



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, West Triangle, Quezon City
www.dilg.gov.ph
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MEMORANDUM CIRCULAR
No. 2025-062

TO : ALL PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS, DILG REGIONAL DIRECTORS, AND OTHERS CONCERNED

SUBJECT : 2025 LOCAL LEGISLATIVE AWARD (LLA)

DATE : JUN 26 2025

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1. BACKGROUND

In 2006, the Philippine Councilors League (PCL), in partnership with the Department of the Interior and Local Government (DILG), launched the LOCAL LEGISLATIVE AWARD.

The Award recognizes the exemplary performance of city and municipal Sanggunians, for legislating measures that help build the foundation of meaningful local administration and development.

Considering its impact to the local Sanggunians, the Local Legislative Award is to be conferred to a Sanggunian Bayan and Sangguniang Panlungsod which demonstrated exemplary performance for the period, July 1, 2022 to June 30, 2025.

2. PURPOSE

The Award accords official recognition to city and municipal Sanggunians that excel in the enactment of ordinances or resolutions that ultimately contribute to the attainment of desirable socio-economic and environmental outcomes, specifically to:

- a. To bestow official recognition to innovations and distinctive practices in local legislation;
- b. To institutionalize a system of recognition to the Sangguniang Panlungsod and to the Sangguniang Bayan for exemplary performance; and
- c. To inspire local legislatures to excel in the performance of their functions.

3. GENERAL GUIDELINES

3.1. AWARD CRITERIA

3.1.1. Responsiveness of Legislative Agenda (25%) – The extent to which the local legislative body has enacted ordinances and resolutions that effectively respond to the community's needs and align with national and local development goals.

- a. The Legislative Agenda complements the Executive Agenda (5%).
- b. Prior consultation with stakeholders in the development of the Legislative Agenda (5%).
- c. The Legislative Agenda provides legislative action on the Comprehensive Development Plan (10%).
- d. The Legislative Agenda promotes and supports provincial, regional and national priority development thrusts (5%).

3.1.2. Availability of Legislative Documents (15%) - The completeness, organization, and accessibility of legislative records, including minutes of meetings, ordinances, resolutions, and committee reports.

- a. All ordinances and resolutions from July 1, 2022 to June 30, 2025 are indexed by subject, by sponsor and by date of approval (3%).
- b. Hard or electronic copies of ordinances and resolutions can be retrieved or accessed on inquiry within a reasonable period of time (2%).
- c. Journal of Sanggunian Proceedings from July 1, 2022 to June 30, 2025 are available (2%).
- d. Minutes of sessions duly signed by all members present (3%).
- e. Committee Reports duly signed by majority of all members (3%).
- f. Mechanisms for communicating local legislations are available (2%).

3.1.3. Effectiveness of Performance of the Sanggunian (30%) - The impact of enacted laws on local governance, economic growth, public service delivery, and environmental sustainability.

- a. Ordinances and resolutions enacted are aligned with the five key pillars of the Philippine Development Plan 2023-2028 and are considered to be priorities (25%), as follows:
 - Human Capital Development
Investing in education, skills training, and healthcare to improve the quality of the workforce and promote lifelong learning.

- **Economic Transformation**
Promoting innovation, diversifying industries, and enhancing competitiveness in key sectors to create more quality jobs.
- **Infrastructure Development**
Expanding and upgrading infrastructure like transportation, energy, and digital connectivity to facilitate economic growth and regional development.
- **Climate and Disaster Resilience**
Adapting to climate change, mitigating disaster risks, and building resilient communities.
- **Good Governance and Social Protection**
Strengthening institutions, promoting transparency and accountability, and providing social safety nets for vulnerable populations.

b. Regular sessions conducted within the required quorum of sanggunian members (5%).

3.1.4. Efficiency of Performance of Sanggunian (20%) - The ability of the sanggunian to conduct sessions, deliberations, and hearings in a timely and transparent manner, as well as adherence to established parliamentary procedures.

a. Processes and Procedures:

- 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 (1%).
- Internal Rules of Procedure for quasi-judicial functions (1%).
- Notices of special sessions duly disseminated at least a day before the scheduled session (1%).
- Submission of ordinances to the higher Sanggunian pursuant to Sec. 56(a) of the Local Government Code (LGC) (2%).
- Posting and publication of ordinances with Penal Clauses pursuant to Sec. 511 of the LGC (2%).
- Publication of Tax Ordinances pursuant to Sec. 188 of the LGC (2%).
- Actions taken by the Sanggunian for ordinances under review (2%).

- Notices of committee hearings are received by concerned parties in accordance with the rules and procedures of Sanggunian (1%).
- Institutionalized feedback mechanism (2%).
- People's participation in the legislative processes (2%).

b. **Quality of Office Set-up and Staff Complement**

- Session Hall has appropriate fixtures and equipment for the Presiding Officer, Sanggunian Members, the Secretariat, and the public (1%).
- Legislative offices for individual members have appropriate fixtures and equipment (1%).
- Each Sanggunian member has at least one (1) functional legislative staff, other than the Sanggunian Secretary (1%)
- An office for the Sanggunian Secretary is present (1%).

3.1.5. Legislative Citations and Awards (3%) – Any national or regional awards, commendations, or positive external assessment received by the legislative council for outstanding governance.

- Awards given to the Sanggunian by provincial, regional or national government (1.5%).
- Recognitions accorded to the LGU by reason of Sanggunian ordinance or resolution (1.5%).

3.1.6. Capacity Development for Legislators and Staff (4%) – Participation in relevant trainings, workshops, and capacity-building programs that enhance legislative competence and governance practice.

- LGU-initiated capacity building activities for Sanggunian members and staff (2%).
- Participation of Sanggunian members and staff in capability building activities conducted by other government or non-government organizations (2%).

3.1.7 Innovation (3%) – The introduction and successful implementation of new or significantly improved ideas, processes, or practices that enhance the effectiveness and efficiency of local sanggunian, ultimately benefitting their constituents.

3.2. AWARD CATEGORIES

3.2.1. Provincial Level

- Outstanding Sanggunian in Component Cities Category;
- Outstanding Sanggunian in 1st to 3rd Class Municipalities Category; and

- c. Outstanding Sanggunian in 4th to 6th Class Municipalities Category.

3.2.2. Regional Level

- a. Outstanding Sanggunian in Highly Urbanized Cities;
- b. Outstanding Sanggunian in Independent Component Cities Category;
- c. Outstanding Sanggunian in Component Cities Category;
- d. Outstanding Sanggunian in 1st to 3rd Class Municipalities Category; and
- e. Outstanding Sanggunian in 4th to 6th Class Municipalities Category.

3.2.3. National Level

- a. Outstanding Sanggunian in Highly Urbanized Cities;
- b. Outstanding Sanggunian in Independent Component Cities Category;
- c. Outstanding Sanggunian in Component Cities Category;
- d. Outstanding Sanggunian in 1st to 3rd Class Municipalities Category; and
- e. Outstanding Sanggunian in 4th to 6th Class Municipalities Category.

3.3. AWARDS AND PRIZES

- a. Each Provincial Winner receives a Trophy and Cash Award, courtesy of the Philippine Councilors League (PCL) Provincial Federation and Vice Mayors' League of the Philippines (VMLP) Provincial Council.
- b. Each Regional Winner receives a Trophy and Cash Award, courtesy of PCL and VMLP Regional Council and a Plaque of Commendation, courtesy of the PCL and VMLP National Office.
- c. Each National Winner receives a Trophy and Cash Award, courtesy of the PCL and VMLP National Office, and League's Partners.

3.4. EVALUATION PROCEDURE

3.4.1. Provincial Evaluation

- a. The Provincial Award Committee (PAC) evaluates Sanggunians of all component cities and municipalities within the province, using the prescribed Performance Evaluation Form 01 (LLA-SB/SP-CC Form 01).

- b. Each member of the PAC assigns a point-score up to the 5th decimal point for each criterion but not to exceed the allowable pointscore, using the said Form 01.
- c. The PAC then accomplishes the following forms:
 - Consolidated Performance Evaluation Form 02 (LLA-SB/SP-CC Form 02). This form is used to arrive at the Overall Performance Rating (OPR) of the Sanggunian in every city and municipality within the province; and
 - Comparative Performance Evaluation Form (LLA-SB/SP-CC Form 03). This form is used to determine the finalist sanggunians among component cities and among municipalities within the province.
- d. Thereafter, the PAC accomplishes the Official Nomination form for component cities and municipalities (LLA-SB/SP-CC Form 04), and submits to the Regional Award Committee (RAC) the list of finalists for the Component Cities, 1st to 3rd Class Municipalities, and 4th to 6th Municipalities, with the following documents:
 - Original Copies of the Comparative Performance Evaluation Forms;
 - Executive Summary from the LGU that will narrate the capacity and performance of the Sanggunian based on the LLA criteria; and
 - Validation Reports, if any.
- a. The Provincial Award Committee shall endorse to the RAC the highest Sanggunian per category. In case of a tie, the concerned PAC further validates the assessment of results to determine the nominee or awardee per category.

