

## LOCAL LEGISLATIVE AWARD SUPPLEMENTAL GUIDELINES

LLA SUB-INDICATORS/CRITERIA	Assigned Point score	LGU Score	Remarks
<b>I. Responsiveness of the Legislative Agenda (25%)</b>	<b>25</b>		
1) The Legislative Agenda complements the Executive Agenda (5%)			
<ul style="list-style-type: none"> <li>With separate Legislative Agenda that complements the Executive Agenda and corresponding Sanggunian ordinance/resolution adopting the LA and ELA</li> </ul>	5.0		
<ul style="list-style-type: none"> <li>No separate Legislative Agenda but integrated in the Executive-Legislative Agenda and corresponding Sanggunian ordinance/resolution adopting ELA</li> </ul>	3.0		
<ul style="list-style-type: none"> <li>With Legislative Agenda only</li> </ul>	1.0		
2) Prior consultation with stakeholders in the development of the Legislative Agenda (5%)			
<ul style="list-style-type: none"> <li>Consultation with NGOs, NGAs, CSOs and local functionaries, with supporting documents, i.e, attendance sheets, invitation or notice and minutes of the meeting, with photos and/or videos</li> </ul>	5.0		
<ul style="list-style-type: none"> <li>Consultation with local functionaries and presentation of supporting documents, i.e, attendance sheets, invitation or notice and minutes of the meeting, with photos and videos</li> </ul>	3.0		
<ul style="list-style-type: none"> <li>Photos and/or videos of consultation only</li> </ul>	1.0		
3) The Legislative Agenda provides legislative action on the Comprehensive Development Plan (10%)			

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• With approved CDP and corresponding sanggunian ordinance/resolution	4.0		•
• AIP for CY 2020	1.0		
• AIP for CY 2021	1.0		
• AIP for CY 2022	1.0		
• Appropriation Ordinance on the approval of Annual Budget:			
➤ For CY 2020 Annual Budget approved not later than December 31, 2019	1.0		
➤ For CY 2020 Annual Budget approved beyond December 31, 2019	0.5		
➤ For CY 2021 Annual Budget approved not later than December 31, 2020	1.0		
➤ For CY 2021 Annual Budget approved beyond December 31, 2020	0.5		
➤ For CY 2022 Annual Budget approved not later than December 31, 2021	1.0		
➤ For CY 2022 Annual Budget approved beyond December 31, 2021	0.5		
4) The Legislative Agenda promotes and supports provincial, regional and national priority development thrusts (5%) The Legislative Agenda must include at least 1 PPA per outcome area:			
➤ Intensifying the fight against criminality, illegal drugs and violent extremism	1.0		
➤ Pushing for transparency, accountability and effectiveness of LGUs	1.0		
➤ Providing for the needs of the poor and the marginalized	1.0		
➤ Ensuring that LGUs are prepared and safe during calamities and disasters	1.0		
➤ Building business-friendly and competitive LGUs	1.0		

