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
Certified by members of the Regional Assessment Team (RAT):		
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
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

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

City/Municipality of : **TAMBULIG** Region :
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)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)*
2. 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)*
3. 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		
4. 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)*
5. 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)*
6. LCCAP	☐	Proof of submission to CCC
7. Approved Contingency Plan	☐	Proof of LDRRMC approval

Criterion	Available/Applicable Document for Upload
Social Protection and Sensitivity	
8. 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)*
9. 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)*
10. 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
11. 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)*
12. 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
13. 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)*
14. LSWDO is a registered social worker	☐ Appointment of SWDO with CSC attestation
	☐ CSC Resolution granting the LGU authority to take final action 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)*

Criterion	Available/Applicable Document for Upload
	☐ Proof of granting Magna Carta benefits (e.g. Annual budget, payroll, etc.)
15. 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
16. LDC Functionality	☐ Copy of Sanggunian Resolution adopting the CDP
17. Establishment of Population Office with appointed or designated Population Officer	☐ Appointment of Population Officer with CSC attestation or EO designating the Population Officer
18. 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	
19. Functional Local School Board	☐ Copy of the Executive Order/similar issuance creating the LSB
Business-friendliness and Competitiveness	
20. 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)*
21. Presence of citizen's charter for securing permits for new business and business renewal	☐ Ordinance or similar issuance adopting citizen's charter
22. 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	
23. 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
24. No operating open and/or controlled dumpsite	☐ Approved Safe Closure and Rehabilitation Plan *(portion indicating approval of the plan)*

Criterion		Available/Applicable Document for Upload
	☐	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)*
25. 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)*
26. 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.
27. 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)*
28. 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)*
29. Initiatives on Water Quality Management	☐	MOVs for the efforts that the LGU complied *(kindly include the relevant page/s only)*
30. 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		
31. 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
32. 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
33. 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

Criterion	Available/Applicable Document for Upload
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

Criteria	Document Title

Checked and Uploaded by:

Signature over Printed Name of the PFP/RFP

Date