in the informal sector;
- g. Women;
- h. Youth and students;
- i. Persons with disabilities;
- j. Victims of disasters and calamities;
- k. Senior citizens;
- l. Children;
- m. Cooperatives; and
- n. Other relevant sectors with existing or operating organizations in the city

23.2 The CSO Coordinator shall prepare the list of qualified CSO's. Upon the enactment of this Ordinance, CSOs who have been assisted and have been part of the various city government offices programs and projects for the past five (5) years and certified by the concerned office head to be in their roster of POs / CSOs (i.e. fisherfolks association or farmers association of the City Agriculture office, etc.), but not been recognized or accredited can join the Peoples Council as associate members without voting powers until such time that they are able to complete / comply the requirements to be members of the Peoples Council as stipulated in DILG MC 2021-054 or be recognized and accredited by the Sanggunian based on DILG-2022-083.

23.3 The Sangguniang Panlungsod shall issue a Certificate of Authorization to each of the qualified CSOs, as a legitimate organization, authorizing them to be represented as a member of the LCPC. Only CSOs issued a Certificate of Authorization shall be allowed to nominate any of their members to be representative to the LPC.

23.4 The Sangguniang Panlungsod, through a Resolution, shall initiate and facilitate the formal creation / reconstitution of the LCPC (30) days after the issuance of the Call for the Creation/Reconstitution of the LCPC.

23.5 Upon the LCPC's organization or reconstitution, it shall select a representative that shall be part of the evaluation body to assess incoming members of the LCPC.

SECTION 24. SELECTION OF OFFICERS AND DETERMINING INTERNAL RULES. The Legazpi City People's Council shall have the autonomy to select from among its members, their set of officers and determine their internal rules.

SECTION 25. REPRESENTATION IN LOCAL SPECIAL BODIES.

25.1 The Legazpi City People's Council shall have the sole prerogative to identify their principal and alternate representatives in various local government councils, committees, task forces or special bodies where they sit as members.

25.2 Unless otherwise provided in the Sanggunian resolution or ordinance, such representatives shall not exceed twenty-five percent (25%) of the membership of the board, council, committee, task force or special body, except for the Legazpi City Planning and Development Council, which shall be composed of at least twenty-five percent (25%) in membership of representative of CSOs, pursuant to Section 107 of the Local Government Code.

25.3 In the selection of CSO representatives to the various government bodies, the Legazpi City People's Council shall ensure at least forty percent (40%) membership of the women sector, as prescribed by RA 9710 or the Magna Carta of Women of 2009.

SECTION 26. FORMAL CREATION OF THE LEGAZPI CITY PEOPLE'S COUNCIL.

26.1 The Legazpi City People's Council (LCPC), once created, shall file a petition for recognition to the Sangguniang Panlungsod. The Sangguniang Panlungsod, in turn shall issue a **Certificate of Recognition** to the People's Council within thirty (30) days from filing of a petition for recognition and pass a resolution stating the rights and privileges of the recognized People's Council.

26.2 The Sanggunian Panlungsod of Legazpi, through the recommendation of the Special Committee on CSO's and People's Empowerment, shall pass a resolution concurring the appointment of the representative to different local legislative committees.

SECTION 27. RESPONSIBILITIES OF THE LEGAZPI CITY PEOPLE'S COUNCIL (LCPC). The LCPC shall have the following responsibilities:

- c. Ensure that all their member organizations are adequately represented in the Council;
- d. Actively participate in the planning, implementation, monitoring and evaluation of the projects, programs and activities of the City Government of Legazpi;
- e. Participate in the crafting and review of local legislations and provide recommendations to the Sangguniang Panlungsod;
- f. The Council's representative in the LCPDC shall assist in mobilizing people's participation in every local development effort;
- g. Guarantee the autonomy of the People's Council and its member organizations by not allowing it to be influenced or used for purposes of partisan politics or religious purposes;

- h. Ensure their strict adherence to the Sanggunian Resolution providing for the Council's rights and privileges, provided that it does not limit their right to responsibly participate in local governance processes; and
- i. Elect a member as a nominee to the Provincial People's Council

SECTION 28. MEETINGS AND COMMITTEE HEARINGS. The LCPC shall convene at least once every quarter each year or four (4) meetings in a year. The conduct of Committee Hearings shall be determined once this is finalized in the Council's internal rules.

