

# Title **Philippine Government Structure with a Focus on the Philippine Barangay**

Author	Paul R. Edleman, PhD Professor, Political Science and Speech Sauk Valley Community College
Summary	<p>In this lesson students will be introduced to the Philippine government system, with special attention given to the smallest unit of Philippine government, the Barangay. Modeled after the American system, the Philippine national government has an executive branch and president, a bicameral legislature with a House of Representatives and a Senate, and a judicial branch with the Philippine Supreme Court presiding over the federal court system. Administratively, the Philippines is broken down into successively smaller political units. Below the national government there exist the provinces and independent cities, then municipalities, and finally the barangay. The barangay is significant because it addresses local governing issues from laws, to development, to festival preparation. The barangay also plays an important role in dispute resolution at the local level outside the court system. By the end of this lesson students will have examined the Philippine government system and be able to identify its unique characteristics. Information contained in this module include a summary of the Philippine government system from the national level to the local level, a series of student reading questions, several images related the barangay system, and links to additional readings and resources.</p>
Level	College: 100 level
Content Area	Political Science International Relations History
Duration	<p>Two 75 minute class periods</p> <ul style="list-style-type: none"> <li>• One period on the Philippine national government and its general structure</li> <li>• One period on the Philippine local government units with a focus on the barangay system of government and its functions and responsibilities</li> </ul>
Objectives	<p>Students will:</p> <ul style="list-style-type: none"> <li>• Identify the characteristics of the Philippine national government, including the executive, legislative, and judicial branches of government;</li> <li>• Recognize the local government units of the Philippines;</li> <li>• Identify the duties and responsibilities the barangay office holders; and</li> <li>• Evaluate the role of the barangay government unit in Philippine system of governing.</li> </ul>

Procedures	<p><b>Prior to Day One</b> Students should:</p> <ul style="list-style-type: none"> <li>• Read – <ul style="list-style-type: none"> <li>➤ Pages 191 – 206 of: Dolan, Ronald E. (Ed.). (1991). <i>Philippines: A country study</i>. Washington, D.C.: GPO for the Library of Congress.</li> <li>➤ The “<a href="#">About</a>” section of the Philippine government’s website. Students should click on each of the three branches and review the structure and duties of the executive, legislative, and judicial branches of the Philippine national government.</li> </ul> </li> <li>• Review – <ul style="list-style-type: none"> <li>➤ Appendix 5 – Image: The Philippine Judiciary</li> </ul> </li> </ul> <p><b>Prior to Day Two</b> Students should:</p> <ul style="list-style-type: none"> <li>• Read – <ul style="list-style-type: none"> <li>➤ Atienza’, Maria Ela L. (2006). Local government and devolution in the Philippines. In Noel M. Morada and Teresa S. Encarnacion Tadem (Eds.), <i>Philippine politics and Governance: An introduction</i> (pp. 415-440). Diliman, Quezon City: Department of Political Science, College of Social Sciences and Philosophy, University of the Philippines.</li> <li>➤ Pages 1-17 of: Republic of the Philippines, Department of the Interior and Local Government. (1991). <a href="#">Local government code of 1991, Book III, Local government units</a>. Retrieved from <a href="http://www.dilg.gov.ph/PDF_File/reports_resources/DILG-Resources-201162-99c00c33f8.pdf">http://www.dilg.gov.ph/PDF_File/reports_resources/DILG-Resources-201162-99c00c33f8.pdf</a></li> <li>➤ The 1987 Constitution of the Republic of the Philippines – Article X. (1987). <a href="#">Article X</a>. Retrieved from <a href="http://www.gov.ph/constitutions/the-1987-constitution-of-the-republic-of-the-philippines/the-1987-constitution-of-the-republic-of-the-philippines-article-x/">http://www.gov.ph/constitutions/the-1987-constitution-of-the-republic-of-the-philippines/the-1987-constitution-of-the-republic-of-the-philippines-article-x/</a></li> </ul> </li> <li>• Review – <ul style="list-style-type: none"> <li>➤ Appendix 3 – The Structure of Local Governments in the Philippines</li> <li>➤ Appendix 4 – Criteria for Local Government Unit Creation According to the 1991 Local Government Code</li> <li>➤ Appendix 6 – Image: Sample Barangay Assembly Organizational Chart, Barangay Linglinay</li> <li>➤ Appendix 7 – Image: Sample Duties and Functions of a Barangay Secretary, Barangay Linglinay</li> </ul> </li> </ul>
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- Appendix 8 – Image: Wall Poster, Barangay Linglinay
- Appendix 9 – Image: Assembly Meeting, Barangay Guihay

