

Starting Up:



The 1st 6 months

(Checklist for the Sangguniang Bayan)

I. Revisiting or Updating, and Adopting the Internal Rules of Procedures

- A legislative tool to ensure orderly sessions and quality enactments.
- Revisiting or updating and adopting it have to be completed within 90 calendar days (July to September 2013)
- Should contain organization of the Sanggunian, election of officers, as well as, creation of its standing committees; Order and Calendar of Business for each session; legislative process; parliamentary procedure; discipline of members for disorderly behavior and absences during sessions including impositions of penalties; Standing Committees and their areas of responsibility; assignment of geographical area of responsibility; and, such other rules as the sanggunian may adopt.

II. Organizing the Sangguniang Bayan

1. Standing committees

- This is to ensure optimum performance of the Sanggunian Bayan.
- The Creation of the Standing Committees should conform what is embodied in the Internal Rules of Procedures and may include the following: Committee on Rules; Committee on Ways and Means; Committee on Appropriations; Committee on Tourism, Trade and Industry; Committee on Education, Culture and Sports; Committee on women, Youth and Family Welfare, Committee on Social Welfare and Community Development; Committee on Environment Protection; Committee on Labor and Employment; Committee on Public Order and Safety; Committee on Food and Agriculture; Committee on Transportation and Communications; Committee on Public Works and Infrastructure; and, Committee on Good Governance, Public Ethics and Accountability

2. Legislative Offices and Staff Complement. This includes ensuring that legislative offices and staff are in place.

- The Sanggunian has to have:
 - A Session Hall with appropriate fixtures and equipment
 - Office of the Sanggunian Secretary
 - Offices for individual members with appropriate fixtures and equipment, with at least 1 staff per member, other than the Sanggunian Secretary

III. Institutionalizing Legislative Tracking and Backstopping

1. Install a legislative tracking and analysis system
2. Create backstopping Committee

IV. Familiarization with Existing Legislative Enactments

- The Sanggunian are expected to be familiar with the ordinances that are already enacted by the previous sanggunians. This is important as this guides them in identifying and rationalizing which ordinances require further analysis, amendment or supplementation.
- Fundamental ordinances that support social development, economic development and environmental health include: Code of General Ordinances, Gender and Development Code, Investment and Incentive Code. Revenue Code. Zoning Ordinance. Environmental Code and Sanitation Code.

V. Firming Up of the Executive and Legislative Agenda

- The Executive and Legislative Agenda or ELA (DILG MC No. 64, s. 2004) is a joint agreement of the Executive and Legislative and is a road map for complementary executive and legislative actions in local governance.

VI. Crucial Legislation Within the first 6 Months

Vital within the first six (6) months in office is the review, modification, adoption or approval of the term-based plans, and ensuing year's budget of the Municipal Government, as well as for its component barangays:

- Executive and legislative Agenda
- Development Investment Program
- Annual Investment Program
- Comprehensive Development Plan
- Annual Appropriations Ordinance
- Review of the Barangay Appropriations

Important Reminders!

- Each Sanggunian member is required or expected to:
 1. Subscribe to an oath or affirmation of office upon assumption to office (Sec. 92, LGC)
 2. File a Sworn Statement of Assets and Liabilities (Sec. 91, LGC)
 3. Disclose business and financial interest, if any (Sec. 51, LGC)
 4. Be adequately familiar with the dynamics of, and other vital information on local legislation.
- The Sanggunian may create sub-committee under each standing committee to ensure extensive and exhaustive deliberations on all issues that are within the competence and authority of a particular standing committee to address.
- Make sure to have a regular updating of the legislative database, and to conduct periodic legislative review.

Pointers in the Approval of Annual Budget

- Total Appropriations – shall not exceed the estimates of income (Sec. 324 a, LGC)
- Full provision – shall be made for all contractual and statutory obligations of the municipality (Sec. 324 b, LGC)
- Debt Servicing – shall not exceed 20% of the regular income of the municipality (Sec. 324 b, LGC)
- Aid to component barangays – shall not be less than One Thousand Pesos (Php1,000.00) per barangay (Sec. 324 c, LGC)
- Calamity Fund – 5% of the Estimated Revenue from Regular Sources (Sec. 324, d, LGC and RA 10121)
- Development Fund – at least 20% of the Municipal Annual IRA shall be appropriated for development projects (Sec. 287, LGC). Be guided with DILG MC No. 55, s.2001 on the Utilization of the 20% of the Annual IRA for Development Projects.
- Personal Services – shall not exceed 45% (1st – 3rd class LGU) and 55% (4th – 6th class LGU) (Sec. 325 A, LGC)
- Discretionary Purposes – shall not exceed 2% of the actual receipts derived from basic Real Property Tax in the next preceding Calendar Year (Sec. 325 H, LGC)
- 1% of the IRA shall be allocated for the Strengthening of the Local Council for the Protection of Children (RA 9344, April 23, 2006, Juvenile Justice and Welfare Act)



Extracted from:
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