

Data Capture Form

LGU Name: Alaminos City

Year Profile:

LGU Profile:

Basic Profile

LGU Type:	City
Income Class:	4th
Population:	79788
Total Land Area (in has):	16623.39
No. of Barangays::	39
No. of Households:	17821

Financial Profile

IRA Share:	296890454.00
Local-Sourced Revenues:	52576092.76
Other Revenues:	5862200.00
Total LGU Income:	355328746.76

Economic Activity (Rank accordingly, skip if not applicable):

<input type="text" value="1"/>	Agricultural
<input type="text" value="3"/>	Fishery
<input type="text" value="5"/>	Mining
<input type="text" value="4"/>	Industrial
<input type="text" value="2"/>	Commercial and Service Centers

Contact Information

Name of Mayor or Governor:	HON. HERNANI A. BRAGANZA
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Data Capture Form

LGU Name: Alaminos City

Year Profile:

Local Legislation:

Instruction: Your answers to the questions below determine your LGU performance in local legislation. Take note that this is a self-assessment tool.

1. Determine the quality of the Legislative Agenda by answering the following questions:

1.1 Is your Legislative Agenda supportive of the Executive Agenda?

- Yes
 Partial
 No

1.2 Is the agenda a product of research or a product of consultations with stakeholders?

- Yes
 Partial
 No

Notes:

1. It refers to a particular session of the sanggunian. Sec. 52 of the LG Code of 1991 mandates the conduct of a weekly regular session for the sanggunian except for the sangguniang barangays.

2. The Legislative Agenda supports the Executive Agenda by way of: (1) appropriations ordinances, 2) other supportive legislative enactments like policies, rules or guidelines in carrying out items in the Executive Agenda, or (3) thru the exercise of legislative oversight function. Answer “Yes” if the sanggunian fully or excellently performs all of the three items, “Partial” if the sanggunian partially or satisfactorily performs the three items, or “No” if the sanggunian failed to or poorly performs the three items.

3. Answer “Yes” if all items in the agenda are researched, studied or are the results of consultations, “Partial” if some but not all of the items in the agenda are researched, studied or results of consultations, or “No” if the agenda is neither a product of research nor a product of consultation with stakeholders.

2. Does your sanggunian have a system that tracks information on local legislations?

- Yes No

If Yes, is the tracking system capable of generating information on?

2.1 Existing local rules and regulations which complement national laws or policies

- Yes
- No

2.2 Existing local rules and regulations which are being enforced

- Yes
- No

2.3 Existing local rules and regulations which are not being enforced

- Yes
- No

2.4 Existing local rules and regulations to avoid duplication of legislation

- Yes
- No

2.5 The status of a draft ordinance in the legislative process

- Yes
- No

2.6 Nature of the Legislative Tracking System

- Computerized
- Computer-Aided
- Manual

Notes:

1. **Computerized** means that an embedded system is specially developed for tracking legislative enactments and actions, with real-time computing and reporting design. **Computer-aided** means that there is no special system designed for legislative tracking and actions but used existing computer functions such as excel or access for the purpose. **Manual** means that all documents are indexed and processed without the help of a computer.

3. Which of the following Codes are already enacted by the sanggunian?

3.1 Code of General Ordinances

- Yes
- No

3.2 Revenue Code

- Yes
- No

3.3 Local Investment and Incentive Code

- Yes
- No

3.4 Market Code

- Yes
- No
- NA

3.5 Health and Sanitation Code

- Yes
- No

3.6 Code for Children

- Yes
- No

3.7 Gender and Development Code

- Yes
- No

3.8 Environmental Code

- Yes
- No

3.9 Zoning Ordinance

- Yes
- No

Notes:

1. Those codes are in support of Administrative Functions, Regulatory Mandates, Corporate Objectives, Social Development, Economic Development and Environmental Management of the LGU. Decisions of the sanggunian come in four (4) major types – administrative in intent, regulatory in nature, corporate in purpose and developmental in focus.

2. A code contains ordinances on the same subject matter regardless of the year of enactment, in a codified manner. It embodies local rules and regulations drawn from such ordinances or resolutions which partake the nature of ordinances. Codification implies the following processes: revision, amendment and supplementation, the latter as a way to update the code in consideration of new laws or new ordinances on the same subject matter. An exception to this is the Code of General Ordinances which contains different subjects which are administrative in nature and intent.

3. "NA" means not applicable.

4. Determine the percentage (%) of ordinances over legislative measures.

- 96 - 100 %
- 91 - 95 %
- 86 - 90 %
- 80 - 85 %
- below 80%

Notes:

1. To compute, $(\text{Total number of ordinances} / \text{Total legislative measures} \times 100)$

2. Benchmark: 90% - Target estimate

Development Planning:

Instruction: Your answers to the questions below determine your LGU performance in development planning. Take note that this is a self-assessment tool.

1. Is the Local Development Council organized?

- Yes No

If Yes, determine the functionality of the LDC based on composition, meetings, and performance.

On composition:

1.1 Is the LDC composition in accordance with the LG Code?

- Yes
 Partial
 No

1.2 Is the Executive Committee³ organized pursuant to the LG Code? Yes

- Partial
 No

1.3 Are Sectoral or Functional Committees organized to assist the LDC?

- Yes
 No

On meetings:

1.4 Does the LDC meet at least once every six months?

- Yes
 No

1.5 Does the Executive Committee meet as often as necessary?

- Yes
 No

1.6 Does the Sectoral or Functional Committees meet as often as necessary?

- Yes
 No

1.7 Is there an organized agenda for every meeting?

- Yes
- Partial
- No

1.8 Is every meeting documented?

- Yes
- Partial
- No

1.9 Are the decisions embodied through resolutions of the LDC or of the Sectoral or Functional Committees?

- Yes
- Partial
- No

1.10 On performance⁴:

- Good
- Somewhat Good
- Poor

Notes:

1. LDC is organized when there is an executive or legislative issuance for that matter.
2. LDC composition is based on Sec.107 of LG Code of 1991, as follows: The City Mayor or Municipal Mayor, in the case of City or Municipal Development Council, as Head. All Punong Barangays in the locality; the Chairman of the Committee on Appropriations of the Sanggunian Panlungsod or Sangguniang Bayan; the Congressman or His representative; and Representatives of non-governmental organizations operating in the city or municipality, as members. NGO representatives shall constitute not less than one-fourth (1/4) of the members of the fully organized council.

The Governor, in the case of the Provincial Development Council, as Head. All Mayors of component cities and municipalities; the Chairman of the Committee on Appropriations of the Sanggunian Panlalawigan; the Congressman or His representative; and Representatives of the non-government organization operating in the province, as members. NGO representatives shall constitute not less than one-fourth (1/4) of the members of fully organized council.

Or in the case of ARMM, LDC composition is based on Sec. 108 of LG Code of the Autonomous Region in Muslim Mindanao, as follows: The City Mayor or Municipal Mayor, in the case of City or Municipal Development Council, as Head. The Chairman of the Committee on Appropriations of the Sanggunian Panlungsod or Sangguniang Bayan; the Congressman or His representative; the Assemblymen or their representatives; and Representatives of non-governmental organizations operating in the city or municipality, as members. NGO representatives shall constitute not less than one-fourth (1/4) of the members of the fully organized council.

The Governor, in the case of the Provincial Development Council, as Head. All Mayors of component cities and municipalities; the Chairman of the Committee on Appropriations of the Sanggunian

Panlalawigan; the Congressman or His representative; and Representatives of the non-government organization operating in the province, as members. NGO representatives shall constitute not less than one-fourth (1/4) of the members of fully organized council.

3. The Executive Committee of the City or Municipal Development Council shall be composed of the City Mayor or Municipal Mayor as Chairman: the Chairman of the Committee on appropriations of the sanggunian panlungsod or bayan; the president of the city or municipality's League of Barangays; and a representative of nongovernmental organizations that are represented in the council, as members.

The Provincial Development Council Executive Committee shall be composed of the Governor as chairman: the Representative of component city and municipal mayors to be chosen from among themselves; the Chairman of the Committee on Appropriations of the Sanggunian Panlalawigan; the President of the Provincial League of Barangays; and a Representative of nongovernmental organizations that are represented in the council, as members.

4. LDC Performance is "Good" if the LDC was able to formulate, or update, long-term, medium-term and annual socio-economic development plans and policies; formulate, or update, medium-term and annual public investment programs; appraise and prioritize socio-economic development programs and projects; formulate, or update, local investment incentives to promote the inflow and direction of private investment capital; and coordinate, monitor and evaluate the implementation of development programs and projects. LDC Performance is "Somewhat Good" if at least one of the functions mentioned above is not exercised. LDC Performance is "Poor" if none of the functions mentioned above is exercised.

