



## 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** 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
<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 ( <i>if not yet uploaded in the COA official website</i> )
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 ( <i>if not 100% utilization rate per NGA data</i> ) <input type="checkbox"/> Copy of the DILG RO approval of the LGU's request for extension ( <i>if not 100% utilization rate per NGA data, as applicable</i> ) <input type="checkbox"/> Receipt/Deposit Slip of Reversion of Subsidy to National Treasury ( <i>if not 100% utilization rate per NGA data, as applicable</i> )
3. Project completion of FY 2022 LGSF projects	<input type="checkbox"/> Copy of Notice of Authority to Debit Account Issued (NADA) funded under FY 2022 LGSF <input type="checkbox"/> Receipt/Deposit Slip of Reversion of Subsidy to National Treasury ( <i>as applicable</i> )
<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 ( <i>in case the LGU is accredited</i> )
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 ( <i>only the portion showing that results of risk assessment are already incorporated</i> )
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 <input type="checkbox"/> Resolution localizing provincial code ( <i>as the case may be</i> ) <input type="checkbox"/> Executive Order, ordinance or similar document creating the LCAT-VAWC <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> ) <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> ) <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 <input type="checkbox"/> Proof of engagement with external service provider (e.g., MOU, etc.); OR <input type="checkbox"/> Portion of the Annual Budget indicating budget allocated for the hiring of a sign language interpreter <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 <input type="checkbox"/> Copy of Payroll in CY 2024 ( <i>at least one payroll copy</i> ) <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 <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> )
13. Support to/Adoption of the Pantawid Pamilyang Pilipino Program	<input type="checkbox"/> Copy of valid Certification if LGU is not listed in NGA data <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 <input type="checkbox"/> CSC Resolution granting the LGU authority to take final action its appointment ( <i>in case the LGU is accredited</i> ) <input type="checkbox"/> PRC license of SWDO – Head of Office <input type="checkbox"/> PRC license of registered LSWDO staff ( <i>in case the exemption applies</i> )



Criterion	Available/Applicable Document for Upload
15. Institutionalizing Public Employment Service Office (PESO)	<input type="checkbox"/> Proof of granting Magna Carta benefits (e.g. Annual budget, payroll, etc.) <input type="checkbox"/> Ordinance institutionalizing the Public Employment Service Office and/or creating the plantilla position <input type="checkbox"/> Appointment of PESO Manager with CSC attestation or EO Designation of PESO Manager <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) (cities only)	<input type="checkbox"/> Ordinance adopting the LIIC <input type="checkbox"/> Ordinance amending/ revising particular section(s) of existing LIIC <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> ) <input type="checkbox"/> Barangay Ordinance or similar issuance authorizing city to collect barangay clearance fee ( <i>for C/Ms only</i> ) <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 <input type="checkbox"/> Minutes of the meeting in CY 2023 <input type="checkbox"/> Certification from LG-ENRO and BPLD 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
25. SWM Plan	<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> ) <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



Criterion	Available/Applicable Document for Upload
29. Presence of a Local Youth Development Plan	<input type="checkbox"/> 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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**Checked and Uploaded by:**

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