



"As we welcome and embrace the opportunities that come with change, may this publication motivate you to uphold transparency, integrity and accountability in the performance of your duties as well as guide you in implementing policies that prioritize the welfare of your constituents."

HON. RODRIGO ROA DUTERTE
President, Republic of the Philippines



"Ang inyo pong proyekto ay kapuri-puri at sapagkat hinahangad itong maging epektibo at maging maayos sa kanilang pamumuno ang mga punung-barangay, maging responsable at uniwias sa anumang katiwalian."

HON. SENATOR SONNY ANGARA
Chairman, Local Government Committee
Senate of the Philippines



"With this, the Barangay Handbook of Leadership and Management will serve as one of your guides throughout your journey as an elected official. It contains the general duties, powers, and responsibilities of barangay officials."

HON. PEDRO B. ACHARON, JR.
Representative, 1st District South Cotabato and General Santos City
For the 15th, 16th and 17th Congress
Chairperson, House Committee on Local Government



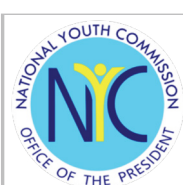
"The Department of Interior and Local Government commends your initiative in coming up with this five-part module of the local governance kit in addition to the plethora of learning resources that you have published in the Philippine market. This pioneering series is a one-stop resource hub for the barangay officials from the 42,036 barangays across the country."

HON. EDUARDO M. AÑO
OIC Secretary
Department of Interior and Local Government



"As barangay officials, we must lead with an unequivocally firm conviction to become the epitome of a public servant. Equally as important that we must strive towards self-reliance and efficiency in our barangays."

FAUSTINO "Inno" ARCEGA DY V.
Liga ng mga Barangay - National President



"It is very inspiring to note that the handbook contains modules that deal specifically with the five major domains of local governance, namely: social service, fiscal, and executive management, community engagement, barangay justice, peace and order and security, barangay community projects and accountability."

USEC. RONALD GIAN CARLO CARDEMA
Chairperson and Chief Executive Officer



BARANGAY HANDBOOK FOR LEADERSHIP AND MANAGEMENT

a comprehensive yet handy reference for elected Barangay officials



Five Volumes of Laws, Provisions, Guidelines, Forms, Cases and Success Stories



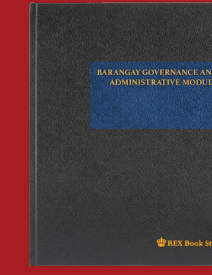
Barangay Calendar and User's Journal



Website on Barangay Management and Online Legal and Governance Consultation Powered by CLGPD

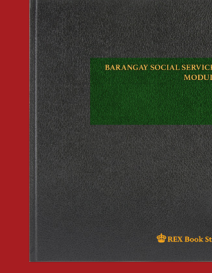


MODULE 1 Barangay Governance and Administrative Module



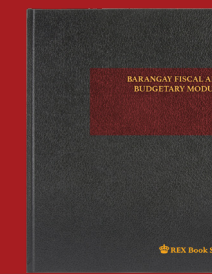
- Executive – Barangay Captain (Duties, Powers and Responsibilities)
- Legislative – Sangguniang Barangay (Composition, Duties, Powers, and Responsibilities)
- Sangguniang Kabataan (Composition, Duties, Powers and Responsibilities)
- General Principles on Local Autonomy, Devolution and Decentralization
- General System and Structure of Government and Constitution
- Barangay Assembly

MODULE 2 Barangay Social Services Module



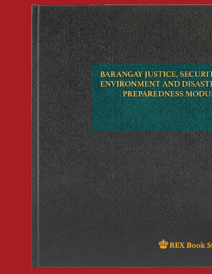
- Barangay Health Workers (BHW)
- Barangay Nutrition Scholar (BNS)
- Child and Youth Welfare
- Senior Citizens
- Persons with Disability (PWD)
- Barangay Employment Service Unit (BESU)
- Gender and Development (GAD)
- Violence Against Women and Children (VAWC)
- Daycare Service System
- Agriculture and Fisheries Programs
- ERPAT-MOVE
- Solo Parents
- Ancestral Domain
- KALUPI (Women's League)

MODULE 3 Barangay Fiscal and Budgetary Module



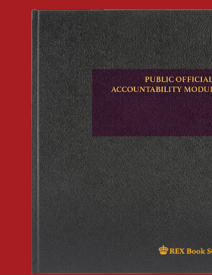
- Barangay Budgeting
- Resource Generation and Financial Management
- Investment, Economic Enterprises, and Entrepreneurship
- Business and Industry Promotion
- Business-Friendly Environment
- Barangay Digital Records and Information Management System
- Human Resources Management and Development
- Public Records and Archiving
- RA 9184 Government Procurement Reform Act
- Property Utilization and Inventory
- Barangay Tax Code

MODULE 4 Barangay Justice, Security, Environment and Disaster Preparedness Module



- Katarungang Pambarangay
- Barangay Police
- Barangay Peacekeeping Action Teams
- Disaster Risk Reduction and Resiliency
- Climate Change Adaptation and Mitigation
- Solid Waste Management
- Natural Resources Management
- Anti-Drug Abuse Campaign
- Clean Air Act
- Water Management Act

MODULE 5 Public Officials' Accountability Module



- Ethics and Morality
- Crimes Committed by Public Officers (Title 7, Book II of the Revised Penal Code)
- The Anti-Graft and Corrupt Practices Act (RA 3019 as amended)
- The Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713)
- The Forfeiture or the Unexplained Wealth Law (RA 1379)
- The Ombudsman Act of 1989 (RA 6770)
- The Sandiganbayan Decree (PD 1606, as Amended by RA 7975 and RA 8249)
- DILG opinions
- Administrative and Criminal Cases

Barangay Calendar and User's Journal



- Barangay Calendar
- Barangay Budget Calendar
- List of Official Weekly and Monthly Celebrations
- Useful Reminders
- User's Journal for Daily and Weekly Tasks, Assignments, and Accomplishments for each Kagawad
- Management Self-Assessment Sheets

How to Order for Barangays Only:

1. Must be included in the Annual Investment Plan (AIP)
2. Must have an Appropriation or Budgetary Allocation
3. Project Procurement Management Plan providing shopping as Mode of Procurement
4. Annual Procurement Plan: Capital Outlay – Library Books
5. Approved Budget for Contract (ABC)
6. Purchase Request to include Certification that Supplier is the Sole Distributor
7. Request for Quotation (Canvass)
8. Abstract of Request for Quotation
9. BAC Resolution Recommending Award
10. Resolution of Award
11. BAC Notice of Award
12. Purchase Order
13. Notice to Proceed
14. Delivery
15. Inspection and Acceptance
16. Issuance of Property Acknowledgement Receipt (PAR)
17. Payment to Supplier

For Information and Orders:

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