



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG- NAPOLCOM Center, EDSA cor. Quezon Ave., West Triangle, Q.C.
www.dilg.gov.ph

11 OCT 2019

MEMORANDUM CIRCULAR
NO: 2019-169

TO : ALL PROVINCIAL GOVERNORS, CITY/MUNICIPAL MAYORS, PUNONG BARANGAYS INCLUDING EXECUTIVE DIRECTOR OF THE LOCAL GOVERNMENT ACADEMY, DILG REGIONAL/PROVINCIAL/CITYDIRECTORS,CITY/MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICERS, AND ALL OTHERS CONCERNED

SUBJECT : GUIDELINES ON THE IMPLEMENTATION OF THE RETOOLED COMMUNITY SUPPORT PROGRAM (RCSP)

1.0.BACKGROUND

- 1.1 President Rodrigo Roa Duterte issued the Executive Order No. 70 last 04 December 2018 entitled "Institutionalizing the Whole-of-Nation approach in attaining inclusive and sustainable peace, creating a National Task Force to End Local Communist Armed Conflict, and directing the adoption of a National Peace Framework" (EO 70).
- 1.2 EO 70 stipulated the need to reframe and refocus government policies in order to achieve inclusive and sustainable peace by recognizing that local armed conflicts are not only a military concern but also symptomatic of a broader social, economic, and governance challenges manifested by prevalence of poverty, lack of better life chances, historical injustice, social inequities and exclusivity.
- 1.3 EO 70 further states the need to establish a Whole-of-Nation Approach (WNA) in addressing the root causes of local armed conflict by prioritizing the delivery of basic government services, social development packages, and construction of needed infrastructures with the end-in-view of ushering inclusive development in the pursuit of country's peace agenda. Thus, President Rodrigo Roa Duterte, through EO 70, orders the institutionalization of the WNA approach as a government policy for the attainment of inclusive and sustainable peace.
- 1.4 The Community Support Program (CSP) is a program of the Armed Forces of the Philippines (AFP) Development Support and Security Plan (DSSP) dubbed as "Kapayapaan", which is a multi-stakeholder and community-based peace and development effort aimed to establish and protect a conflict-affected

community. The CSP aims to identify issues of the communities and introduce developmental interventions to resolve these issues that the community itself identified. However, the CSP is limited with resources in addressing issues and gaps due to limited resources and participation of other National Government Agencies (NGA).

1.5 Thus, the Retooled Community Support Program (RCSP) was formulated in order to strengthen the CSP initiatives of the military and making the effort Local Government Units (LGU) driven. With the implementation of the RCSP, Local Chief Executives (LCEs) will be champions of the RCSP through their programs, projects, and activities (PPAs) that are geared towards institutionalizing sustainable peace and development.

1.6 The RCSP is an inclusive program that aims to address identified issues of the community by closing the governance and development gaps through provision of needed government PPAs while ensuring that development is sustained and peace is being promoted.

2.0. PURPOSE

2.1 This Memorandum Circular shall guide the implementation of RCSP through concerned local officials chief executives and DILG officers and staff.

3.0. LEGAL BASES

3.1 The 1987 Constitution of the Philippines specifically pertinent provision under Article 2 “state policies”;

3.2 Republic Act 7160 otherwise known as the Local Government Code of 1991, specifically Sections 17, 384, 440, 448, 458 among other pertinent provisions;

3.3 Executive Order No. 17 s. 2018 entitled “*Institutionalizing the Whole-of-Nation approach in attaining inclusive and sustainable peace, creating a national task force to end local communist armed conflict, and directing the adoption of a national peace framework*” and;

3.4 Pertinent policies, pronouncements, and issuances from the Office of the President, The National Security Council being the Vice-Chair of the National Task Force on Ending Local Communist and Armed Conflict, the Cabinet Assistance System, the Cabinet Cluster Systems organized under Executive Order No 24, and other oversight agencies

3.5 Other related issuance of the Department related to the above-mentioned subject matter

4.0. COVERAGE

4.1 This Memorandum Circular covers all Provincial Governors, City and Municipal Mayors, Punong Barangays including DILG Regional/Provincial/City Directors,

Cluster Heads, City/Municipal Local Government Operations Officers, DILG attached agencies, and other concerned.