### **Day One**

Professor:

- Lecture on the historical development of the Philippine national government and the current structure and framework of the Philippine national government.
- Use questions 1-5 of the “Philippine Government Reading Questions” document to guide discussion on the characteristics of the Philippine national government. Alternatively, have students discuss the reading questions in small groups and compare responses. Separate groups may also choose to examine individual branches of government and then report out to the full class. Students should consider the similarities and differences between the Philippine national government and the US national government.

Students:

- Students should have read and reviewed the preparatory readings and documents.
- Engage in discussion centered on questions 1-5 of the “Philippine Government Reading Questions” document.

### **Day Two**

Professor:

- Lecture on the historical development of the local government units in the Philippines with an emphasis on the barangay unit of government and its structure, framework, duties, and responsibilities.
- Use questions 6-9 of the “Philippine Government Reading Questions” document to guide discussion on the characteristics of the Philippine local governments and the barangay system. Alternatively, have students discuss the reading questions in small groups and compare responses. Separate groups may also choose to examine individual branches of the barangay system and then report out to the full class. Students should consider the similarities and differences between the Philippine barangay government system and the US local government system. Students should further consider the effectiveness of the barangay system.

Students:

- Students should have read and reviewed the preparatory readings and documents.
- Engage in discussion centered on questions 6-9 of the “Philippine Government Reading Questions” document.

Materials /  
References

Philippine Government Websites:

- [Official Gazette of the Republic of the Philippines](#)
  - This is the official website of the Philippine government. The website contains the “Official Gazette,” which is the official record of the activities of the Philippine government. The website also contains access to Philippine government documents, access to statistical data on the Philippines, and a description of the organization of the Philippine government. The website also contains an “[About](#)” section that provides an overview of the Philippine national government.
  
- [Office of the President of the Philippines](#)
  - This is the official website of the Philippine President. The website provides access to the activities of the President, Presidential initiatives, the history, structure, and makeup of the Philippine executive branch, and the various departments and agencies at the national level.
  
- [Republic of the Philippines House of Representatives](#)
  - This is the official website of the Philippines House of Representatives. The website allows access to Philippine legislation and provides information about the House of Representatives, its structure, makeup, history, and about the individual members of the House of Representatives.
  
- [Senate of the Philippines](#)
  - This is the official website of the Senate of the Philippines. The website allows access to Philippine legislation and provides information about the Senate, its structure, makeup, history, and about the individual members of the Senate.
  
- [Supreme Court of the Philippines](#)
  - This is the official website of the Supreme Court of the Philippines. The site contains access to Philippine Supreme Court decisions, information about the structure, makeup, and organization of the Philippine court system, and access to information on lower Philippine courts, such as the Court of Appeals and the Sandiganbayan Court.

Resources:

- Atienza, Maria Ela L. (2006). Local government and devolution in the Philippines. In Noel M. Morada and Teresa S. Encarnacion Tadem (Eds.), *Philippine politics and Governance: An introduction* (pp. 415-440). Diliman, Quezon City: Department of Political Science, College of Social Sciences and Philosophy, University of the Philippines.
  - Atienza provides a brief historical overview of the development of local government units within the Philippines from the pre-colonial era to the present. The author highlights the decentralized nature of local Philippine government units and how this decentralization has evolved over time. Atienza also addresses the current structure of the local government units and the consequences of both the structure and decentralization of the units on the governing and development process within the Philippines.
  
- Dolan, Ronald E. (Ed.). (1991). *Philippines: A country study*. Washington, D.C.: GPO for the Library of Congress.
  - A web version is available at: <http://countrystudies.us/philippines/>
  - A PDF version is available at: [https://cdn.loc.gov/master/frd/frdcstdy/ph/philippinescount00dola\\_0/philippinescount00dola\\_0.pdf](https://cdn.loc.gov/master/frd/frdcstdy/ph/philippinescount00dola_0/philippinescount00dola_0.pdf)
  - This book, produced by the Library of Congress, provides a broad introduction to all aspects of the Philippine nation, including history, politics, people, culture, geography, society, and religion. The government section of the text describes the constitutional framework that has governed the Philippines since 1987, the national governmental structure, and the local government units and characteristics.
  
- Republic of the Philippines, Department of the Interior and Local Government. (1991). [Local government code of 1991, Book III, Local government units](http://www.dilg.gov.ph/PDF_File/reports_resources/DILG-Resources-201162-99c00c33f8.pdf). Retrieved from [http://www.dilg.gov.ph/PDF\\_File/reports\\_resources/DILG-Resources-201162-99c00c33f8.pdf](http://www.dilg.gov.ph/PDF_File/reports_resources/DILG-Resources-201162-99c00c33f8.pdf)
  - This is the Philippine law that defines and creates the structure of the Philippine local government units. In particular, *Title One – The Barangay*, defines how the barangay unit of government is created, defines its specific roles, functions, and duties, and creates and defines the various barangay elected offices and the barangay assembly and duties. *Title Two – The Municipality*, defines and creates the structure and duties of the Philippine municipal unit of government.

	<ul style="list-style-type: none"> <li>➤ The 1987 Constitution of the Republic of the Philippines – Article X. (1987). <a href="http://www.gov.ph/constitutions/the-1987-constitution-of-the-republic-of-the-philippines/the-1987-constitution-of-the-republic-of-the-philippines-article-x/">Article X</a>. Retrieved from <a href="http://www.gov.ph/constitutions/the-1987-constitution-of-the-republic-of-the-philippines/the-1987-constitution-of-the-republic-of-the-philippines-article-x/">http://www.gov.ph/constitutions/the-1987-constitution-of-the-republic-of-the-philippines/the-1987-constitution-of-the-republic-of-the-philippines-article-x/</a></li> <li>• Article X of the 1987 Philippine Constitution creates the broad local government units of provinces, cities, municipalities, and barangays. It also provides the broad strokes of the powers and duties of the local units of governments. The detailed duties and functions of the local units are established through the 1991 law.</li> </ul>
<p>Appendices</p>	<ul style="list-style-type: none"> <li>• Appendix 1 – Philippine Political Structure</li> <li>• Appendix 2 – Philippine Government Reading Questions</li> <li>• Appendix 3 – The Structure of Local Governments in the Philippines</li> <li>• Appendix 4 – Criteria for Local Government Unit Creation According to the 1991 Local Government Code</li> <li>• Appendix 5 – Image: The Philippine Judiciary</li> <li>• Appendix 6 – Image: Sample Barangay Assembly Organizational Chart, Barangay Linglinay</li> <li>• Appendix 7 – Image: Sample Duties and Functions of a Barangay Secretary, Barangay Linglinay</li> <li>• Appendix 8 – Image: Wall Poster, Barangay Linglinay</li> <li>• Appendix 9 – Image: Assembly Meeting, Barangay Guihay</li> </ul>