II. Availability of Legislative Documents (15%)	15		
1) All ordinances and resolutions from July 1, 2019 to June 30, 2022 are indexed by subject, by sponsor, and by date of approval (3%)			
<ul style="list-style-type: none"> <li>Ordinances and resolutions from July 1, 2019 to June 30, 2022 are indexed either by subject, sponsor and date of approval</li> </ul>	3.0		
<ul style="list-style-type: none"> <li>Ordinances only from July 1, 2019 to June 30, 2022 are indexed either by subject, sponsor and date of approval</li> </ul>	2.0		
<ul style="list-style-type: none"> <li>Resolutions from July 1, 2019 to June 30, 2022 are indexed either by subject, sponsor and date of approval</li> </ul>	1.0		
2) Hard or electronic copies of ordinances and resolutions can be retrieved or accessed on inquiry within a reasonable period of time (2%) <ul style="list-style-type: none"> <li>If hard or electronic copies of ordinances and resolutions can be retrieved:</li> </ul>			
<ul style="list-style-type: none"> <li>➤ within 3 minutes</li> </ul>	2.0		
<ul style="list-style-type: none"> <li>➤ within 3 – 5 minutes</li> </ul>	1.5		
<ul style="list-style-type: none"> <li>➤ beyond 5 minutes</li> </ul>	1.0		
<ul style="list-style-type: none"> <li>➤ cannot be retrieved at all</li> </ul>	0		
3) Journal of Sanggunian Proceedings from July 1, 2019 to June 30, 2022 are available (2%)			
<ul style="list-style-type: none"> <li>With 156 or more Journal of Proceedings</li> </ul>	2.0		
<ul style="list-style-type: none"> <li>With 155-100 Journal of Proceedings</li> </ul>	1.5		
<ul style="list-style-type: none"> <li>below 100 Journal of Proceedings</li> </ul>	1.0		
Notes: *1 session/week x 156 weeks (July 1, 2019 to June 30, 2022) *Journal of Proceedings can be handwritten, typewritten or shorthand			

4) Minutes of sessions duly signed by all members present or certified by the Sanggunian Secretary (3%)			
<div><div>No. of Minutes of sessions prepared and duly signed by all members or certified by Sanggunian Secretary</div><div>No. of regular and special session conducted from July 1, 2019 to June 30, 2022</div></div> <div><div>✖</div><div>100</div></div>			
No. of Committee reports prepared			
✓ 90%-100%	3.0		
✓ 70%-89%	2.0		
✓ Below 70%	1.0		
5) Committee Reports duly signed by majority of all the members (3%)			
<div><div>No. of Committee reports prepared</div><div>No. of Committee Report signed by majority of all the members</div></div> <div><div>✖</div><div>100</div></div>			
✓ 90%-100%	3.0		
✓ 70%-89%	2.0		
✓ Below 70%	1.0		
6) Mechanisms for communicating local legislations are available (2%)			
• With 3 or more modalities	2.0		
• At least 2 modalities	1.5		
• With 1 modality	1.0		
• No modality	0		

Notes: With Proof of any of the following modalities:  Local Website, Print, broadcast and social media (either national or local), Bulletin Boards, Public hearings/consultative meetings, Billboards/streamers, Surveys			
<b>III. Effectiveness of Performance of the Sanggunian (30%)</b>	<b>30</b>		
1) Ordinances and resolutions enacted are aligned with the three (3) pillars of the Philippine Development Plan 2017-2022 (25%)  <i>(Lists of possible ordinances under each guidepost are enumerated at the back of this form.)</i>			
For Ordinances (18%):			
• At least 75% of the enumerated possible ordinances per pillar (6 points per pillar)	18.0		
• At least 50% of the enumerated possible ordinances per pillar (3 points per pillar)	9.0		
• Below 50% of the enumerated possible ordinances per pillar (1.5 points per pillar)	4.5		
For Resolutions (7%):			
• At least 75% of the enumerated possible resolutions per pillar (2.33 points per pillar)	7.0		
• At least 50% of the enumerated possible resolutions per pillar (1.17 points per pillar)	3.5		
• Below 50% of the enumerated possible resolutions per pillar (0.5 points per pillar)	1.5		

2) Regular sessions conducted within the required quorum of Sanggunian members (5%)					
<table><tr><td>Number of required regular sessions with required quorum</td></tr><tr><td>Total Number of regular sessions</td></tr></table> <div>×</div> <div>100</div>	Number of required regular sessions with required quorum	Total Number of regular sessions			
Number of required regular sessions with required quorum					
Total Number of regular sessions					
✓ 90%-100%	5.0				
✓ 70%-89%	3.0				
✓ Below 70%	1.0				
IV.Efficiency of Performance of Sanggunian (20%)	20				
A. Processes and Procedures					
1) Internal Rules of Procedure contain minimum requirements, i.e: organization of Sanggunian and election of officers; creation of special and standing committees; order and calendar of business; legislative process; parliamentary procedure; and discipline of members (2%)					
• With Internal Rules of Procedures and corresponding Sanggunian resolution adopting said IRP	2.0				
• With Internal Rules of Procedures only	1.0				
• No Internal Rules of Procedure	0				
2) Notices of special sessions are disseminated at least a day before the scheduled session (1%)					

