



Republic of the Philippines  
**SANGGUNIANG PANLUNGSOD**  
City Government of Pasig

Ordinance No. 43  
Series of 2017

**AN ORDINANCE ADOPTING GUIDELINES FOR THE ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS AND THEIR PARTICIPATION IN THE LOCAL SPECIAL BODIES PURSUANT TO MEMORANDUM CIRCULAR 2016-97 OF THE DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT, AMENDING ORDINANCE NO. 16 SERIES OF 2007.**

Authored By: Councilor Orlando R. Benito  
Co-Authored By: Councilors Rodrigo B. Asilo, Ferdinand A. Avis, Regino S. Balderrama, Rhichie Gerard T. Brown, Mario C. Concepcion, Jr., Rosalio D. Martires, Corazon M. Raymundo, Gregorio P. Rupisan, Jr., Alejandro E. Santiago, Victor Ma. Regis N. Sotto, Wilfredo F. Sityar, and LIGA Pres. Celestino U. Chua

**WHEREAS**, Section 23, Article II of the 1987 Constitution provides that the State shall encourage non-governmental, community-based, or sectoral organizations that promotes the welfare of the nation;

**WHEREAS**, Section 34 of the Local Government Code of 1991 mandates local government units to promote the establishment and operation of people's and non-governmental organizations to become active partners in the pursuit of local autonomy;

**WHEREAS**, Article 64 of the Implementing Rules and Regulations of the Local Government Code of 1991 provides for procedures and guidelines for the selection of representatives of Civil Society Organizations (CSOs) in Local Special Bodies;

**WHEREAS**, through its Memorandum Circular 2016-97 dated July 19, 2016, the Department of Interior and Local Government (DILG) has provided clarificatory guidelines relative to the accreditation of CSOs, their selection of representatives to the local special bodies, and to strengthen their participation in local governance.

**BE IT ORDAINED**, by the Sangguniang Panlungsod of Pasig, in session duly assembled that:

**SECTION 1. SHORT TITLE.** This Ordinance shall be known as the "Pasig CSO Accreditation Ordinance of 2017".

**SECTION 2. DEFINITION OF TERMS.** For the purposes of this Ordinance, the terms and acronyms used herein shall be understood as follows:

**Accreditation** – refers to the process of granting authorization, within 60 days from the organization of the newly elected Sanggunian, to an organization for the 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.



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**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.

**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 operating 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.

**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, and business groups. In this Ordinance, the terms "CSO" and "organization" are used interchangeably.

**Committee** - refers to the Accreditation Committee herein created to recommend to the Sanggunian all actions should be taken to on the applications for accreditation of the CSOs.

**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 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 legally accepted cooperative principles.

**Directory** - refers to a document which contains the profiles of CSOs in Pasig City.

**Inventory** - refers to the process of gathering CSO information from - among others - CSO networks, the Local Government Academy CSO Map, and National Government Agencies empowered to accredit or register. The output of this process is the Directory.

**Local Development Council (LDC)** - refers to the City Development Council, as constituted in accordance with Title 6 of the Local Government Code of 1991. The LDCs shall assist the Sanggunian in setting the direction of economic and social development, and coordinating development efforts within the city's jurisdiction.



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**Local City Health Board** – refers to the Pasig City Health Board, as constituted pursuant to Title Five of Book I of the Local Government Code of 1991.

**Local City Peace and Order Council** – refers to the Pasig City Peace and Order Council, as constituted pursuant to Title Seven of Book I of the Local Government Code of 1991.

**Local School Board** – refers to Pasig City School Board, as constituted in accordance with Title Four of the Local Government Code of 1991.

**Local Special Bodies (LSB)** – refers to the Local Development Council, Local Health Board, Local School Board, and Local Peace and Order Council.

**Non-Governmental Organization (NGO)** - refers to 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 organization and tends to operate with a full time staff. Social development organizations, foundations, and independent institutions fall in this category.

**People's Organization** - refers to 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 workers in the informal sector, indigenous people and cultural communities, women, differently-abled persons, senior citizens, victims of calamities and disasters, youth, children, and urban poor.