3.4.2. Regional Evaluation

- a. The RAC evaluates the Sangguniang Bayan in the National Capital Region and Sangguniang Panlungsod of Highly-Urbanized Cities (HUCs) and Independent Component Cities (ICCs) within the region using the Performance Evaluation Forms 01 and 05, respectively.
- b. Each member of the RAC assigns a point-score up to 5th decimal point for each criterion but not to exceed the allowable maximum point-score using the said Forms.
- c. The RAC then accomplishes the following:
 - Consolidated Performance Evaluation Form 06 (LLA-SP Form 06). This form is used to arrive at the Overall Performance Rating (OPR) of the sanggunian in every HUC

and ICC within the region, and of the Sanggunian Bayan in the NCR; and

- Comparative Performance Evaluation Form 07 (LLA-SP Form 07). The RAC determines the finalist-Sangguniang Panlungsod in the HUC/ICC category within the region, and shall list and rank all nominees for the component cities, 1st to 3rd class municipalities and 4th to 6th class municipalities, to determine the Regional Awardee, per category.
- d. Thereafter, the RAC nominates to the National Award Committee (NAC) the highest ranked sanggunian in all categories within the region, to be supported by the following documents:
- Original copy of LLA-SP Form 08 per category; and
 - Executive Summary of Accomplishments including attachments, e.g. copies of ordinances, resolutions, minutes of sessions, pictorials.

In the case of the NCR, the concerned Committee submits the finalist-Sanggunian Bayan to the NAC.

- e. In case of a tie, the concerned RAC further validates the assessment of results to determine the nominee or awardee per category.
- f. The RAC is responsible for preparing the Executive Summary, in the following format:
- Background
 - Brief Profile of the Sanggunian Nominee;
 - Focus of Assessment
 - Assessment Methodology
 - Highlight of Accomplishment of the Sanggunian Nominee
 - Attachments
 - Pertinent documents such as copies of ordinances, resolutions, minutes of regular sessions, etc.
 - Pictorials
 - Video Presentation
- g. All nominations are to be done using the attached Nomination Form. The Executive Summary of Accomplishments is to be prepared and submitted preferably in an electronic file format stored in external storage devices (e.g., flash drive).
- h. The following are the grounds for the automatic disqualification of nominees:
- Submission of incomplete documents;

- Non-compliance with the prescribed Standard Documentation Format; and
 - Late submission of Regional Nominees to the National Secretariat.
- i. All nomination and supporting documents shall be submitted not later than **5:00 PM of December 26, 2025** (including mailing time), to the National Secretariat c/o the Local Government Relations Division - Bureau of Local Government Supervision, (LGRD-BLGS) 25th Floor, DILG NAPOLCOM CENTER, EDSA corner Quezon Avenue, West Triangle, Quezon City.

3.4.3. National Evaluation

- a. Upon receipt of all the Nomination Forms, including supporting documents, the NAC accomplishes the National Comparative Performance Evaluation Form (LLA-National Form 09).
- b. The NAC may reassess the nominees of lower-level Award Committees, using the OPRs as reference.
- c. On the basis of the final evaluation results, the NAC, assisted by the National Board of Judges organized for the purpose, selects the National Winners in all categories and prepares the Declaration of the Winners

*The decision of the Award Committees at all levels is final.

3.5. PROVINCIAL, REGIONAL AND NATIONAL AWARDS COMMITTEE

Award Committees shall be organized to implement the Legislative Award for the Sangguniang Panlungsod and Sangguniang Bayan, They shall be composed of the following:

3.5.1. Provincial Award Committee (PAC): Composition and Functions

- | | |
|------------------|--|
| Chairperson | - Provincial Director, DILG |
| Vice-Chairperson | - PCL Federation President VMLP Chapter President |
| Members | - Provincial Agriculturist - Provincial Social Welfare and Development Officer - Provincial Budget Officer - Provincial Environment and Natural Resources Officer - Representative, Philippine Chamber of Commerce and Industry (PCCI) |

- a. Initiate and coordinate activities necessary for the successful implementation of the Award within the province.
- b. Select a provincial finalist and nominate such finalist to the RAC for the following categories:
 - Outstanding Sanggunian in Component Cities Category;
 - Outstanding Sanggunian in 1st to 3rd Class Municipalities Category; and
 - Outstanding Sanggunian in 4th to 6th Class Municipalities Category

The DILG Provincial Office shall provide technical support to the Committee.

The PAC Vice-Chairman, PCL Provincial Federation President (PCL PFP), shall inhibit from the final assessment of nominees if the PCL PFP is from the nominee-sanggunian. The said PCL PFP shall nominate another PCL Provincial Chapter Officer who is not from the nominee-sanggunian, and shall be approved by the PAC.