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<ul style="list-style-type: none"> <li>Notices of special sessions are disseminated at least a day ahead</li> </ul>	1.0		
<ul style="list-style-type: none"> <li>Notices of special sessions are disseminated at least half day ahead</li> </ul>	0.5		
Note: If no special session was conducted, LGU gets an automatic 1 point			
3) Submission of ordinances to the higher Sanggunian pursuant to Sec. 56(a) of the LGC (2%)			
<ul style="list-style-type: none"> <li>Submitted within 3 days from approval</li> </ul>	2.0		
<ul style="list-style-type: none"> <li>Submitted on the 4th day up to 1 month</li> </ul>	1.5		
<ul style="list-style-type: none"> <li>Submitted beyond 1 month</li> </ul>	1.0		
<ul style="list-style-type: none"> <li>No submission</li> </ul>	0		
Note: For HUCs and ICCs – automatic 2 points			
4) Posting and Publication of Ordinances with Penal Clauses pursuant to Sec. 511 of the LGC (2%)			
<ul style="list-style-type: none"> <li>Posted in prominent places in the city or municipal hall, as the case may be, for a minimum period of three (3) consecutive weeks and published in a newspaper of general circulation, where available, within the territorial jurisdiction of the LGU concerned</li> </ul>	2.0		
<ul style="list-style-type: none"> <li>Posted in prominent places in the city or municipal hall, as the case may be, for a minimum period of three (3) consecutive weeks OR published in a newspaper of general circulation, where available, within the territorial jurisdiction of the LGU concerned</li> </ul>	1.0		
5) Publication of Tax Ordinances pursuant to Sec. 188 of the LGC (2%)			
<ul style="list-style-type: none"> <li>Tax ordinance published in a newspaper of local circulation/posted in at least 2 conspicuous and publicly accessible places</li> </ul>	2.0		

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<ul style="list-style-type: none"><li>• No publication or posting</li></ul>	0		
6) Actions taken by the Sanggunian for ordinances under review (2%)			
<ul style="list-style-type: none"><li>• Ordinances under review are being acted upon within 60 days (for barangay appropriations ordinance under Sec. 333) and 30 days (for other ordinances under Sec. 56) from date of receipt</li></ul>	2.0		
<ul style="list-style-type: none"><li>• No actions taken</li></ul>	0		
7) Notices of committee hearings are received by concerned parties in accordance with the rules and procedures of Sanggunian (1%) <div><div>No. of committee hearings' notices duly received in accordance with the Internal Rules of Procedures</div><div>No. of committee hearings</div></div>	1.0		
8) Institutionalized feedback mechanism (2%)			
<ul style="list-style-type: none"><li>• With institutionalized feedback mechanism</li></ul>	2.0		
<ul style="list-style-type: none"><li>• With feedback mechanism</li></ul>	1.0		
Notes: Feedback mechanism can either be via LGU website, drop box, survey form, etc.  <b><i>Institutionalized feedback mechanism</i></b> refers to a formal and structured feedback mechanism of the Sanggunian put in place through an ordinance or resolution			
9) People's participation - consultation with stakeholders in the formulation of ordinances and resolutions (2%)			
<ul style="list-style-type: none"><li>• Consultation with at least 5 organizations</li></ul>	2.0		
<ul style="list-style-type: none"><li>• Consultations with at least 1-4 organizations</li></ul>	1.0		



