



Republic of the Philippines
SANGGUNIANG BAYAN
Taytay, Rizal

DO No. 2509 – 027

ORDINANCE NO. 856 series of 2025

**AN ORDINANCE ESTABLISHING THE LOCALIZED GUIDELINES ON THE
ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS IN THE
MUNICIPALITY OF TAYTAY, PROVINCE OF RIZAL, PROVIDING FOR A
TECHNICAL WORKING GROUP, OUTLINING ITS COMPOSITION, DUTIES,
FUNCTIONS, AND FOR OTHER PURPOSES**

Sponsored by: Coun. Ma. Elaine T. Leonardo
Coun. Carizza A. Cortez
Coun. Rulf Marius G. Valera
Coun. Kristofer Charls S. Esguerra
Coun. John Tobit E. Cruz
Co-Sponsored by: Vice Mayor Jan Victor B. Cabitac
Coun. Joanne Marie P. Calderon
Coun. Patrick John P. Alcantara
Coun. Michell B. Bermundo
LnB Pres. Roseller Z. Valera
SK Fed. Pres. Lucia Marie D. Alcantara

WHEREAS, Section 23, Article II of the 1987 Constitution provides that “[t]he State shall encourage non-governmental, community-based, or sectoral organizations that promote the welfare of the nation”;

WHEREAS, Article 62, Rule XIII of the Implementing Rules and Regulations of the Republic Act (“R.A.”) No. 7160, otherwise known as the *Local Government Code*, mandates that the “*Local Government Units (“LGUs”) shall promote the establishment and operation of people’s organizations, non-governmental organizations and the private sector, to make them active partners in the pursuit of local autonomy*”;

WHEREAS, Article 64, Rule XIII of the Implementing Rules and Regulations of the R.A. No. 7160 provides the procedures and guidelines for the selection of representatives of Civil Society Organizations (“CSOs”) in the Local Special Bodies (“LSBs”) and the criteria for accreditation that shall guide the concerned Sanggunian on the accreditation of CSOs for the purpose of representation to the LSBs;

WHEREAS, in order to ensure the effective participation of Civil Society Organizations in and to provide a systematic and transparent process for their accreditation, there is a need to create a Technical Working Group (“TWG”);

NOW THEREFORE, BE IT ENACTED, as it is hereby enacted, by the 13th Sangguniang Bayan of Taytay, Rizal, in session duly assembled, that:

Section 1. Short Title - This Ordinance shall be known as “**The CSOs Accreditation Technical Working Group Ordinance**”.

Section 2. Objectives - This Ordinance is intended to establish a clear and effective framework for the accreditation of the CSOs to ensure their participation in local governance, with achieving the following objectives:

- 2.1. To establish standardized, transparent, and objective accreditation process for CSOs;
- 2.2. To ensure the effective participation of accredited CSOs in local development planning, policy-making, and program implementation;
- 2.3. To foster strong partnership between the LGUs and CSOs in pursuit of local sustainable development; and
- 2.4. To create a dedicated TWG to systematically evaluate and recommend CSOs for accreditation in case of disputes or other concerns.

Section 3. Definition of Terms - The following terms are defined for the purposes of this Ordinance:

- a. Civil Society Organizations (CSOs) - refers to a non-governmental organization, people's organization, or any other private non-profit organization that serves the interests of its members or a specific sector of the community.
- b. Accreditation - the process of formally recognizing CSOs that have satisfactorily met the criteria set by the local government unit to participate in local governance.
- c. Technical Working Group (TWG) - a committee created to help with the accreditation process, evaluate applications, and recommend CSOs for accreditation also incase of disputes and other concerns.

Section 4. Composition - The following shall be the members of the Technical Working Group on CSO Accreditation, to wit:

- Chairperson: Office for Legal Services
- Vice-Chairperson: Local Civil Registry Office
- Members: Accounting Office
Municipal Assessors Office
Municipal Public Safety Department
Municipal Planning and Development Office
Treasury Department

Section 5. Functions - The TWG shall have the following functions for those CSOs with dispute problems and concerns:

- 1. Review all applications sent by the CSO Desk Officer and ensure it is aligned with the guidelines from the Committee Chairperson on Accreditation and CSO Desk Officer;
- 2. Conduct on-site validation and verification of the information and documents submitted by applicant CSOs;
- 3. Conduct a thorough review of the legal, financial, and organizational capacities of applicant CSOs;
- 4. Conduct verification or investigation into any complaints, derogatory reports, or legal issues raised against an applicant or CSO, and recommend appropriate action to the Sangguniang Bayan;
- 5. Recommend to the Sangguniang Bayan the CSOs that have satisfactorily met the accreditation requirements;
- 6. Maintain a master list of all accredited CSOs within the local government unit; and
- 7. Perform such other functions like dispute problems and other concerns as may be necessary to implement this Ordinance.

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Section 6. Guidelines on the Process of Application for Accreditation - The process for the accreditation of Civil Society Organizations shall be guided by the following steps, consistent with Department of Interior and Local Government (“DILG”) Memorandum Circular 2025-060:

- 6.1. Inventory and Directory of CSOs: The CSO Desk Officer or Local Planning and Development Coordinator, or a duly designated LGU official, shall conduct an inventory to generate or update the existing CSO Directory within the Local Government Unit. This directory shall serve as the primary reference for the accreditation process.
- 6.2. Call for Accreditation: The Sangguniang Bayan shall issue a formal Notice of Call for Accreditation to all CSOs listed in the updated directory, whether previously accredited or seeking accreditation for the first time. This call shall specify the period for application and the required documents.
- 6.3. Submission of Applications and Requirements: Interested CSOs shall submit their letter of application, duly accomplished application forms and complete documentary requirements to the designated CSO Desk Officer within the prescribed period. The requirements shall include, but not be limited to the following:
 - 6.3.1. Duly approved Board Resolution;
 - 6.3.2. Certificate of Registration or existing valid Certificate of Accreditation from any National Government Agencies (“NGAs”);
 - 6.3.2.1. For areas with two (2) or more Homeowners Associations (“HOAs”), the HOAs are required to conduct an election under the guidance of the Department of Human Settlements and Urban Development (“DSHUD”), Urban Poor's Affairs Office and Barangay. The HOA that secures the majority vote from the residents of the area shall be officially recognized as the legitimate HOA for that area.
 - 6.3.2.2. For CSOs that have applied for accreditation with NGAs but have not yet received their Certificate of Accreditation, a proof of receipt of their application submission and payment must be presented.
 - 6.3.3. List of current officers;
 - 6.3.4. For CSOs that have been in operation for at least one (1) year, Minutes of the Annual Meetings of immediately preceding year as certified by the organization’s board secretary or Certification from the Board secretary certifying the annual meeting’s conduct;
 - 6.3.5. For CSOs that have been in operation for at least one (1) year, Annual Accomplishment Report for the immediately preceding year, if applicable; and
 - 6.3.6. For CSOs that have been in operation for at least one (1) year, Financial Statement, at the minimum, signed by the executive officers of the organization, also of the immediately preceding year, and indicating therein other information such as revenue, expenses and the source(s) of funds, if applicable.
- 6.4. Evaluation of Applications: The Technical Working Group (TWG) shall evaluate all submitted applications based on the established criteria and guidelines set forth in DILG MC 2025-060 and this Ordinance, noncompliance and violation may cause revocation of the CSOs accreditation. In case of disputes or concerns the CSO shall submit the documents to the TWG.
- 6.5. Recommendation to the Sanggunian: Based on the evaluation, the CSO Desk Officer shall prepare a list of CSOs that have satisfactorily met all accreditation

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requirements and recommend them to the Sangguniang Bayan / Panlungsod / Panlalawigan for approval.

- 6.6. Issuance of Certificate of Accreditation:** The Sangguniang Bayan, shall issue a Certificate of Accreditation to every qualified CSOs, specifying the terms and conditions of their accreditation, in accordance with DILG MC 2025-060.
- 6.6.1. Certificate of Recognition to CSOs that meet all the criteria under 4.3.1.2 to 4.3.1.4 of the DILG Memorandum 2025-060, and pass all the requirements, except the Certificate of Registration and Certificate of Accreditation from any NGAs;
- 6.6.2. Notice to every organization, which applied and satisfied the set criteria but failed to submit all the requirements, encouraging them to complete the lacking requirements as soon as possible; and,
- 6.6.3. Notice of Non-Qualification to CSOs that were not able to satisfy the requirements and set criteria, informing them of the reason/s for said non-qualification, and encouraging them of them to participate in other avenues for civil society participation in local governance such as, but not limited to, the sectoral or functional committees of the Local Development Council (“LDC”), and inviting them to the joint organizational meeting reconstituting and convening the LSBs and organizing such committees.

In the event that the Department of the Interior and Local Government (DILG) issues a new or amended guidelines, rules, or regulations governing the accreditation of Civil Society Organizations (CSOs), such guidelines, rules, or regulations shall automatically be adopted and shall prevail over the provision of this Section. The provision of this Section shall be deemed modified or superseded accordingly, and the concerned offices of the Local Government Unit (LGU) shall ensure strict compliance therewith.

Section 7. Secretariat - The Civil Society Organization Desk Officer shall serve as the Secretariat which shall provide all the necessary administrative and clerical needs of the CSOs Accreditation Technical Working Group, and such other functions as may be prescribed in the DILG Memorandum Circular 2025-060.


Section 8. Repealing Clause - All ordinances, rules and regulations, or part thereof, in conflict with, or inconsistent with any provisions of this Ordinance are hereby repealed and modified accordingly.

Section 9. Separability Clause - If, for any reasons, any part of the provision of this Ordinance shall be held unconstitutional or invalid, other parts hereof which are not affected thereby shall continue to be in full force and effect.

Section 10. Effectivity Clause - This Ordinance shall take effect immediately upon its posting at the official social media accounts, Barangay Halls Transparency Board and at the Municipal Transparency Boards.

ENACTED, this 15th day of September 2025, 2:26 PM at the Sangguniang Bayan Session Hall, Municipality of Taytay, Province of Rizal.

I HEREBY CERTIFY, to the correctness of the foregoing Ordinance which was duly enacted by the Sangguniang Bayan of Taytay on second reading on September 8, 2025 and was passed on third and final reading on September 15, 2025, during the 11th Regular Session held on the 15th day of September 2025.


JULIETA M. JUANILLO
Secretary to the Sanggunian

ATTESTED AND CERTIFIED TO BE DULY
ADOPTED BY HIS HONOR



HON. JAN VICTOR B. CABITAC
Municipal Vice Mayor / Presiding Officer

APPROVED BY HIS HONOR
DATE OCT 03 2025



HON. ALLAN MARTINE S. DE LEON
Municipal Mayor