



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City  
Telephone Numbers 925.11.48 • 925.88.88 • 925.03.32  
<http://www.dilg.gov.ph>



**COMPREHENSIVE GUIDELINES FOR THE ESTABLISHMENT,  
STRENGTHENING, AND MONITORING OF THE LOCAL COUNCIL  
FOR THE PROTECTION OF CHILDREN (LCPC) AT ALL LEVELS  
AND FOR OTHER PURPOSES**

**Memorandum Circular No. 2021-039**

**07 APR 2021**

---

**1. PREFATORY STATEMENT**

Articles 359 and 360 of the Civil Code of the Philippines provide that the government shall establish Councils for the Protection of Children, taking into account that children are the ones who are most vulnerable to abuse, neglect, and/or exploitation, among others.

Likewise, Article 87 of Presidential Decree (PD) 603 (Children and Youth Welfare Code) states that "every barangay council shall encourage the organization of a Local Council for the Protection of Children (LCPC) and shall coordinate with the Council for the Welfare of Children in drawing and implementing plans for the promotion of child and youth welfare." Further, Republic Act 4881 enacted in 1967 mandated the creation of a Council for the Protection of Children in cities and municipalities so that the sacred duty of the state "to assure that every family is helped into bringing up their children to make them useful men and women, and to see that the proper direction, supervision and guardianship in the training, education, and other interests of its minor citizens be undertaken by it."

Republic Act No. 9344, as amended by Republic Act No. 10630, otherwise known as the "Juvenile Justice and Welfare Act," in turn reiterates the mandate of local government units (LGUs) to establish their respective LCPC, and to allocate at least 1% of their internal revenue allotment (IRA) for its strengthening. Furthermore, the law mandates the LCPCs' participation in the formulation of a local comprehensive plan on delinquency prevention and to oversee its proper implementation.

Clearly, the LCPCs - as a local and community-based institution - are valuable and strategic mechanisms for the efficient and effective implementation of policies, programs and projects on all the major areas of concern for children.

Recognizing this, the DILG has issued several memorandum circulars to guide LGUs on the establishment of LCPCs through the years. One of which is MC 2016-115 dated 01 September 2016 where the role of Barangay Officials as custodian of children's rights and the importance of the BCPC were reiterated. However, there is now a need to consolidate and update these issuances so that the LGUs can be given clear guidance that will be more helpful in ensuring the LCPCs' functionality, relevance, and effectivity.

In view thereof, all local chief executives and Sanggunians at the provincial, city, municipal and barangay levels shall organize/reorganize the Provincial, City, Municipal and Barangay Councils for the Protection of Children to assist the LGU in the identification, implementation, and monitoring of programs, projects and activities for the protection of children in their respective localities.

## **2. PURPOSE**

This Policy is intended to provide LGUs, and other concerned agencies, consolidated guidelines for the establishment and operation of Local Councils for the Protection of Children, as well as for their monitoring and evaluation, with the objective of ensuring that they are functional, relevant, and effective.

## **3. DEFINITION OF TERMS**

**Child** - refers to a person below eighteen (18) years of age or those over but are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition.

**Child Abuse** – refers to the maltreatment, whether habitual or not, of the child which includes any of the following:

- Psychological and physical abuse, neglect, cruelty, sexual abuse and emotional maltreatment;
- Any act by deeds or words which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being;

- Unreasonable deprivation of his basic needs for survival, such as food and shelter; or
- Failure to immediately give medical treatment to an injured child resulting in serious impairment of his growth and development or in his permanent incapacity or death.

**Children in Conflict with the Law (CICL)** - refers to a child who is alleged as, accused of, or adjudged as, having committed an offense under Philippine laws.

**Children in Need of Special Protection (CNSP)** - refers to all persons below 18 years of age, or those 18 years old and over but are unable to take care of themselves because of physical and mental disability or condition; those who are vulnerable to or victims of abuse, neglect, exploitation, cruelty, discrimination and violence (armed conflict, domestic violence) and other analogous conditions prejudicial to their development.