4.2 The RCSP shall be implemented in all LGUs nationwide. The targeting of the Barangays for RCSP immersion shall be based on the identification and prioritization of targets set by the National Task Force's Focused Geographic Areas (FGA).

5.0 THE RETOOLED COMMUNITY SUPPORT PROGRAM

5.1 The RCSP is a convergence mechanism for LGUs particularly in the barangay for the identification of issues and needed government interventions. It is anchored on the empowerment framework that intends to develop people's capability to organize themselves and own development by bringing about value-chain interventions to uplift their current condition.

5.2 The RCSP adheres to the governance principles with the end in view of ensuring social justice and mainstreaming peace and development thrusts in the LGU priorities. RCSP is anchored on the empowerment framework geared to provide needed government services to the community, open and access available platform for democratic participation, and harness nationalism and patriotism in bringing positive change to the community.

5.3 The RCSP shall adhere to creating and sustaining peace through the eight (8) pillars of positive peace, to wit:

- a. Well-functioning government;
- b. Sound business environment;
- c. Equitable distribution of resources;
- d. Acceptance of the rights of others;
- e. Free-flowing and sharing of information;
- f. High level of human capital;
- g. Low level of corruption; and,
- h. Good and harmonious relationship with neighbours

5.4 The LGUs through their LCE shall champion the implementation of the RCSP, consistent to their responsibilities under the Local Government Code and other pertinent law. The LCEs are hereby mandated to spearhead all RCSP initiatives by: (1) engaging the community to collaborate and co-create with their local governments developments and solutions to local issues (2) foster convergence and collaboration among various government institutions, civilian and uniformed, as well as non-government players such as local Civil Society Organizations, People's Organization, the Business and all sectors of the society.

6.0 THE RCSP OVERLAPPING PHASES AND SUGGESTED TIMELINES

6.1 The Implementation of the RCSP follows an operational methodology with the suggested phases and timelines as follow:

Phase		Strategic Objective	Suggested Timeline
0	Pre-planning	Pre-planning stage	Week 0-Immersion
1	Shape	Organization of RCSP Team and Core Team	Week 1-2
2	Access	Identification of governance gaps and needed development interventions	Week 3-4
3	Transform	Implementation of priority programs and projects identified by the community based on the analysis of issues and gaps	Week 4-5
4	Sustain	Empowerment of communities, strengthening of barangay based-institutions, and capacity of barangay in the crafting of Barangay Development Plan	Week 5-onwards
5	Monitor	Mobilization, hand-over, and sustainability	Week 8 onwards

6.2 The suggested timelines of the RCSP implementation is not a hard and fast rule. The timeline and progression of the RCSP implementation depends upon (1) the current condition of the barangay and its institutions prior to the RCSP immersion and (2) current status of the CSP initiatives of the AFP in areas that have been previously covered by AFP-CSP. Apropos, RCSP Core Team must maintain the urgency of the efforts and work towards synchronization of timelines together with partners from the AFP and other NGAs.