**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 other professional ends.

**Recognized Organization** - refers to an organizations allowed by the Sanggunian to participate in a local special body for purposes of meeting the minimum requirements for membership. An organization may only be recognized if it meets all the criteria, except for registration.

**Registered Organization** - refers to an organization that obtains registration from the appropriate national government agency that is empowered by law or policy to accredit or register such organizations. Such agencies include, but are not limited to, the Securities and Exchange Commission, Cooperative Development Authority, Department of Labor and Employment, Department of Agriculture, Department of Agrarian Reform, National Housing Authority, and Housing and Land Use Regulatory Board.



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**Social Movement** - refers to a large informal grouping of individuals or organization that aims to effect social change through 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.

**SECTION 3. INVENTORY AND DIRECTORY.** The city government shall conduct an Inventory to generate or update the Directory of CSOs. The Directory shall serve as one of the source documents for the issuance of notices for accreditation.

3.1. Within the 2<sup>nd</sup> to 4<sup>th</sup> week of July of every calendar year, the City Mayor shall cause the inventory of all CSOs within Pasig City, to be conducted by his duly designated appointive official, such as the City Planning and Development Officer.

3.2. On the basis of the said Inventory, a Directory of CSOs in Pasig City is to be prepared, and shall contain information, to wit:

3.2.1. Name of the organization;

3.2.2. Contact information (office address, telephone number, fax number, and email address, if any);

3.2.3 Objective/s or purpose/s;

3.2.4. Services offered;

3.2.5. Community or communities served or currently being served;

3.2.6. Project development and implementation track record;

3.2.7. Names and contact information of officials, as well as, list of members, as practicable;

3.2.8. National, regional, city, and other affiliations, if any; and

3.2.9. Registration information (whether the organization is registered or pending registration, and by which government office)

3.3. The City Mayor 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 this Inventory and in the preparation of the 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 City and the city website. CSOs in the area which are not in the Directory may request to be included or correct information therein by informing the duly designated appointive official.



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**SECTION 4. CALL FOR ACCREDITATION.** Within the 1st week of August, the Sanggunian, through the City Vice Mayor, shall issue a Call for Accreditation. This notice shall be sent to every organization listed in the Directory of Civil Society Organizations, whether previously accredited or seeking accreditation for the first time.

4.1. Any interested CSO, including those not in the Directory, may be issued a Call for Accreditation.

4.2. Application Forms shall be readily available in hard copy in the Office of the Secretary to the Sanggunian and downloadable through the city website.

4.3. An invitation shall also be sent to all organizations participating in different government programs, and those representing various local boards or council.

**SECTION 5. PUBLIC NOTICE.** The Call for Accreditation shall be prominently posted in at least three (3) conspicuous places within the City and on the City website. Social, print, and other media may also be utilized.

**SECTION 6. REQUIREMENTS FOR ACCREDITATION.** Organizations seeking accreditation must completely submit all necessary requirements, through the Secretary to the Sanggunian, by the deadline as set forth by the Sanggunian through the City Vice Mayor, to wit:

6.1.1. Letter of Application for Accreditation;

6.1.2. Duly accomplished Application Form for Accreditation;

6.1.3. Board Resolution signifying intention for accreditation for the purpose of representation in the Local Special Bodies;

6.1.4. Certificate of Registration;

6.1.5. List of current officers and members;

6.1.6. Annual Accomplishment Report for the immediately preceding year; and

6.1.7 Financial Statement, at the minimum, signed by the executive officers of the organization, also of the immediately preceding year, and indicating therein other pertinent information such as source of funds.

6.1.7.1. Provided, that there should be delay in the issuance and posting of the Call for Accreditation, the said deadline for submitting the requirements for accreditation shall be moved accordingly.



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6.1.7.2. Provided further, that under no circumstance shall the said deadline be less than five (5) working days from receipt of notice for organizations included in the Directory or from the date of posting, and for all other organizations.