**Child at Risk (CAR)** - refers to a child who is vulnerable to and at the risk of committing criminal offenses because of personal, family and social circumstances, such as, but not limited to, the following:

- being abused by any person through sexual, physical, psychological, mental, economic or any other means and the parents or guardian refuses, is unwilling, or unable to provide protection for the child;
- being exploited including sexually or economically;
- being abandoned or neglected, and after diligent search and inquiry, the parent or guardian cannot be found;
- coming from a dysfunctional or broken family or without a parent or guardian;
- being out of school;
- being a streetchild;
- being a member of a gang;
- living in a community with a high level of criminality or drug abuse; and
- living in situations of armed conflict.

**Local Council for the Protection of Children (LCPC)** - It is a council organized at the provincial, city, municipal and barangay levels that serves as the umbrella organization for all children's concerns.

#### **4. SCOPE/COVERAGE**

This Policy covers all Provincial, City, Municipal, and Barangay (P/C/M/B) governments and others concerned.

#### **5. POLICY CONTENT AND GUIDELINES**

The LCPC shall be the main conduit through which local stakeholders - including child-focused institutions and nongovernment organizations (NGOs), and people's and youth organizations - are consulted and their meaningful participation ensured in the planning and implementation of interventions and programs for children. This is to ensure that children's rights and welfare are mainstreamed in development plans of LGUs in all levels. It shall likewise assist the government in the monitoring of the implementation of laws and national policies on children at the local levels.

In this regard, all LCEs shall ensure the organization and functionality of the LCPCs in their jurisdiction according to the guidelines set herein.

##### **5.1. ORGANIZATION**

To ensure the sustainability of LCPC, it shall be organized through an Ordinance by the local Sanggunian indicating its composition, functions, and funding.

The LCPC shall be organized in all local government units through an Ordinance by the local Sanggunian or by an Executive Order (EO) of the Local Chief Executive. Thus, in every province, city, municipality, and barangay there shall be, as appropriate:

- The Provincial Council for the Protection of Children (PCPC)
- The City/Municipal Council for the Protection of Children (C/MCPC)
- The Barangay Council for the Protection of Children (BCPC)

Following the principle of devolution, the Ordinance or EO shall also prescribe other guidelines or rules for the establishment and operation of the LCPC. These shall include the relationship to other local bodies such as the Local Development Council (LDC), the Local School Board (LSB), Local Health Board (LHB), Local Disaster Risk Reduction and Management Council (LDRRMC), and the like – provided that these are not inconsistent with

prevailing laws and regulations – also in keeping with the objective of rationalizing the planning systems by LGUs.

The LCPC's organizational chart shall be posted prominently in the provincial/city/ municipal/barangay hall.

## **5.2. COMPOSITION**

All members of the LCPC shall be chosen from among the responsible members of the community, including a representative from the children sector as well as representatives from government and private agencies concerned with the welfare of children. Conflicts of interest shall be avoided at all cost in the selection and designation of its members, including those in any sub-committee that may be organized and its Secretariat.

### **5.2.1. BARANGAY COUNCIL FOR THE PROTECTION OF CHILDREN (BCPC)**

The BCPC shall be composed of:

Chairperson : Punong Barangay  
Vice-Chairperson : Barangay Kagawad sitting as Chair of the Committee on Women and Family

Members:

- a. Barangay Violence Against Women Desk Person/ Officer
- b. Barangay Day Care/Child Development Worker
- c. Barangay Midwife
- d. Barangay Health Worker
- e. Barangay Nutrition Scholar
- f. Chief Tanod
- g. SK Chairperson
- h. Child representative
- i. DepEd Principal/Teacher-in-Charge or the Child Protection Committee (CPC) Coordinator
- j. Parent Representative
- k. Others<sup>1</sup>

---

<sup>1</sup> May include representative from local civil society organization (CSO) partners, or Council of Elders for BLGUs with indigenous peoples (IPs)

**Note 1: The child representative:**

- Must be between 10- 15 years old;
- Must be an active participant of the community;
- Must be an active member of an accredited/recognized organization in the barangay, school, or faith-based group;
- Must be able to articulate children's issues and concerns;
- Must have at least a residency of one (1) year in the barangay;
- Must have good leadership skills; and
- Must have balanced views on gender, religion and ethnicity, and disabilities.

