

October 8, 2019

**DIVISION MEMORANDUM**

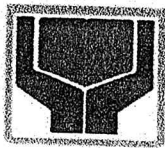
No. 626, s. 2019

**REVISED CHILD-FRIENDLY LOCAL GOVERNANCE AUDIT (CFLGA)  
AND IMPLEMENTATION GUIDELINE**

**TO: Assistant Schools Division Superintendents  
Chiefs/ Unit Heads, Functional Divisions  
CID & SGOD Personnel  
Public Schools Division Supervisors (PSDSs)/OICs  
Principal/Heads of Elem. & Secondary Schools  
Teachers of Elem. & Secondary Schools  
All Others Concerned**

1. Disseminating the herein Joint Memorandum Circular (JMC) No. 2019-01 dated 28 August 2019 entitled "Revised Child-Friendly Local Governance Audit (CFLGA) and Implementation Guideline."
2. The purpose of the CFLGA is to assess LGU performance in delivering child-friendly policies, programs, and services. For more information, please read the JMC No. 2019-01 dated 28 August 2019 hereto attached.
3. Wide dissemination of this memorandum is desired.

  
**RHEA MAR A. ANGTUD, Ed.D.**  
Schools Division Superintendent



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
DEPARTMENT OF EDUCATION  
DEPARTMENT OF HEALTH

Joint Memorandum Circular (JMC) No.: 2019-01

Date: Aug 28, 2019

SUBJECT : REVISED CHILD-FRIENDLY LOCAL GOVERNANCE AUDIT  
(CFLGA) AND IMPLEMENTATION GUIDELINE

## 1. PREFATORY STATEMENT

The country's commitment towards the *AmBisyon 2040* and the Sustainable Development Goals (SDGs) requires collaboration among local government units (LGUs), national government agencies (NGAs), and civil society organizations (CSOs). These efforts, strategically defined in the Philippine Development Plan (PDP) and the 3<sup>rd</sup> National Plan of Action for Children (3<sup>rd</sup> NPAC), are geared towards upholding the rights of Filipino children.

The State, under the 1987 Constitution, has the role of defending children's right to assistance, including proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty and exploitation, and other conditions prejudicial to their development. Further, pursuant to the Local Government Code of 1991, LGUs are mandated to ensure the general welfare of their constituents and to provide basic social services, among others, for the care of abandoned minors, children in conflict with the law, victims of all forms of violence against children, persons with mental health conditions, persons with disabilities, and other needy and disadvantaged persons, particularly infants, children and youth below eighteen (18) years of age.

The Departments are in support of ensuring the progressive realization of the children's rights to survival, development, protection and participation through the Child-Friendly Local Governance Audit (CFLGA), a mandatory audit system implemented since 2014. The CFLGA assesses the LGU performance in the delivery of social services and programs for child and youth welfare. Further, the Seal of Child-Friendly Local Governance (SCFLG), as a result of the audit, is used as input for the Seal of Good Local Governance (SGLG) and the Presidential Award for Child-Friendly Cities and Municipalities (PACFMC).

## 2. PURPOSE

This JMC is intended to provide LGUs, and other concerned agencies, guidance in the conduct of the CFLGA and ensure their commitment in the audit implementation.

Specifically, the purpose of the CFLGA is to assess LGU performance in delivering child-friendly policies, programs, and services. The audit-generated data and results will serve as basis for LGUs and NGAs to identify strengths and opportunities worth emulating and strengthen child rights governance in the country.

## INDICATOR

### Governance

- 5.1 Database on children
- 5.2 Available and implemented local plans for children
- 5.3 Updated Local Code for Children (LCC) contextualizing/adopting recently issued national laws on children
- 5.4 Budget allocated and utilized for children's programs
- 5.5 Functional LCPCs
- 5.6 Child-Friendly Facilities in all Barangays

Note 1: Survival rights include the inherent right to life, the right to a name and nationality, and those dealing with parental and governmental duties and obligations, adequate and decent standard of living, access to basic health care and services, social security and rehabilitation.

Note 2: Development rights refer to access to educational opportunities, relevant information, play, leisure, cultural activities and rights to freedom of thought, conscience and religion.

Note 3: Protection rights cover those rights which guard children against all forms of abuses, exploitation and discrimination and in areas where a child is considered to be in extremely difficult circumstances.

Note 4: Participation rights pertain to the rights of freedom to expression and to have one's views taken into account, involvement in decision making and consultative process, freedom of association and assembly.

## 4.2. INTER-AGENCY MONITORING TASK FORCE (IMTF)

The IMTF is organized in order to gather concerned local offices to deliberate, discuss and clarify issues/concerns in relation to accomplishing the CFLGA as well as to advocate for support and assistance for the promotion and realization of children's rights based on the results of the CFLGA.