2. Does the Planning and Development Coordination Office maintain a database for development planning?

Yes No

If Yes, does the database contain updated:

2.1 demographic data, e.g. growth rate, population density, etc.

Yes
 Partial
 No

2.2 social development data, e.g. data on education, health, housing and basic utilities, peace and order, etc.

Yes
 Partial
 No

2.3 economic development data, e.g. data on poverty, labor and employment, etc.

Yes
 Partial
 No

2.4 environmental data, e.g. data on forest, agricultural, coastal marine, freshwater, biodiversity and urban ecosystems, etc.

- Yes
- Partial
- No

2.5 physical land use data

- Yes
- Partial
- No

2.6 institutional data whether of the local government or of the non-government sector, e.g. financial data, personnel competencies, list of NGOs and their thrusts

- Yes
- Partial
- No

2.7 Does your LGU use a Geographic Information System (GIS)?

- Yes
- No

Notes:

1. A database is a mass or organized data stored in a computer.
2. For question 2.1, answer “**Yes**” if essential data are complete, and that reports and plans can be done with ease since all the information needed are readily available, “**Partial**” if some of the data are there but not complete and that reports and plans can be done with little difficulty since some of the data are not readily available, or “**No**” if most if not all of the data are absent and that reports and plans can be done with utmost difficulty since most of the data are not readily available.

4. Does your LGU have a Comprehensive Development Plan (CDP)?

- Yes No

If Yes, Is the CDP formulated in accordance with the following?

4.1 Participatory in its formulation

- Yes
- Partial
- No

4.2 Socio-economic development thrusts are embodied in the Plan

- Yes
- No

4.3 Development strategies are embodied in the Plan

- Yes
- No

4.4 Local Development Investment Program, which contains the list of programs and projects with corresponding costs to be funded from internal or external sources, is an integral component of the CDP.

- Yes
- No

4.5 Monitoring and Evaluation is an integral component of the Plan

- Yes
- No

4.6 Supportive of overall provincial development thrusts

- Yes
- No
- NA

4.7 Is the CDP updated, at least every six years?

- Yes
- No

Notes:

1. Partial means that not all concerned stakeholders are consulted.

5. Does your LGU have an approved Comprehensive Land Use Plan (CLUP)?

- Yes No

If Yes, is the CLUP formulated in accordance with the following?

5.1 Participatory in its formulation

- Yes
- Partial
- No

5.2 Demography, socio-economic, infrastructure and utilities, land use and local administration are integral sectors in the Plan.

- Yes
- No

5.3 Consistent with the Provincial Development Physical Framework Plan (for component cities only)

- Yes
- No
- NA

5.4 Monitoring and evaluation is an integral component of the plan

- Yes
- No

5.5 Is the CLUP updated, every 10 or 15 years?

- Yes
- No

Notes:

1. Partial means that not all concerned stakeholders are consulted.

6. Does your LGU have an Annual Investment Program (AIP)?

- Yes No

If Yes, is the AIP prepared in accordance to the following?

6.1 Consistent with the Local Development Investment Program

- Yes
- No

6.2 Embodies the following minimum information: projects to be undertaken, for whom (area coverage and target beneficiaries), how, by whom, and when

- Yes
- No

6.3 Financing is an integral component of the Plan

- Yes
- No

6.4 Monitoring and evaluation is an integral component

- Yes
- No

7. Does your LGU have an Executive and Legislative Agenda (bonus point)?

- Yes
- No

Revenue Generation:

Instruction: Your answers to the questions below determine your LGU performance in generating sufficient revenues to finance the delivery of essential public services. Take note that this is a self-assessment tool. Each of the information is critical and mandatory. Do not skip any item.

1. Determine the efficiency of system (methods or procedures) on LGU-imposed or collected taxes, fees and charges.

System on all local taxes, fees and charges

1.1 Operates on a network that is interlinked with computers in the Offices of the Assessor, Business Permits and Licensing Officer and the Treasurer

Yes

No

1.2 Incentive scheme is provided to promote efficiency in real property assessment and real property tax collection

Yes

No

1.3 Civil remedies on tax delinquencies are enforced

Yes

No

1.4 Information is disseminated on any proposed imposition and on the schedule of market values used for assessment.

Yes

No

1.5 Guided by a Local Revenue Code, which is not more than 5 years old.

Yes

No

System on Real Property Tax

1.6 Guided by updated real property tax maps for property identification

Yes

No

1.7 Real property records and information are indexed to facilitate access, at the very least time possible, by real property owners.

Yes

No

System on Business Tax

1.9 Tax records management, i.e., conduct of business tax mapping, establishment of a revenue data bank, and regular updating of the list of taxpayers.

- Yes
- No

1.10 Implementation of revenue enhancement measures

- Yes
- No

2. Does your LGU have an Annual Revenue Generation Plan ?

- Yes No

If Yes, determine the quality of the plan, using the following criteria:

2.1 Embodies local revenue policy direction(s) for the given year.

- Yes
- No

2.2. Contains strategies that have to be undertaken in order to yield the amount of revenues estimated to be collected for the given year.

- Yes
- No

2.3 Identifies local government personnel responsible for each strategy.

- Yes
- No

2.4 Includes the amount of revenues projected or estimated to be generated annually from real property taxes, business taxes, fees and charges, and from other potential sources such as donations, grants, and share from national wealth.

- Yes
- No

2.5 Monitoring and evaluation is an integral component of the Plan

- Yes
- No

2.6 Utilized by local financial generation managers in monitoring accomplishments, lapses and misses in revenue generation.

- Yes
- No

2.7 Used as a principal reference document in updating the Revenue Code (answer only if there is a Revenue Code).

- Yes
- No
- NA

Notes:

1. Annual Revenue Generation Plan pertains to a plan that is patterned after the Resource Mobilization Manual of BLGF.

Determine the percentage of cost to collect revenues to total locally-sourced revenues.

3.

Cost to collect revenues to total locally-sourced revenues (in %)

Notes:

1. Cost to collect revenues include salaries of collection agents, operations (computerization), public address notices, and advertisements, among others.
2. Locally-sourced revenue is composed of tax and non-tax revenues. Tax revenues are sourced from Real Property Tax, Business Tax, and other taxes. Non-tax revenues are those that come from regulatory fees, service/user charges, receipts from economic enterprise, toll fees, and other receipts.
3. To compute, $(\text{Revenue collection cost} \div \text{total locally-sourced revenue}) \times 100$.

4. How much is your actual collection from Real Property Tax (RPT) out of the RPT collectibles (in percentage)?

Real Property Tax Accomplishment Rate (in %)

Notes:

1. To compute, $(\text{amount of RPT collected} \div \text{amount of projected RPT collection}) \times 100$.

5. How much of the total LGU income is generated from local sources (in percentage)?

Locally Sourced to Total LGU income (in %)

Notes:

1. Locally-sourced revenue is composed of tax and non-tax revenues. Tax revenues are sourced from Real Property Tax, Business Tax, and other taxes. Non-tax revenues are those that come from regulatory fees, service/user charges, receipts from economic enterprise, toll fees, and other receipts.
2. Total LGU income is composed of locally sourced revenues, IRA, other share from national, and special revenues, i.e., extraordinary receipts/financial aids, loans and borrowings, and inter-local fund transfers.
3. To compute, $(\text{Locally Sourced Revenues} \div \text{Total LGU Income}) \times 100$.

6. What is the proportion of regular revenues to total LGU income (in percentage)?

Regular Revenue to Total Income (in %)

Notes:

1. Regular revenues mean locally-sourced revenues plus IRA.
2. Total LGU income is composed of locally sourced revenues, IRA, other share from national, and special revenues, i.e., extraordinary receipts/financial aids, loans and borrowings, and inter-local fund transfers.
3. To compute, $(\text{Regular Revenues} \div \text{Total income}) \times 100$

Resource Allocation and Utilization:

Instruction: Your answers to the questions below determine your LGU performance in local budgeting and expenditure. Take note that this is a self-assessment tool. Each of the information is critical and mandatory. Do not skip any item.

On Resource Allocation

1.

Does your LGU operate on a re-enacted budget during the profile year?

