



Republic of the Philippines
 Province of Cavite
OFFICE OF THE SANGGUNIANG PANLALAWIGAN
 Trece Martires City



EXCERPTS FROM THE MINUTES OF THE 15th REGULAR SESSION OF THE SANGGUNIANG PANLALAWIGAN OF CAVITE HELD ON OCTOBER 14, 2013 AT THE CONFERENCE ROOM, LEGISLATIVE BUILDING, TRECE MARTIRES CITY

PRESENT:

Hon. Raul Rex D. Mangubat
 Hon. Edralin G. Gawaran
 Hon. Ryan R. Enriquez
 Hon. Rolando S. Remulla
 Hon. Arnel M. Cantimbuhan
 Hon. Teofilo B. Lara
 Hon. Marcos C. Amulan
 Hon. Ivey Jayne A. Reyes
 Hon. Felix A. Grepo
 Hon. Eileen R. Beratio
 Hon. Irene P. Bencito
 Hon. Mark Joseph T. Mupas

Acting Presiding Officer
 Majority Floor Leader
 Board Member, 1st District
 Board Member, 2nd District
 Board Member, 3rd District
 Board Member, 4th District
 Board Member, 5th District
 Board Member, 5th District
 Board Member, 6th District
 Board Member, 7th District
 Board Member, 7th District
 CCL President

ON OFFICIAL BUSINESS:

Hon. Ramon Jolo B. Revilla III

Vice-Governor/Presiding Officer

ABSENT:

Hon. Dino Carlo R. Chua
 Hon. Hermogenes C. Arayata III
 Hon. Gloria G. Fernandez
 Hon. Meldon G. de Sagun

Board Member, 1st District
 Board Member, 6th District
 Liga ng mga Barangay Interim President
 SK Provincial Fed. President

PROVINCIAL ORDINANCE NO. 2013-020

AN ORDINANCE REVISING PROVINCIAL ORDINANCE NO. 004-S-2001, AN ORDINANCE REGULATING THE ACCREDITATION OF PEOPLE'S ORGANIZATIONS AND THE PRIVATE SECTOR IN THE PROVINCE OF CAVITE
(Sponsored by: Hon. Teofilo B. Lara; Co-Sponsored by: All SP Members)

WHEREAS, pursuant to Section 62 of the Implementing Rules and Regulations of the Local Government Code of 1991 which mandates local government units or LGUs to promote the establishment and operation of peoples organizations, non-governmental organization (NGOs) and the private sector in the pursuit of local autonomy, the Sangguniang Panlalawigan enacted Provincial Ordinance No. 004 in 2001;

WHEREAS, the Department of Interior and Local Government has recently issued Memorandum Circular No. 2013-70 dated July 24, 2013, which provides clarifactory guidelines for the accreditation of civil society organizations, and in the selection of their representatives to the local bodies, with the aim of strengthen their participation in the local governance and development process;

WHEREAS, after more than a decade the number of people's organizations, non-governmental organization (NGOs) and the private sector has considerably increase in the Province of Cavite together with the growth of the its population;

WHEREAS, there is a need to amend some of the provisions of Provincial Ordinance No. 004-s-2001 to encourage people's organizations, non-governmental organization (NGOs) and the private sector operating within the Province of Cavite to go through the process of accreditation and enable these organizations to conveniently comply with the requirements

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Republic of the Philippines
 Province of Cavite
OFFICE OF THE SANGGUNIANG PANLALAWIGAN
 Trece Martires City



Page 2: EXCERPTS, 15th Regular Session
October 14, 2013 Prov. Ord. #2013-020

NOW, THEREFORE, on motion of Hon. Lara, duly seconded by Hon. Gawaran and all the Members present, be it enacted by the Sangguniang Panlalawigan in session duly assembled that:

ARTICLE I. TITLE

Section 1. This Ordinance shall be known and cited as ***"An Ordinance Regulating the Accreditation of Civil Society, Civic, Social and People's Organizations; and Other Organized Groups in the Public and Private Sector Within the Province Of Cavite."***

ARTICLE II. DEFINITION OF TERMS

Section 2. As used in this Ordinance, and as based on DILG Memorandum Circular No. 2013-70, the following words and phrases shall mean and be construed as indicated:

- a. Civil Society Organization (CSO) – non-state and non-profit association that works to improve society and the human condition (Reference: GlobalEDGE). Basic types of CSOs include non-governmental organizations, people's organization, civic organization, cooperative, social movement, professional group and business group (Reference: DILG Vigilance to Volunteerism Program). In this Circular, the terms "CSO" and "organization" are used interchangeably.
- b. Non-Governmental Organizations – a non-stock, non-profit organization that works with different sectors and communities, promoting their general welfare and development, provide a wide range of services for people's organizations and tends to operate with full time staff. Social development organizations, foundations, and independent research institutions fall in this category (Reference: DILG Vigilance to Volunteerism Program).
- c. People's Organization – an association of residents in a barangay, or barangays, established to promote public interest and with an identifiable leadership structure and membership. People's organizations are often formed among the disadvantaged sectors of society such as the farmer-peasant, artisanal fisherfolk, workers in the formal sector and migrant workers, workers in the informal sector, indigenous peoples and cultural communities, women, differently-abled persons, senior citizens, victims of calamities and disasters, youth and students, children, and urban poor as defined in Republic Act No. 8425 or the Social Reform and Poverty Alleviation Act of 1997.
- d. Indigenous People's Organization – a private, non-profit, voluntary organization of members of indigenous cultural communities (ICCs) or indigenous peoples (IPs), which are accepted as representatives of such ICCs or IPs (Reference: Rule II Sec 1 of the IRR of R.A. No. 8371 or the Indigenous People's Rights Act).

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Republic of the Philippines
Province of Cavite
OFFICE OF THE SANGGUNIANG PANLALAWIGAN
Trece Martires City



Page 3: EXCERPTS, 15th Regular Session
October 14, 2013 Prov'l Ord #2013-020

- e. **Cooperative** – 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 by 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 (Reference: DILG Vigilance to Volunteerism Program).
- f. **Civic Organizations** – 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 (Reference: DILG Vigilance to Volunteerism Program).
- g. **Social Movement** – a large informal grouping of individuals or organizations that aims to affect social change through sustained, organized and collective action. Some social movements are not permanent institutions but instead tend to coalesce, pursue their aims, and then dissolve. Religious movements are included in this category (Reference: DILG Vigilance to Volunteerism Program).
- h. **Professional Group** – 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 other professional ends (Reference: DILG Vigilance to Volunteerism Program).
- i. **Business Group** – 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 (Reference: DILG Vigilance to Volunteerism Program).
- j. **Recognized Organization** – an organization allowed by the Sanggunian to participate, for purposes of meeting the minimum requirements for membership, in a local special body. An organization may only be recognized if it meets all the criteria except for registration.
- k. **Registered Organization** - an organization that obtains registration from Securities and Exchange Commission, Cooperative Development Authority, Department of Labor and Employment, Department of Agriculture, Department of Agrarian Reform, National Housing Authority, Housing and land Use Regulatory Board or any national government agency that is empowered by law or policy to accredit or register such organizations, such as the Department of Social Welfare and Development, Department of Health, National Commission on Indigenous People's, National Anti-Poverty Commission, Insurance Commission and Philippine Regulatory Commission.

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Republic of the Philippines
Province of Cavite
OFFICE OF THE SANGGUNIANG PANLALAWIGAN
Trece Martires City



Page 4: EXCERPTS, 15th Regular Session
October 14, 2013 Prov'l. Ord.#2013-020

- l. Accreditation – the process of granting authorizations, 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 government programs.
- m. Inventory – the process of gathering CSO information from CSO networks, the Local Government Academy CSO Map, and National Government Agencies empowered to accredit or register. The output of this process is Directory.
- n. Directory – a document which contains profile of CSOs in a local government.

ARTICLE III. GENERAL PROVISIONS

Section 3. The Provincial Governor, as well as the City Mayor, and Municipal Mayor within the Province Cavite, shall conduct an inventory within the 2nd to 4th week of July, to generate or update their directory of CSOs to be conducted by the Planning and Development Officer or by a duly designated appointive official. The directory shall serve as one of the source documents for the issuance of notices for accreditation.

- 3.1 On the basis of the said inventory, a Directory of Civil Society Organizations is to be prepared, and shall contain the following information:
- a. Name, offices address, telephone number, fax number and email address, if any;
 - b. Objectives or purposes and services offered;
 - c. Community or communities served or currently being served;
 - d. Project development and implementation track record;
 - e. Names, addresses, telephone or fax numbers of officials, as well as list of members;
 - f. National, regional, provincial, city and municipal affiliations, if any, and
 - g. Whether the organization is registered, and by which government office, or with a pending registration.

Section 4. The Provincial Governor, and the Municipal/City Mayor concerned, shall enlist the support of the head of the DILG Field Office, other appropriate National Government Agencies, and CSO Networks, if any, in the conduct of such inventory and in the preparation of the said directory. By the last working day of the 4th week of July, the initial draft of this directory shall be posted in at least three (3) conspicuous places within the municipality, city or province. The same may also be posted in the LGU website, social or print media. CSOs in the area which are not in the Directory may be request to be included or correct the information therein by informing the Planning and Development Officer or the duly designated appointive official.

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Republic of the Philippines
 Province of Cavite
OFFICE OF THE SANGGUNIANG PANLALAWIGAN
 Trece Martires City



Page 5: EXCERPTS, 15th Regular Session
October 14, 2013 Prov'l. Ord. #2013-020

Section 5. People's organizations, non-governmental organizations (NGOs) and private sector concerned whose operations and activities are limited within a city or municipality may apply for accreditation with the Sanggunians concerned of the respective municipalities or cities. The accreditation made by the Sangguniang Bayan or Panglungsod is subject to review and approval by the Sangguniang Panlalawigan.

Section 6. Within the 1st week of August, the Sanggunian concerned, thru the Presiding Officer, shall issue a Notice of Call for Accreditation to every organization listed in the Directory of Civil Society Organizations, whether previously accredited or seeking accreditation for the first time. Any previously accredited organization is to renew accreditation for the purpose of representation in a local special body. Other interested CSOs not in the Directory may still be issued Notice of Call for Accreditation.

6.1 An invitation shall also be sent to all organizations participating in different government programs, and those representing various local boards or councils pursuant to applicable laws and rules and regulations, encouraging these organizations to participate in the accreditation and selection processes.

6.2 It shall, likewise, be the responsibility of the Sanggunian concerned to see to it that

- (a) Within the 1st week of August, copies of the Notice of Call for Accreditation are prominently posted in at least three (3) conspicuous places within in the municipality, city or province. The same may be also be posted in the LGU website, social or print media; and
- (b) Application Forms are readily available in the Office of the Secretary to the Sanggunian concerned.

6.3 Within the 2nd week of August, but not later than the last working day of the 3rd week, every organization seeking for a new accreditation, or renewal, shall submit one (1) copy each of the following requirements to the Sanggunian (Reference: Article 64 of the IRR of the Local Government Code)

- (a) Letter of Application to the Sanggunian concerned thru the Vice-Governor or the Vice-Mayor, whichever is applicable;
- (b) Duly accomplished Application Form for Accreditation;
- (c) Board Resolution signifying intention for accreditation for the purpose of representation in the local special body;
- (d) Certificate of Registration, or in the case of IPOs, CoR must be issued by NCIP;
- (e) List of current officers and members;
- (f) Annual Accomplishment Report for the immediately preceding year, and
- (g) 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 the source(s) of funds.

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Republic of the Philippines
 Province of Cavite
OFFICE OF THE SANGGUNIANG PANLALAWIGAN
 Trece Martires City



Page 6: EXCERPTS, 15th Regular Session
October 14, 2013 Prov1. Ord.#2013-020

Section 7. Accreditation Proper. The Sanggunian concerned shall evaluate all applications for accreditation, upon receipt thereof, but not later than the last working day of August, on the basis of the following criteria (Reference: Article 64 of the IRR of the Local Government Code)

- 7.1 Registration with the Securities and Exchange Commission, Cooperative Development Authority, Department of Labor and Employment, Department of Agriculture, Department of Agrarian Reform, National Housing Authority, Housing and Land Use Regulatory Board or any national government agency that is empowered by law or policy to accredit or register such organizations, such as the Department of Social Welfare and Development, Department of Health, National Commission on Indigenous Peoples, National Anti-Poverty Commission, Insurance Commission and Philippine Regulatory Commission.
- 7.2 Organizational purposes and objectives which include community organization and development, institution-building, local enterprise development, livelihood development, capacity-building, and similar developmental objectives and considerations;
- 7.3 Community-based and sectoral-based with project development and implementation track record of at least one (1) year;
- 7.4 Reliability as evidenced by the preparation of annual reports and conduct of annual meetings duly certified by the board secretary of the organization; and
- 7.5 Such other related information which the concerned Sanggunian may deem essential in the evaluation process.

Section 8. The Sanggunian concerned shall accredit CSOs which comply with all the administrative requirements and satisfy the criteria enumerated in this Ordinance. If the documents submitted are in compliance with the provisions of this Ordinance, the Sanggunian concerned shall issue, before but not later than the last working day of August, the following:

- 8.1 Certificate of Accreditation to every qualified CSO (Refer to Attachment "C" for a sample of Certificate of Accreditation);
- 8.2 Notice to every organization which applied but failed to submit all the required documents, encouraging them to complete the lacking requirements for a period of two (2) months; and
- 8.3 Notice to every organization which did not apply, encouraging them to apply for accreditation.

Section 9. Appellate Jurisdiction. The Sangguniang Panlalawigan shall have jurisdiction over appeals from those which applied within the city or municipality but where not accredited. The appeal shall be made within fifteen (15) days from receipt of the disapproval. The decision of the Sangguniang Panlalawigan, shall be final and

executory.



Republic of the Philippines
Province of Cavite
OFFICE OF THE SANGGUNIANG PANLALAWIGAN
Trece Martires City



Page 7: EXCERPTS, 15th Regular Session
October 14, 2013 Prov'l. Ord #2013-020

Section 10. The Sangguniang Bayan and Sangguniang Panlungsod of all component municipalities and cities of the Province are hereby enjoined to set their own policies, by way of ordinances, in the accreditation of people's organizations, non-governmental organizations (NGOs) and private sector concerned. The ordinances to be enacted, by the component Sanggunians shall be consistent with this Ordinance and shall meet the minimum requirements and criteria set herein and the provisions of the Local Government Code of 1991 and DILG Memorandum Circular No. 2013-70.

Section 11. There shall be an accreditation fee of **Five Hundred Pesos (Php 500.00)** that will be collected for organizations applying for Sangguniang Panlalawigan accreditation. Organizations which are granted accreditation by their respective Sangguniang Bayan or Panlungsod shall be exempted from paying the said accreditation fee.

ARTICLE IV. REGULATORY PROVISIONS

Section 12. The accreditation shall be valid and renewed every three (3) years. Renewal shall be granted upon presentation of the current list of officers, financial statement for the previous year and description of the on-year operation of the organizations concerned.

Section 13. The organizations are enjoined to furnish the Office of the Provincial Governor thru the Provincial Information Office a copy of accreditation of the Sanggunian concerned.

Section 14. All organizations are also hereby enjoined to submit to the Office of the Provincial Governor and the Sangguniang Panlalawigan, annually an updated list of officers if their respective elections are done every year, for file and record purposes.

Section 15. This Ordinance shall take effect immediately after the required posting and publication.

UNANIMOUSLY APPROVED.

I hereby certify to the correctness of the foregoing ordinance duly enacted by the Sangguniang Panlalawigan of Cavite during its 15th Regular Session on October 14, 2013.

Michelle F. Alcido
MICHELLE F. ALCIDO
 Provincial Board Secretary

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Republic of the Philippines
Province of Cavite
OFFICE OF THE SANGGUNIANG PANLALAWIGAN
Trece Martires City




Page 8. EXCERPTS, 15th Regular Session
October 14, 2013 Prov'l. Ord.#2013-020

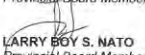

EDRALIN G. GAWARAN
Majority Floor Leader

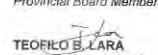

DINO CARLO R. CHUA (Absent)
Provincial Board Member


RYLAN R. ENRIQUEZ
Provincial Board Member


ROLANDO S. REMULLA
Provincial Board Member


ARNEL W. CANTIMBUHAN
Provincial Board Member


LARRY BOY S. NATO
Provincial Board Member

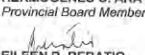

TEOFILO B. LARA
Provincial Board Member


MARCOS C. AMUTAN
Provincial Board Member


IVEE JAYNE A. REYES
Provincial Board Member


HERMOGENES C. ARAYATA III (Absent)
Provincial Board Member

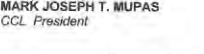

FELIX A. GREPO
Provincial Board Member


EILEEN R. BERATIO
Provincial Board Member



IRENE P. BENCITO
Provincial Board Member


MARK JOSEPH T. MUPAS
CCL President


GLORIA C. FERNANDEZ (Absent)
Liga ng mga Barangay Interim Pres.


MELDON G. DE SAGUN (Absent)
SK Provincial Federation President

ATTESTED:


RAUL REX D. MANGUBAT
Acting Presiding Officer
Date Signed: 10/24/13

APPROVED:


JUANITO VICTOR C. REMULLA, JR.
Provincial Governor