The parent representative may come from an LGU-recognized parents' organization or organized 4Ps community/barangay-level parent leaders. He/She should be the head, or holds a position of influence, within the organization.

#### **5.2.2. CITY AND MUNICIPAL COUNCIL FOR THE PROTECTION OF CHILDREN (C/MCPC)**

The City and Municipal CPC shall be composed of:

Chairperson	:	City/Municipal Mayor
Vice-Chairperson	:	Sangguniang Panlungsod/Bayan Member (Chairperson of the Committee on Women and Family or Committee on Children)

**Members:**

- a. City/Municipal Administrator
- b. City/Municipal Planning and Development Officer
- c. City/Municipal Social Welfare and Development Officer
- d. City/Municipal Health Officer
- e. City/Municipal Nutrition Officer
- f. City/Municipal Budget Officer
- g. City/Municipal Public Employment Service Officer

- h. City/Municipal Disaster Risk Reduction and Management Officer
- i. City/Municipal Agriculture Officer
- j. City/Municipal LIGA ng mga Barangay President
- k. City/Municipal SK Federation President
- l. Child representative
- m. DILG City Director/City/Municipal Field Officer/Local Government Operations Officer
- n. DepEd Division Superintendent/District Supervisor or CPC Coordinator
- o. PNP Director<sup>2</sup> or City/Municipal Chief of Police
- p. At least one (1) CSO representative
- q. Parent Representative
- r. Others<sup>3</sup>

**Note 2:** The CSO must be represented by a child and/or youth serving an organization recognized by the LGU; (ii) implementing children's program/project in the locality for at least a year; and (iii) promoting community empowerment. The CSO representative should have the following qualifications: (i) head of the organization or holding a position of influence for at least a year within the organization; (ii) has professional/core competence/expertise on children and youth concerns; and (iii) has experience working with local government/ donor agencies working on child rights and protection.

---

<sup>2</sup> For highly urbanized cities (HUCs)

<sup>3</sup> May include representative from the People with Disabilities Affairs Office (PDAO), Local Youth Development Office (LYDO), PTA, Council of Elders for C/MLGUs with IP groups, or others

### **5.2.3. PROVINCIAL COUNCIL FOR THE PROTECTION OF CHILDREN (PCPC)**

The Provincial LCPC shall be composed of:

Chairperson : Governor  
Vice-Chairperson : Sangguniang Panlalawigan Member  
(Chairperson of the Committee on Women and Family or Committee on Children)

Members:

- a. Provincial Administrator
- b. Provincial Planning and Development Officer
- c. Provincial Social Welfare and Development Officer
- d. Provincial Health Officer
- e. Provincial Nutrition Officer
- f. Provincial Budget Officer
- g. Provincial Labor and Employment Officer
- h. Provincial DRRM Officer
- i. Provincial Agriculture Officer
- j. Provincial LIGA ng mga Barangay President
- k. Provincial SK Federation President
- l. Child representative
- m. DILG Provincial Director
- n. DepEd Division Superintendent/District Supervisor or CPC Coordinator
- o. Provincial PNP Director
- p. At least three (3) CSO representatives
- q. Parent representative
- r. Others<sup>4</sup>

---

<sup>4</sup> May include representative from PDAO, LYDO, PTA, Council of Elders for PLGUs with IP groups, or others



### **5.3. FUNCTION**

#### **5.3.1. BARANGAY COUNCIL FOR THE PROTECTION OF CHILDREN**

The BCPCs shall be the operational LCPC units at the community-level. They shall be the functional units to assist local and national authorities in the identification, implementation and monitoring of programs, projects and activities (PPAs) for the promotion of child welfare and the protection of their rights especially those focused on the survival, development, protection and participation of children. They shall assist and support barangay officials in the latter's work as custodians of children's rights as emphasized in DILG MC 2016-115.

