



CATEGORY: 4 TH CLASS MUNICIPALITY			
NAME OF LUPONG TAGAPAMAYAPA		POPULATION	
PUNONG BARANGAY		LAND AREA	
CITY/MUNICIPALITY		TOTAL NO. OF CASES	
PROVINCE		NUMBER OF LUPONS (excluding Secretary and Lupon Chair)	MALE:
REGION			FEMALE:

General Instruction: Please read the Technical Notes at the back before accomplishing this form. Supply only the number.

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NAME OF LUPONG TAGAPAMAYAPA		BGY SEAL
PUNONG BARANGAY		
CITY/MUNICIPALITY		
PROVINCE		
REGION		

CRITERIA	
I. EFFICIENCY IN OPERATIONS	
A). Observance of Settlement Procedure and Settlement Deadlines	Proper Recording of Every Dispute (enumerate below)
1) a) Proper Recording of every dispute	



CY 2025 LUPONG TAGAPAMAYAPA INCENTIVES AWARDS

MOV: Two (2) Photos of Record Book and Sample Entries	
1 b) Sending of Notices and Summons with complete and accurate information to the parties within the prescribed period (within the next working day upon receipt of complaint	Briefly Explain how you send Notices and Summons Means of Verification: 10 samples of Notices to the Complainant/s and Summons to the respondent/s with Officer's Return and Minutes of the Proceedings



CY 2025 LUPONG TAGAPAMAYAPA INCENTIVES AWARDS

2) Settlement and Award Period	Means of Verification: Settlement and Award Period Table on 10 cases handled 10 samples of the Minutes of the Settlement Proceedings Four (4) photos with caption of on-going procedure (mediation)							
	SETTLEMENT AND AWARD PERIOD							
	LEGEND: M-Mediation		C-Conciliation		C w/ EP- Conciliation with Extendible Period		C46+ Conciliation beyond 46 days	
	CASE NO.	CASE TITLE	COMPLAINT TITLE	NATURE	DATE FILED	DATE OF INITIAL CONFRONTATION OF PARTIES	ACTION TAKEN (M/ C/ C w EP/ A and C46+)	DATE OF SETTLEMENT



CY 2025 LUPONG TAGAPAMAYAPA INCENTIVES AWARDS

B. Systematic Maintenance of Records	Explain below how you maintain your KP Records
Means of Verification: 2 Photos of Manual Records 2 Photos of Filing Cabinet 2 Photos of Digital Filing	

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CY 2025 LUPONG TAGAPAMAYAPA INCENTIVES AWARDS

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CY 2025 LUPONG TAGAPAMAYAPA INCENTIVES AWARDS

A. Conduct of Monthly Meetings Exclusively on Katarungang Pambarangay (KP) Matters

SUMMARY OF LUPON MEETINGS		
DATE OF NOTICE OF MEETING	DATE OF THE MEETING	MEETING AGENDA

Means of Verification:

- Copies of Notices of Meetings with Name and date and time stamped receipt of each Lupon Members
- Copy of Minutes of Lupon Meeting with Attendance Sheet
- Photo Documentation of EVERY Meeting



II. EFFECTIVENESS IN SECURING THE SETTLEMENT OF INTERPERSONAL DISPUTE OBJECTIVE OF THE KATARUNGANG PAMBARANGAY	
A. Quantity of Settled cases against filed	For the quantity of settled cases against cases filed, the Lupong Tagapamayapa of _____ had a _____% solution or settlement rate for 2024. In CY 2024, a total of ____ cases were filed, ____ of which were settled and ____ cases were issued CFA by the Pangkat ng Tagapagkasundo. Formula: No. settled case: ____ / Total no. of cases: ____ = ____% *Please see attached Form 7-A, List of Cases
B. Quality of Settlement of Cases	Out of __ settled cases in 2024, there were ____ repudiated and recurring cases within the year.
C. At least 80% compliance with the terms of settlement or award after the case have been settled	Lupon Tagapamayapa of Barangay __ accomplished _____% compliance rate for CY 2024 with the terms of settlement after the cases have been settled.



CY 2025 LUPONG TAGAPAMAYAPA INCENTIVES AWARDS

III. CREATIVITY AND RESOURCEFULNESS OF THE LUPONG TAGAPAMAYAPA

A. Settlement Technique

DESCRIPTION:

MOVs: 2 Photos each Settlement Technique with captions – at least 6



CY 2025 LUPONG TAGAPAMAYAPA INCENTIVES AWARDS

A. Coordination with Concerned Agencies relating to disputes filed (PNP, DSWD, DILG, DAR, DENR, Office of the Prosecutor, Court/s, DOJ, CHR, volunteer groups/organizations, NGOs, CSOs, Barangay Justice Advocates)	COORDINATION WITH AGENCIES			
	DATE OF COORDINATION	AGENCY COORDINATED	SUBJECT MATTER COORDINATED	PROOF OF COORDINATION
B. Sustained information drive to promote Katarungang Pambarangay	IEC Materials 2 samples			
	IEC Activities			
	Innovative Campaign Strategies			



CY 2025 LUPONG TAGAPAMAYAPA INCENTIVES AWARDS

C. Katarungang Pambarangay Training or Seminar within the Assessment Period 1. Conducted by the Barangay 2. Training conducted by government or nongovernment organizations participated by Lupon members	KP TRAINING or SEMINAR				
	DATE	TITLE OF TRAINING OR SEMINAR	VENUE	SPONSOR/S	PARTICIPANTS
MOV: Two (2) photos with caption of training on general/basic orientation or review of KP system MOV: Two (2) photos with caption of advance knowledge on laws, policies and standards in relation to KP system MOV: Certificate of Participation/Completion					



IV. AREA OR FACILITY FOR KATARUNGANG PAMBARANGAY ACTIVITIES

**Building structure
or space**

Description:

MOV: Three (3) photos with caption of the building or space used exclusively/shared for KP and LT Concerns, furniture fixtures and equipment used in the operation of the KP office



CY 2025 LUPONG TAGAPAMAYAPA INCENTIVES AWARDS

V. FINANCIAL OR NON-FINANCIAL SUPPORT

A. City, Municipal or Provincial Government and NGAs B. People's Organization, NGOs or Private Sector and others	FINANCIAL OR NON FINANCIAL SUPPORT			
	SUPPORT		DATE GRANTED/GIVEN	DONOR/SPONSORS
	FINANCIAL (IN AMOUNT)	NON-FINANCIAL		
	Means of Verification: from C/M/P or NGAs - Certified true copies of any proof of support such as Deed of Donation, MOA, Resolution, Appropriations Ordinance, Acknowledgment Receipts, Vouchers and etc. From People's Organizations, NGOs or Private Sector - Certified true copies of any proof of support such as Deed of Donation, MOA, Acknowledgment Receipts, Vouchers and etc.			

Prepared by:

LUPON SECRETARY

Signature over Printed Name

Date:

Approved by:

LUPON CHAIRPERSON

Signature over Printed Name

Date:



NAME OF LUPONG TAGAPAMAYAPA		BGY SEAL
PUNONG BARANGAY		
CITY/MUNICIPALITY		
PROVINCE		
REGION		

FORM 07-A:LIST OF CASES

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CY 2025 LUPONG TAGAPAMAYAPA INCENTIVES AWARDS

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Prepared by:

Approved by:

LUPON SECRETARY

Signature over Printed Name

Date:

LUPON CHAIRPERSON

Signature over Printed Name

Date:

Verified by:

C/MLGOO

Signature over Printed Name

Date:

DILG PFP – LTIA

Signature over Printed Name

Date: