



## Seal of Good Local Governance – DOCUMENT UPLOAD CHECKLIST

For Cities and Municipalities

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

City/Municipality of : **TAMBULIG** Region : **IX**  
Province : **ZAMBOANGA DEL SUR**

**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.

| Form Code  | Form Title  | No. of Pages |
|--|---|--------------|
| <b>Certified by members of the Regional Assessment Team (RAT):</b> |   |              |
| 3.1  | Financial Administration and Sustainability         | 4            |
| 3.2  | Disaster Preparedness                               | 8            |
| 3.3  | Social Protection and Sensitivity                   | 10           |
| 3.4  | Health Compliance and Responsiveness                | 3            |
| 3.5  | Sustainable Education                               | 3            |
| 3.6  | Business-friendliness and Competitiveness           | 4            |
| 3.7  | Safety, Peace and Order                             | 2            |
| 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           |
| <b>Certification from Department Heads:</b>                        |   |              |
| 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   |

**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: \_\_\_\_\_



Department of the Interior and Local Government  
Assessment for the Seal of Good Local Governance  
CY 2024



## Seal of Good Local Governance –VERIFYING DOCUMENT UPLOAD

For Cities and Municipalities

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

City/Municipality of : **TAMBULIG**  
Province : **ZAMBOANGA DEL SUR**

Region :

**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  |
|---|---|
| <b>Financial Administration and Sustainability</b>                    |   |
| 1. Audit Opinion + 30% of recommendations fully complied with         | <input type="checkbox"/> 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)     |
| 2. Full utilization of Performance Challenge Fund/SGLG Incentive Fund | <input type="checkbox"/> Proof of LGUs date of receipt of the Notice to Implement (NTI) from DILG RO (if not 100% utilization rate per NGA data)  |
|   | <input type="checkbox"/> Copy of the DILG RO approval of the LGU's request for extension (if not 100% utilization rate per NGA data, as applicable)   |
|   | <input type="checkbox"/> Receipt/Deposit Slip of Reversion of Subsidy to National Treasury (if not 100% utilization rate per NGA data, as applicable)   |
| 3. Project completion of FY 2022 LGSF projects                        | <input type="checkbox"/> Copy of Notice of Authority to Debit Account Issued (NADAI) funded under FY 2022 LGSF  |
|   | <input type="checkbox"/> Receipt/Deposit Slip of Reversion of Subsidy to National Treasury (as applicable)  |
| <b>Disaster Preparedness</b>  |   |
| 4. Functionality of LDRRMO  | <input type="checkbox"/> Appointment of LDRRM Officer – Head of Office with CSC attestation   |
|   | <input type="checkbox"/> Appointment/s of LDRRMO staff – with CSC attestation   |
|   | <input type="checkbox"/> CSC Resolution granting the LGU authority to take final action on its appointment (in case the LGU is accredited)  |
| 5. CLUP   | <input type="checkbox"/> 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 |
|   | <input type="checkbox"/> Copy of draft CLUP (only the portion showing that results of risk assessment are already incorporated)   |
| 6. LCCAP  | <input type="checkbox"/> Proof of submission to CCC   |
| 7. Approved Contingency Plan  | <input type="checkbox"/> Proof of LDRRMC approval   |



