

**DRAFT ORDINANCE INSTITUTIONALIZING THE “NO TUGUEGARAO  
ACCREDITED CIVIL SOCIETY ORGANIZATION (CSO) LEFT BEHIND”  
PROGRAM AND PROVIDING FUNDS THEREOF**

**Sponsors: Hon. Mark Angelo B. Dayag  
Hon. Marc Aldous C. Baccay  
Hon. Jude T. Bayona  
Hon. Maria Rosario B. Soriano  
Hon. Arnel T. Arugay  
Hon. Grace B. Arago**

**WHEREAS**, Section 9, Article II of the 1987 Constitution provides that, “The State shall promote a just and dynamic social order that will ensure the prosperity and independence of the nation and free the people from poverty through policies that provide adequate social services, promote full employment, a rising standard of living, and an improved quality of life for all”;

**WHEREAS**, Section 34 of the Local Government Code of 1991 (Book 1, Chapter 4) states that local government units shall promote the establishment and operation of people’s and non-governmental organizations to become active partners in the pursuit of local autonomy;

**WHEREAS**, on June 15, 2022, the Department of the Interior and Local Government issued Memorandum Circular No. 2022-083 on the Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies;

**WHEREAS**, the City recognizes the significant role that Civil Society Organizations (CSOs) play in advancing the welfare and development of communities, particularly in addressing social issues, promoting citizen participation, and contributing to sustainable development efforts;

**WHEREAS**, there is a need to ensure inclusivity and equal opportunities for all CSOs operating within the City of Tuguegarao to foster a more participatory and equitable approach to community development and governance;

**WHEREAS**, supporting CSOs accredited by the City Government of Tuguegarao can help address gaps in resource access, enhance organizational capacities, and empower grassroots initiatives aimed at improving the lives and livelihoods of marginalized sectors in the city;

**WHEREAS**, livelihood projects initiated by CSOs can become effective in generating income opportunities, enhancing skills development, and promoting economic sustainability among underserved communities, thereby contributing to poverty reduction and social empowerment objectives;

**WHEREAS**, it is in the best interest of the City of Tuguegarao to institutionalize a program specifically designed to provide financial support to CSOs, with a focus on enabling them to implement livelihood projects that align with local development priorities and contribute to inclusive growth and community resilience;

**WHEREAS**, by formalizing the ‘No Tuguegarao Accredited Civil Society Organization (CSO) Left Behind’ Program through an ordinance, the City Council of Tuguegarao aims to establish a transparent, accountable, and sustainable mechanism for the allocation and utilization of funds dedicated to supporting the development initiatives of non-accredited CSOs in the city;

**NOW, THEREFORE**, be it **ORDAINED** by the Ninth City Council of Tuguegarao in session assembled, to enact:

**SECTION 1. SHORT TITLE.** This ordinance shall be known as the “No Tuguegarao Accredited Civil Society Organization (CSO) Left Behind Program” Ordinance.



**SECTION 2. DECLARATION OF POLICY.** It is hereby declared a policy of the City to recognize the vital role of Civil Society Organizations (CSOs) in promoting community development, addressing social issues, and enhancing the welfare of all sectors in the City of Tuguegarao. Towards this end, the City acknowledges the need to support and empower CSOs accredited by the City Government of Tuguegarao to ensure inclusivity and equitable access to resources by granting livelihood projects that foster economic sustainability and upliftment among various communities, believing in the principle of leaving no CSO behind and ensuring their meaningful participation in the city's development initiatives.

**SECTION 3. OBJECTIVES.** This ordinance aims to achieve the following:

- a. To institutionalize the Tuguegarao City No Accredited CSO Left Behind Program;
- b. To provide financial assistance to CSOs that are accredited by the City Government of Tuguegarao;
- c. To support the implementation of livelihood projects initiated by CSOs for the benefit of their respective communities;
- d. To empower CSOs to initiate proactive projects to mitigate risks and build their capacity to withstand and recover from any environmental, social and economic change; and
- e. To promote inclusivity and equitable access to resources among CSOs in Tuguegarao City.