### 4.2.1. COMPOSITION

There shall be an Inter-Agency Monitoring Task Force (IMTF) at all levels, specifically, City/Municipal-IMTF, Provincial-IMTF, and Regional-IMTF, composed as follows:

- |                  |  |
|------------------|--|
| Chairperson      | : DILG (C/MLGOO, Provincial, Regional)   |
| Vice-Chairperson | : DSWD (LSWDO, PSWDO, DSWD FO)   |
| Members:         |  |
|                  | a. Planning and Development Office <sup>5</sup>                                  |
|                  | b. Health and Nutrition Office <sup>5</sup>                                      |
|                  | c. DepEd Representative at all levels  |
|                  | d. Representative from nongovernment and/or interfaith organization <sup>6</sup> |

The LGUs may include additional members such as, but not limited to, the Local Budget Officer, Accountant and Sangguniang Bayan/Panlungsod Representative, as necessary.

may be through writing or by convening a meeting with the C/MLGUs.

- 4.2.2.2.4. The Provincial Consolidated Report with the City/Municipal DCF shall be submitted to the Regional-IMTF. The Report should be signed by all the Provincial-IMTF members and noted by the Governor.

#### 4.2.2.3. Regional-IMTF

- 4.2.2.3.1. The Regional-IMTF shall review the submitted forms from the PLGUs. Specifically,

- 4.2.2.3.1.1. Ensure completeness of submitted forms;  
4.2.2.3.1.2. Encode data using the prescribed template and ensure that all entries and computation are correct; and  
4.2.2.3.1.3. In case of data discrepancy, the region can ask the Provincial-IMTF for verification.

- 4.2.2.3.2. The Chairperson or Vice-Chairperson shall present the initial results of the audit to the RC/SCWC which will serve as both a validation exercise and exit conference. The group may identify areas for improvement which can be integrated in its Technical Assistance Plan.

- 4.2.2.3.3. The Regional-IMTF shall communicate the results of the review to the provinces noting that possible changes may still occur at the national review. The communication may be through writing or by convening a meeting with the provinces.

- 4.2.2.3.4. The Regional Consolidated Report with the C/MLGU DCF shall be submitted to the CWC Secretariat with a copy furnished to the DILG-NBOO. The Report shall be signed and endorsed by both Chairpersons of the Regional-IMTF and RC/SCWC.

### 4.3. AUDIT PROCESS

For 2019, the audit shall commence by July with clustered Regional Orientations involving representatives from the Regional-IMTF, Provincial-IMTF, and HUC-IMTF. Said participants shall be in-charge of rolling-out the orientation to the rest of the City/Municipal-IMTF by August before proceeding with the conduct of the audit. Specifically,

Level/Office Responsible	Activity	Timeline	
		Duration	Schedule
DILG-NBOO	Regional Orientation on the Enhanced CFLGA	1 month	July 08-26, 2019
Regional-IMTF Provincial-IMTF	Orientation for City and Municipal Level IMTF	1 month	August 2019
City/Mun-IMTF City/Mun LCPC	Data gathering and accomplishment of the CFLGA DCF	15 working days	Sep. 2-20, 2019
Provincial-IMTF PCPC	Review and Validation of DCF submitted by the LGUs	20 working days	Sep. 23 to Oct. 18, 2019
Regional-IMTF RC/SCWC	Review, Validation, and Endorsement of the submitted DCF to the CWC Secretariat and DILG-NBOO	20 working days	Oct. 21 to Nov. 15, 2019

4.4.1.4. The National Council for Social Development (NCSD), a nongovernment organization, shall join the Group as a member.

4.4.1.5. Members of the CFLGA Core Group shall be responsible for the following:

4.4.1.5.1. Meet annually for a program review of the CFLGA for enhancement of the indicators, as needed, and to identify areas for improvement on the process and forms; and

4.4.1.5.2. Provide continuing professional development program support, supplementary learning and reference materials to the LGUs based on the CFLGA results/ trends.

4.4.1.5.3. Specific to DSWD, DOH, NNC, and DepEd

4.4.1.5.3.1. Assist in the implementation of the CFLGA by providing technical support through the designation of a representative to the IMTF at all levels.

**4.4.2. Local Government Units**

4.4.2.1. The Local Council for the Protection of Children (LCPC), through the IMTF, shall lead in the implementation, monitoring and reporting of the CFLGA.

4.4.2.2. Local CSOs shall be involved in the audit process as a member of the IMTF.

4.4.2.3. Budget allocation for the conduct of the audit can be drawn from a share or portion of funds allotted for the LCPC.