In this regard, the BCPC shall perform the following functions:

- 5.3.1.1. Establish and maintain an updated and disaggregated database on children within the barangay;
- 5.3.1.2. Prepare an Annual Work and Financial Plan (AWFP – LCPC WFP Form 001-A) consistent with its functions as provided herein and in the Barangay EO creating it.
- 5.3.1.3. Make recommendations to the barangay on policies and PPAs relative to the promotion of the rights and welfare of children for inclusion in the comprehensive and annual development plan of the Barangay;
- 5.3.1.4. Perform functions related to its mandate as provided by national laws and policies concerning the protection, intervention, assistance, and other interference necessary to promote the rights and needs of children-in-conflict with the law, children-at-risk, and children in need of special protection;
- 5.3.1.5. Document the barangay's PPAs and accomplishments on children;
- 5.3.1.6. Coordinate its efforts with the concerned barangay officials as well as the higher level LGU exercising jurisdiction over it;
- 5.3.1.7. Conduct of advocacy activities on the promotion and protection of the rights and welfare of children

including the development of information, education and advocacy materials; and

- 5.3.1.8. Organize the necessary documents needed by the concerned IMTF as identified in item 4.6.4.1.

Note 3: The BCPC's AWFP shall be submitted to the Barangay before the schedule of budget preparations to ensure incorporation and funding in the Barangay Annual Investment Program (AIP). The AWFP shall be accompanied by a budget proposal or draft Barangay Council Ordinance providing funds for the BCPC.

### **5.3.2. CITY AND MUNICIPAL COUNCIL FOR THE PROTECTION OF CHILDREN (C/MCPC)**

The Provincial, City, and Municipal CPCs are the main sources of support – financial, material, human resource, and technical – of the BCPC. They will spearhead advocacy and social mobilization, situation analysis, program development, modeling of innovative approaches, partnership and alliance building, monitoring and impact assessment of interventions, and annual reporting on the situation and progress of children at the city, municipal and provincial levels. Under the leadership of the LCE, the higher level LCPC will push for a faster process of organizing, strengthening, activating and sustaining lower level LCPCs under their jurisdiction.

In this regard, the C/MCPCs shall have the following functions

- 5.3.2.1. Formulate, develop, coordinate, monitor and review all local policies (to include BCPC prepared and issued policies), ordinances, plans, programs, and activities which shall promote the best interest and rights of children and ensure mainstreaming in the local development agenda;
- 5.3.2.2. Prepare an Annual Work and Financial Plan (AWFP – LCPC WFP Form 001-B) consistent with its functions as provided herein and in the local EO creating it.
- 5.3.2.3. Establish, maintain and update a disaggregated database or local information system on all children

within the city/municipality and shall include the information gathered by the BCPC identified in item 4.3.1.1;

- 5.3.2.4. Conduct advocacy activities on the promotion and protection of the rights and welfare of children including the development of information, education and advocacy materials;
- 5.3.2.5. Conduct capability-building activities for all stakeholders on children including in the barangay level;
- 5.3.2.6. Provide assistance to children in need of special protection;
- 5.3.2.7. Document good practice/s on children;
- 5.3.2.8. Coordinate and consult with other LCPCs, LGUs and other regional and national authorities with respect to policies and PPAs on children;
- 5.3.2.9. Organize the necessary documents needed by the concerned IMTF as identified in item 4.6.4.2.; and
- 5.3.2.10. Conduct the Child-Friendly Local Governance Audit (CFLGA), through the LCPC Inter-Agency Monitoring Task Force (IMTF), annually.

### **5.3.3. PROVINCIAL COUNCIL FOR THE PROTECTION OF CHILDREN (PCPC)**

All the functions of the City/Municipal LCPC, and in addition thereto, the following:

- 5.3.3.1. Assist and support the lower level LCPCs on their PPAs for children;
- 5.3.3.2. Prepare an Annual Work and Financial Plan (AWFP – LCPC WFP Form 001-C) consistent with its functions as provided herein and in the local EO creating it.
- 5.3.3.3. Develop a Technical Assistance and Resource Augmentation (TARA) Plan based on the results of the annual LCPC Functionality Assessment and the CFLGA; and
- 5.3.3.4. Other functions related to its mandate as provided by national laws and policies.