- Yes No

If No, is the Annual Budget approved in consideration of the following?:

1.1 Responsive to the budgetary requirements of the Annual Investment Program

- Yes
 No

Satisfies the following budgetary, statutory, and contractual requirements and general limitations:

Budgetary requirements:

1.2 Amount appropriated did not exceed the estimates of income

- Yes
 No

1.3 The amount of appropriations for debt servicing did not exceed 20% of the regular income (answer only if applicable)

- Yes
 No
 NA

1.4 20% component of IRA was appropriated for development projects

- Yes
 No

1.5 Provision for aid to barangays is not less than PhP 1,000

- Yes
 No

General limitations:

1.6 Appropriations for discretionary purposes did not exceed 2% of the actual receipts from basic real property tax

Yes

No

1.7 The total appropriations whether annual or supplemental for personal services did not exceed 45% for 1st-3rd class, and 55% for 4th-6th class.

Yes

No

Others:

1.8 An amount is appropriated for Gender and Development projects and activities (R.A. 7192 and E.O. 273, s. 1995)

at least 5% of the total budget

less than 5%

None at all

1.9 An amount is appropriated for the operation and maintenance of the Office for Senior Citizens Affairs (R.A. 9257)

Yes

No

1.10 An amount is appropriated for the monitoring or surveillance of the magnitude of Acquired Immune Deficiency Syndrome or AIDS (RA 8504)

Yes

No

1.11 1% of the IRA is appropriated for the strengthening and implementation of the programs of the Local Council for the Protection of Children (R.A. 9344)

Yes

No

1.12 Approved within the period, October 17 to Dec. 31

Yes

No

On Resource Utilization

2. What is the proportion of your LGU's expenditures for personal services to total LGU expenditure (in percentage)?

Personal Services Expenditure Ratio (in %)

Notes: 1. To compute, (personnel services expenditures ÷ total expenditures) x 100.

3. Determine the amount of services extended by your LGU to its constituents on a per capita basis.

Total Expenditures per capita (in Php)

Notes:

1. To compute, (Total expenditures ÷ population).

4. Proportion of actual debt service payment of your LGU to total regular income (in %).

Has your LGU availed loan?

Yes No

If yes, determine the proportion of actual debt service payment.

Debt Service Ratio (in %)

Notes:

1. Total regular income means locally-sourced income plus IRA.

2. To compute, (actual cost for debt servicing ÷ total regular income) x 100.

Customer Service - Civil Applications:

Instruction: Your answers to the questions below determine your LGU performance in providing quality and fast service to customers in the processing of civil registry documents, i.e., birth and death certificates, and real property documents. Take note that this is a self-assessment tool. Each of the information is critical and mandatory. Do not skip any item.

On Civil Registry Documents

1. Determine the quality of customer service in the processing of civil registry documents, i.e., birth and death certificates, using the following criteria:

1.1 Has a database of civil registry records

- Yes
 No

1.2 Set of steps in getting the civil registry records is made known to clients (either through website, posters or other means.)

- Yes
 No

1.3 Procedure is clear (i.e., step or steps, processing time, processing fee, transaction hour, etc.)

- Yes
 No

1.4. How long does it take to issue a civil registry document, i.e., birth or death certificate?

- 30 mins. or less
 More than 30 mins., but less than 2 hours
 2 hours or more

Notes:

1. Processing Procedure - **Computerized** means that an embedded system is specially developed for the indexing and processing of real property documents, with real-time computing and reporting design. **Computer-aided** means that there is no special system designed for the indexing and processing of real property documents but used existing computer functions such as excel or access. **Manual** means that all documents are indexed and processed without the help of a computer.

On Real Property Documents

2. Determine the quality of customer service in the processing of real property documents, using the following criteria:

2.1 Processing of real property documents

- Computerized
 Computer-Aided
 Manual

2.2 Procedure in securing real property documents is made known to clients (either through website, posters or other means.)

Yes

No

2.3 Procedure is clear (i.e., step or steps, processing time, processing fee, transaction hour, etc.)

Yes

No

2.4 Procedure is simple – not more than 4 steps, 4 documentary requirements, and 2 number of signatories

Yes

No

2.5. How long does it take to issue a real property document?

30 minutes or less

More than 30 minutes but less than 8 hours

8 hours or more

Notes:

1. Processing of real property documents - **Computerized** means that an embedded system is specially developed for the indexing and processing of real property documents, with real-time computing and reporting design. **Computer-aided** means that there is no special system designed for the indexing and processing of real property documents but used existing computer functions such as excel or access. **Manual** means that all documents are indexed and processed without the help of a computer.

Human Resource Management and Development:

Instruction: Your answers to questions below determine your LGU performance in managing and developing human resources. Take note that this is a self-assessment tool. Each information is critical and mandatory. Do not skip any item.

1. Determine the quality of human resource management and development, using the following criteria:

1.1 Recruitment and selection are transparent

- Yes
- Partial
- No

1.2 Permanency in the nature of appointments is valued

- Yes
- No

1.3 Good performance is recognized

- Yes
- No

1.4 Staff development is available

- Yes
- No

1.5 Grievance system is in place

- Yes
- No

Notes:

1. For 1.1, answer “Yes” if all recruitment and selection processes and results, whether for plantilla or non-plantilla positions, are posted, “Partial” if some of the recruitment and selection process and results, whether for plantilla or non-plantilla positions, are posted, “No” if recruitment and selection processes and results, whether for plantilla or non-plantilla positions, are not posted.

2. For 1.2, answer “Yes” if at least 90% of the total employees of the LGU occupy plantilla positions, “No” if below 90% of the total employees of the LGU occupy plantilla positions.

3. For 1.3, answer “Yes” if good performers are recognized and given incentives in the form of cash or in kind. Recognition is made either through personnel evaluation, written recommendation, or public acknowledgment.

4. For 1.4, answer “Yes” if staff development activities or opportunities are made available to staff, regardless of level, or position in a given level, with low performance or to those staff who need career advancement

5. For 1.5, answer “Yes” if there is a grievance system where employees can air their grievances and properly responded to or acted upon. If this condition is not met, answer “No”.

Data Capture Form

LGU Name: Alaminos City

Year Profile:

Health Services:

Instruction: Your answers to questions below determine your LGU performance in providing access to and quality health services. Take note that this is a self-assessment tool. Please answer all items.

1. On LHB functionality. Is the Local Health Board (LHB) organized¹?

Yes No

If Yes, determine the functionality of the LHB based on composition, meetings, and performance.

On Composition:

1.1 Is the LHB composition in accordance with the LG Code²?

Yes
 Partial
 No

On meetings:

1.2 Does the LHB meet at least once a month, or as often as necessary?

Yes
 No

1.3 Is there an organized agenda for every meeting?

Yes
 Partial
 No

1.4 Is every meeting documented?

Yes
 Partial
 No

1.5 **On performance³:**

- Good
- Somewhat Good
- Poor

Notes:

1. LHB is organized when there is an executive or legislative issuance for that matter.
2. LHB composition is based on Sec.102 of LG Code of 1991 or Sec. 98 of the LG Code of ARMM as follows: Governor or City Mayor or Municipal Mayor, as the case maybe, as Chairman: Health Officer as Vice-Chairman; Chairman of the Committee on Health of the Sanggunian Panlalawigan or Sangguniang Panlungsod, Sangguniang Bayan; a Representative from the Private Sector or non-governmental organizations involved in health services; and a Representative of the Department of Health in the LGU, as members
3. LHB Performance is “Good” if the LHB was able to propose to the sanggunian annual budgetary appropriations for the operation and maintenance of health facilities and services within the LGU, and able to provide advice to the sanggunian on health matters such as the necessity for, and application of, local appropriations for public health purposes. LHB Performance is “Somewhat Good” if at least one of the functions mentioned above is not performed. LHB Performance is “Poor” if none of the functions mentioned above is performed.