**5. REFERENCES**

5.1. 1987 Philippine Constitution

5.2. Republic Act No. 7160, Local Government Code of 1991

5.3. Philippine Development Plan 2017-2022

5.4. 3<sup>rd</sup> National Plan of Action for Children 2017-2022

5.5. 2030 Sustainable Development Goals

5.6. DILG Memorandum Circular 2014-80, Child Friendly Local Governance Audit

5.7. And all other related laws, executive orders, circulars, and other issuances.

**6. ANNEXES**

Annex 1. CFLGA Handbook

**7. EFFECTIVITY**

This JMC 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 JMC is hereby repealed or modified accordingly.

**8. MONITORING AND SUBMISSION OF REPORTS AND OTHER REQUIREMENTS**

The Community Capacity Development Division of the National Barangay Operations Office (NBOO-CCDD) shall be responsible for monitoring LGU compliance to this policy, which shall be conducted on an annual basis. Parties involved shall submit the CFLGA Data Capture Forms to the Council for the Welfare of Children, copy furnished the NBOO-CCDD. Electronic copies will be

### 3. SCOPE/COVERAGE

This JMC covers the following:

- a. All Provincial, City and Municipal LGUs (P/C/MLGUs);
- b. DILG Regional, Provincial, City and Municipal Field Offices;
- c. DSWD Regional and Field Offices; attached agency Council for the Welfare of Children and the Regional Committees/Sub-Committees for the Welfare of Children (RC/SCWCs);
- d. DepEd Regional Offices, School Divisions, and Public Elementary and Secondary Schools; attached agency Early Childhood Care and Development Council (ECCDC);
- e. DOH Regional and Centers for Health Development (CHD) Officers; attached agency National Nutrition Council; and
- f. others concerned.

### 4. POLICY CONTENT AND GUIDELINES

The mechanics in the conduct of the CFLGA, as provided in this Circular, are described in detail and expounded in a separate Handbook.

#### 4.1. ASSESSMENT CRITERIA

Cognizant of the LGU functions, national plans and international commitments, all City and Municipal LGUs shall be assessed using the following indicators categorized under the four (4) core rights of children (survival, development, protection, and participation) and governance.

INDICATOR	
<b>Survival</b>	
1.1	Percentage coverage of Fully Immunized Children aged 12 months old
1.2	Prevalence of malnutrition among children aged 0-59 months old
1.3	Percentage coverage of pregnant adolescents provided with prenatal and postpartum services
<b>Development</b>	
2.1	Percentage coverage of children aged 3-4 years old provided with early childhood care and development (ECCD) services, both public and privately managed, and may be center, home, or community-based
2.2	Presence of ECCD services in all barangays, either private or publicly-managed (center, home, community, or other modalities)
2.3	Percentage of out-of-school children and youth (OCSY) assisted for enrolment/ re-enrolment to school, alternative learning system (ALS) or other flexible learning options
<b>Protection</b>	
3.1	Management of reported cases of children in need of special protection (CNSP)
<b>Participation</b>	
4.1	Child representation in the Local Council for the Protection of Children (LCPC)
4.2	Development of policy and programs, projects, and activity (PPAs) with children's participation in the planning, implementation or monitoring phase

Note 5: At the regional level, offices referred to in items (a) and (b) are the National Economic and Development Authority (NEDA), and the DOH and NNC Regional Offices. Also, to be included as a representative to the Regional IMTF is the Technical Staff of the respective RC/SCWCs.

Note 6: The criteria for selecting the NGO/interfaith representative is provided in the CFLGA Handbook.

#### **4.2.2. TASK AND RESPONSIBILITY**

##### **4.2.2.1. City/Municipal-IMTF**

- 4.2.2.1.1.** The IMTF Chairperson to inform and convene the City/Municipal LCPC of the start of the CFLGA. The IMTF shall provide an orientation to the LCPC on the CFLGA Data Capture Form (DCF) and corresponding data/documentary requirements. The concerned LCPC members should submit the data requirements to the IMTF Chairperson and/or identified IMTF Secretariat.
- 4.2.2.1.2.** Upon receipt of all the data requirements, the IMTF Chairperson shall convene the IMTF to accomplish the CFLGA DCF;
- 4.2.2.1.3.** The IMTF Chairperson or Vice-Chairperson shall present the initial results of the audit to the LCPC which will serve as both a validation exercise and exit conference. The group may identify areas for improvement and technical assistance plan or request.
- 4.2.2.1.4.** Upon clearance and approval with the LCPC, the CFLGA DCF shall be submitted to the Provincial-IMTF. The DCF shall include supporting documents signed by all the IMTF members and noted by the Local Chief Executive (LCE). In the case of highly urbanized cities (HUCs) and independent component cities (ICCs), accomplished DCF is to be directly submitted to the Regional-IMTF.