Note 4: The P/C/MCPCs AWFP or Local Action Plan for Children shall be submitted to the local

Sanggunian before the schedule of budget preparations to ensure incorporation and funding in the Local Development/Annual Investment Program.

#### **5.3.4. LCPC Sub-Committees**

In order to perform its mandate efficiently and ensure inclusivity and participation of all stakeholders, the LCPC may organize sub-committees based on the four core rights of children (survival, development, protection, and participation) as it deems necessary. This may be included in the ordinance or executive order issued upon the creation of the LCPC.

#### **5.3.5. LCPC SECRETARIAT**

For provinces, cities, and municipalities, the LCPC shall be supported by a Secretariat, in consultation with its members, from any of the LGU's operating units, community volunteers, including the Head of the Secretariat. The Secretariat shall be composed of representatives from three different offices and provided office space or a desk in the LGU. It shall provide administrative and technical support to the LCPC to ensure the efficient performance of its functions and conduct of activities, including the proper safekeeping of its records and documents. For barangays, the barangay secretary shall serve as the LCPC Secretariat.

Specifically, the LCPC Secretariat shall perform the following functions:

- 5.3.5.1. Coordinate with LCPC members;
- 5.3.5.2. Prepare agenda for the LCPC;
- 5.3.5.3. Prepare minutes of the LCPC meeting;
- 5.3.5.4. Follow-through action points and agreements from the LCPC meetings;
- 5.3.5.5. Consolidate AWFPS of various departments related to LCPC plans (provinces, cities, and municipalities);
- 5.3.5.6. Maintain and update relevant data/information/document of the Council;
- 5.3.5.7. Prepare accomplishment report of the LCPC; and
- 5.3.5.8. Monitor services and programs related to LCPC.

#### **5.4. MEETINGS AND ACTIONS BY THE LCPC**

The LCPC shall have regular quarterly meetings, two special meetings for the CFLGA, and/or as the need arises. Meetings shall be presided by the Chair or the Vice-Chair. In the absence of both, the members present constituting a quorum shall elect among themselves the presiding officer with a majority vote. However, when budgetary proposals are being considered, the Chair must be present. The meetings conducted shall be evidenced by Minutes of Meetings, duly signed by the Secretariat Head and the attendees, including the attendance sheet.

All resolutions for endorsement by the LCPCs to the local Sanggunian and other authorities – including the AWFP and its accompanying documents - shall be approved by a majority of its members constituting a quorum, excluding the Chair. In case of a tie, the Chair shall make the deciding vote.

#### **5.5. BUDGET AND FUNDING SOURCES**

Pursuant to Section 15 of Republic Act No. 9344, one percent (1%) of the internal revenue allotment of barangays, municipalities and cities shall be allocated for the strengthening and implementation of the programs, projects and activities of the LCPC provided, such allocation shall be disbursed in accordance with the AWFP endorsed by the LCPC to the local Sanggunian.

The LGUs may increase allocation for LCPC from the 1% requirement of RA 9344 to ensure that all plans for children are provided with funds and implemented. LGUs are likewise encouraged to outsource funds or to engage in partnership with private organizations, establishments and entities that provide financial assistance for the implementation of LCPC programs, projects and activities. The abovementioned undertakings may likewise be charged against the 20% Development Fund of the LGUs as mandated by Section 287 of the Local Government Code, particularly in the realization of the goals for social development of the community; and/or the budget for Gender and Development; and/or the funds of the Sangguniang Kabataan.

The PPAs that can be funded by the allocation for the LCPC include those identified under their Functions in item 5.3.1 for the BCPCs and items 5.3.2 to 5.3.3 for the P/C/MCPCs.

## **5.6. MONITORING AND EVALUATION**

An IMTF shall be created in the levels of the municipality/city, province/HUC, and region, to monitor and evaluate the functionality of the LCPC.