3.5.2. Regional Award Committee: Composition and Functions

| | | |
|------------------|---|--|
| Chairperson | - | Regional Director, DILG |
| Vice-Chairperson | - | PCL Regional Council Chairperson VMLP Regional President |
| Members | - | Regional Director, Department of Agriculture |
| | - | Regional Director, Department of Social Welfare and Development |
| | - | Regional Director, Department of Budget and Management |
| | - | Regional Director, Department of Environment and Natural Resources |
| | - | Representative, PCCI |

- a. Initiate and coordinate activities necessary for the successful implementation of the Award within the region.
- b. Select a regional finalist and nominate such finalist to the NAC for the following categories:
 - Outstanding Sanggunian in Highly Urbanized Cities Category;
 - Outstanding Sanggunian in Independent Component Cities Category;
 - Outstanding Sanggunian in Component Cities Category;
 - Outstanding Sanggunian in 1st to 3rd Class Municipalities Category; and
 - Outstanding Sanggunian in 4th to 6th Class Municipalities Category.

The DILG Regional Office shall provide technical support to the Committee.

3.5.3. National Award Committee: Compositions and Functions

| | | |
|------------------|---|--|
| Chairperson | - | Secretary, DILG |
| Vice-Chairperson | - | National Chairman, PCL National President, VMLP |
| Members | - | Secretary of Agriculture Secretary of Social Welfare and Development Secretary of Budget and Management Secretary of Environment and Natural Resources President, PCCI |

- Take the lead in the implementation of the Award.
- Issue operational policies and guidelines for the implementation of the Award.
- Organize a National Board of Judges to assist in the selection of the National Awardees.
- Proclaim the National Awardees.

The BLGS-LGRD and PCL National Secretariat are responsible for providing technical and administrative support to the Committee.

4. SCHEDULE OF ACTIVITIES

The following is the Schedule of Activities for the 2025 Local Legislative Award:

| ACTIVITY | Time with Field Visits |
|--|------------------------|
| Orientation of the Provincial, Regional and National Awards Committee | June 2025 |
| Organization and Activation of the Provincial and Regional Awards Committee | June 2025 |
| Provincial Evaluation | July – September 2025 |
| Regional Evaluation | October 2025 |
| Regional Awarding | December 2025 |
| Submission of Entry Documents of National Finalists to the National Awards Committee thru the Bureau of Local Government Supervision | December 26, 2025 |
| Documents Review of National Finalists by the National Board of Judges | January 2026 |
| Conduct of Field Visits* | February - April 2026 |
| Selection of National Winners | May 2026 |
| Awarding Ceremony | June 2026 |

**Field Visits may be conducted as necessary*

For the on-site visits and related activities, the PCL and VMLP are responsible for providing a Mobilization Fund. Said fund shall be released by the PCL and VMLP through the Regional Directors and is subject to liquidation.

5. EFFECTIVITY OF THE AWARD

The implementation of the Local Legislative Award for 2025 starts upon approval of this Memorandum Circular and concludes with an Awarding Ceremony identified and agreed by the PCL and VMLP.

6. FEEDBACK

For related queries, kindly coordinate with the Bureau of Local Government Supervision, Local Government Relations Division at Telephone No. (02) 8876-3454 local 4206 and 4207, or through email address: dilg.blgsigrd@gmail.com.

7. ANNEXES

- Annex 1 – LLA Performance Evaluation Form for Municipalities and Component Cities (Form 1)
- Annex 2 – LLA Consolidated Performance Evaluation Form for Municipalities and Component Cities (Form 2)
- Annex 3 – LLA Comparative Performance Evaluation Form (Form 3)
(For Municipalities and Component Cities)
- Annex 4 – LLA Provincial Committee Nomination Form (Form 4)
- Annex 5 - LLA Performance Evaluation Form for Municipalities and Component Cities (Form 5)
- Annex 6 - LLA Consolidated Performance Evaluation Form for Independent Component Cities and Highly Urbanized Cities (Form 6)
- Annex 7 - LLA Comparative Performance Evaluation Form for Independent Component Cities and Highly Urbanized Cities (Form 7)
(This will also be used for Provincial Nominees in the Component Cities, 1st - 3rd and 4th - 6th Class Municipalities Categories)
- Annex 8 – LLA Regional Committee Nomination Form (Form 8)
- Annex 9 - LLA National Comparative Evaluation Form (Form 9)
- Annex 10 – Nomination for the Replacement of the PAC Vice-Chairman

8. APPROVING AUTHORITY


JUANITO VICTOR C. REMULLA
Secretary 



BLGS-2025-03-08-003
BLGS/LGRD/DTT/PPDC/DMB/jha