**SECTION 7. FORMS TO BE USED.** The most recent forms prescribed by the DILG through its latest relevant memorandum circular or issuance shall be used as basis for the Letter of Application, Application Form for Accreditation, and Certificate of Accreditation.

**SECTION 8. ACCREDITATION PROPER.** The Sanggunian shall evaluate all applications for accreditation, upon receipt thereof, and at the soonest possible time, on the basis of the following criteria:

8.1. Complete submission of requirements, pursuant to Section 6 of this ordinance;

8.2. Such other related information which the Sanggunian may deem essential in the evaluation process;

8.3. Other criteria as set forth by the Department of Interior and Local Government, pursuant to Memorandum Circular No. 2016-97 or the most recent set of criterion set forth through a memorandum or any issuance of the same.

8.3.1. Provided, that the Sanggunian shall *ipso facto* accredit organizations which meet and comply with all relevant requirements.

**SECTION 9. ADDITIONAL CONSIDERATIONS FOR ACCREDITATION.** An organization and its chapters, affiliates, field offices or local organizations may be qualified for accreditation, provided that they meet all relevant requirements.

An organization with membership or scope that does not cover Pasig City may be accredited, upon discretion of the Sanggunian, provided that its programs or projects have significant impact on the City and it has met and complied with all relevant requirements.

**SECTION 10. ACCREDITATION COMMITTEE.** Composition and Responsibilities. The Committee on Non-Governmental Organizations shall convene as the accreditation committee for the purposes of accreditation.

10.1. Secretariat – the City Director of the DILG or his/her representative shall serve as the head of the technical and administrative secretariat for the Committee. He shall select members of the secretariat with concurrence of the Chairperson of the Accreditation Committee.

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**SECTION 11. TECHNICAL AND ADMINISTRATIVE SECRETARIAT.** The Secretariat shall process and conduct a preliminary review of the application forms and documents submitted for accreditation.

**SECTION 12. ACCREDITED STATUS; WHEN ACQUIRED.** An organization is deemed accredited, or to have accreditation status, upon its inclusion in a Sanggunian Resolution declaring those that have met and complied with the relevant requirements as duly accredited.

**SECTION 13. CERTIFICATE OF ACCREDITATION.** The Sanggunian shall issue a Certificate of Accreditation to each duly accredited organization, not more than ten (10) working days from the passage of the Resolution pursuant to the preceding section.

**SECTION 14. TERM OF ACCREDITATION.** The Accreditation of organizations pursuant to this ordinance is coterminous with the Sanggunian that accredited it. This shall be indicated in the Resolution in Section 12 and the Certificate of Accreditation as per Section 13.

**SECTION 15. CONTINUING PROCESS.** Accreditation shall be a continuing process whereby organizations may apply and obtain accreditation at any time. The Sanggunian may then formally accredit organizations, as may be needed from time to time. Provided that, only those organizations that have met the deadline of the Sanggunian for the first batch of accreditation shall be included in the selection process for the Local Special Bodies.

**SECTION 16. APPELLATE JURISDICTION.** The Secretary of the Interior and Local Government, or his duly authorized representative, shall have jurisdiction over appeals from those organizations which applied but were denied accreditation. The decision shall be final and executory.

Provided, that the appeal shall be made within fifteen (15) days from receipt of notice of disapproval.

**SECTION 17. EFFECT OF NON-ACCREDITATION.** The non-accreditation status of any organization does not have any legal effect on the same, except that only accredited organizations may be qualified for representation in all LSBs of Pasig City.

Provided, that the City Mayor may require CSOs to be duly accredited before their participation in official programs or engage in transactions with the City of Pasig.



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**SECTION 18. EXEMPTIONS.** The provisions of this Ordinance do not apply to the People's Law Enforcement Boards (PLEB) and the Bids and Awards Committee (BAC).

**SECTION 19. SELECTION OF REPRESENTATIVES TO THE LOCAL SPECIAL BODIES.** The DILG City Director shall issue a notice to all accredited CSOs for the General Assembly for the Selection of Civil Society Representatives to the Local Special Bodies. Further, the City Director shall act as presiding officer of the said General Assembly.