2. On Quality of Primary Health Care (*basic curative service*).

2.1 Basic medical supplies and equipment

- Complete and Functional
- Some are available and functional but some are not
- None at all

2.2 Basic medicines

- Always available
- Available most of the time
- Not available most of the time
- None at all

2.3 Health referral system is established

- Yes
- No

2.4 The facility is always clean and maintained

- Yes
- No

2.5 Physician or a medical staff

- Regularly stationed as scheduled
- Most of the time available
- Most of the time not available
- No physician or medical staff stationed

2.6 Patients recording system is established

- Yes
- No

3. On Quality of maternal care.

3.1 Safe motherhood and family planning consultation

- Regularly available as scheduled
- Sometimes not available
- Not available at all

3.2 Pre-natal check-up, including tetanus toxoid vaccination to pregnant women

- Regularly available
- Sometimes not available
- Not available at all

3.3 Breast feeding campaign is supported. Pregnant women are educated with the importance of breast feeding, especially within 1 hour after birth

- Yes
- No

3.4 Post-partum care or check-up after delivery

- Regularly available
- Sometimes not available
- Not available at all

4. On Quality of child care.

4.1 Regular check up for children is available

- Yes

No

4.2 OPV3, DPT3, Hep B3 and Measles vaccination to infants before 12 months of age is ensured

Yes

No

4.3 Program to counter malnutrition is undertaken

Yes

No

4.4 Basic dental or oral health care services are available (filling, extraction and cleaning, and proper oral health care information)

Yes

No

4.5 Information on proper child care is disseminated through various means, e.g. poster, brochure, consultation, forum, etc.

Yes

No

5. On Other Innovative Health Services.

5.1 Conduct regular medical missions in partnership with a non-governmental organization or with the private sector

Yes

No

5.2 Provide Philhealth Cards to poor families

Yes

No

Support to Education Services:

Instruction: Your answers to questions below determine your LGU performance in supporting the national government in providing education services. Take note that this is a self-assessment tool. Please answer all items.

1. On LSB functionality. Is the Local School Board (LSB) organized'?

- Yes No

If Yes, determine the functionality of the LSB based on composition, meetings, and performance.

On composition:

1.1 Is the LSB composition in accordance to the LG Code?

- Yes
 Partial
 No

On meetings:

1.2 Does the LSB meet at least once a month, or as often as necessary?

- Yes
 No

1.3 Is there an organized agenda for every meeting?

- Yes
 Partial
 No

1.4 Is every meeting documented?

- Yes
 Partial
 No

1.5 On performance:

- Good
 Somewhat Good
 Poor

Notes:

1. LSB is organized when there is an executive or legislative issuance for that matter.
2. LSB composition is based on Sec. 98 of LG Code of 1991 or Section 94 of the LG Code of ARMM. The local school board shall be composed of the Governor or City Mayor or Municipal Mayor, as the case maybe, and the division superintendent or city superintendent or district supervisor of schools as co-chairmen; the chairman of the education committee of the sangguniang panlalawigan or sangguniang panlungsod or sangguniang bayan, the provincial or city or municipal treasurer, the representative of the pederasyon ng mga sangguniang kabataan in the sanggunian, the duly elected president of the federation of parents-teachers associations, the duly elected representative of the teachers' organizations, and the duly elected representative of the non-academic personnel of public schools in the LGU, as members.
3. LSB Performance is "Good" if the LSB was able to: (1) determine the annual supplementary budgetary needs and cost for the operation and maintenance of public schools, which shall be reflected in the form of an annual school board budget; (2) ensure that the disbursement of funds from the Special Education Fund is in accordance with the prepared budget and consistent with the existing rules and regulations; and (3) provide advice to the Sanggunian on educational matters such as the necessity for, and the uses of local appropriations for educational purposes. LSB Performance is "Somewhat Good" if at least one of the functions mentioned above is not exercised. LSB Performance is "Poor" if none of the functions mentioned above is exercised.

On support to elementary and secondary education from the Special Education Fund.

2. **Determine which of the following services is extended by your LGU in support of elementary and secondary education which are funded out of Special Education Fund per Sections 100 and 272 of the LGC of 1991, and Art. 363 of the IRR of the LGC.**

2.1 Construction, repair or maintenance of school buildings, facilities and equipment of public elementary and secondary schools

- Yes
- No

2.2 Educational research

- Yes
- No

2.3 Purchase of books and periodicals

- Yes
- No

2.4 Establishment or maintenance of extension classes, to include hiring of extension teachers, where necessary

- Yes
- No

2.5 Sports development

- Yes
- No

On support to basic education from the General Fund. Determine which of the following services is extended by your LGU in support of education which are funded out of the General Fund.

3.1 Implementation of a scholarship program

- Yes
- No

3.2 Maintenance of a public library

- Yes
- No

3.3 Construction of extension classroom

- Yes
- No

3.4 Hiring of extension class teachers

- Yes
- No

4. On the Alternative Learning System. Does your LGU implement an Alternative Learning System?

- Yes No

If Yes, determine the quality of the Alternative Learning System (ALS), using the following criteria:

4.1 The ALS focuses on functional literacy and skills training of target beneficiaries

- Yes
- No

4.2 The ALS promotes gender sensitivity, equality and development

- Yes
- No

4.3 Resources, including staff and funds, are available

- Yes
- Partial
- No

4.4 Target beneficiaries are aware of the alternative learning system

- Yes
- Partial
- No

4.5 Practical skills gained from the system are known to be applied by many of the beneficiaries

- Yes
- No

Notes:

1. On 4.3, **“Partial”** means there are resources available but not sufficient.
2. On 4.4, **“Partial”** means not all of the target beneficiaries are aware of the alternative learning system.

Support to Housing and Basic Utilities:

Instruction: Your answers to questions below determine your LGU performance in assisting the national government to address the need of the poor for decent dwelling, and in providing access to basic utilities. Take note that this is a self-assessment tool. Please answer all items.

1. Does your LGU maintain a database for the housing sector?

- Yes No

If Yes, does the database contain:

1.1 updated inventory of informal settlers

- Yes

- No

1.2 updated inventory of makeshift houses

- Yes

- No

1.3 sites for potential socialized housing

- Yes

- No

1.4 updated inventory of households with access to water supply

- Yes

- No

1.5 updated inventory of household with access to electricity

- Yes

- No

Notes:

1. There are 3 levels. **Level 1** – artesian well. **Level 2** – artesian well but communal in use. **Level 3** - piped water system, communal

2. Determine the types of services provided for the housing sector

2.1 Donation of lots for socialized housing

- Yes

- No

2.2 Provision of socialized housing or mass dwelling

- Yes

- No

Peace, Security and Disaster Risk Management:

Instruction: Your answers to questions below determine your LGU performance in peace, security and disaster risk management. Take note that this is a self-assessment tool. Please answer all items. You may skip an item only if specified.

On Peace and Security

1.

On POC functionality. Is the Peace and Order Council (POC) organized¹?

- Yes No

If Yes, determine the functionality of the POC based on composition, meetings, and performance.

On composition:

1.1 Is the POC composition in accordance with Section 1 of Executive Order No. 773, 2009²

- Yes
 Partial
 No

On meetings:

1.2 Does the POC meet as often as necessary?

- Yes
 No

1.3 Is there an organized agenda for every meeting?

- Yes
 Partial
 No

1.4 Is every meeting documented?

- Yes
 Partial
 No

1.5 **On performance³:**

- Good
 Somewhat Good

Poor

Notes:

1. POC is organized when there is an executive or legislative issuance for that matter.
2. POC composition: The Local Peace and Order Council shall be composed of the LGU counterparts of the departments, offices and agencies as enumerated in paragraph (a) of E.O. 773, wherever applicable, with the Governor or Mayor, as the case maybe, as Chairman and the respective Vice Governor or Vice-Mayor as Vice- Chairman. In addition, there shall be one representative of the Sanggunian to be chosen by it from among its members.

The Governor as Chairman of the PPOC shall appoint the three (3) representatives of the private sector, upon consultation with the members of the Council and with the approval of the Commander of the Infantry Division and the Regional Director of the PNP. The provincial counterpart of the CSAFP shall be the Brigade Commander or, in the case of Palawan, the Commander of the Western Command. Departments, Offices and agencies with no provincial and/or field offices shall not sit in the PPOC.

The City Mayor or Municipal Mayor, as the case maybe, as Chairman of the CPOC or MCOP shall appoint the three (3) representatives from the private sector, upon consultation with the members of the Council and upon acquiring appropriate security clearances. Departments, offices and agencies with no city, municipality and/or field offices shall not sit in the CPOC or MPOC.

3. POC Performance is “Good” if the POC was able to: (1) formulate, or update, the Integrated Area Community Public Safety Plan which contains measures aimed at improving peace and order and public safety in the local government unit, (2) monitor the implementation of peace and order programs, and to address problems, if any, through action of its own or action of other competent authorities made possible through an effective referral system, or (3) undertake a periodic assessment of the prevailing peace and order situation in the local government unit. POC Performance is “Somewhat Good” if at least one of the functions mentioned above is not exercised. POC Performance is “Poor” if none of the functions mentioned above is exercised.

2. On the Quality of the Integrated Area Community Public Safety Plan. Does your LGU have an Integrated Area Community Public Safety Plan?