<p>Appendix 1:</p> <p>Philippine Political Structure</p>	<p style="text-align: center;">Appendix 1 – Philippine Political Structure</p> <p><u>Executive Branch:</u></p> <p>The current structure of the Philippine national government is the result of the 1986 People Power Revolution that removed the longtime Philippine dictator, Ferdinand Marcos. The resulting 1987 Constitution created a democratic republic modeled after the U.S. national system. The executive branch is headed by the Philippine president, who is directly elected by the Philippine people and serves one six-year term in office. Philippine presidents cannot run for re-election.</p> <p><u>Legislative Branch:</u></p> <p>The Philippine legislative branch is comprised of two chambers, the House of Representatives and the Senate. Members of the House of Representatives are elected either through the district method or the party list method. Currently, the Philippines is divided into 234 legislative districts. Each legislative district elects one individual to represent the district in the House of Representatives. Thus, the Philippine House of Representatives has 234 members selected using the single member district (SMD) method. However, the 1987 Philippine Constitution also allows an additional 20 percent of the House membership to be selected using the party list method. When Filipinos cast their votes they cast two votes for the House of Representatives, one for a district representative and one for a political party. Political parties receiving at least 2 percent of the national vote will earn a seat in the House. No political party can earn more than 3 seats through the party list voting process. The party list voting method is a form of proportional representation and is intended to provide third parties and underrepresented groups representation in the legislature. There are currently 57 party list representatives. Each representative serves a three year term and can serve not more than three consecutive terms.</p> <p>The Philippine Senate consists of 24 members elected from at-large from the entire Philippines. Senators serve six-year terms and can serve no more than two consecutive terms.</p> <p><u>Judicial Branch:</u></p> <p>The Philippines has an independent judicial branch headed by the Philippine Supreme Court. The Supreme Court is comprised of 15 justices. Supreme Court justices are appointed by the Philippine President from a list of candidates prepared by the Philippine Judicial and Bar Council. The Judicial and Bar Council is the body created by the 1987 Constitution to help ensure the selection of qualified personnel for judicial positions. Below the Supreme Court is the Court of Appeals. The Court of Appeals is comprised of one presiding justice and 68 associate justices. These justices are also appointed by the Philippine President upon recommendation by the Judicial and Bar Council. Also just below the Supreme Court is the Sandiganbayan Court. The Sandiganbayan Court is the Philippine anti-graft and corruption court. Its purpose is to hold high ranking government and military personnel accountable and to address the culture of corruption in the Philippines. The Sandiganbayan Court consists of 15 justices appointed by the President upon recommendation by the Judicial and Bar Council. Below these two courts are the regional and municipal courts. The Philippines also has a parallel system of Shari'a Courts for the nation's Muslim population. Cases involving the Code of Muslim Personal Laws can be filed within the</p>
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Shari'a Court. Shari'a Courts, however, are subject to oversight by the Court of Appeals and the Supreme Court. (See Appendix 5 – Image: The Philippine Judiciary)

#### Philippine Local Government Units:

While the Philippines is divided into 18 regions, these regions do not necessarily represent political or administrative units below the national government. Local government units are sub-divided into provinces or highly urbanized cities, such as the city of Manila, which is not a part of a province but its own separate political unit, and then further sub-divided into municipalities and barangays. The barangay is the smallest administrative or local government unit in a province or independent city. Like the American federal system, each local government unit is sovereign and has its own rights, responsibilities, and duties, but each local unit is also subservient to the respective higher governmental authority. In the case of the Philippines, the barangay is under municipalities, which is under the province, which is under the federal government (See Appendix 3 – The Structure of Local Governments in the Philippines). Each local government unit has the right to exist and its boundaries cannot be altered without a plebiscite by the political unit's population. The 1987 Philippine Constitution limits local office holders to three year terms and not more than three consecutive terms. Each local unit of government will participate in elections to select the local government officials. Each local government unit has the right to generate revenue to be used exclusively by that respective political unit. Each highly urbanized city must have a population of at least 200,000 and each province a population of at least 250,000. Each barangay must have at least 2,000 inhabitants. In large metropolitan areas, such as Manila, each barangay must have at least 5,000 inhabitants (See Appendix 4 – Criteria for Local Government Unit Creation According to the 1991 Local Government Code).

#### The Barangay Local Government Unit:

Barangays, the smallest local government unit, developed in the Philippines well before the Spanish colonial era. The first barangay developed around groups of 30-100 households with most limited to kinship principles. While some barangay did organize into larger political units, such as the Islamic Sultanates in Sulu, most remained small and decentralized. The arrival of Spanish colonialism in the 1500s resulted in a more centralized governing system. The Spanish retained the barangay, but created a hierarchy around municipalities, cities, and provinces. Thus, we see the outline of the present local government units. Despite the creation of these different levels the Spanish retained ultimate authority over the various units. Control within the barangays was facilitated by a patron-client relationship between the Spanish and local barangay headmen and local chiefs. The Americans essentially kept the Spanish bureaucratic structure in place with their arrival in 1898. While some local government units had some autonomy to elect local officials, the laws created by these local units were enforced at the national level. The Philippine Constitution of 1935 created a strong unitary system of government with the president controlling local government. The post-independence period after WWII witnessed a gradual decentralization of power and the slow return of authority to local governments. During the martial law period under Ferdinand Marcos (1972-1986), however, this authority was used at the barangay level as a means to extend martial law power down to the local levels (Atienza', 2006).

