



Republic of the Philippines
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, QUEZON CITY
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
www.dilg.gov.ph

PROCEDURES ON HOW TO ANSWER THE PLEB MONITORING AND EVALUATION TOOL

ON PRELIMINARY:

- In filling up the preliminaries, please put all the necessary details needed.
- The presence of all the PLEB members and other PLEB staff for the accomplishment of the said tool are required.
- It is expected that the CLGOO/MLGOO or his/her duly authorized representative shall provide technical assistance.

ON CREATION:

- Put a check mark whether the LGU has a PLEB created in the city/municipality.
- If yes, please put appropriate mark as to the manner of creation (Ordinance/Resolution/Executive Order/Others).
 - Please state the Issuance Title, Number, and Date of Effectivity of the issuance of the creation in the provided space.
 - Please provide copies of such issuance, attached to the questionnaire for validation.
 - In case of non-availability of documents, please state the reason in the provided space.
- If no, please state the reason in the provided space.

ON COMPOSITION:

- Put a check mark whether the PLEB's composition include representative/s from the SB/SP Members, Punong Barangay, and other three members chosen by the Local Peace and Order Council.
 - If no, please state the reason in the provided space.
- Put a check mark whether the PLEB members' appointments are duly supported by valid SB/SP, PB, POC Resolution.
 - If yes, please state the Issuance Title, Number, and Date of Effectivity of the issuance of the appointment. In case of non-availability of documents, please state the reason in the provided space.
 - Please provide copies of such issuance, attached to the questionnaire for validation.
 - If no, please state the reason in the provided space.
- Put a check mark whether the Mayor appoints the PLEB members.
 - If no, please state who is the appointing officer in the space provided.

ON FUNCTIONALITY:

A. MEETINGS (SPECIAL MEETINGS, HEARING/SESSIONS, AND OTHER CONDUCTED ACTIVITIES)

- Put a check mark on the following of Mode of Verifications (MOVs), which are being accomplished on the conduct of meetings/sessions. You may use the remarks section for clarification, issues, and concerns.
 - If the following MOVs are not being accomplished, please state the reason in the provided space.
 - If other MOVs are being produced, please specify in the provided space.
- Please provide the following number of meetings conducted every month from CY 2018 up to present. This includes special meetings, hearing/sessions, and other conducted activities.

B. RECORDS MANAGEMENT

- Put a check mark whether the filing and recording are done through manual recording and/or computerized/digital.
 - If through manual recording, please put appropriate mark on how it was being accomplished.
 - If the needed details for the manual recording are not being accomplished, please state the reason in provided space.
- If computerized/digital, please put appropriate mark on how it was being accomplished.
- Put a check mark whether the PNP is issuing police clearance.
 - If yes, put a check mark whether there's a separate logbook for it.
 - Please attach the process or procedures for Request of Police Clearance.

C. BUDGET ALLOCATION

- Put a check mark whether there's a PLEB budget included in the LGU Annual Budget.
 - If yes, please indicate the amount appropriated in the provided space.

D. AREA, EQUIPMENT AND OTHER NON-FINANCIAL ASSISTANCE FOR PLEB ACTIVITIES

- Put a check mark whether there's an office solely dedicated to accommodate PLEB-related activities.
 - If yes, please indicate the full address where the office currently situated.
 - If no, please indicate where PLEB meetings/hearings/activities are being held.

- Put a check mark whether there's a funding for the PLEB Office provided by the LGU.
 - If yes, please indicate the amount appropriated in the provided space.
- Put a check mark on the following office equipment, which are available for the operations of PLEB. For other office equipment, please specify in the provided space.

E. STAFF COMPLEMENT

- Put a check mark whether there's a PLEB Secretary being designated.
 - If yes, put an appropriate mark on the status of employment of the PLEB Secretary.
- Put a check mark whether there are staff complements aside from the PLEB Secretary.
 - If yes, put an appropriate mark on the status of employment of the PLEB Secretary.

ON BENEFITS:

- Put a check mark on the following benefits being provided by the LGU for the PLEB members.
- For the 5th -6th class municipalities, put a check mark on the following benefits being provided by the DILG.

ON COMPLAINTS:

- Please provide the following data on the total number of complaints filed without PLEB Jurisdiction or cases being referred to other disciplinary authorities.
- Please provide the following data on the total number of complaints filed with PLEB Jurisdiction or cases being formally docketed to PLEB.

ON CASES:

- Please provide the following data on the total number of cases pending for resolution.
 - In tallying the number of cases pending for resolution, the basis should be the date when the case was filed.
- Please provide the following data on the total number of cases dismissed through merits and technicalities.
- Please provide the following data on the total number of cases resolved.
 - In tallying the number of cases resolved, the basis should be the date when the case was decided or resolved.
- **PLEASE NOTE:** Cases can be dismissed either by lack of merit or by technicalities. It is lack of merit when the charges that were made by the complainant, or the charges that were brought, is not substantiated/supported by the evidence presented or lack of evidence. While cases can be dismissed through technicalities when the evidence was obtain illegally.

PLEASE NOTE: If you cannot distinguished the cases where it should fall in the category of offense provided in the tool, you may check the **NAPOLCOM Memorandum Circular 2016-002, pages 23-32**, for the following given examples of specific offenses.

- Please provide the following data on the total number of cases filed according to offense.
- Please provide the following data on the total number of respondents according to rank.

ON BEST PRACTICES:

- Put a check mark on the following information drive campaign conducted.
- Please attached any activity reports or photo documentations every best practices conducted in this tool.
- Please state the title of the activity, date conducted, and venue in the provided space.
- For the **Part VII, A-C**, Please answer comprehensively.

ON INTERNET CONNECTION:

- Put a check mark whether there's an Internet connection in the LGU or where the PLEB office situated.
 - If no, please state how the PLEB Designated Encoder is accessing the PLEB Online Database System (PODS).

ON PLEB ONLINE DATABASE SYSEEM (PODS):

- Put a check mark whether the PLEB Members, Secretary, or other staff attended the PODS Rollout Training.
 - If yes, please state the date when the rollout was conducted.
 - If no, please state the reason in the provided space.
- Put a check mark whether PODS Account was already secured from the DILG Regional Office.
 - If yes, please state the name of the PLEB Designated Encoder.

PLEASE NOTE: If there are issues and concerns regarding the PODS Data Encoding, please use the remarks section or attached additional piece of paper to the tool.

ON SOCIAL MEDIA ACCOUNT:

- Put a check mark whether you have PLEB Social Media account for PLEB.
 - If yes, please put appropriate mark on the following social media platform being used.
- Put a check mark whether you consider social media in taking cognizance of the case.

- Please state how do you validate the complaint sent to your social media account.

FOR SUGGESTIONS:

- Please provide us any suggestions, comments and/or recommendations for the enhancement of PLEB Online Database System (PODS).