<ul style="list-style-type: none"> <li>No consultation</li> </ul>	0		
B. Quality of Office Set-Up and Staff Complement			
1) Session Hall has appropriate fixtures and equipment for the Presiding Officer, Sanggunian Members, the Secretariat and the public (1%)			
<ul style="list-style-type: none"> <li>The following are the minimum requirements:  Session Table/Chairs  Gavel and Mace  Sound System  LGU Seal/Flag  Philippine Flag  Flowchart of Legislative Proposal  Committee Membership  Whiteboard with pen/LCD</li> </ul>	1.0		
2) Legislative offices for individual members have appropriate fixtures and equipment (1%)			
<ul style="list-style-type: none"> <li>Office tables/chairs</li> <li>Computer</li> <li>Filing Cabinet/s</li> <li>SB/SP Members Logbook</li> </ul>	1.0		
3) Each Sanggunian member has at least one <u>(1) functional legislative staff</u> , other than the Sanggunian Secretary (1%)			
<ul style="list-style-type: none"> <li>If the Sanggunian member have at least one (1) functional legislative staff</li> </ul>	1.0		
<ul style="list-style-type: none"> <li>If the Sanggunian members have shared staff for all the members</li> </ul>	0.75		
<ul style="list-style-type: none"> <li>If the Sanggunian have the Sanggunian Secretary only</li> </ul>	0.5		

Note: A functional legislative staff performs or provides legislative assistance to the Sanggunian.			
4) An office for the Sanggunian Secretary is present (1%) <ul style="list-style-type: none"> <li>Office for the SP/SB Secretary with at least table, chairs, typewriter/computer, filing cabinet</li> </ul>	1.0		
<b>V. Legislative Citations and Awards (6%)</b>	<b>6</b>		
1) Local awards given to the Sanggunian by the provincial/regional/national government (1.5%)			
<ul style="list-style-type: none"> <li>If the local award is accorded by the Sanggunian as a legislative body or to a Sanggunian member/s</li> </ul>	1.5		
<ul style="list-style-type: none"> <li>no local award received</li> </ul>	0		
2) International recognitions are accorded to the Sanggunian (1.5%)			
<ul style="list-style-type: none"> <li>If the international award is accorded to the Sanggunian as a legislative body</li> </ul>	1.5		
<ul style="list-style-type: none"> <li>No international award received</li> </ul>	0		
Note: Proof of the award/recognition, photo, trophy, plaque			
3) Local awards given to the LGU by reason of Sanggunian ordinance or resolution (1.5%)			
<ul style="list-style-type: none"> <li>If the local award is given to the LGU or to a sanggunian member/s</li> </ul>	1.5		
<ul style="list-style-type: none"> <li>No award received</li> </ul>	0		
4) International recognitions accorded to the LGU by reason of Sanggunian ordinance or resolution (1.5%)			

<ul style="list-style-type: none"> <li>• If the international recognition is accorded to the LGU or to a sanggunian member/s by reason of Sanggunian ordinance or resolution</li> <li>• No award received</li> </ul>	1.5		
	0		
<b>VI. Capacity Development for Legislators and Staff (4%)</b>	<b>4</b>		
1) LGU initiated capacity building activities for sanggunian members and staff. (2%)			
<ul style="list-style-type: none"> <li>• Capacity-building activities conducted by the LGU as indicated in the CapDev Agenda (Training Design, attendance sheets, photo, activity documentation)</li> </ul>	2.0		
<ul style="list-style-type: none"> <li>• No LGU initiated capacity-building activities conducted</li> </ul>	0		
2) Participation of Sanggunian members and staff in capability building activities conducted by other government or non-government organizations. (2%)			
<ul style="list-style-type: none"> <li>• Capability building activities attended by sanggunian members and staff (Certificates of Participation)</li> </ul>	2.0		
<ul style="list-style-type: none"> <li>• No capability building activities attended by sanggunian members and staff</li> </ul>	0		