SECTION 29. LEGAZPI CITY PEOPLE'S COUNCIL (LCPC) SECRETARIAT. The CSO Coordinating Office shall be the Legazpi City People's Council (LCPC) Secretariat.

SECTION 30. REPORTS AND ACCOMPLISHMENT. The Legazpi City People's Council (LCPC) shall report its annual accomplishments through a General Assembly on or before the 15th of December of each year. The Vice-Mayor and Chairperson of the Committee on CSO and People's Empowerment shall be requested to attend the General Assembly.

**ARTICLE VII
ROLE OF THE SANGGUNIANG PANLUNGSOD OF LEGAZPI**

SECTION 31. SPECIAL COMMITTEE ON CIVIL SOCIETY ORGANIZATION AND PEOPLE'S EMPOWERMENT. The Special Committee on Accreditation shall be renamed as the Special Committee on CSO and People's Empowerment. Upon the enactment of this ordinance, the Committee shall retain its Chairperson until its reorganization.

SECTION 32. CSO PARTICIPATION IN COMMITTEE HEARING. The LCPC shall endorse a representative to become a voting member of the Special Committee on CSO and People's Empowerment. The LCPC's representative shall comply with the internal rules and procedures of the Committee and Sangguniang Panlungsod.

SECTION 33. OVERSIGHT FUNCTION AND MANDATORY REVIEW. The Sanggunian Panlungsod of Legazpi shall exercise its oversight function from time to time to ensure responsive and sustainable implementation of this ordinance. Also, the Sanggunian Panlungsod of Legazpi shall conduct its mandatory review every THREE (3) YEARS or EARLIER when the Sanggunian Panlungsod deemed it necessary, and conduct evaluation/assessment on the responsiveness and effectivity of the ordinance, especially the functionality of the Legazpi City People's Council (LCPC) and recommend proposals for revision/amendments whenever necessary for the sustainability of the LCPC and the responsiveness and/or effectiveness of the ordinance.

**ARTICLE VIII
THE PEOPLE EMPOWERMENT CENTER (CSO CENTER)**

SECTION 34. THE PEOPLE EMPOWERMENT CENTER (CSO CENTER)

34.1 There shall be established a People Empowerment Center or CSO Center within the City territorial jurisdiction that shall house and served as the official office address of the Legazpi City People's Council (LCPC)

34.2 Construction of the People Empowerment Center (CSO Center). The Construction of such establishment shall be the priority of the City Government of Legazpi to showcase its strong commitment to people empowerment and local government.

34.3 Building Administration and Management. It shall be the primary responsibility of the Legazpi City People's Council (LCPC) to ensure proper upkeep and maintenance of the facility. In support to this, the City Government of Legazpi shall allocate and annual appreciation specially for the above purpose. However, the overall responsibility rest on the LCPC.

34.4 CSO Offices on the CSO Center.

34.4.1 To encourage all CSO to be active and responsive, the LCPC shall allow all CSO to conduct its own organization business such as meeting, conferences, seminar, etc. utilizing the facilities of the center and under the management of the LCPC.

34.4.2 The Center shall be a Safe Space for CSOs, which will allow them to efficiently and effectively carry out their responsibilities to support the city government.

34.4.3 The Center shall also designate an office space for the CSO Coordinating Office and Coordinator.

**ARTICLE IX
FUND SOURCE AND ALLOCATION**

SECTION 35. ANNUAL APPROPRIATION.

35.1 The Sanggunian Panlungsod of Legazpi shall appropriate **Five Million Pesos (Php5,000,000.00)** as initial fund for the implementation of this ordinance. This fund shall cover the operation of Legazpi City People's Council (LCPC), the operation of the CSO Desk Office, all shall be under the supervision of the Office of the City Mayor.

35.2 This fund, however, may amended, every five (5) years depending on the assessment of the Sanggunian Panlungsod of Legazpi, through the Joint Oversight of the Special Committee on CSO and People Empowerment and the Special Committee on Oversight.

35.3 Before the release of fund may be approved, however, the Special Committee on CSO and People Empowerment, shall evaluate the Work and Financial Plan (WPF), the Annual Investment Plan (AIP) and Medium-Term Public Investment Program (MTPIP) of the Legazpi City People's Council (LCPC) to be integrated in the AIP and MTPIP of the office of the City Mayor.

36.1 The Legazpi City People's Council (LCPC), shall endeavor to source-out fund to ensure the sustainability of the LCPC. With the guidance of the Office of the City Mayor and the Special Committee on CSO and People Empowerment, other fund source such as donation, grants, etc. may be availed by the LCPC subject to legal conditions and guidelines under the RA No. 7160, otherwise known as the Local Government Code of 1991.

**ARTICLE X
SUSTAINABILITY PROGRAM FOR CSOs**



SECTION 37. CSO MONTH CELEBRATION AND OTHER EVENTS.

37.1 The City of Legazpi shall recognize every December as CSO Month and commemorate the efforts of CSOs and volunteers. This shall be commemorated through the recognition of outstanding CSOs in the city and other activities as proposed by the Legazpi City People's Council.

37.2 The City of Legazpi shall also recognize September 15 of each year as International Day of Democracy.

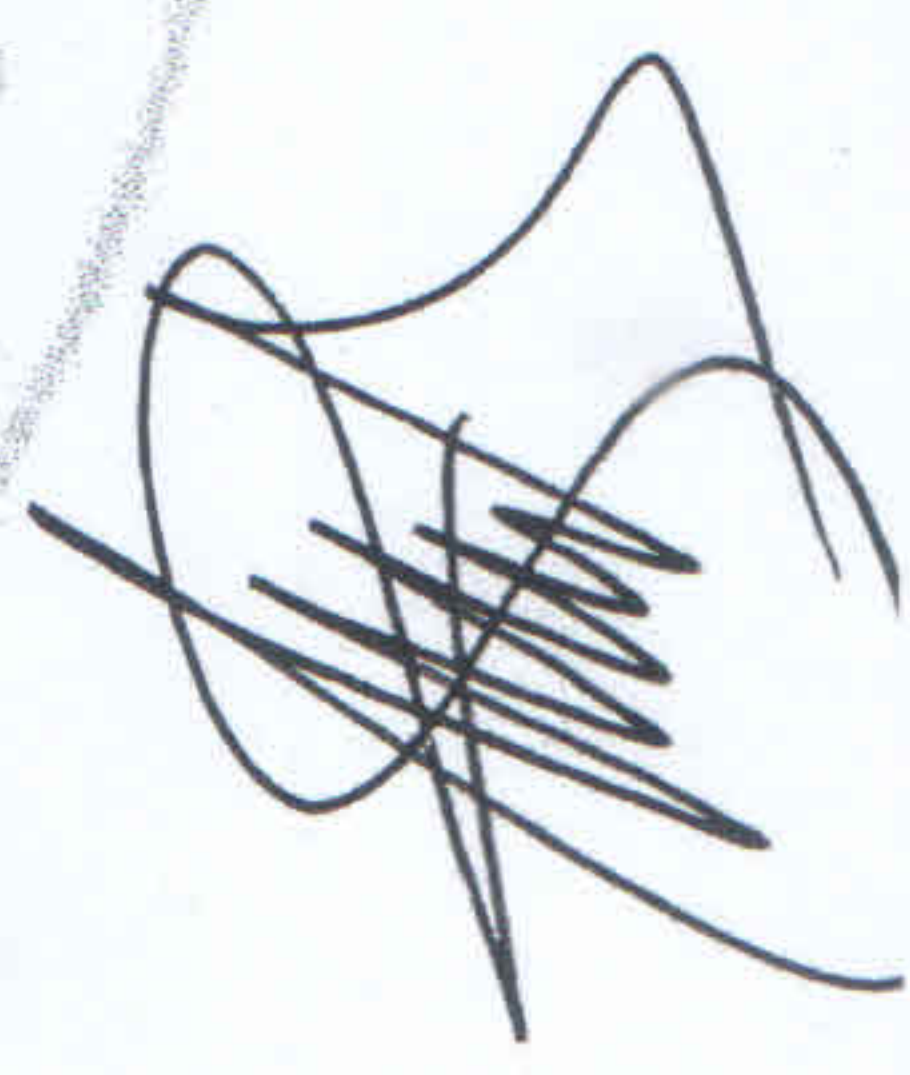
SECTION 38. ANNUAL CSO AWARDING AND RECOGNITION PROGRAM

