

INITIAL DOCUMENTS TO BE PREPARED FOR THE SGLG 2017 VALIDATION

CORE AREAS:

1. Financial Administration

- 2016 Annual Audit Report
- Updated of posted documents on the Full Disclosure Policy Board in 3 conspicuous places
- GSIS updated monthly contributions
- GSIS loan payments of employees
- *Other documents to be confirmed*

2. Disaster Preparedness

- Approved and Updated CDRRM Plan
- Approved and Updated Contingency Plan
- Approved and Updated CLUP
- Approved Local Climate Change Action Plan
- Creation/Designation of LDRRMO – Appointment order
- Appointment order of DRRMO staff
- BDRRM Plans
- List and picture of Evacuation Center
- Copy of information center evacuation guide
- List of organized Search and Rescue Teams to include trainings attended (with photos if possible)
- MOA with different institutions such as groceries, pharmacies, etc.
- Standard Operating System
- Administrative/Executive Order on the activation of OPCEN on a 24 hrs duty
- Establishment of ICS
- Order on pre-emptive evacuation and forced evacuation
- CDRRMC organization with at least 4 Civil society organizations as members
- DRRR related P/P/As which includes efforts involving the communities
- Approved AIP 2017 for DRR

- Approved AIP 2017 for the City
- Posted information or system on Early Warning System
- Early Warning devices
- Marker per hazard
- Accomplished registration document for evacuees
- Evacuation plan
- Inventory of DRR equipment
- Standard Operating Procedures

3. Social Protection

- Executive Order or similar issuance specifying the LGU mechanism e.g. reporting and referral in handling VAWC cases
- Copy of Barangay VAWC Quarterly Report for 2016 and 1st qtr of 2017
- List of Barangay VAW desks
- Accreditation of residential care facility
- Photo copy of PRC license of CSWDO or staff
- Copy of accreditation of Primary Care, Maternal Care and TB DOTs
- Accreditation of local hospital
- 2016 Local School Board Plan
- 2016 utilization of Local School Board P/P/As – at least 80% completion rate of fund allocation with certification from DepEd Supervisor and Accountant (Financial Report)
- Administrative/Executive Order creating the City Development Council with the representation CSOs not less than ¼ of the total members of the fully organized LDC
- Minutes of the City Development Council – 2016 and 2017 if any
- List of accredited CSOs
- Local Code for Children
- Documentation of programs implemented for children

4. Peace and Order

- Peace and Order and Public Security ty Plan 2017 with SP Adoption
- POC Quarterly Minutes of Meetings 2016 and 1st quarter 2017
- Local Criminality Action Plan
- List of organized BPAT members
- Photocopy of BPATS trainings/activities
- Copy of local budget or assistance to PNP