The current local government and barangay system in the Philippines is the result of the 1986 People Power Revolution that removed Marcos from power and the subsequent 1987 Constitution. The new Constitution codified the existence of the local government units, including the barangay system, and granted each unit a level of autonomy. The move towards decentralization of power

was in part a reaction to the centralization of authority under martial law, but the powers and duties of the local government units were further defined and further decentralized with the passage of the 1991 Local Government Code as a means to draw support from local authorities. The 1991 law was revolutionary in that it ran counter to the tradition of centralization in most Southeast Asian nations (Atienza', 2006). Atienza' (2006) notes that this devolution was important in the Philippines for five reasons:

- 1) it gave local governments control over many of the basic social services, such as health and agriculture;
- 2) it gave local governments enforcement power over many laws and regulations, including environmental laws and food inspection;
- 3) it gave local government the authority to tax and increased the share of funding from the national government to the local barangay;
- 4) it enhanced local civil society by allowing local political units the ability to create locally elected governing assemblies, including at the barangay level, to govern over the local population and the ability of the population to vote on local referendum; and
- 5) it encourages local governments to form partnerships with the private sector to promote local development.

Today, the barangay is the smallest unit of government in the Philippines. Each barangay is headed by a barangay captain and barangay assembly, each elected by the citizens of the barangay. Consisting of nine members, the barangay assembly is composed of seven council members plus the barangay captain and the chairperson of the local barangay Youth Council.

Barangays are responsible for governing and managing the population and territory within their respective borders. Like a city council in the United States, the barangay assembly and captain meet in regular public forums to discuss and debate local issues and laws. Their activities can include allocating funding for roads and infrastructure projects, formalizing funding requests to the higher municipal or province governments, creating the barangay budget, setting local curfews, to organizing and sponsoring community and cultural activities.

Barangays are also important because they offer Filipinos a system of alternative justice and dispute resolution to the formal Philippine court system. The Barangay Justice System, or the Katarungang Pambarangay, relies on the Philippine traditional community method of dispute resolution. The goal is to have the community elders and leadership mediate a mutually acceptable resolution between two disputing parties. A claimant can file a complaint with the barangay, which is then addressed by the barangay captain. If the captain fails to resolve the dispute, mutually agreed upon third parties can be brought into the process. If the parties continue to fail in the resolution process, then the parties may choose to enter the court system. The advantage of the barangay justice system is that it is intended to create a win-win solution and it can be quicker and less costly than the court system (Access, 2013).

Below are the structures and duties of the various barangay political offices:

### Barangay Captain or Punong Barangay

The barangay caption is the barangay's chief executive officer. Their duties may include the following:

- Enforce laws;
- Sign contracts;
- Maintain public order;
- Preside over the barangay assembly;
- Coordinate the barangay development council;
- Approve the allocation of funds;
- Enforcement of environmental laws;
- Administer the operations of the local dispute resolution council or Katarungang Pambarangay;
- Ensure the delivery of basic services; and
- Promote the general welfare of the barangay.

### Barangay Assembly or Sangguniang Barangay

The barangay assembly is composed of nine individuals, the barangay captain as the presiding officer, seven members elected from at-large within the barangay, and the chairperson of the Youth Council or Sangguniang Kabataan (SK). The Youth Council represents youth in the barangay between the ages of 15-17. Assembly members must be at least 15 years of age. The barangay assembly is the local legislative body of government. The duties of the barangay assembly may include the following:

- Make laws;
- Tax;
- Create the barangay budget;
- Build and maintain the barangay's facilities and public works;
- Submit requests to higher political units of government;
- Economic development;
- Solicit and accept funds for barangay projects;
- Provide for the organization of community brigades;
- Control the proliferation of squatters;
- Prescribe fines for the violation of barangay ordinances;
- Organize community lectures on health, education, nutrition, etc.;
- Help create a local high school; and
- Assist the barangay captain in the performance of their duties.