38.1 Recognition of Civil Society Organizations.

38.1.1 The Legazpi City Government shall recognize the efforts of CSOs every month of September of the year given their initiatives that support the city government in the delivery of programs and services to the people, and impact to communities.

38.1.2 The city government shall organize a CSO Summit on or before September 15 of each year to include the recognition rites.

38.1.3 The CSO Desk Officer shall have 90 days after the enactment of this ordinance, to propose the mechanics for recognizing the CSOs.



38.2 Guidelines and Procedure of the Annual Award. The CSO Coordinator, in consultation with LCPC and the Special Committee on CSO and People Empowerment, shall establish the necessary guidelines and procedure for the annual award system.



SECTION 39. PEOPLE'S COUNCIL MEMBERSHIP UPGRADING PROGRAM. The LCPC shall include in its internal rules and procedures the process to assist or mentor new or marginalized CSOs to allow their entry and engage in governance activities.



**ARTICLE XI
IMPLEMENTING RULES AND REGULATION (IRR)**

SECTION 40. Within Sixty (60) days upon the enactment of this ordinance, the Office of the City Mayor, in coordination with the City Legal Office, the City Planning and Development Office, and other concerned department shall prepare the Draft Implementing Rules and Regulation (IRR) to embody the guidelines, rules and procedures governing the disbursement of funds, the functionality of the LCPC, among others. Such IRR shall be presented to the Sanggunian Panlungsod, through the Special Committee on CSO and People's Empowerment, for adoption and/or concurrence.

**ARTICLE XII
FINAL PROVISION**

SECTION 41. SEPARABILITY CLAUSE. – If any provision of this Ordinance is declared unconstitutional or illegal by a court, the same shall not affect the validity of the other provisions.

SECTION 42. REPEALING CLAUSE. – Any or all ordinances, resolutions and/or issuance of the City of Legazpi, which are inconsistent with this Ordinance are hereby repealed, amended, or modified accordingly.