The accredited CSOs present shall set forth their internal rules of procedure to govern the manner of selection of representatives to the LSBs; provided, that each accredited CSO shall have one (1) vote.

Provided further, they shall adopt a resolution embodying the result of the selection to be presented to the Sanggunian for their information.

**SECTION 20. CRITERIA FOR REPRESENTATIVES TO THE LOCAL SPECIAL BODIES.** The following criteria shall apply:

20.1. Local Development Council – accredited CSOs shall constitute at least one-fourth (1/4) of the members of the fully organized council and membership in the same must have representatives from the women's sector, or as may be practicable, at least forty percent (40%) of the fully organized council shall be composed of women;

20.2. Local Health Board – the organization is involved in health services;

20.3. Local School Board – representative-organizations shall be limited to parent-teacher association, teachers' organizations, and organizations of non-academic personnel of public schools within Pasig City, and other organizations involved in education services; and

20.4. Local Peace and Order Council – the three organizations shall come from CSOs as defined in this Ordinance.

**SECTION 21. NON-COMPLIANCE.** The non-compliance of any government agency or official with this Ordinance shall be dealt with in accordance with pertinent laws, rules, and regulations.

**SECTION 22. SUPPLEMENTARY CLAUSE.** On matters not provided for in this Ordinance, or in case of ambiguity, applicable laws, executive orders, and other relevant issuances, including the Local Government Code, its Implementing Rules and Regulations, and the guidelines as set forth by the DILG through memorandum circulars or other applicable issuances, shall apply in a supplemental manner.

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**SECTION 23. REPEALING CLAUSE.** All ordinances, issuances, rules, and regulations, or parts thereof, that are inconsistent with the provisions of this Ordinance, are hereby repealed, amended, or modified accordingly.

**SECTION 24. SEPARABILITY CLAUSE.** If any portion of this Ordinance shall be held to be invalid, such decision of invalidity shall not affect the validity of the remaining portions thereof.

**SECTION 25. EFFECTIVITY.** This Ordinance shall take effect immediately upon its approval.

APPROVED, this 14<sup>th</sup> day of September 2017 at Pasig City.

**VICTOR MA. REGIS N. SOTTO**  
Councilor

**RODRIGO A. ASILO**  
Councilor

**GREGORIO P. RUPISAN JR.**  
Councilor

**MARIO C. CONCEPCION, JR.**  
Councilor

**RHICHIE GERARD T. BROWN**  
Councilor

**ORLANDO R. BENITO**  
Councilor

**ALEJANDRO E. SANTIAGO**  
Councilor

**CORAZON M. RAYMUNDO**  
Councilor

**REGINO S. BALDERRAMA**  
Councilor

**ROSALIO D. MARTIRES**  
Councilor

**CELESTINO U. CHUA**  
LIGA President



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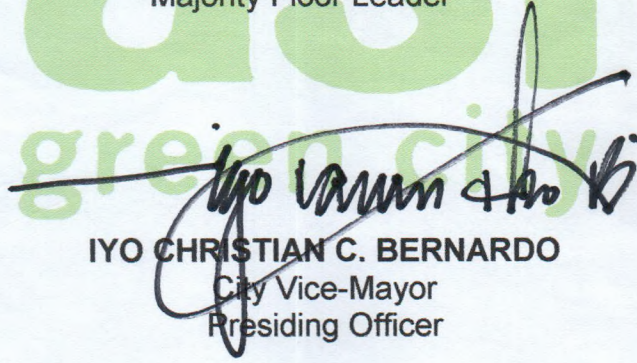
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**FERDINAND A. AVIS**  
Councilor  
Minority Floor Leader

  
**WILFREDO F. SITYAR**  
Councilor  
Majority Floor Leader

Attested by:

  
**IYO CHRISTIAN C. BERNARDO**  
City Vice-Mayor  
Presiding Officer

APPROVED:

  
**ROBERT C. EUSEBIO**  
City Mayor

Attested by:

  
**REYNALDO R. SAN BUENAVENTURA III**  
Acting City Council Secretary