**SECTION 4. DEFINITION OF TERMS.** When used under this Ordinance, the following terms and phrases shall mean as follows:

**a. CSO** - shall refer to a Civil Society Organization duly accredited by the City Government, which encompasses non-governmental organizations (NGOs), people's organizations (POs), cooperatives, or any similar entity operating within the City of Tuguegarao, dedicated to addressing social issues, promoting community development, and/or enhancing the welfare of marginalized sectors.

**b. COMMITTEE**- shall refer to the governing body responsible for overseeing the implementation, monitoring, and evaluation of the "No Tuguegarao Accredited Civil Society Organization (CSO) Left Behind Program", composed of representatives from city departments, agencies, and stakeholders specified under this Ordinance.

**c. GRANTEE**- shall refer to a Civil Society Organization (CSO) that has been selected and approved to receive financial assistance under the No Tuguegarao Accredited CSO Left Behind Program for the implementation of a livelihood project.

**d. LIVELIHOOD PROJECT**- shall refer to a sustainable income-generating initiative proposed and implemented by a CSO aimed at providing economic opportunities, skills development, and empowerment to underserved communities in Tuguegarao City, contributing to poverty reduction and socioeconomic resilience.

**e. PROGRAM** - shall refer to the No Tuguegarao Accredited Civil Society Organization (CSO) Left Behind Program, established through this ordinance, which aims to provide financial support to CSOs that are not accredited by the City Government of Tuguegarao, enabling them to implement livelihood projects for the benefit of their respective communities.

**f. ACCREDITATION**- refers to the official recognition granted by the City Government of Tuguegarao by virtue of a City Resolution to Civil Society Organizations (CSOs) that meet certain criteria and standards, entitling them to various privileges, benefits, and support services provided by the local government.

**g. INCLUSIVITY** - refers to the principle of ensuring the active participation, representation, and access to resources and opportunities for all CSOs in decision-making processes and development initiatives within Tuguegarao City.



**h. SUSTAINABILITY** - refers to the ability of CSOs and their livelihood projects to maintain their impact, relevance, and effectiveness over time for target communities and stakeholders.

**i. EMPOWERMENT** - refers to the process of enhancing the capabilities and self-determination of individuals and communities by capacitating them through financial support, access to resources, and opportunities for their participation in the City's efforts for development.

## **SECTION 5. NO TUGUEGARAO ACCREDITED CIVIL SOCIETY ORGANIZATION LEFT BEHIND PROGRAM.**

*a. Program.* The City Government of Tuguegarao shall grant financial assistance to Civil Society Organization (CSO) duly accredited by the City through the "No Tuguegarao Accredited Civil Society Organization Left Behind Program." Left Behind Program. The grant shall be used solely for providing financial assistance to eligible CSOs for the implementation of their respective livelihood projects.

*b. Amount.* The amount of financial assistance granted to each CSO shall range from ₱5,000 to ₱50,000, depending on the scale and viability of their proposed livelihood project. The grant shall be awarded through a check from the City Government.

*c. Additional Funding.* A previous CSO grantee may further request for additional funding of an existing or new livelihood project after one year from the date of the awarding of the grant, provided that they meet the standards and conditions under Section 6 of this Ordinance as certified by the Committee.

*d. Temporary disqualification.* A CSO grantee that fails to meet the standards of sustainability over its project as may be determined by the Committee shall not be awarded additional funding for a period of three (3) years after the date of determination of non-qualification by the Committee. Reapplication shall be done after the lapse of the three-year prohibited period.

## **SECTION 6. QUALIFICATIONS AND REQUIREMENTS.** In order to qualify for the grant of livelihood program, the following criteria must be met:

a. CSOs eligible for the Program must be duly registered non-governmental organizations (NGOs), people's organizations (POs), cooperatives, or any similar entity operating within the City of Tuguegarao;

b. CSOs must be accredited by the City Government of Tuguegarao by virtue of a City Resolution;

c. CSOs applying for funding under this Program must submit a proposal detailing their proposed livelihood project, including its objectives, target beneficiaries, implementation plan, and budget breakdown; and

d. In the case of previous grantees of the Program seeking to secure new funding, the CSO must submit a detailed report on the implementation, liquidation, and sustainability of their existing respective livelihood projects funded through this Program.