### **5.6.1. COMPOSITION AND FUNCTIONS OF THE CITY/MUNICIPAL IMTF**

5.6.1.1. The City/Municipal IMTF shall be composed of:

- |                 |                                     |
|-----------------|-------------------------------------|
| Chairperson:    | C/MLGOO                             |
| Co-Chairperson: | C/M SWDO                            |
| Members:        |                                     |
|                 | a. C/MPDC                           |
|                 | b. C/M Health and Nutrition Officer |
|                 | c. DepEd/Academe Representative     |
|                 | d. NGO/ Interfaith Rep              |

5.6.1.2. The C/M IMTF shall:

- 5.6.1.2.1. Gather, collect and organize the required documents, as provided in item no. 5.6.4.1., from BCPC on or before February 15 of the assessment year;
- 5.6.1.2.2. Review the documents and evaluate the BCPC using LCPC Assessment Form 001-A, attached hereto as Annex "A";
- 5.6.1.2.3. Meet with concerned barangay officials for feedback giving on the strengths/weaknesses of the BCPC; and
- 5.6.1.2.4. Using LCPC Consolidated Form 001-A, attached hereto as Annex "A", submit report in soft and hard copies to the Provincial IMTF on or before March 15, copy furnished the DILG City/Municipal Office.

## **5.6.2. COMPOSITION AND FUNCTIONS OF THE PROVINCIAL/HUC IMTF**

5.6.2.1. The Provincial/HUC IMTF shall be composed of:

Chairperson: DILG Provincial/HUC Field Officer

Co-Chairperson: PSWDO/HUC SWDO

Members:

- a. PPDC/HUC-PDC
- b. Provincial/HUC Health and Nutrition Officer
- c. DepEd/Academe Rep
- d. NGO/Interfaith Representative

5.6.2.2. The Provincial IMTF shall:

- 5.6.2.2.1. Gather, collect and organize the required documents, as provided in item no. 5.6.4.2., from C/MCPC on or before February 28 of the assessment year;
- 5.6.2.2.2. Review and validate the consolidated reports of the C/M IMTF on the functionality of BCPC;
- 5.6.2.2.3. Evaluate the C/MCPC based on submitted documents using LCPC Assessment Form 001-B;
- 5.6.2.2.4. Confer with concerned City or Municipal Mayors on the outcome of the evaluation and come up with recommended action points; and
- 5.6.2.2.5. Using LCPC Consolidated Form 001-A and LCPC Consolidated Form 001-B, submit report in soft and hard copies to the DILG Regional Office on or before March 30, copy furnished the DILG Provincial Office.

For HUC IMTF, functions of City IMTF shall be applied.

The heads of the agencies at the Provincial/HUC level shall form an advisory group to oversee the activities of the Provincial/HUC IMTF. The advisory group shall be chaired by the DILG PD/CD and Co-Chaired by the P/CSWDO.

### **5.6.3. COMPOSITION AND FUNCTION OF THE REGIONAL IMTF**

5.6.3.1. The Regional IMTF shall be composed of:

- |                |   |                                  |
|----------------|---|----------------------------------|
| Chairperson    | : | DILG Regional Focal Person       |
| Co-Chairperson | : | DSWD Regional Focal Person       |
| Members        | : |                                  |
|                |   | a. NEDA Regional Focal Person    |
|                |   | b. DOH Regional Focal Person     |
|                |   | c. NNC Regional Focal Person     |
|                |   | d. DepEd Regional Focal Person   |
|                |   | e. PIA Regional Focal Person     |
|                |   | f. Academe Representative        |
|                |   | g. NGO/Interfaith Representative |

5.6.3.2. The Regional IMTF shall:

- 5.6.3.2.1. Gather, collect and organize the required documents, as provided in item no. 5.6.4.3., from P/HUCCPC on or before April 15;
- 5.6.3.2.2. Review and validate the consolidated reports on the (i) functionality of C/MCPC by the PIMTF, and (ii) BCPC functionality by the HUCMITF;
- 5.6.3.2.3. Evaluate the P/HUCCPC based on the submitted documents using LCPC Assessment Form 001-B and LCPC Assessment Form 001-C, respectively;
- 5.6.3.2.4. Confer with concerned Governors, HUC Mayors and member agencies in the findings and come up with recommended action points; and
- 5.6.3.2.5. Using LCPC Consolidated Form 001-C, submit report in soft and hard copies to the DILG Regional Office on or before April 30, copy furnished the RSCWC.

