**Seal of Good Local Governance – DOCUMENT UPLOAD CHECKLIST**

For Cities and Municipalities

**File 1 of 2**: All RAT Forms + All LGU Certifications

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| City/Municipality of | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Region | : | **\_\_\_\_\_\_\_\_\_\_** |
| Province | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

INSTRUCTIONS: PLEASE READ BEFORE PROCEEDING TO THE ITEMS.

***For the RFP/PFP****: (1) This serves as the cover page of all the documents to be uploaded. (2) Please ensure that below-listed documents are complete and duly-certified, and bear the official release stamp of respective Records Office. (3) Once all Forms are thoroughly checked, upload to the designated LGPMS-SGLG Google Drive.*

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| --- | --- | --- |
| Form Code | Form Title | No. of Pages |
| ***Certified by members of the Regional Assessment Team (RAT):*** | |  |
| 3.1 | Financial Administration and Sustainability | 4  8  10  3  3  4  2 |
| 3.2 | Disaster Preparedness |
| 3.3 | Social Protection and Sensitivity |
| 3.4 | Health Compliance and Responsiveness |
| 3.5 | Sustainable Education |
| 3.6 | Business-friendliness and Competitiveness |
| 3.7 | Safety, Peace and Order |
| 3.8 | Environmental Management | 5 |
| 3.9 | Tourism, Heritage Development, Culture and the Arts | 3 |
| 3.10 | Youth Development | 3 |
| 3.11 | For Profiling | 4 |
| 3.12 | Summary of Initial Results | 20 |
| ***Certification from Department Heads:*** | |  |
| 2A | Accounting Office | 2 |
| 2B | BPLO | 4 |
| 2C | Budget Office | 1 |
| 2D | DepEd Representative | 3 |
| 2E | DILG Field Office/Photo Documentation | 1 |
| 2F | DRRMO | at least 3 |
| 2G | Engineering Office | 18 |
| 2H | Planning and Development Office | 2 |
| 2I | Local PNP Office/Station | 3 |
| 2J | SWDO | 2 |
| 2M | ENRO | at least 3 |

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| **I hereby certify that** **uploaded RAT Forms and Certifications from Department Heads are:**   1. **Complete i.e., no missing pages;** 2. **Duly and accordingly certified by all RAT members and LGU Department Heads; and** 3. **Officially released by respective offices.**   **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Signature over Printed  Name of the PFP/RFP  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Seal of Good Local Governance –VERIFYING DOCUMENT UPLOAD** 

For Cities and Municipalities

**File 2 of 2**: Selected Document-MOVs

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| City/Municipality of | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Region | : | **\_\_\_\_\_\_\_\_\_\_** |
| Province | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

INSTRUCTIONS: PLEASE READ BEFORE PROCEEDING TO THE ITEMS.

***For the RFP/PFP****: (1) This serves as the cover page of all the documents to be uploaded. (2)Put a check (√) mark on the available/applicable documents, based on LGU’s situation, that are to be uploaded. (3) If all Forms are completely filled-out as reviewed, upload to the designated LGPMS-SGLG Google Drive.* ***YOU ONLY NEED TO UPLOAD THE BELOW-LISTED MOVs AND IN SOME CASES, PORTION or SELECT PAGES OF INDICATED LGU DOCUMENT. PLEASE REFRAIN FROM UNNECESSARY VOLUMINOUS SUBMISSIONS.***

| Criterion | Available/Applicable Document for Upload | | | |
| --- | --- | --- | --- | --- |
| **Financial Administration and Sustainability** | | | | |
| 1. Audit Opinion + 30% of recommendations fully complied with |  | | | Executive Summary of the LGU’s Most Recent Annual Audit Report by the Commission of Audit, as of June 30, 2024 *(if not yet uploaded in the COA official website)* |
| 1. Full utilization of Performance Challenge Fund/SGLG Incentive Fund |  | | | Proof of LGUs date of receipt of the Notice to Implement (NTI) from DILG RO *(if not 100% utilization rate per NGA data)* |
|  |  | | | Copy of the DILG RO approval of the LGU’s request for extension *(if not 100% utilization rate per NGA data, as applicable)* |
|  |  | | | Receipt/Deposit Slip of Reversion of Subsidy to National Treasury *(if not 100% utilization rate per NGA data, as applicable)* |
| 1. Project completion of FY 2022 LGSF projects |  | | | Copy of Notice of Authority to Debit Account Issued (NADAI) funded under FY 2022 LGSF |
|  |  | | | Receipt/Deposit Slip of Reversion of Subsidy to National Treasury *(as applicable)* |
| **Disaster Preparedness** |  | | | |
| 1. Functionality of LDRRMO |  | | | Appointment of LDRRM Officer – Head of Office with CSC attestation |
|  | | | Appointment/s of LDRRMO staff – with CSC attestation |
|  | | | CSC Resolution granting the LGU authority to take final action on its appointment *(in case the LGU is accredited)* |
| 1. CLUP |  | | | Certification from PLUC or RLUC/DHSUD stating that the draft is currently under review at their level and results of risk assessment is already incorporated therein |
|  | | | Copy of draft CLUP *(only the portion showing that results of risk assessment are already incorporated)* |
| 1. LCCAP |  | | | Proof of submission to CCC |
| 1. Approved Contingency Plan |  | | | Proof of LDRRMC approval |
| **Social Protection and Sensitivity** |  | | |  |
| 1. Mechanisms for GAD and VAWC |  | | | Ordinance approving/ amending/ revising LGU’s GAD Code |
|  | | | Resolution localizing provincial code *(as the case may be)* |
|  |  | | | Executive Order, ordinance or similar document creating the  LCAT-VAWC  Copy of the Minutes of LCAT-VAWC meetings in 2023 *(per quarter)* |
| 1. Compliance with Accessibility Law | Copy of NHIP Certification *(in case the building is a historical site)* | | | |
| Copy of building plan which indicates that the establishment of a ramp is one of its features *(in case the building is under construction)* | | | |
| Copy of plan to be implemented in the next 2 years OR the portion of the plan integrated in the CDP/LIPH/LIDP/AIP/annual budget *(in case minimum requirements on health facility could not be complied with)* | | | |
| 1. Sign Language Interpreter (for cities only) | Any document as proof of hiring/designating a sign language interpreter in the LGU*;* OR  Proof of engagement with external service provider (e.g., MOU, etc.)*;* OR  Portion of the Annual Budget indicating budget allocated for the hiring of a sign language interpreter | | | |
|  | Certificate of Training (s) attended relative to sign language | | | |
| 1. Compliance with the mandatory Indigenous Peoples (IP) Representation in the Sanggunian | Copy of the Certificate of Affirmation (CoA) received by the IPMR  Copy of Payroll in CY 2024 *(at least one payroll copy)*  Copy of Minutes of the Meeting in CY 2024 *(at least one copy of the minutes)* | | | |
| 1. Accredited residential care facility   (for cities only) |  | | | Copy of the Certificate of Accreditation of the facility issued by DSWD Standards Bureau or BARMM MSSD |
|  | | | Memorandum of Agreement between LGU and partner-organization managing the facility *(in case LGU does not manage its own RCF; but has a partner-facility*) |
|  | | | Copy of valid Certification if LGU is not listed in NGA data |
| 1. Support to/Adoption of the Pantawid Pamilyang Pilipino Program |  | | | Copy of Ordinance/AIP/CDP/LDIP/LPRAP indicating budget allocation for 4Ps *(only the portion for 4Ps)* |
| 1. LSWDO is a registered social worker |  | | | Appointment of SWDO with CSC attestation |
|  | | | CSC Resolution granting the LGU authority to take final action on its appointment *(in case the LGU is accredited)* |
|  | | | PRC license of SWDO – Head of Office |
|  | | | PRC license of registered LSWDO staff *(in case the exemption applies)* |
|  | | | Proof of granting Magna Carta benefits (e.g. Annual budget, payroll, etc.) |
| 1. Institutionalizing Public Employment Service Office (PESO) |  | | | Ordinance institutionalizing the Public Employment Service Office and/or creating the plantilla position  ☐ Appointment of PESO Manager with CSC attestation or EO Designation of PESO Manager  ☐ Certification from Budget Officer indicating that the LGU has met the PS limitations |
| 1. LDC Functionality |  | | | Copy of Sanggunian Resolution adopting the CDP |
| 1. Establishment of Population Office with appointed or designated Population Officer |  | | | Appointment of Population Officer with CSC attestation or EO designating the Population Officer |
