

	CATEGORY: 4 TH CLASS MUNICIPALITY	
NAME OF LUPONG TAGAPAMAYAPA	POPULAT	TION
PUNONG BARANGAY	LAND AR	REA
CITY/MUNICIPALITY	TOTAL NO	O. OF CASES
PROVINCE	- T	R OF LUPONS MALE:
REGION	and Lupo	ng Secretary on Chair FEMALE:

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

	NATUI	RE OF CASI	CASES ACTION TAKEN										ACTION TAKEN									OUTSIDE THE JURISDICTIO	TOTAL (cases	BUDGET ALLOCATE
CRI M	CIVI	OTHER	TOTAL	SETTLED						NO	T SETTLED			N OF THE	filed)	D (6)								
INAL (1a)	(1b)	S (1c)	(1D)	MEDIA TION (2a)	CONCI LIATIO N (2b)	ARBIT R ATION (2c)	TOTAL (2d)	PEN- DIN G (3a)	DISM -ISSE D (3b)	REPU- DIATE D (3c)	CERTIFIE D TO FILE ACTION (3e)	DROP PED / WITH DRAW N (3f)	TOTAL (3F)	BARANGAY (4)	(5)									



NAME OF LUPONG TAGAPAMAYAPA	
PUNONG BARANGAY	
CITY/MUNICIPALITY	BGY SEAL
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	



MOV: Two (2) Photos of Record Book and Sample Entries	
1 b) Sending of Notices and Summons with complete and accurate	Briefly Explain how you send Notices and Summons
information to the parties within the prescribed period (within the next working day upon receipt of complaint	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



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)

		Si	ETTLEMEN	T AND AWARD	PERIOD		
LEGEND: M-Mediation		C-Conciliation		C w/ EP- Con Extendible Pe		C46+ Concilia 46 days	tion beyond
CASE NO.	CASE TITLE	COMPLAINT TITLE	NATUR E	DATE FILED	DATE OF INITIAL CONFRONTATION OF PARTIES	ACTION TAKEN (M/ C/ C w EP/ A and C46+)	DATE OF SETTLEMEN T



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



C. Timely Submission of Reports to Concerned Agencies

	TIMELY SUBMISSION OF REPORTS	
DATE OF SUBMISSION	REPORT/S SUBMITTED	AGENCY
DILG		
COURT		



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
- \cdot Copy of Minutes of Lupon Meeting with Attendance Sheet
- \cdot Photo Documentation of EVERY Meeting

II. EFFECTIVENES	S IN SECURING THE SETTLEMTN 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.



C. At least 80% compliance with the terms of settlement or award after the case have been settled

LEGEND: M-Mediation C-Conciliation			C w/ EP- 0 Period	Conciliation wit	C46+ Conciliation beyond 46 days			
CAS E NO.	CASE TITLE (COMPLAINAN T VS. RESPONDENT)	COMPLAIN T TITLE	ACTIO N TAKEN (M/ C/ C With EP/ A &46+)	_	DATE OF EXECUTIO	MAIN POINT OF - AGREEMEN T	STATUS OF COMPLIANC E	REMARK S



	III. CREATIVITY AND RESOURCEFULNESS OF THE LUPONG TAGAPAMAYAPA
A. Settlement Technique	DESCRIPTION:
	MOVs: 2 Photos each Settlement Technique with captions – at least 6



A. Coordination with							
Concerned Agencies relating to disputes filed	COORDINATION WITH AGENCIES						
(PNP, DSWD, DILG, DAR, DENR, Office of the Prosecutor, Court/s, DOJ, CHR, volunteer groups/organizatio ns, NGOs, CSOs, Barangay Justice Advocates)	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 Stra	ategies					



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 TRAINIG 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 Description:** or space 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



V. FINANCIAL OR NON-FINANCIAL SUPPORT

A. City, Municipal or Provincial Government	FINANCIAL OR NON FINANCIAL SUPPORT						
and NGAs	SUF	PPORT	DATE GRANTED/GIVEN	DONOR/SPONSORS			
B. People's Organization, NGOs or Private Sector and others	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: Approved by:

LUPON SECRETARY

LUPON CHAIRPERSON

Signature over Printed Name

Signature over Printed Name

Date:

Date:



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

FORM 07-A:LIST OF CASES

	LIST OF CASES									
CASE NO.	CASE TITLE	COMPLAIN T TITLE	NATURE (Civil/Criminal)	DATE FILED	DATE OF INITIAL CONFRONTATION	ACTION TAKEN (M/C/A)	DATE OF EXECUTION OF SETTLEMEN T OR AWARD	MAIN POINT OF AGREEMEN T	STATUS OF COMPLIANC E ON THE SETTLEMENT OR AWARD	REMARKS



Date:

CY 2025 LUPONG TAGAPAMAYAPA INCENTIVES AWARDS

			_					_	_			
Pre	pared by:			Approved by:	-							
LUP	ON SECRET	ARY		LUPON CHAIRP	ERSON							
Sigr	nature over	Printed Name		Signature over	Signature over Printed Name							
Dat	e:			Date:	Date:							
				Verifie	d by:							
C/N	/ILGOO				DILG PFP –	LTIA						
Sigr	nature over	Printed Name			Signature o	ver Printed Nan	ne					

Date: