



Ka-COLLAB Profiling Form 1

1. **LGU Level** (please check) : ☐ Barangay ☐ City
2. **Ka-COLLAB Champion Innovator** (specify Name of LGU) : _____
3. **Department/Division/Service/Office/Section** (for City only, select from below) :

☐ NOT APPLICABLE
☐ City Accounting Office
☐ City Administrator's Office
☐ City Assessor's Office
☐ City Budget Office
☐ City Building and Architecture Office
☐ City Civil Registry Office
☐ City Disaster Risk Reduction and Management Office
☐ City Engineering Office
☐ City Environment and Parks Management Office
☐ City General Services Office

☐ City Health Services Office
☐ City Human Resource Management Office
☐ City Legal Office
☐ City Mayor's Office
☐ City Planning, Development, and Sustainability Office
☐ City Social Welfare and Development Office
☐ City Treasurer's Office
☐ City Veterinary and Agriculture Office
☐ Sangguniang Panlungsod of Baguio
☐ Others, please specify: _____

Details	Data Needed
a. Title or Name	Complete Title or Name of the Ka-COLLAB Innovations/Best Practices of the Department/Service/Office/Section/Unit/Barangay; [Title or Name]
b. Ka-COLLAB Champion Innovator	Name of primary office or barangay that develops, initiates or introduces an innovation/best practice. [Ka-COLLAB Champion Innovator]
c. Category of Innovation/Best Practice	Category of the innovation/best practices that focuses on the six (6) pillars of Capacity Development, and governance areas of Seal of Good Local Governance (refer to page 3): [Category of Innovation/Best Practice]
d. Brief Description	Describe the innovation/best practice in five (5) to ten (10) sentences, or in one or two paragraphs. This may include one of the following: 1. Background 2. Objective/s 3. Issues / Concerns 4. Motivations [Brief Description]
e. Ka-COLLAB Co-Creator/s	Specify name/list of offices/CSOs/private sectors/national government agencies identified as co-creators/partners in the initiatives/innovations/best practice (separate with comma). Please do not abbreviate. Put N/A if not applicable. [Ka-COLLAB Co-Creator/s]
f. Target Audience/Beneficiaries	Specify target audience/individual/partners who will benefit the innovation/best practice, e.g., LGU, academes, private sectors, NGAs, et. al [Target Audience/Beneficiaries]
g. Date Started	Date/period of the innovation it was first implemented/developed/created. [Date Started]
h. Status	Indicate if the innovation is: • Active – continuously implementing • Inactive – deferred/deactivated *If inactive, state the reason of non-implementation/deferment. Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive If inactive, why: _____ _____



Details	Data Needed
i. Awards and Recognitions Received	<p>List of awards/recognitions received by the innovation/best practice since it was first implemented. Put N/A if not applicable.</p> <p>[Awards and Recognitions Received by Most Recent]</p> <p>1. 2. 3. 4. n...</p>
j. Supporting Document/s	<p>Any supporting document pertaining to the innovation/best practice, e.g., photo documentations, policy, post activity report, briefer, concept note, etc.</p> <p>[Upload document/file/photos in PDF format]</p>
k. Contact Details	<p>Contact information needed for coordination purposes</p>
i. Focal Office/Person:	<p>Name of Focal Office/Barangay/Person</p> <p>[Insert here]</p>
ii. Contact Number/s:	<p>Official/work contact number, e.g., landline, mobile number, et. al</p> <p>[Insert here]</p>
iii. Email Address/es:	<p>Official/work email address of the office/barangay/person. Put N/A if not applicable.</p> <p>[Insert here]</p>
iv. Official Website/Social Media Account/s	<p>Link or name of official website/social media account such as Facebook, Instagram, X (formerly Twitter), YouTube, among others. Put N/A if not applicable.</p> <p>a. Website: b. Facebook: c. Instagram: d. Tiktok: e. X (formerly Twitter): f. Youtube: g. Others, please specify: _____</p>
<p>- End of the form -</p>	

NOTE: Please submit the duly signed form through DILG Baguio FLEKS at: <https://sites.google.com/view/dilgfleks/references/ka-collab>.

Accomplished by:

Name and Position/Designation

Date Accomplished:



Category A: Governance Area-Focused

- Agriculture and Animal Services
- Business Friendliness and Competitiveness
- Disaster Preparedness
- Environmental Management
- Facility and Frontline Services
- Financial Administration and Sustainability
- Gender and Development
- Health Compliance and Responsiveness
- Indigenous Peoples and Practices
- Information Technology
- Safety, Peace and Order
- Social Protection and Sensitivity
- Sustainable Education
- Tourism, Heritage Development, Culture and the Arts
- Youth Development
- Others: _____

Category B: Capacity Pillar-Focused

Pillars of capacity development (CapDev) that, through this innovation and best practices, the LGU will help the stakeholder/s perform/s its functions necessary to produce desired results. The six (6) pillars of Capacity Development, namely:

1. **Structure:** This refers to the organizational framework, including offices, committees, and work groups. A well-structured organization can facilitate effective operations and decision-making.
2. **Competency:** This pillar focuses on the knowledge, skills, and abilities of individuals and teams to perform their assigned roles. It involves ensuring staff have the necessary expertise to carry out their duties effectively.
3. **Management Systems:** This includes the processes, procedures, and systems used for managing programs and projects. This can encompass planning, budgeting, monitoring, and evaluation.
4. **Enabling Policies:** This refers to the legal and regulatory frameworks that support capacity development. It ensures that organizations have the necessary legal and political space to implement their plans and achieve their goals.
5. **Knowledge and Learning:** This pillar emphasizes the importance of knowledge management, learning, and innovation. It involves creating a culture of continuous improvement and ensuring that individuals and organizations have access to the necessary knowledge and resources.
6. **Leadership:** This refers to the ability of leaders to inspire, motivate, and guide individuals and teams towards achieving organizational goals. Effective leadership is crucial for fostering a culture of capacity development and driving positive change.