| Criterion  | Available/Applicable Document for Upload   |
|--|--|
| <b>Social Protection and Sensitivity</b>   |  |
| 8. Mechanisms for GAD and VAWC   | <input type="checkbox"/> Ordinance approving/ amending/ revising LGU's GAD Code<br><input type="checkbox"/> Resolution localizing provincial code ( <i>as the case may be</i> )<br><input type="checkbox"/> Executive Order, ordinance or similar document creating the LCAT-VAWC<br><input type="checkbox"/> Copy of the Minutes of LCAT-VAWC meetings in 2023 ( <i>per quarter</i> )   |
| 9. Compliance with Accessibility Law   | <input type="checkbox"/> Copy of NHIP Certification ( <i>in case the building is a historical site</i> )<br><input type="checkbox"/> Copy of building plan which indicates that the establishment of a ramp is one of its features ( <i>in case the building is under construction</i> )<br><input type="checkbox"/> 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 ( <i>in case minimum requirements on health facility could not be complied with</i> ) |
| 10. Sign Language Interpreter (for cities only)  | <input type="checkbox"/> Any document as proof of hiring/designating a sign language interpreter in the LGU; OR<br><input type="checkbox"/> Proof of engagement with external service provider (e.g., MOU, etc.); OR<br><input type="checkbox"/> Portion of the Annual Budget indicating budget allocated for the hiring of a sign language interpreter<br><input type="checkbox"/> Certificate of Training (s) attended relative to sign language   |
| 11. Compliance with the mandatory Indigenous Peoples (IP) Representation in the Sanggunian | <input type="checkbox"/> Copy of the Certificate of Affirmation (CoA) received by the IPMR<br><input type="checkbox"/> Copy of Payroll in CY 2024 ( <i>at least one payroll copy</i> )<br><input type="checkbox"/> Copy of Minutes of the Meeting in CY 2024 ( <i>at least one copy of the minutes</i> )   |
| 12. Accredited residential care facility (for cities only)                                 | <input type="checkbox"/> Copy of the Certificate of Accreditation of the facility issued by DSWD Standards Bureau or BARMM MSSD<br><input type="checkbox"/> Memorandum of Agreement between LGU and partner-organization managing the facility ( <i>in case LGU does not manage its own RCF; but has a partner-facility</i> )<br><input type="checkbox"/> Copy of valid Certification if LGU is not listed in NGA data   |
| 13. Support to/Adoption of the Pantawid Pamilyang Pilipino Program                         | <input type="checkbox"/> Copy of Ordinance/AIP/CDP/LDIP/LPRAP indicating budget allocation for 4Ps ( <i>only the portion for 4Ps</i> )   |
| 14. LSWDO is a registered social worker  | <input type="checkbox"/> Appointment of SWDO with CSC attestation<br><input type="checkbox"/> CSC Resolution granting the LGU authority to take final action its appointment ( <i>in case the LGU is accredited</i> )<br><input type="checkbox"/> PRC license of SWDO – Head of Office<br><input type="checkbox"/> PRC license of registered LSWDO staff ( <i>in case the exemption applies</i> )  |



| Criterion  | Available/Applicable Document for Upload  |
|--|---|
|  | <input type="checkbox"/> Proof of granting Magna Carta benefits (e.g. Annual budget, payroll, etc.)   |
| 15. Institutionalizing Public Employment Service Office (PESO)                               | <input type="checkbox"/> Ordinance institutionalizing the Public Employment Service Office and/or creating the plantilla position<br><input type="checkbox"/> Appointment of PESO Manager with CSC attestation or EO Designation of PESO Manager<br><input type="checkbox"/> Certification from Budget Officer indicating that the LGU has met the PS limitations   |
| 16. LDC Functionality  | <input type="checkbox"/> Copy of Sanggunian Resolution adopting the CDP   |
| 17. Establishment of Population Office with appointed or designated Population Officer       | <input type="checkbox"/> Appointment of Population Officer with CSC attestation or EO designating the Population Officer  |
| 18. Presence of a Teen Center  | <input type="checkbox"/> Ordinance or similar issuance for the creation and establishment of a Teen Center  |
| <b>Health Compliance and Responsiveness</b>  |   |
| <b>*No additional documents to be uploaded</b>   |   |
| <b>Sustainable Education</b>   |   |
| 19. Functional Local School Board  | <input type="checkbox"/> Copy of the Executive Order/similar issuance creating the LSB  |
| <b>Business-friendliness and Competitiveness</b>   |   |
| 20. Local Investment and Incentive Code (LIIC) ( <i>cities only</i> )                        | <input type="checkbox"/> Ordinance adopting the LIIC<br><input type="checkbox"/> Ordinance amending/ revising particular section(s) of existing LIIC<br><input type="checkbox"/> PPP Code/JV Code/PEZA Code ( <i>only the portion of the code indicating the date of updating</i> )   |
| 21. Presence of citizen's charter for securing permits for new business and business renewal | <input type="checkbox"/> Ordinance or similar issuance adopting citizen's charter   |
| 22. Streamlined process in doing business  | <input type="checkbox"/> Ordinance/similar issuance on the integration of barangay clearance to the business permitting process ( <i>for C/Ms only</i> )<br><input type="checkbox"/> Barangay Ordinance or similar issuance authorizing city to collect barangay clearance fee ( <i>for C/Ms only</i> )<br><input type="checkbox"/> Sample order of payment reflecting barangay clearance fees ( <i>for C/Ms only</i> ) |
| <b>Safety, Peace and Order</b>   |   |
| <b>*No additional documents to be uploaded</b>   |   |
| <b>Environmental Management</b>  |   |
| 23. Local Solid Waste Management (SWM) Board   | <input type="checkbox"/> Executive Order or similar issuance creating the SWM Board<br><input type="checkbox"/> Minutes of the meeting in CY 2023<br><input type="checkbox"/> Certification from LG-ENRO and BPLO if there is no recycling industry and manufacturing or packaging industry   |
| 24. No operating open and/or controlled dumpsite   | <input type="checkbox"/> Approved Safe Closure and Rehabilitation Plan ( <i>portion indicating approval of the plan</i> )   |