## **SECTION 7. SCREENING COMMITTEE.** A screening committee is hereby created to ensure the implementation of this Program. It shall be composed of the following:

Chairperson	-	City Mayor
Vice Chairperson	-	City Social Welfare and Development Officer
Secretary	-	Head, Technology and Livelihood Development Office
Members:		
		City Administrator
		City Agriculturist
		City Planning and Development Coordinator
		City Health Officer



City Legal Officer  
City Treasurer  
City Veterinarian  
Head, Business, Permits, and Licensing Office

**SECTION 8. DUTIES AND FUNCTIONS OF THE COMMITTEE.** The following shall be the duties and functions of the Committee:

- a. To screen and evaluate the submitted proposals and documents of applicant CSOs
- b. To verify the identity of and declarations made by applicant CSOs in their application forms and proposals
- c. To identify the list of qualified CSOs and their respective proposed livelihood projects
- d. To recommend to the City Mayor for approval the list of qualified CSOs and their respective livelihood projects.

**SECTION 9. SECRETARIAT.** There shall be created a Secretariat to the Committee, headed by the Head of the TLDO and the members of which shall come from the City Social Welfare and Development Office, Office of the City Mayor, and the TLDO, and shall assist the Committee in implementing the provisions of this Ordinance.

The Secretariat shall also be responsible in receiving applications for the Program along with the necessary proposals and other documents, and such other reports and financial statements during the monitoring period.

**SECTION 10. APPLICATION AND SELECTION PROCESS.** The following shall be followed in the application and selection process of CSOs and their respective livelihood projects:

- a. CSOs interested in availing of financial assistance under this program shall submit their project proposals to the Secretariat during the designated application period.
- b. The Committee shall review and evaluate the submitted proposals based on predefined criteria such as feasibility, impact, sustainability, and alignment with the city's development priorities.
- c. Upon completion of the evaluation process, eligible CSOs shall be notified by the Office of the City Mayor of their selection and shall be granted the corresponding financial assistance for the implementation of their approved livelihood projects.

**SECTION 11. MONITORING AND EVALUATION.** The Committee shall conduct regular monitoring and evaluation of the funded livelihood projects to ensure compliance with the proposed objectives, proper utilization of funds, and achievement of desired outcomes.

CSOs receiving financial assistance under this program shall be required to submit periodic progress reports and financial statements to the TLDO for monitoring purposes.

**SECTION 12. REPORTING.** The Committee shall submit an annual report to the City Mayor and the City Council summarizing the implementation of the Program, including the number of CSOs assisted, funded projects, and outcomes achieved. The report shall also include recommendations for program improvement and sustainability.

**SECTION 13. APPROPRIATIONS.** The necessary funds for the implementation of this ordinance shall be sourced from the Annual Budget or any available funds of the City Government of Tuguegarao, subject to availability of funds, in accordance to existing auditing rules and regulations.

**SECTION 14. IMPLEMENTATION.** The Office of the City Mayor shall formulate the necessary guidelines and administrative procedures for the effective implementation of the Program.

**SECTION 15. SEPARABILITY CLAUSE.** The provisions of this Ordinance are hereby declared to be separable and in the event that one or more of the other provisions are held illegal or unconstitutional, the validity of the other provisions shall not be affected.

**SECTION 16. REPEALING CLAUSE.** Ordinances, executive orders, and other local legislations inconsistent with this Ordinance are hereby modified or repealed accordingly.

**SECTION 17. EFFECTIVITY.** This ordinance shall take effect immediately upon its approval in accordance with the Local Government Code.

**ON JOINT MOTION,** City Ordinance No. \_\_\_\_ was **APPROVED** on Third and Final Reading.