##### **4.2.2.2. Provincial-IMTF**

- 4.2.2.2.1.** The Provincial-IMTF shall review the submitted forms from the C/MLGUs. Specifically,
  - 4.2.2.2.1.1.** Look into the details of the data reported by the City/Municipal-IMTF. In case of data discrepancy between the provincial and C/MLGU data, the Provincial-IMTF may visit the concerned C/MLGU for verification and reconcile the report, as appropriate; and
  - 4.2.2.2.1.2.** Ensure completeness of the supporting documents and forms.
- 4.2.2.2.2.** The Chairperson or Vice-Chairperson shall present the initial results of the audit to the Provincial LCPC which will serve as both a validation exercise and exit conference. The group may identify areas for improvement which can be integrated in its Technical Assistance and Resource Augmentation (TARA) Plan.
- 4.2.2.2.3.** The Provincial-IMTF shall communicate the results of the review to the C/MLGUs noting that possible changes may still occur at the regional and national review. The communication

CWC Secretariat	Review of CFLGA DCF and Preparation of the list of the SCFLG Eligibles	20 working days	Nov. 18 to Dec. 13, 2019
CWC TMG	Endorsement of the list of SCFLG Eligibles	1 working day	Dec. 16-20, 2019
CWC Board	Approval and Conferment of the SCFLG	1 working day	Dec. 16-20, 2019

Henceforth, for the succeeding years, the audit shall start on the 4<sup>th</sup> week of January with an orientation from the Regional IMTF wherein the CFLGA DCF and Handbook are to be disseminated. It shall be concluded by July of the same year upon the C/MLGU's receipt of the official audit result. The conduct of the actual audit involves an IMTF team at different levels that does the following:

- 4.3.1. Data gathering at the City/Municipal level from the 1<sup>st</sup> to the 3<sup>rd</sup> week of February. The IMTF shall meet at least three (3) times for (i) orientation, (ii) deliberation, and (iii) presentation of the CFLGA result to the LCPC which shall serve as the exit conference.
- 4.3.2. Data validation and review. First, at the provincial level from the 4<sup>th</sup> week of February to the 1<sup>st</sup> week of April. Second, at the regional levels from the 2<sup>nd</sup> week of April to the 1<sup>st</sup> week of May. This phase shall ensure completeness of the forms and its supporting documents as well as verify, and reconcile if needed, the reported data.
- 4.3.3. Evaluation and conferment at the national level which involves three steps. First is the review by the CWC Secretariat from the 2<sup>nd</sup> week of May to the 1<sup>st</sup> week of June. This is followed by the endorsement of the Technical Management Group (TMG) and the conferment by the Council Board from the 2<sup>nd</sup> to the 3<sup>rd</sup> week of June.
- 4.3.4. Post-Audit. Upon conferment, the CWC shall share the results to DILG, Regional IMTF, and RC/SCWCs which in turn, shall disseminate the results to their respective Provincial IMTF. Likewise, the latter shall inform the C/MLGUs of the results and identify areas for Technical Assistance and Resource Augmentation. The Regional and Provincial IMTFs are encouraged to organize and conduct an awarding ceremony for the C/MLGU audit passers. Communicating the audit result shall be concluded by the 3<sup>rd</sup> week of July.

#### 4.4. INSTITUTIONAL ARRANGEMENTS

The specific roles and functions of the concerned agencies, as provided in this Circular, are described in detail in the CFLGA Handbook.

- 4.4.1. There shall be instituted a CFLGA Core Group composed of representatives from the following NGAs and NGO:
  - 4.4.1.1. The Department of the Interior and Local Government (DILG), as the Chairperson of the IMTF, shall lead the conduct of the CFLGA.
  - 4.4.1.2. The Council for the Welfare of Children (CWC), as the lead government inter-agency body for children, shall support the DILG as needed.
  - 4.4.1.3. Other key government agencies responsible for the implementation of the audit are as follows: Department of Social Welfare and Development; Department of Education; Early Childhood Care and Development Council; Department of Health; National Nutrition Council; and the National Youth Commission.



Sta. Mesa Heights, Quezon City and Department of the Interior and Local Government, NBOO-CCDD, 24<sup>th</sup> Floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City. The monitoring unit specified herein, together with CWC, shall be in-charge of reviewing the requisites complied with prior to submission to the Office of the Undersecretary for Local Government (OUSLG).

#### 9. APPROVING AUTHORITY

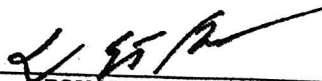


  
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Secretary  
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#### 10. FEEDBACK

Inquiries concerning this document should be directed/addressed to NBOO-CCDD through email address [nboocdd2019@gmail.com](mailto:nboocdd2019@gmail.com), mailing address NBOO-CCDD, Department of the Interior and Local Government, NBOO-CCDD, 24<sup>th</sup> Floor, DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City.