Yes No

If Yes, determine the quality of the Plan using the following criteria:

2.1 Participatory in its formulation

Yes
 Partial
 No

2.2 Needs-based priority project(s) to enhance peace and order and public safety are integral components of the Plan

Yes
 Partial
 No

2.3 Financing is an integral component of the Plan

- Yes
- Partial
- No

2.4 M&E is an integral component of the Plan

- Yes
- No

2.5 Updated annually

- Yes
- No

Notes:

1 “**Partial**” means not all identified stakeholders participated in the formulation of the Plan.

2 “**Partial**” means that not all priority needs in enhancing peace and order and public safety are incorporated in the Plan

3 “**Partial**” means that not all identified projects are backed up with funding support.

3. On the quality of accomplishments. Determine the quality of accomplishments using the following criteria:

3.1 *On the focus* – projects implemented are consistent with priority project(s) embodied in the Plan

- Yes
- Partial
- No

3.2 **On the result(s)** – demonstrable and quantifiable reduction in the incidence of crimes as compared to the previous year, e.g., reduced incidence of drug abuse, reduced incidence of illegal gambling, etc.

- Incidence of crime reduced compared to last year
- Incidence of crime increased compared to last year

4. On the provision of sites for protective services. Does your city or municipal government provide sites for the following?

4.1 Police Station(s)

- Yes
- No

4.2 Fire Station(s)

- Yes
 No

4.3 City/Municipal Jail

- Yes
 No

On Child Protection

5.

On LCPC functionality. Is the Local Council for the Protection of Children organized¹ ?

- Yes No

If Yes, determine the functionality of the LCPC based on composition, meetings, and performance.

On composition:

5.1 Is the LCPC composition in accordance with DILG Memorandum Circular No. 2002-121, s. 2002²?

- Yes
 Partial
 No

On meetings:

5.2 Does the LCPC meet as often as necessary?

- Yes
 No

5.3 Is there an organized agenda for every meeting?

- Yes
 Partial
 No

5.4 Is every meeting documented?

- Yes
 Partial
 No

On Performance:

5.5 The Local Council for the Protection of Children is able to cause for the approval of a legislation on child survival, protection, participation and development, for the inclusion in the local annual appropriation funds to support efforts to promote child survival, protection, participation and development, and is able to assist children in need of special protection.

- Yes
- No

Notes:

1. LCPC is organized when there is an executive or legislative issuance for that matter.
- 2 LCPC composition: City Mayor as Chair. Members – sanggunian member, chairperson on the Committee on Women and Family; DILG City Field Officer, Division Superintendent/District Supervisor, DepEd; Local Labor and Employment Officer; Local Planning and Development Officer; Budget Officer; Health Officer; Social Welfare and Development Officer; Nutrition Officer; Chief of Police; Treasurer; Liga ng mga Barangay President; SK Federation President; Parent-Teacher Association (PTA) President; Child Representative; at least (3) representatives of non-government organizations, two (2) of whom are appointed by the Committee handling Early Childhood and Development Programs and (1) from the trade/labor union sector. The Mayor may designate any of the members as co-chair.

On Katarungang Pambarangay

6. Adequacy of financial support to the Lupong Tagapamayapa. Does your city or municipal government provide appropriations for the implementation of the Katarungang Pambarangay?

- Yes
- No

If yes, determine whether your city or municipal government provides adequate financial support in the implementation of the katarungang pambarangay, using the criteria below:

6.1 Does the appropriation include financial benefits of the Lupon (e.g., allowances, insurance coverage, etc.)?

- Yes
- No

6.2 Does the appropriation provide for the Maintenance and Other Operating Expenses (e.g. supplies, electrical consumption, office rental, transportation cost)?

- Yes
- No

6.3 Does the appropriation provide funding for the conduct of continuing education for the Lupon members?

- Yes

No

6.4 Does the appropriation cover expenses for capital outlays (e.g., office fixtures, transportation service, etc.)?

Yes

No

Notes:

1. Section 422 of the LG Code of 1991 mandates that the city or municipal government shall provide appropriations for the effective implementation of the Katarungang Pambarangay.

7. On the quantity of disputes resolved. What is the percentage of interpersonal disputes resolved through the Lupong Tagapamayapa?

80 % or more

51- 79 %

50% or below

Notes:

1. **To compute**, (total number of interpersonal disputes resolved through all the Lupong Tagapamayapa ÷ total number of interpersonal disputes brought to all Lupong Tagapamayapa for resolution) x 100.

8. On the quality of settlements. Describe the extent of amicable settlements sustained under the Katarangang Pambarangay.

98% to 100% of cases resolved were sustained or not repudiated

50-97% of cases resolved were sustained or not repudiated

Below 50% of cases resolved were repudiated

Notes:

1. To compute, (total number of disputes resolved without repudiation ÷ total number of disputes resolved) x 100

2. Section 418 of the LG Code states that: “Any party to the dispute may, within ten (10) days from the date of the settlement, repudiate the same by filing with the lupon chairman a statement to that effect sworn to before him, where the consent is vitiated by fraud, violence, or intimidation. Such repudiation shall be sufficient basis for the issuance of a certification for filing a complaint.”

On Disaster Risk Management

9. On the LDCC Functionality. Is the Local Disaster Coordinating Council (LDCC) organized?

Yes No

If Yes, determine the functionality of the LDCC using the criteria below:

On organization and composition:

9.1 Is the LDCC composition in accordance with Presidential Decree No. 1566, s. 1978?

Yes

- Partial
- No

9.2 Are support groups and community volunteers organized?

- Yes
- No

On meetings:

9.3 Does the LDCC meet as often as necessary?

- Yes
- No

9.4 Is there an organized agenda for every meeting?

- Yes
- Partial
- No

9.5 Is every meeting documented?

- Yes
- Partial
- No

on program, budgetary support and other management tools:

9.6 Is the LDCC able to integrate Disaster Risk Management in the Comprehensive Development Plan, Local Development Investment Plan and Annual Investment Program?

- Yes
- No

9.7 Is the LDCC able to formulate an Operations Manual, incorporating therein a communications strategy and M&E?

- Yes
- No

Notes:

1. LDCC Composition: Governor or City Mayor or Municipal Mayor, as the case maybe, as Chairman. The Provincial Director or the City Director, or the Chief of Police of the Philippine National Police shall be the Vice-Chairman. All organic local officials, as well as national officials working at the provincial or city or municipal level, as members. The Provincial or City or Municipal Civil Defense Deputized Coordinators shall act as action officer of the council. (Section 4, PD 1566, s. of 1978)

LGU Disaster Preparedness.

10.

10.1 Existence and ease of mobilizing the Local Disaster Coordinating Council and Disaster Action Team(s).

- Yes
- No

10.2 Availability of evacuation center(s).

- Yes
- No

10.3 Availability of appropriate equipage, including the adequacy thereof.

- Yes
- No

10.4 Availability and ease of distribution relief of goods.

- Yes
- No

10.5 Ease of mobilizing medical and counseling services.

- Yes
- No

10.6 Availability of an operational community-based disaster early warning system.

- Yes
- No

10.7 Ease in realigning the budget for the purchase of supplies and materials or the payment of services which are exceptionally urgent or absolutely indispensable to prevent imminent danger to, or loss of, life or property, in the event the 5% Calamity Fund is exhausted.

- Yes
- No

10.8 Quality of the Disaster Risk Management Plan.

- Yes
- No

Notes:

10.1 This factor presumes that beyond organizing, the members of the LDCC and Action Team(s) have undergone disaster preparedness-related seminars or training.

10.2 It is desired that the evacuation center(s) is (are) pre-designated instead of such being designated only during the occurrence of a disaster or a calamity, and made known to vulnerable groups in the community.

10.3 It is presumed that equipment appropriate for a type of disaster are readily available and personnel assigned to use such equipment are trained.

10.4 This means stock piling of basic necessities such as food, medical supplies, blankets, etc., or at the minimum access to such relief goods is immediate, and that there is a distribution scheme to effectively reach out to disaster-affected groups.

10.5 This presumes that appropriate medical personnel, including equipment and supplies are readily available for mobilization.

10.6 This factor calls for a reliable early warning system, and manned especially so when the situation demands for it.

10.7 In the event the 5% Calamity Fund is exhausted, ease in realigning the budget for the purchase of supplies and materials or the payment of services which are exceptionally urgent or absolutely indispensable to prevent imminent danger to, or loss of, life or property is desired.

10.8 It is presumed that the plan, at the minimum, contains information: (a) on risk areas based from hazard maps, e.g., storm surge hazard map, flood/ flashflood hazard map, and rain-induced landslide susceptibility map, (b) on vulnerable groups, (c) on strategies in mitigation, response and rehabilitation.

It is assumed that the risk areas, which are embodied in the Disaster Risk Management Plan, are derived from the Comprehensive Land Use Plan or Provincial Development and Physical Framework Plan, with the latter having been enacted through an ordinance.

11. On adequacy of services to disaster victims. Has there been a disaster or calamity occurred in your locality during this profile year?

- Yes No

if yes, determine the adequacy of services provided for disaster victims using the criteria below:

11.1 sufficient evacuation centers for all the victims

- Yes
- No

11.2 sufficient relief goods and services for all the victims

- Yes
- No

11.3 sufficient first aid and medical services

- Yes
- No

12. On rehabilitation effort. Has there been a disaster or calamity occurred in your locality during this profile year?

- Yes No

If yes, the LGU was able to:

12.1 determine the nature and extent of rehabilitation effort to be undertaken

- Yes
- No

12.2 rehabilitate disaster or calamity damages

- Yes
- Partial
- No

Notes:

1. **“Partial”** means not all were rehabilitated.

Data Capture Form

LGU Name: Alaminos City

Year Profile:

Support to Agriculture Sector:

Instruction: Your answers to the questions below determine your LGU performance in providing support to farmers and to the agriculture sector in general. This form is applicable to LGUs with agricultural ecosystem only. Take note that this is a self-assessment tool. Please answer all items.

- 1. On support to agriculture. Determine the level of support to agriculture using the criteria below.**

On infrastructure support:

1.1 Rehabilitation or construction of irrigation system for irrigated or irrigable areas.

- Full
- High
- Low
- None
- NA

1.2 Provision of post-harvest equipment, machines or facilities, i.e. threshers, harvesters, driers milling machines, storage, etc.

- Full
- High
- Low
- None
- NA

1.3 Rehabilitation or construction of feeder roads or farm-to-market roads.

- Full
- High
- Low
- None
- NA

On local government agricultural extension and on-site research services or facilities:

1.4 Credit facilitation services (non-collateralized loans to poor farmers, i.e. loan access, insurance and credit guarantees through cooperatives or other financing institutions.

- Full
- High
- Low
- None

1.5 Production support services, i.e. planting materials, fertilizers and other soil ameliorants, or laboratory services such as soil testing and similar services.

- Full
- High
- Low
- None

1.6 Research and development services, i.e. assistance to research projects, and techno demo cooperators.

- Full
- High
- Low
- None

1.7 Market development services, i.e., trade fairs, exhibits, missions and congresses.

- Full
- High
- Low
- None

Notes:

1. Answer “Full” if the support is fully provided and funded by the LGU.
2. Answer “High” if the support is provided and funded by the LGU, Provincial Government, Department of Agriculture, farmers, and/or other donor agencies through a cost-sharing scheme.
3. Answer “Low” if the LGU only plays a coordinative function of the Department of Agriculture, and/or other donor agencies, and that there are no funds provided by the LGU.
4. Answer “None” if there is a need or demand for such service or agricultural support but is not provided by the LGU due to financial or technical constraints.

5. NA if the rehabilitation or construction of infrastructure support is not applicable, e.g., agricultural land is not an irrigable land in the case of the provision of irrigation system, or not yet needed since there is already a complete and functional infrastructure support.

On the extent of farming household-beneficiaries. Determine the extent of farming households benefiting from agricultural extension and on-site research services or facilities, in %.

- 80% or more
- 50 - 79%
- Below 50%

Notes:

1. To compute, (number of farming households availing of agricultural extension and on-site research services or facilities ÷ total number of farming households) x 100.

3. On alternative and innovative assistance to farmers. Does your LGU have an alternative or innovative assistance to farmers? (bonus point)

- Yes No

If yes, give the title of the said program or project.

Program/Project Title:

Support to Fishery Services:

Instruction: Your answers to the questions below determine your LGU performance in providing support to fisherfolks. This form is applicable to LGUs with coastal marine ecosystem only. Take note that this is a self-assessment tool. Please answer all items.

1. On FARMC functionality. Is the Fisheries and Aquatic Resource Management Council (FARMC) organized?

- Yes No

If Yes, determine the functionality of FARMC based on composition, meetings, and performance.

On composition:

1.1 Is the FARMC composition in accordance with Section 75 of Republic Act No. 8550?

- Yes
 Partial
 No

On meetings:

1.2 Does the FARMC meet as often as necessary?

- Yes
 No

1.3 Is there an organized agenda for every meeting?

- Yes
 Partial
 No

1.4 Is every meeting documented?

- Yes
 Partial
 No

On performance:

1.5 Is the FARMC able to assist in the preparation of the Fishery Development Plan?

- Yes
 No

1.6 Is the FARMC able to cause the enactment of a fishery ordinance?

Yes

No

1.7 Is the FARMC able to assist in the enforcement of fishery laws, rules and regulations on municipal waters?

Yes

Partial

No

Notes:

1. FARMC composition: (a) Municipal/City Planning Development Officer; (b) Chairperson, Agriculture/Fishery Committee of the Sangguniang Bayan/Panlungsod; (c) representative of the Municipal/City Development Council; (d) representative from the accredited non-government organization; (e) representative from the private sector; (f) representative from the Department of Agriculture; and (g) at least eleven (11) fisherfolk representatives (seven (7) municipal fisherfolk, one (1) fishworker and three (3) commercial fishers) in each municipality/city which include representative from youth and women sector.

2. "Partial" means yes but not all.

2. On support to fisherfolks and fishery. Determine the level of support to fisherfolks and fishery using the criteria below.

On infrastructure support:

2.1 Rehabilitation or construction of fishery related infrastructure, i.e. mariculture parks, fish ports, seaweeds village ecozones, sea cages, among others.

Full

High

Low

None

NA

On local government extension and on-site research services or facilities:

2.2 Credit facilitation services (non-collateralized loans to poor fisherfolks, i.e. loan access, insurance and credit guarantees, through cooperative

Full

High

Low

None

2.3 Production support services, i.e., fingerlings

Full

High

Low

None

2.4 Research and development services, i.e., assistance to research projects, and techno demo cooperators.

Full

High

Low

None

2.5 Market development services, i.e., trade fairs, exhibits, missions and congresses.

Full

High

Low

None

Notes:

1. Answer “Full” if the support is fully provided and funded by the LGU.

2. Answer “High” if the support is provided and funded by the LGU, Provincial Government, Department of Agriculture, fisherfolks, and/or other donor agencies through a cost-sharing scheme.

3. Answer “Low” if the LGU only plays a coordinative function of the Department of Agriculture, and/or other donor agencies, and that there are no funds provided by the LGU.

4. Answer “None” if there is a need or demand for such service or support but is not provided by the LGU due to financial or technical constraints.

5. NA if the rehabilitation or construction of infrastructure support not yet needed since there is already a complete and functional infrastructure support.

3. On the extent of fishing household-beneficiaries. Determine the extent of fishing households benefiting from fishery extension and on-site research or facilities, in %.

80% or more

50 - 79 %

Below 50%

Notes:

1. To compute, (number of fishing households availing of fishery extension and on-site research services or facilities ÷ total number of fishing households) x 100.

4. On alternative and innovative assistance to fisherfolks. Does your LGU have an alternative or innovative assistance to fisherfolks? (Bonus point)

Yes No

If yes, give the title of the said program or project.

Program/Project Title:

Organic Vegetable Gardening Mushroom Prodn.	▲ ▼
◀	▶

Entrepreneurship, Business and Industry Promotion:

Instruction: Your answers to the questions below determine your LGU performance on entrepreneurship, business and industry promotion. Take note that this is a self-assessment tool. Please answer all items.