6.3 In every phase of the RCSP, significant milestones must be defined and measured by the RCSP Team.

7.0 THE RCSP IMPLEMENTATION PHASES

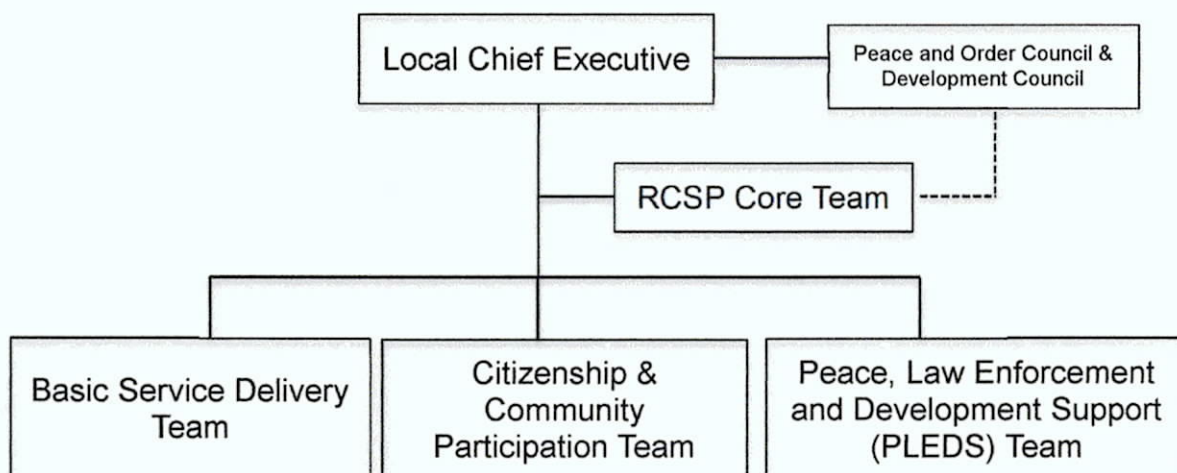
7.1 Phase 0 – Pre-planning Stage

7.1.1 The Pre-planning stage of the RCSP is primarily divided into two (2) level of planning processes. The national level pre-planning and the local level pre-planning. The national level pre-planning is focused on the development of profiles and identification of target barangays based on a rigid prioritization criteria. For uniformity and synchronization, the identification of RCSP convergence barangays will be governed by the prioritization criteria identified by RDC and RPOC, NGAs such as DSWD and DOH including geographical focused areas identified by the NTF-ELCAC.

7.1.2 The local level pre-planning shall focus on all the preparatory activities prior to the actual immersion which includes the creation of network of RCSP Team Members in the provincial, city, municipal, and barangay level, gathering of profiles of the target barangays, and complementation with CSP initiatives of the AFPs.

7.2 Phase 1 – Shape: Organization of RCSP Team and RCSP Core Team

7.2.1 RCSP Teams shall be created from the provincial, city, and municipal level to spearhead the operationalization of the RCSP. The creation of RCSP Team shall follow this prescribed structure:



7.2.2 RCSP Team Composition and Functions

7.2.2.1 The Local Chief Executive as Head of the RCSP Team

The LCE shall serve as the Head of the Task Team and shall champion the cause to be at the forefront of the stride of bringing the needed government interventions to the people through RCSP. The Head shall also be in-charge with the deployment of the RCSP Team to the target barangay for immersion and ensure

that development initiatives are properly delivered, immediate needs properly addressed, and that long-term needs are properly programmed for funding and implementation.

7.2.2.2 Basic Service Delivery Team (BSDT)

The BSDT is the Team tasked to serve as the primary bridge of the RCSP Team to the national government. It shall compose of two teams: BSDT Team 1 representing the NGAs and BSDT Team 2 representing NGA in the regional and provincial level, to wit:

1. Department of Agriculture (DA)
2. Department of Agrarian Reform (DAR)
3. Department of Environment and Natural Resources (DENR)
4. Department of Public Works and Highways (DPWH)
5. Department of Health (DOH)
6. Department of Education (DEPED)
7. Commission on Higher Education (CHED)
8. Technical Education and Skills Development Agency (TESDA)
9. Department of Social Welfare and Development (DSWD)
10. National Commission on Indigenous Peoples (NCIP) where relevant
11. Included also herewith as an optional representative is the Regional ELCAC Technical Working Group (TWG) from needed lines of efforts (LoE)
12. Other agencies that may be identified in responding to the issues identified.

The configuration and membership of the BSDT shall be determined by the RCSP Core Team and shall depend upon the issues identified by the community during the profiling and/or based on the results of Social Investigation Class Analysis (SICA), data from Community Based Monitoring System (CBMS), Governance Audit Reports (GAR), Geographically Isolated and Disadvantaged Areas (GIDA), information from previous CSP immersions, among others.

