



Republic of the Philippines
 DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Cordillera Administrative Region
BAGUIO CITY FIELD OFFICE

ACTION PLAN FOR THE FIRST 100 DAYS FOR PUNONG BARANGAYS
Together with the Sangguniang Barangay Members

BARANGAY _____

Duty	Activity	Timelines / Status	Output Indicator
As Local Chief Executive	Appointment of <ul style="list-style-type: none"> ✓ Secretary ✓ Treasurer ✓ Other personnel <ul style="list-style-type: none"> o Day Care Workers o Brgy Health Workers o Brgy. Nutrition Scholars o Accounting Clerk 1 o Admin Aide III (Brgy Records Keeper) o Admin Aide 1 / Utility Worker o Barangay Tanods o Lupong Tagapamayapa o Purok Leaders 		<ul style="list-style-type: none"> <input type="checkbox"/> Appointment <input type="checkbox"/> Resolution concurring the appointments <input type="checkbox"/> Bonding of accountable officers (PB and Treas) <input type="checkbox"/> Change/ renewal of bank signatories
	Organization of Barangay-based Institutions <ul style="list-style-type: none"> ✓ BDC (already includes BDRRM), BPOC, BCPC, BADAC, BESWMC, BPFSDC, BNC, BAC ✓ GAD Focal Point, VAWC Desk, BHARAO, OSCA/PWD Officer 		<ul style="list-style-type: none"> <input type="checkbox"/> Executive Order re-organizing the BBIs <input type="checkbox"/> Election of BHRAO <input type="checkbox"/> Barangay resolution designating GAD Focal Point (to be the person responsible for VAW Desk). Persons in charge of Barangay Information Desk
	Budget Preparation Barangay Budget for 2024 <ul style="list-style-type: none"> ✓ 55% Personal Service ✓ 20% Development Fund (20% of IRA-Budget Year) ✓ 10% SK Fund (10% of Total General Fund-Budget Year) ✓ 5% for DRRM Fund (Regular Income-Budget Year) ✓ 1 % for BCPC ✓ 1 % for Senior Citizen & PWDs ✓ 5 % GAD (mainstreamed) 		<ul style="list-style-type: none"> <input type="checkbox"/> Barangay Development Plan & BAGAD <input type="checkbox"/> AIP <input type="checkbox"/> Updated CBDRRM Plan <input type="checkbox"/> GAD Plan and Budget <input type="checkbox"/> Annual Procurement Plan <input type="checkbox"/> CapDev Agenda
	Review of Barangay Citizen Charter		Resolution or ordinance adopting or updating the service standards
As Presiding Officer	Inaugural Session (1 st regular session / meeting)		Resolution adopting or updating the Internal Rules

	Adopt or update the internal rules and Procedures (IRP) <ul style="list-style-type: none"> ✓ Organization of Standing Committees ✓ Order and Calendar of Business ✓ Parliamentary Procedures and decorum ✓ Rules on disciplining members ✓ Such other rules as may be included 		and Procedures / House Rules (while this has not been approved by the new Sangguniang Barangay, the House Rules previously adopted shall remain in force).
	Budget Authorization		<input type="checkbox"/> Appropriations Ordinance <input type="checkbox"/> Resolution adopting the AIP
	Full Disclosure of Financial and Business Interest		Statement of Assets, Liabilities and Networth (SALN)
As Lupon Tagapamayapa Chairperson	Organization of the Lupon Tagapamayapa <ul style="list-style-type: none"> ✓ Posting of names of candidates in 3 conspicuous places for 3 weeks ✓ Appointment of LT members ✓ Posting of list of LT members in 3 strategic and highly visible places in the barangay 		List of 10 – 20 LT members Appointment papers of LT members Barangay Officials Information Sheet (BOIS)

Name of Punong Barangay