On Promoting a Business-Friendly Environment

1. Determine the quality of the civil application system of the LGU to the business sector using the following criteria:

1.1 Permitting procedure

- Computerized
- Computer-Aided
- Manual

1.2 Procedure in securing permits is made known to clients (either through website, posters or other means.)

- Yes
- No

1.3 Procedure is clear (i.e., step or steps, processing time, processing fee, transaction hour, etc.)

- Yes
- No

1.4 Processing of a Building Permit requires, at most, 5 documentary requirements, 5 steps, and 5 signatories

- Yes
- No

1.5 Processing of an Occupancy Permit requires, at most, 3 documentary requirements, 2 steps, and 5 signatories

- Yes
- No

1.6 Processing of a Business Permit requires, at most, 6 documentary requirements, 6 steps, and 5 signatories.

- Yes
- No

1.7 Has a One-Stop-Shop in the processing of permits

- Yes
- No

1.8 Has a Customer Assistance Desk that attends to inquiries or complaints of business-clienteles

- Yes
- No

Notes:

1. Reference: Anti-Red Tape Act of 2007 and DILG Memorandum Circular Nos. 2004-50 and 2004-65.

On the Promotion of Businesses, Enterprises and Industries

2. Determine the processing time of a building permit, an occupancy permit, and a business permit.

2.1 Building Permit

- Less than 4 hours
- 4 – 8 hours
- More than 8 hours

2.2 Occupancy Permit

- Less than 4 hours
- 4 – 8 hours
- More than 8 hours

2.3 Business Permit

- Less than 15 minutes
- 15 – 30 mins.
- More than 30 minutes

3. Is there a local government-supported administrative body that is responsible in the promotion of business and industry in the LGU?

- Yes
- No

4. Determine the quality of direct support services to businesses, enterprises and industries, using the criteria below:

4.1 Provision of tax incentive

- Yes
- No

4.2 Assistance in product labeling especially for small and medium enterprises

- Yes
- No

4.3 Assists in product packaging especially for small and medium enterprises

- Yes
- No

4.4 Training of business-employed personnel or private sector employees

- Yes

No

4.5 Maintenance of industrial peace

Yes

No

4.6 Support to job fairs

Yes

No

Data Capture Form

LGU Name: Alaminos City

Year Profile:

Forest Ecosystems Management:

Instruction: Your answers to the questions below determine your LGU performance in forest ecosystem management. Take note that this is a self-assessment tool.

1. Is the Forest Management program integrated in the Comprehensive Development Plan or in the Provincial Development Physical Framework Plan?

- Yes
- No

2. Are NGOs, Peoples' organizations, the private sector or the general public involved in the protection and management of forest?

- Yes
- No

3. Determine the adequacy of forest management efforts using the following criteria

3.1 Efforts are deliberate - initiated and carefully planned by the LGU

- Yes
- No

3.2 Area-targets are set

- Yes
- No

3.3 Area-targets are reforested

- Yes
- No

3.4 Area-targets are protected

- Yes
- No

Freshwater Ecosystems Management :

Instruction: Your answers to the questions below determine your LGU performance in freshwater ecosystem management. Take note that this is a self-assessment tool.

1. Is the freshwater protection or rehabilitation program integrated in the Comprehensive Development Plan or Provincial Development Physical Framework Plan?

- Yes
- No

2. Are non-government organizations, people's organizations, the private sector or the general public involved in the protection or rehabilitation of freshwater, i.e. river or lake?

- Yes
- No

3. Determine the adequacy of freshwater ecosystem management efforts using the following criteria

3.1 Efforts are deliberate - initiated and carefully planned by the LGU

- Yes
- No

3.2 Area-targets are set

- Yes
- No

3.3 Area-targets are rehabilitated

- Yes
- No

3.4 Area-targets are protected

- Yes
- No

Coastal Marine Ecosystems Management :

Instruction: Your answers to the questions below determine your LGU performance in coastal marine ecosystem management. Take note that this is a self-assessment tool.

Is the coastal marine resource rehabilitation or protection program integrated in the 1. Comprehensive Development Plan or Provincial Development Physical Framework Plan?

- Yes
- No

2. Are non-government organizations, people's organizations, the private sector or the general public involved in the protection or rehabilitation of coastal areas?

- Yes
- No

3. Determine the adequacy of coastal marine ecosystem management efforts using the following criteria

3.1 Efforts are deliberate - initiated and carefully planned by the LGU

- Yes
- No

3.2 Area-targets are set

- Yes
- No

3.3 Area-targets are rehabilitated

- Yes
- No

3.4 Area-targets are protected

- Yes
- No

Urban Ecosystems Management :

Instruction: Your answers to the questions below determine your LGU performance in urban ecosystem management. Take note that this is a self-assessment tool.

1. Is the pollution control program integrated in the Comprehensive Development Plan or Provincial Development Physical Framework Plan?

- Yes
 No

2. Are non-government organizations, people's organizations, the private sector or the general public involved in the protection of the environment from air or water pollution ecosystem?

- Yes
 No

Notes:

1. This mean participation in urban space greening - tree parks, greenbelts, and in calling the attention of local authorities on signs of pollution, pollutants or polluting entities.

3. Determine the adequacy of efforts to enforce pollution control measures using the criteria below:

3.1 Efforts are deliberate - initiated and carefully planned by the LGU

- Yes
 No

3.2 Area-targets are set

- Yes
 No

3.3 Area-targets are protected from pollution

- Yes
 No

On Solid Waste Management

4. On SWMB Functionality. Is the Solid Waste Management Board (SWMB) organized?

- Yes No

If Yes, determine the functionality of SWMB based on composition, meetings, and performance.

On composition:

4.1 Is the SWMB composition in accordance with Sections 11 and 12 of Republic Act No. 9003?

- Yes
- Partial
- No

On meetings:

4.2 Does the SWMB meet as often as necessary?

- Yes
- No

4.3 Is there an organized agenda for every meeting?

- Yes
- Partial
- No

4.4 Is every meeting documented?

- Yes
- Partial
- No

4.5 **On performance:**

- Good
- Somewhat Good
- Poor

Notes:

1. SWMB composition: The Provincial or City or Municipal Solid Waste Management Board shall be composed of the Governor or City or Municipal Mayor, as the case maybe, as Head with the following as members: a) One (1) representative of the Sangguniang Panlalawigan or Sangguniang Panlungsod or the Sangguniang Bayan, preferably chairpersons of either the Committees on Environment or Health, who will be designated by the presiding officer; b) President of the Association of Barangay Councils in the municipality or city; c) Chairperson of the Sangguniang Kabataan Federation; d) A Representative from NGOs whose principal purpose is to promote recycling and the protection of air and water quality; e) A Representative from the recycling industry; f) A Representative from the manufacturing or packaging industry;

and g) A Representative of each concerned government agency possessing relevant technical and marketing expertise as may be determined by the Board.

2. Partial means Yes but not all.

3. On performance: Answer “Good” if all the following functions are performed: (a) formulate a 10-year SWM Plan and approved by the National Solid Waste Management Commission; (b) develop specific mechanics and guidelines for the implementation of the SWM Plan; (c) coordinate the efforts of its component barangay in the implementation of the SWM Plan; (d) recommend measures and safeguards against pollution and for the preservation of the natural ecosystem; (e) adopt measures to promote and ensure the viability and effective implementation of SWM Programs in component barangays; (f) review the SWM Plan for purposes of ensuring its sustainability, viability, effectiveness and relevance in relation to local and international developments in the field of solid waste management; (g) adopt specific revenue generating measures to promote the viability of the SWM Plan; (h) recommend to local authorities measures for franchise or BOT agreements with recognized institutions, to provide either exclusive or non-exclusive authority for the collection, transfer, storage, processing, recycling or disposal of solid waste; (i) monitor the implementation of the SWM Plan in cooperation with the private sector and NGOs. Answer “Somewhat Good” if any of those functions is not performed. Answer “Poor” if none of those functions is performed.

5. Does your LGU have a Solid Waste Management Plan?

Yes No

If Yes, determine the quality of the Plan using the following criteria:

5.1 Participatory in its formulation

Yes
 Partial
 No

5.2 Waste characterization, source reduction, collection and transfer, source reduction, recycling, composting, collection and transfer, solid waste disposal, education and public information, and incentive scheme are integral components of the Plan

Yes
 Partial
 No

5.3 Financing is an integral component of the Plan

Yes
 No

5.4 M&E is an integral component of the Plan

Yes
 No

5.5 Updated every 2 years

Yes
 No

Notes:If Yes, determine the quality of the Plan using the following criteria:

6. Determine the percentage of barangays with material recovery facilities.

- All or 100%
- 75% - 99%
- 50% - 74%
- 25% - 49%
- 0 - 25%

On Solid Waste Collection and Disposal. Determine the effectiveness of solid waste collection and disposal using the following criteria:

7.

Is solid waste collection done on time or as scheduled?

- All the time
- Most of the time
- Sometime
- Never on time
- No collection

8. Which of these facilities is/are the final disposal of solid wastes?

- Sanitary Landfill
- Sanitary Landfill and Controlled Dumpsite
- Controlled Dumpsite
- Controlled Dumpsite and Open Dumpsite
- Open Dumpsite

Data Capture Form

LGU Name: Alaminos City

Year Profile:

Participation:

Instruction: Your answers to questions below determine the extent of NGO, PO, Private Sector citizen-participation in local governance. Take note that this is a self-assessment tool.

1. Are the NGOs, People’s Organizations and/or Private Sector represented in the following Local Special Bodies?

1.1 Local Development Council

- Yes
 Partial
 No

1.2 Local Health Board

- Yes
 No

1.3 Local School Board

- Yes
 Partial
 No

1.4. Peace and Order Council

- Yes
 Partial
 No

Notes:

1. The LDC composition shall include representatives of NGOs operating in the province, city or municipality, which shall not be less than one-fourth (1/4) of the members of the fully organized council (Sec. 107, LGC). Answer “Yes” if the expected number of NGO representation is met; “Partial” if there is an NGO representation but did not meet the required number of NGOs; or “No” if there is no NGO representation in the LDC.

2. The LHB composition shall include representatives of a private sector or NGO involved in health services (Sec. 102, LGC) . Answer “Yes” if there is a private sector or NGO representation, or “No” if there is none.

3. The LSB composition shall include: (1) duly elected president of the provincial, city or municipal federation of parents-teachers associations, (2) duly elected representative of the teachers' organizations in the province, city or municipality, and (3) duly elected representative of the non-academic personnel of public schools in the province, city or municipality (Sec. 98, LGC). Answer “Yes” if the three sectors or organizations are represented; “Partial” if at least one of the sector or organization is represented; or “No” if none of the three mentioned above is represented in the LSB.

4. The POC composition shall include three (3) representatives from the private sector – (Executive Order No. 773 s. 2009). Answer “Yes” if POC has three representatives from the private sector, “Partial” if POC has one or two representatives from the private sector, or “No” if the POC has no representation from the private sector.

2. Was your LGU able to set up a feedback mechanism to generate citizens' views on the reach and quality of your LGU's services?

- Yes
 No

Notes:

1. Generating citizens' feedbacks can be done through the installation of suggestion boxes located strategically within the provincial capitol, the city or municipal hall, or through the conduct of Citizens' Satisfaction Survey, either through website, house-to-house or key informants' surveys or assemblies.

Are NGOs, POs or the Private Sector involved in the implementation of LGU development projects (especially those that are funded out of the 20% component of IRA)?

- Yes No

If yes, what was the extent of involvement of NGOs, POs or the private sector?

- More than 70% of the LGU development projects were implemented in partnership with NGOs, POs and the private sector
 50 - 70% of the LGU development projects were implemented in partnership with NGOs, POs and the private sector
 Below 50% of the LGU development projects were implemented in partnership with NGOs, POs and the private sector

Notes:

1. To determine your answer, get the number of local government projects implemented in partnership with non-governmental organizations, people's organizations or private sector, whether in the planning, actual implementation, monitoring, or evaluation stage of such projects, divide with the total number of local government projects especially those funded out of the 20% component of the Internal Revenue Allotment, then multiply by 100.

Transparency:

Instruction: Your answers to questions below determine how your LGU values transparency, or in ensuring that information are available and accessible to the public. Take note that this is a self-assessment tool.

1. Is a Public Information Office or Desk present in your LGU?

- Yes
- No

Notes:

1. A Public Information Office or Desk should be able to provide immediate action, such as referrals, or basic information in response to requests or inquiries of LGU clients (whether walk-in or through other means of communication). If this condition is not met, answer “No”.

2. Was your LGU able to communicate to the public updated information about your LGU’s services, plans, programs and special events through?

2.1 assemblies or other forums

- Yes
- Partial
- No

2.2 bulletin board or performance billboard

- Yes
- Partial
- No

2.3 newsletter, flyer or brochure

- Yes
- Partial
- No

2.4 website

- Yes
- Partial
- No

2.5 broadcast media

- Yes
- Partial
- No

Notes:

1. **Yes**, if all updated information about: (1) local government plans such as Public Safety Plan, CLUP, Health Plan, Development Plan and AIP, among others; (2) local government programs which include training or capacity building, resource generation program, traffic control program, employment assistance program, and day-care services, among others; and (3) special events such as trade fairs, investment promotion and sportsfests, among others, are communicated to the public through the specified medium.

2. **Partial**, if not all updated information about local government plans, programs and special events are communicated to the public through the specified medium.

3. **No**, if no information about local government plans, programs and special events are communicated to the public through the specified medium.

3. **Are public documents such as transaction records and contracts, as appropriate, accessible to the public?**

Yes

No

Financial Accountability:

Instruction: Your answers to questions below determine how your LGU is responsible and accountable for all its financial transactions. Take note that this is a self-assessment tool.

1. Determine the effectiveness of your LGU's Financial Management System, using the following criteria:

1.1 Relevant management tools such as manuals or guidelines are available.

- Yes
- No

1.2 Disbursements are made only for approved purposes

- Yes
- No

1.3 Accounting records are supported by source documentation such as canceled checks, paid bills, payrolls, contracts, subcontracts and other financial transaction documents

- Yes
- Partial
- No

1.4 Accountable financial officers are known and their responsibilities are clear.

- Yes
- Partial
- No

1.5 Sanctions for erring local government personnel regarding financial transactions are clear and enforced

- Yes
- Partial
- No

1.6 Information about the procedure in transacting financially with the local government is available via various media such as billboards, posters, bulletin boards, flyers, regular newsletters, Internet or publications of the local government

- Yes
- Partial
- No

1.7 Monthly financial reports are available

- Yes
- Partial
- No

1.8 Annual financial statements are certified

- Yes
- No

1.9 Annual financial statements are submitted within 60 days after the 31st of December

- Yes
- Partial
- No

1.10 Summary of Income and Expenditures is posted in at least three (3) conspicuous places in the local government unit within 30 days from year-end

- Yes
- Partial
- No

1.11 Annual Financial statements are made available upon request

- Yes
- Partial
- No

1.12 Financial statements are published in the local media

- Yes
- No

1.13 Financial management information system is automated

- Yes
- No

Notes:1. Partial means yes but not to all 2. Certified financial statements have undergone the process of review, auditing and certification by COA. 3. Guided by Section 346, LGC of 1991 4. Guided by Section 352, LGC of 1991

2. Determine the functionality of the Bids and Awards Committee, using the following criteria:

2.1 The composition of the Bids and Awards Committee is in accordance with Section 11 of Republic Act No. 9184, or Government Procurement Reform Act

- Yes
- No

2.2 Procurement rules and procedure are enforced, e.g., preparation of bidding documents, posting of invitation to bid, conduct of pre-procurement and pre-bid conference, and determination of the eligibility of prospective bidders

- Yes
- Partial
- No

2.3 All Bids and Awards Committee meetings are held at the provincial capitol, or city or municipal hall

- Yes
- No

2.4 Proceedings of the meetings are documented

- Yes
- Partial
- No

2.5 Minutes of the meetings are made available upon request

- Yes
- Partial
- No

Notes:1. The BAC shall have 5 but not more than 7 members. The BAC shall be composed of one (1) representative each from the regular offices under the Office of the Local Chief Executive such as, but not limited to the following: Office of the Administrator, Budget Office, Legal Office, Engineering Office, General Services Offices. The Chairman of the BAC shall be at least a third ranking permanent official of the procuring entity. The members of the BAC shall be personnel occupying plantilla positions of the procuring entity concerned. The local chief executive shall designate the members of the BAC. The members shall elect among themselves who shall act as the Chairman and Vice-Chairman. (IRR of R.A. No. 9184) 2. Partial means Yes but not to all.

3. Are cash advances liquidated within the prescribed period?

3.1 Salaries and wages are liquidated within 5 days after each 15 day or end of the month pay period.

- All the time
- Most of the time
- Seldom

3.2 Petty operating expenses and field operating expenses are liquidated within 20 days after the end of the year subject to replenishment as frequently as necessary during the year.

- Yes
- No
- NA

3.3 Official travels are liquidated within 60 days after return to the Philippines (for foreign travel) or 30 days upon return to permanent official station (for local travel).

- All the time
- Most of the time
- Seldom

Notes:Liquidation of cash advances is guided by Commission on Audit (COA) Circular No. 97-002

4. Has your LGU received a COA audit report?

- Yes No

If yes, is the Status Report of the actions taken by the LGU on the COA audit findings and recommendations available?

- Yes
- No
- No negative findings and recommendation were issued by COA