7.2.2.3 Citizenship and Community Participation Team (CCPT)

The CCPT is the Team tasked to organize the Citizenship Movement by mobilizing communities into sectoral groups and usher them to participate in all sectoral dialogues/solution-seeking tables aimed to validate the governance and development gaps of the communities and identify the needed government interventions to address them. The membership of the Team shall include the following:

1. Department Head from the LGU to be designated by the LCE
2. Punong Barangay of the target-barangay
3. Members of the Sangguniang Barangay
4. Principal/Head Teacher in the public school located in the concerned barangay
5. Sanggunian Kabataan Chairperson
6. A Lupong Tagapamayapa
7. Designated member from the RCSP Core Team
8. Representative from the Barangay Public Safety Officers
9. Representative from local CSO or PO
10. Congressional Representative or designated staff
11. Representative from an inter-faith groups
12. Representative from the Private Sector
13. Media (local and national)

7.2.2.4 Peace, Law Enforcement & Development Support (PLEDS) Team

The PLEDS Team is tasked to conduct clearing operations one week prior to the actual send-off of the RCSP Team, ensure perimeter security of the target-barangay during the entire duration of the immersion, and continuous sanitation of the community from terrorist threats during the implementation and provision of needed government interventions. The PLEDS Team shall compose of the following:

1. Representative from AFP through its nine (9) man CSP Team
2. Two (2) uniformed personnel from the Philippine National Police (PNP), Bureau of Jail Management and Penology (BJMP), and Bureau of Fire Protection (BFP) to assist in the clearing operations, gathering of information, perimeter security, and first-aid response in case of emergency.
3. Former rebels (cadre level) available in the area as additional manpower and information support.

To ensure the safety of the RCSP Team during the immersion, the Team must heed all the advice of the representative from AFP pertaining to security protocols including proper approach and withdrawal to and from barangay during and after the immersion.

7.2.2.5 Local Development Council and Local Peace and Order Council

The Development Council and Peace and Order Council shall maintain a vital linkage to the RCSP Task Team for the purpose of programs and projects coordination. The Councils shall focus on screening and prioritizing needed government interventions that must be included as priority in the Local Development Investment Program (LDIP). Furthermore, the RCSP Team must also ensure

that identified PPAs shall be implemented by securing available funding under all available sources from both national and local government resources.

7.2.2.6 The RCSP Core Team

The RCSP Core Team shall serve as the unit that directly provides all necessary tactical, technical, logistical, and administrative assistance to the LCE in the performance of its function as the RCSP Head. The DILG City/Municipal Local Government Operation Officer (C/MLGOO) shall be the Head of the Core Team with following members:

1. Liga Ng Barangay President (LNB)
2. SK Federation President
3. City/Municipal Planning and Development Coordinator or Administrator as may be designated by the LCE
4. AFP Battalion Commander
5. PNP Chief of Police in the City/Municipality
6. BFP City/Municipal Fire Marshal
7. Mandatory representative from National Commission on Indigenous Peoples, if necessary
8. Former rebel (Cadre level) if available

Once all target barangays for the year are identified and the respective RCSP teams are identified and organized, the RCSP Core Team shall undergo RCSP training and simulation exercise prior to the send-off ceremony and actual immersion. The training shall be spearheaded by with Local Government Academy in partnership with the DILG regional offices.

8.3 Phase 2 – Access: Identification of governance gaps and needed development interventions

- 8.3.1 The Phase 2 of the RCSP is primarily geared towards empowering the community to explore available platforms of citizen participation and open solution-seeking tables designed to (1) identify governance and development gaps and (2) needed government interventions to address them.
- 8.3.2 The CCPT shall serve as the key player in this phase by organizing the community in the target barangay into sectoral clusters for the conduct of multi-sectoral dialogues to identify sectoral issues and concerns and create solution-seeking tables to identify possible solutions and proposed government interventions to address them. The results of the dialogues shall be processed by CCPT together with the Core Team for validation using available data such as the barangay profile and results

of the SICA of the AFP and shall be clustered into primary and secondary issues, to wit:

- 8.3.3 Primary issues- Those governance gaps that are related to agriculture and agrarian reform such land ownership and other natural resources.
- 8.3.4 Secondary issues- Those that are related to the cultural, economic, political, and social challenges of the community including lack of government facilities, absence of basic government services, among others.
- 8.3.5 Once, processed and clustered accordingly, it shall be presented by the RCSP Team to the concerned barangay officials in a joint RCSP Team, Barangay Peace and Order Committee (BPOC), and Barangay Development Council (BDC) meeting. The results shall also serve as valuable reference in the crafting of Barangay Development Plan (BDP) and input to the Municipal Development Plan (MDP). CCPT must ensure that all community stakeholders must be on-board during the crafting of the BDP and fully informed about the government's action.