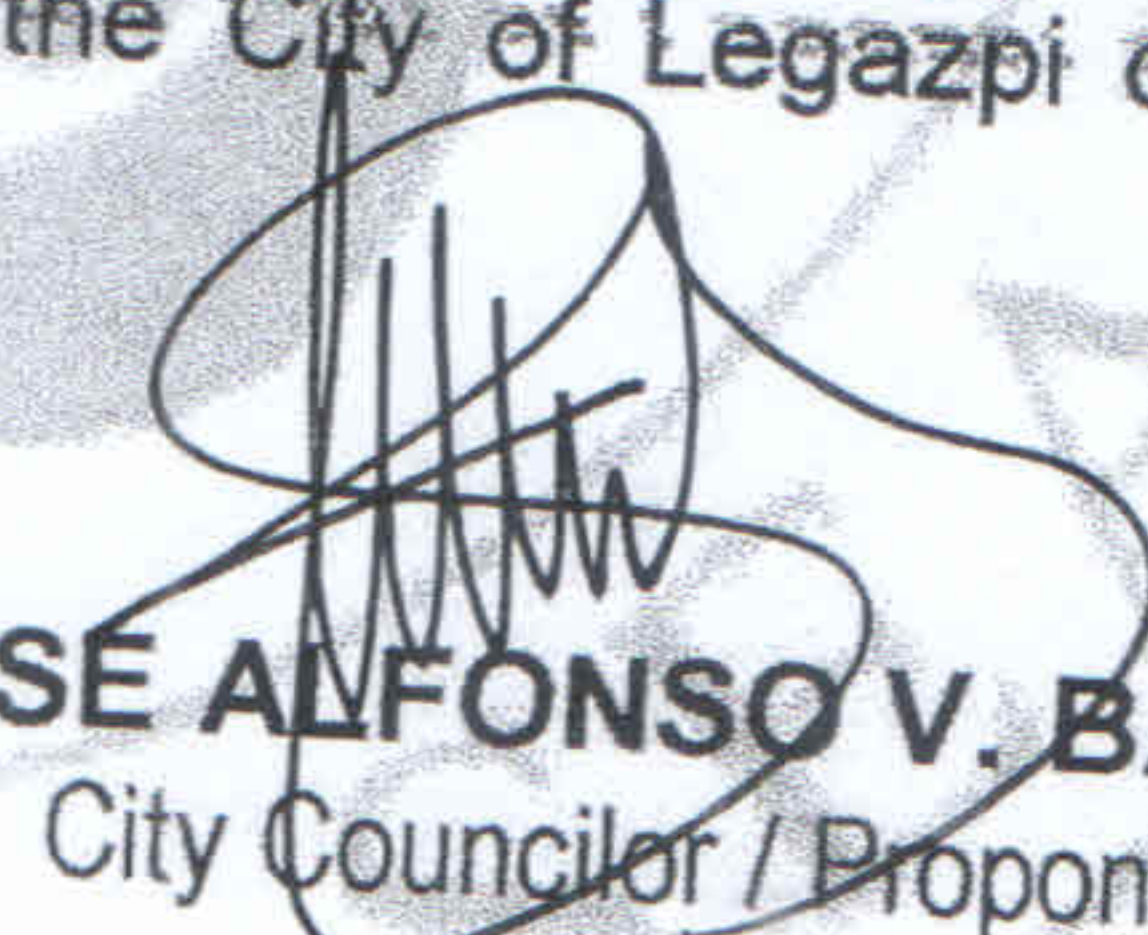
SECTION 43. EFFECTIVITY. - This ordinance shall take effect fifteen (15) days from its publication in a newspaper of general circulation in the City of Legazpi.


Nominal voting: Councilor Barizo, "Yes"; Councilor Beltran, "Yes"; Councilor Buban, "Yes"; Councilor Casulla, "Yes"; Councilor Gutierrez, "Yes"; Councilor Jao, "Yes"; Councilor Valladolid, "Yes" and Councilor Santillan, "Yes".

Unanimously approved.

WE HEREBY CERTIFY to the correctness of the foregoing ordinance duly enacted by the 16TH Sangguniang Panlungsod of the City of Legazpi during its 6TH Regular Session held on February 07, 2023.


AARON R. APISTAR
OIC - Secretary to the Sanggunian


JOSE ALFONSO V. BARIZO
City Councilor / Proponent


JOSEPH PHILIP L. LEE
Acting Vice-Mayor and Presiding Officer

APPROVED: MAR 01 2023


CARMEN GERALDINE B. ROSAL
City Mayor