| Criterion  | Available/Applicable Document for Upload  |
|--|---|
|  | <input type="checkbox"/> Certification/Inspection Report from DENR-EMB regional office stating that LGU's dumpsite is already closed ( <i>for those with OPERATING dumpsite per DENR-EMB CO data</i> )                                    |
| 25. SWM Plan   | <input type="checkbox"/> NSWMC Resolution approving the LGU's SWM Plan  |
|  | <input type="checkbox"/> Received copy of LGU's letter to NSWMC requesting for SWM Plan review ( <i>in case plan is still under review</i> )  |
| 26. Materials Recovery Facility  | <input type="checkbox"/> Memorandum of Agreement if facility is in partnership with a private entity  |
|  | <input type="checkbox"/> Proof of planned programs on increasing operational MRFs, or on expanding its operation of a single MRF servicing multiple barangays   |
|  | <input type="checkbox"/> Sample of the recording system of one barangay for one week.   |
| 27. Access to Sanitary Landfill  | <input type="checkbox"/> Memorandum of Agreement if in partnership with another LGU's or private entity's landfill  |
|  | <input type="checkbox"/> Project progress report(s) ( <i>in case of ongoing construction of sanitary landfill</i> )   |
|  | <input type="checkbox"/> Proof of DENR's recognition that the LGU's facility/technology/initiatives lead to zero residual wastes OR completely address residual wastes ( <i>in case of other means of residual waste final disposal</i> ) |
| 28. Initiatives contributing to biodiversity conservation and enhancement focusing on inland wetlands and water bodies | <input type="checkbox"/> MOVs for the efforts that the LGU complied ( <i>kindly include the relevant page/s only</i> )  |
| 29. Initiatives on Water Quality Management  | <input type="checkbox"/> MOVs for the efforts that the LGU complied ( <i>kindly include the relevant page/s only</i> )  |
| 30. Establishment or Maintenance of Public Parks and Green Spaces  | <input type="checkbox"/> MOVs for the efforts that the LGU complied ( <i>kindly include the relevant page/s only</i> )  |
| <b>Tourism, Heritage Development, Culture and the Arts</b>   |   |
| 31. Local Tourism Development Plan   | <input type="checkbox"/> Executive summary and/or Approval page of the Local Tourism Development Plan or copy of the Draft Local Tourism Development Plan   |
|  | <input type="checkbox"/> Portion of the CDP that includes Tourism Chapter   |
| 32. Annual Supply and Demand Tourism Statistics Report   | <input type="checkbox"/> Copy of Transmittal to the Province ( <i>for C/Ms</i> )  |
|  | <input type="checkbox"/> Copy of Transmittal to the DOT Regional Office ( <i>for Ps/HUCs/ICCs</i> )   |
|  | <input type="checkbox"/> Copy of Certification from DOT Regional Office   |
| 33. Inventory of cultural property   | <input type="checkbox"/> Certificate of Compliance from NCCA  |
| <b>Youth Development</b>   |   |
| 27. Local Youth Development Council (LYDC)   | <input type="checkbox"/> Copy of EO/Ordinance or Resolution creating the LYDC   |
| 28. Local Youth Development Officer  | <input type="checkbox"/> Appointment of LYDO Officer with CSC attestation or EO designating the LYDO Officer  |





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