8.4 Phase 3 – Transform: Implementation of Priority Program, Projects, Activities (PPAs)

- 8.4.1 The identification of issues that need government interventions in the form of PPAs shall not end in its inclusion to the BDP. The RCSP Team must ensure that the PPAs, once included, must be prioritized based on the level of significance and impact to the community. The prioritization must also include the viability for the funding of identified PPAs either through LGU's own investment program, that of the national government agencies commitment during the RCSP, or LGU's effort to access funding from direct national transfers. The RCSP Core Team shall monitor the status of implementation of PPAs and assist the LGUs in the crafting and approval of the BDP.
- 8.4.2 The implementation of needed PPAs identified by the communities will cover the initial years of the implementation of the RCSP, since, the succeeding years gearing towards mainstreaming of the RCSP, identified PPAs must be included and prioritized in the BDP consistent with the discussion in the succeeding phases of RCSP.
- 8.4.3 Conduct of summing-up sessions

8.5 Phase 4 – Sustain: Empowerment of LGUs and Communities

- 8.5.1 The sustainability aspect of the RCSP is centred on the empowerment of the stakeholders to resolve the primary and secondary issues they identified and the facilitation of the implementation of needed PPAs and delivery of basic government services to the communities. To ensure

that these issues are properly resolved, active coordination between the RCSP Team and its groups in monitoring the progress and resolution of these issues must be ensured alongside with the conduct of regular serbisyo caravans, needed capacity development interventions, seminars, information drives, and community empowerment sessions.

8.5.2 The LCE and the RCSP Team must be at the forefront of this goal of sustaining the reforms and actually provide needed government interventions.

8.5.3 Consistently, barangay officials must continue the training and retooling of all Barangay Peacekeeping Action Teams (BPATs), Barangay Information Network (BIN) and other mechanisms to ensure sustainable peace and security in the barangays shall be established, organized/strengthened and trained accordingly.

8.6 Phase 5 – Monitor: Sustainability Measures

8.6.1 To ensure that sustainability of the government interventions, RCSP shall conduct regular inspections and monitoring to targeted barangays on the status of the implementation of the government interventions.

8.6.2 The RCSP Team is directed to undergo a weekly monitoring update recording the weekly results of the activities conducted in every phase of the RCSP, a monthly monitoring report shall be furnished to the RCSP Head copy furnished the DILG Regional and Provincial/City Director for consolidation. Consolidated report shall be submitted to DILG-NEDA being the Secretariat of Regional Task Force – ELCAC, the assigned Cabinet Officers for Regional Development and Security (CORDS), and the DILG Office of the Secretary for updating on the developments and updates in every phase.

8.6.3 RCSP Task Team shall also conduct a regular summing-up session at the end of every phase to ensure that efforts of the team in very phase are consistent and aligned to the next phase of the RCSP and that expectations from the community are being met and managed. The summing up session is also an opportunity for the community to participate in order to get their commitment and making the entire effort whole-of-nation (WNA). This will be facilitated by the RCSP Core Team and participated by the LGUs and NGAs.

8.6.4 To strengthen the feedbacking mechanism, the RCSP Core Team shall continuously empower the citizens to provide on (1) the quality and responsiveness of the PPAs in responding to their needs, (2) needed technical, administrative, and financial assistance in sustaining the PPA provided, and (3) significant milestones of the implementation of the BDP. Citizen feedback mechanism shall be implemented using the Development Live (DevLive) technology.