The RSCWC shall oversee the activities of the Regional IMTF.

### **5.6.4. DOCUMENTARY REQUIREMENTS**

#### **5.6.4.1. BCPC**

The BCPC shall prepare/submit the following documents to the City/Municipal IMTF:



- 5.6.4.1.1. Executive Order or Sangguniang Barangay Ordinance organizing/ reconstituting the BCPC;
- 5.6.4.1.2. Minutes of meetings duly signed by the secretariat head, notices of meetings with agenda and attendance sheets attached;
- 5.6.4.1.3. Resolutions recommending proposed policies, plans and programs for adoption by the Sangguniang Barangay;
- 5.6.4.1.4. Approved Annual Work and Financial Plan, and Barangay Council Ordinance or Barangay Budget providing or appropriating funds for the BCPC;
- 5.6.4.1.5. Copies of the (i) Barangay Annual Report, (LCPC AR Form 001-A) (ii) State of Barangay Address (SOBA) reflecting accomplishments on children, and (iii) Barangay State of Children Report

#### **5.6.4.2. C/MCPC**

The C/MCPC shall prepare/submit the following documents to the Provincial IMTF:

- 5.6.4.2.1. Executive Order or Sanggunian Ordinance organizing/reconstituting the C/MCPC;
- 5.6.4.2.2. Minutes of meetings duly signed by the secretariat head, notices of meetings with agenda and attendance sheets attached;
- 5.6.4.2.3. Resolutions recommending proposed policies, plans and programs for adoption by the C/M Sanggunian;
- 5.6.4.2.4. Approved Annual Work and Financial Plan (LCPC WFP Form 001-B), and Local Council Ordinance or LGU Budget providing or appropriating funds for the C/MCPC;
- 5.6.4.2.5. Copies of the (i) City/Municipal Annual Report (LCPC AR Form 001-B), (ii) State of C/M Address (SOC/MA) reflecting accomplishments on children, and (iii) State of Children Report.

#### **5.6.4.3. PCPC/HUC CPC**

The P/HUCCPC shall prepare/submit the following documents to the Regional IMTF:

- 5.6.4.3.1. Executive Order or Sanggunian Ordinance organizing/reconstituting the P/HUCCPC;
- 5.6.4.3.2. Minutes of meetings duly signed by the secretariat head, notices of meetings with agenda and attendance sheets attached;
- 5.6.4.3.3. P/HUCCPC Resolutions recommending proposed policies, plans and programs for adoption by the P/HUC Sanggunian;
- 5.6.4.3.4. Approved Annual Work and Financial Plan (LCPC WFP Form 001-C), and P/HUCCP Council Ordinance or Budget providing or appropriating funds for the P/HUCCPC;
- 5.6.4.3.5. Copies of the (i) Provincial Annual Report (LCPC AR Form 001-C; (ii) State of P/HUC Address (SOP/HUCA) reflecting accomplishments on children, and (iii) State of Children Report.

## **5.6.5.LCPC FUNCTIONALITY**

### **5.6.5.1. Rating System**

- 5.6.5.1.1. The BCPC shall be rated based on the following:

<b>Area of Concern</b>	<b>Rating</b>
Organizational Sustainability	15%
Policies and Plans for Children	30%
Budget for the BCPC	25%
Service Delivery Monitoring and Management for Children	30%
<b>Total</b>	<b>100%</b>

- 5.6.5.1.2. The P/C/MCPC shall be rated based on the following:

<b>Area of Concern</b>	<b>Rating</b>
Organizational Sustainability	20%
Policies and Plans for Children	30%
Budget for the P/C/MCPC	20%
Service Delivery Monitoring and Management for Children	30%
<b>Total</b>	<b>100%</b>



Note 5: Refer to Annex 1 for detailed list of functionality indicators and Annex 2 for the Assessment Rating.