| 1. Presence of a Teen Center |  | | | Ordinance or similar issuance for the creation and establishment of a Teen Center |
| **Health Compliance and Responsiveness** | ***\*No additional documents to be uploaded*** | | | |
| **Sustainable Education** |  | | | |
| 1. Functional Local School Board |  | | Copy of the Executive Order/similar issuance creating the LSB | | | |
| **Business-friendliness and Competitiveness** | | | | |
| 1. Local Investment and Incentive Code (LIIC) *(cities only)* | Ordinance adopting the LIIC | | | |
| Ordinance amending/ revising particular section(s) of existing LIIC | | | |
| PPP Code/JV Code/PEZA Code *(only the portion of the code indicating the date of updating)* | | | |
| 1. Presence of citizen’s charter for securing permits for new business and business renewal | Ordinance or similar issuance adopting citizen’s charter | | | |
| 1. Streamlined process in doing business | Ordinance/similar issuance on the integration of barangay clearance to the business permitting process *(for C/Ms only)* | | | |
| Barangay Ordinance or similar issuance authorizing city to collect barangay clearance fee *(for C/Ms only*)  Sample order of payment reflecting barangay clearance fees *(for C/Ms only)* | | | |
| **Safety, Peace and Order** | ***\*No additional documents to be uploaded*** | | | |
| **Environmental Management** |  | | | |
| 1. Local Solid Waste Management (SWM) Board | Executive Order or similar issuance creating the SWM Board | | | |
| Minutes of the meeting in CY 2023 | | | |
|  | Certification from LG-ENRO and BPLO if there is no recycling industry and manufacturing or packaging industry | | | |
| 1. No operating open and/or controlled dumpsite | Approved Safe Closure and Rehabilitation Plan *(portion indicating approval of the plan)* | | | |
| Certification/Inspection Report  from DENR-EMB regional office stating that LGU’s dumpsite is already closed *(for those with OPERATING dumpsite per DENR-EMB CO data)* | | | |
| 1. SWM Plan | NSWMC Resolution approving the LGU’s SWM Plan | | | |
| Received copy of LGU’s letter to NSWMC requesting for SWM Plan review *(in case plan is still under review)* | | | |
| 1. Materials Recovery Facility | Memorandum of Agreement if facility is in partnership with a private entity | | | |
| Proof of planned programs on increasing operational MRFs, or on expanding its operation of a single MRF servicing multiple barangays  Sample of the recording system of one barangay for one week. | | | |
| 1. Access to Sanitary Landfill | Memorandum of Agreement if  in partnership with another LGU’s or private entity’s landfill | | | |
| Project progress report(s) *(in case of ongoing construction of sanitary landfill)* | | | |
| Proof of DENR’s recognition that the LGU’s facility/technology/initiatives lead to zero residual wastes OR completely address residual wastes *(in case of other means of residual waste final disposal)* | | | |
| 1. Initiatives contributing to biodiversity conservation and enhancement focusing on inland wetlands and water bodies | MOVs for the efforts that the LGU complied *(kindly include the relevant page/s only)* | | | |
| 1. Initiatives on Water Quality Management | MOVs for the efforts that the LGU complied *(kindly include the relevant page/s only)* | | | |
| 1. Establishment or Maintenance of Public Parks and Green Spaces | MOVs for the efforts that the LGU complied *(kindly include*  *the relevant page/s only)* | | | |
| **Tourism, Heritage Development, Culture and the Arts** | | | | |
| 1. Local Tourism Development Plan |  | | | Executive summary and/or Approval page of the Local Tourism Development Plan or copy of the Draft Local Tourism Development Plan |
|  |  | | | Portion of the CDP that includes Tourism Chapter |
| 1. Annual Supply and Demand Tourism Statistics Report |  | | | Copy of Transmittal to the Province *(for C/Ms)* |
|  |  | | | Copy of Transmittal to the DOT Regional Office *(for Ps/HUCs/ICCs)* |
|  |  | | | Copy of Certification from DOT Regional Office |
| 1. Inventory of cultural property |  | | | ☐ Certificate of Compliance from NCCA |
| **Youth Development** |  | | |  |
| 27. Local Youth Development Council (LYDC) |  | Copy of EO/Ordinance or Resolution creating the LYDC | | | |
| 28. Local Youth Development Officer |  | Appointment of LYDO Officer with CSC attestation or EO designating the LYDO Officer | | | |
| 29. Presence of a Local Youth Development Plan |  | Copy of Sanggunian Resolution approving the LYDP OR portion of the approved CDP incorporating the plan | | | |

**Other supporting documents** (as listed in the accomplished Form 2), if any

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| Criteria | Document Title |
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| **Checked and Uploaded by:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Signature over Printed  Name of the PFP/RFP | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Date |