- 8.6.5 Moving forward towards sustainability, the RCSP Head must be at the centre of all these initiatives. LCEs must ensure that (1) community imbibe the ownership of the PPA and sustainability mechanisms are in-place, (2) PPAs are mainstreamed in to the thrusts and priorities of the LGUs, (3) participatory governance is being practiced in the communities, (4) Barangay-based Institutions (BBIs) are already organized and functional.
- 8.6.6 The effectiveness of the over-all implementation of the program shall also be evaluated accordingly based on the reports and feedback gathered from the community and the results of the summing-up sessions in every phase.
- 8.6.7 The Localized Peace Engagement strategies and the continuing assessment for qualified beneficiaries for Enhanced Comprehensive Local Integration Program (ECLIP) are derivative for sustainability.

8.0 ROLES AND RESPONSIBILITIES

8.1 The Provincial Government and the Provincial Governor

In addition to the functions in the RCSP Protocols, the provincial government shall serve as the main collaboration platform in the implementation of the RCSP. The provincial government is hereby enjoined to provide available technical, administrative, and financial support in the RCSP operation level in the municipality and barangay. Needed assistance includes communication for convergence and collaboration with NGAs and LGUs, technical, logistics, manpower, financial, and administrative requirements in the performance of the RCSP functions.

8.2 The City/Municipal Government Units and the City/Municipal Mayor

The City/Municipal Mayor, being the Head of the RCSP Team, in addition to their function in the RCSP Protocols, shall perform the following:

- 8.2.1 Pass an Executive Order for the creation of the RCSP Task Team consistent to this Memorandum Circular and other related issuances and thereafter organize and convene the RCSP Team.
- 8.2.2 Issue a Memorandum to *Punong Barangays* to create the RCSP Team in the Barangay consistent with the issuance issued by the Department for its creation and function (See DILG Memorandum Circular No. 2019-125, as amended and other issuances from the NTF-ELCAC)
- 8.2.3 Issue directive to all its Department Heads to for the (1) collection and utilization of pertinent data, information, and relevant barangay profiles and assist the RCSP Team in the performance of its function, and; (2) assist and work hand-in-hand with the

City/Municipal RCSP Task Team for the validation of data and inputs from the dialogue sessions and solution-seeking tables.

- 8.2.4 Prepare a send-off ceremony for the RCSP Team to be deployed for immersion in the targeted barangay
- 8.2.5 Lead the conduct of *Lokal Serbisyo Caravan*- a one day activity to provide all available government services by bringing it directly to the barangay where RCSP immersion will take place.
- 8.2.6 Oversee the operations of the RCSP Task Team during the entire period of immersion and perform related functions towards the successful conduct of the RCSP.

8.3 The Barangay and the Punong Barangay

The Punong Barangay, being responsible government official in the RCSP target area, in addition to their function in the RCSP Protocols, shall perform the following:

- 8.3.1 Assist the RCSP Team in the performance of its function and work together with the municipal mayor to ensure that the barangay and its communities are ready and safe for the RCSP immersion.
- 8.3.2 Ensure the creation of the Barangay Development Council
- 8.3.3 Represent the Barangay and mandate the attendance of members of the Barangay Development Council in all the multi-sectoral meetings and dialogues, *pulong-pulong* sessions, solution-seeking tables and other sectoral activities that are part of the RCSP process.
- 8.3.4 Lead the crafting and development of the BDP and ensure that needed programs/projects identified by the community are included and prioritized.
- 8.3.5 Ensure the operationalization and maintain the level of functionality of all Barangay-based institutions and carry-out necessary steps to sustain the same.