#### **5.6.5.2. Level of Functionality**

The level of LCPC functionality shall be defined as follows:

**5.6.5.2.1. Basic**

The LCPC attained a rating of 20% below

**5.6.5.2.2. Progressive**

The LCPC attained a rating of 21-50%

**5.6.5.2.3. Mature**

The LCPC attained a rating of 51-79%

**5.6.5.2.4. Ideal**

The LCPC attained a rating of 80-100%

#### **5.6.6. Frequency of Assessment and Submission of Report**

Monitoring of the LCPC functionality shall be conducted every 1st quarter of every year. The period to be assessed shall be the preceding year.

The DILG Regional Office shall consolidate accomplished LCPC Forms 2-A, 2-B and 2-C using LCPC Form 3 and shall accomplish LCPC Form 4 to be noted by the DILG Regional Director. Accomplished LCPC Consolidated Form 001-D and LCPC Consolidated Form 001-E shall be submitted to the Office of the Secretary, through NBOO using email address [lcpcfunctionality@gmail.com](mailto:lcpcfunctionality@gmail.com) on or before May 15 of every year, copy furnished the RSCWC.

NBOO shall maintain and update the list and the National Summary of the level of functionality of LCPCs and furnish a copy to the Council for the Welfare of Children (CWC). The IMTF in all levels shall meet regularly to discuss issues and resolve problems concerning children.

## **6. REFERENCES**

- 6.1. 1987 Philippine Constitution
- 6.2. Civil Code of the Philippines
- 6.3. Republic Act No. 7160, Local Government Code of 1991
- 6.4. DILG Memorandum Circulars on the LCPC
- 6.5. All other related laws, executive orders, circulars, and other issuances.

## **7. ANNEXES**

### **Annex A. Templates**

#### **Work and Financial Plan:**

- LCPC WFP Form 001-A (for Barangay)
- LCPC WFP Form 001-B (for City/Municipality)
- LCPC WFP Form 001-C (for Province/HUC)

#### **Accomplishment Report:**

- LCPC AR Form 002-A (for Barangay)
- LCPC AR Form 002-B (for City/Municipality)
- LCPC AR Form 002-C (for Province/HUC)

#### **Assessment Forms:**

- LCPC Assessment Form 001-A (for Barangay)
- LCPC Consolidated Form 001-A (for Barangay)
- LCPC Assessment Form 001-B (for City/Municipality)
- LCPC Consolidated Form 001-B (for City/Municipality)
- LCPC Assessment Form 001-C (for Province/HUC)
- LCPC Consolidated Form 001-C (for Province/HUC)
- LCPC Consolidated Form 001-D (for Region)
- LCPC Consolidated Form 001-E

### **Annex B. Technical Notes**

## **8. EFFECTIVITY**


This Policy shall take effect immediately and shall remain in force unless otherwise superseded or modified by subsequent policies and other issuances. All other issuances inconsistent with the provisions of this Policy are hereby repealed or modified accordingly.

## 9. MONITORING AND SUBMISSION OF REPORTS AND OTHER REQUIREMENTS

The National Barangay Operations Office through the Community Capacity Development Division shall be responsible in monitoring LGU compliance to this policy, which shall be conducted on an annual basis.

Parties involved shall submit the documentary requirements to the NBOO-CCDD. Electronic copies will be sent via email through [lcpcfunctionality@gmail.com](mailto:lcpcfunctionality@gmail.com).

## 10. APPROVING AUTHORITY

  
\_\_\_\_\_  
**UNDERSECRETARY BERNARDO C.  
FLORECE, JR.**  
Officer-in-Charge  
Department of the Interior and Local Government

## 11. FEEDBACK

Inquiries concerning this document should be directed/addressed to NBOO-CCDD through email address: [lcpcfunctionality@gmail.com](mailto:lcpcfunctionality@gmail.com), mailing address: NBOO-CCDD, Department of the Interior and Local Government, 24<sup>th</sup> Floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City.