9.0 ROLES AND RESPONSIBILITIES OF DILG CENTRAL BUREAUS/SERVICE AND FIELD PERSONNEL

9.1 Central Bureaus and attached Agency

- 9.1.1. The Bureaus and Services in partnership with the Local Government Academy shall (1) develop a recognition and award program for LGUs, LCEs, and DILG field personnel that exhibited innovative and transformational approaches and means in the

implementation of the RCSP, (2) continue to provide capacity development interventions to barangays for the development of their respective Barangay Based Institutions (BBIs) (3) craft and finalize the guidelines for the Barangay Development Planning consistent to the principles and processes of the Retooled Community Support Program, and; (4) finalize the RCSP Protocols: A Field Guide for the RCSP Team

9.2 DILG Regional Director

- 9.2.1 Serve as the convergence facilitator for NGAs and regional line agencies towards the successful implementation of RCSP to include the task of ensuring that national line agencies participate in the entire RCSP process.
- 9.2.2 Organize the Regional RCSP Coordination Team in areas with on-going RCSP composed of DILG Provincial Director, Cluster Heads, NEDA Regional Director, representative from AFP, PNP, Provincial Government, and District Representative with on-going RCSP. The Coordination Team shall provide regular developments and operation updates to the DILG Secretary through channels copy furnished the RTF and assigned Cabinet Officers for Regional Development and Security (CORDS).
- 9.2.3 Ensure that needed assistance of the RCSP Teams with on-going immersion are properly addressed through the respective DILG provincial offices by coordinating with relevant government agencies and LGUs.

9.3 DILG Provincial Director

- 9.3.1 Ensure that all operational concerns during the RCSP process are properly addressed by facilitating convergence and collaboration among needed and responsive government agencies.
- 9.3.2 Come up with a catch-up strategy in consultation with Cluster Heads to ensure that regular functions and responsibilities of the C/MLGOOs over and above the RCSP immersion are properly managed.
- 9.3.3 Participate in all summing-up sessions of the RCSP Team to be updated on the developments of the immersion.

9.4 DILG Cluster Head

- 9.4.1 The DILG Cluster Head shall be primarily responsible in ensuring that the regular functions and deliverables of the MLGOO assigned to the RCSP immersion are performed and delivered. The Cluster shall support the MLGOOs in the implementation of the RCSP.

9.5 City/Municipal Local Government Operations Officer

Being the Head of the RCSP Core Team, the C/MLGOOs, in addition to its function enumerated in the RCSP Protocols, shall perform the following:

- 9.5.1 Orient the LCE and LGU functionaries on the RCSP and its Protocols and obtain support for its implementation.
- 9.5.2 Assist LGU in the preparation and conduct of the *Lokal Serbisyo Caravan* for the provision of immediate and available government programs and services in the target barangays
- 9.5.3 Oversee and assist the Barangay in the crafting and development of their BDP and ensure that needed PPAs identified by the community during the series of sectoral dialogues are included and prioritized in the plan.
- 9.5.4 Perform other necessary function as directed by the DILG Provincial and Regional Director.

10.0 FINANCING AND BUDGETING

- 10.1 The RCSP shall be primarily financed by the LGUs with the support of the NGAs.
- 10.2 The DILG shall likewise provide funds for the mobilization and other operational expense of the RCSP. These funds shall be used to leverage the support of the LGUs. Moreover, the DILG Regional Directors have the discretion on the allocation of funds for covered barangays subject to issuances related to EO 70.

11.0 ISSUANCE OF THE RCSP PROTOCOL AND FIELD GUIDE

This Memorandum Circular will be supplemented with the RCSP Protocols and Field Guide which contain specific details of the RCSP implementation including the Protocol and Field Guide for Sectoral Development.

12.0 POLICY COMPLIANCE MONITORING AND FEEDBACK

Monitoring and feedback reports for compliance to this Memorandum Circular shall be the Office of the Secretary and Office of Undersecretary for Local Government through Bureau of Local Government Development.

13.0 EFFECTIVITY AND DISSEMINATION

This Memorandum Circular shall take effect immediately and upon issuance all DILG field personnel are hereby mandated to conduct massive orientation about the Executive Order No. 70 and the contents of this MC.



EDUARDO M AÑO
Secretary



RETOOLED COMMUNITY SUPPORT PROGRAM (RCSP) PROTOCOLS – CHECKLIST

Phase 0 – Pre-Planning Stage		
STEPS	RESULTS/OUTPUTS/ REMARKS	Office/ Person Responsible
Orient the Local Chief Executive on EO70 and RCSP	LCEs Oriented on RCSP/EO70	C/MLGOO
Identify and list the LGU RCSP Team Members	RCSP Team Members List and Profile	RCSP Team
Conduct Clearing Operations of Target Barangay	Target Barangays Cleared for RCSP Civilian Operations	PLEDS Team
Profile Development Status of target Barangays	Barangay Profile/ Status	RCSP Team
Gather information from existing LGU Plans on Target Barangays	Compilation of information collected from existing plans	C/MPDC
Phase 1 – Shape: Organization of RCSP Team and RCSP Core Team		
Orient the Provincial/Municipal/City RCSP Core Team	RCSP Local Core Team Oriented on RCSP/EO70	C/MLGOO
Secure Support of LGU	Resolution expressing support to RCSP	Sanggunian Panlungsod/ Bayan
Craft Initial Summing up Report	Summing-Up Report	C/MLGOO, C/MPDC
Conduct of Writeshop of the RCSP Team Action Plan	RCSP Team Action Plan	RCSP Team
Orientation of Barangay RCSP Core Team (BPOC and BDC Members)	RCSP Barangay Core Team Oriented on RCSP/EO70	C/MLGOO
Prepare for the Immersion Proper	Resources and Team prepared for Immersion	RCSP Core Team
Phase 2 – Access: Identification of governance gaps and needed development interventions		
Conduct the <i>Serbisyo Caravan</i>	Local basic services delivered to target barangay	CCPT
Conduct the Immersion Proper	RCSP Team builds rapport with the community	RCSP Local Team (Headed)
Identify Development Gaps and preferred interventions in the Community	Development gaps identified	CCPT RCSP Core Team
Match development gaps with current city/municipal program to be addressed directly by the LGU	Matching of Interventions with identified development issues	C/MPDC
Conduct convergence meeting with Province and NGAs	Resources and support secured	MPDC NGAs
Support community participatory governance efforts in the barangay	POs formed/ registered	CCPT
Phase 3 – Transform: Implementation of Priority Program, Projects, Activities		
Assist LGUs in crafting/ enhancing their BDP/ELA/AIP	Enhanced BDP/ELA/AIP	Sanggunian Barangay
Capacitate Barangay-Based Institutions	BBIs capacitated	C/MLGOO, C/MPDC CCPT
Secure funding support for identified PPAs in the Barangay BDP/ELA/	Funding commitment from higher LGUs	Sanggunian Barangay
Address immediately resolvable gaps in the target barangays	Immediately resolvable gaps addressed	LCE
Phase 4 – Sustain: Empowerment of LGUs and Communities		
Conduct themed meetings on peace and development concerns	Community engaged further on peace efforts	CCPT
Conduct of information drive on peace, security and development	IEC materials and community dialogues	CCPT, PLEDS
Strengthen Community Security Mechanisms and Structures	Retooling for BPATs/ <i>Tanods</i> , and BNIs	PLEDS Team
Monitoring and Evaluation of Peace and Development Situation in Target Barangays	Periodic security reports submitted	PLEDS Team
Implement PPAs that addresses Primary Issues in the Barangay	Medium/ Longer-term PPAs implemented	C/M LGU, Province, Barangay
Phase 5 – Monitor: Sustainability Measures		
Evaluate Program Results for the RCSP implementation	Program Evaluated	C/MPDC, C/MLGOO
Incentivize Performance of Barangays	Barangay incentives program	C/M LGU
Craft periodic peace status report	Security reports	PLEDS Team
Conduct Community-Based satisfaction surveys	Community Satisfaction Survey	CCPT
Formally conclude the RCSP Program in the Barangay	Final Summing-Up Report	City/ Municipal Mayor, C/MLGOO
Turnover the RCSP Program and resulting interventions to the RCSP Barangay Team	Turnover ceremony conducted	City/ Municipal, and Barangay RCSP Team

RETOOLED COMMUNITY SUPPORT PROGRAM (RCSP) PROTOCOLS – CHECKLIST

Ensure program sustainability	LGU continuous support of the program, Re-echoing of the program to other barangays	City/ Municipal Mayor, Barangay RCSP Team
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