See also, Appendix 6 – Image: Sample Barangay Assembly Organizational Chart, Barangay Linglinay

Appendix 8 – Image: Wall Poster, Barangay Linglinay

Appendix 9 – Image: Assembly Meeting, Barangay Guihay

### Barangay Secretary

The barangay secretary is nominated by the barangay captain and confirmed by a majority of the barangay assembly. The secretary cannot be a member of the assembly, a government employee, or a relative of the barangay captain. The duties of the barangay secretary may include the following:

- Keeping records and minutes of the barangay assembly;
- Make available a list of the assembly members and post this list publicly throughout the barangay;
- Assist in the preparation of barangay elections and referendum votes;
- Assist the municipal civil registrar in the registration of births, deaths, and marriages;
- Keep a record of the barangay residents including name, address, gender, age, etc.;
- Submit the number of barangay residents to the assembly upon request; and
- Exercise other duties as prescribed by law.

See also, Appendix 7 – Image: Sample Duties and Functions of a Barangay Secretary, Barangay Linglinay

#### Barangay Treasurer

The barangay treasurer is nominated by the barangay captain and confirmed by a majority of the barangay assembly. The treasurer cannot be a member of the assembly, a government employee, or a relative of the barangay captain. The duties of the barangay treasurer may include the following:

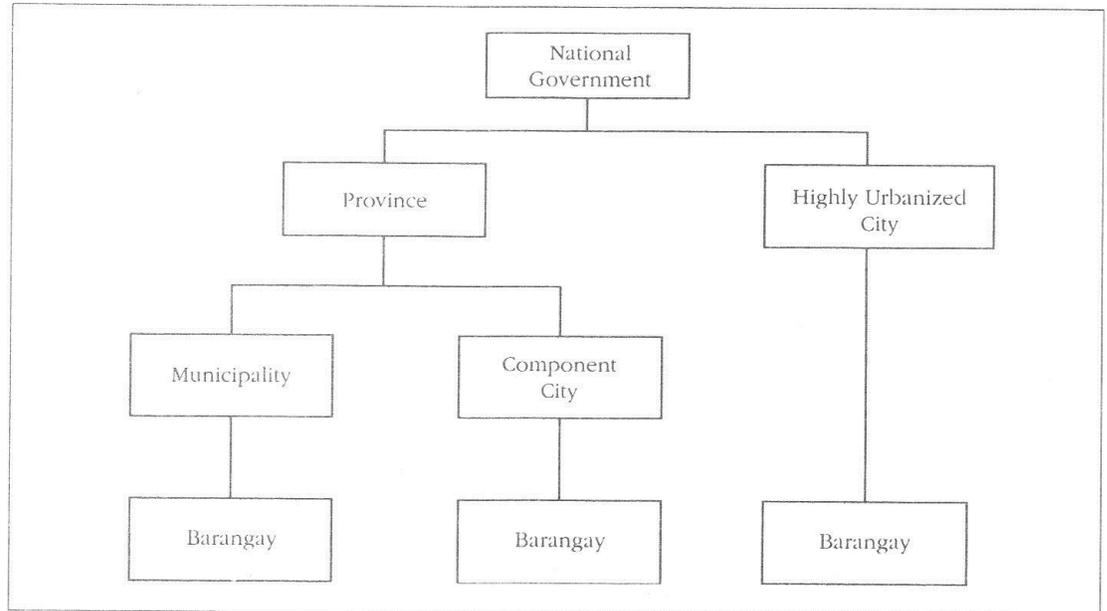
- Keep records of Barangay funds and properties;
- Issue receipts for taxes and fees;
- Deposit monies in the barangay account;
- Disperse funds;
- Submit statements of income and expenditures;
- Produce a report of all barangay funds and property; and
- Exercise other duties as prescribed by law.

<p>Appendix 2:  Philippine Government Reading Questions</p>	<p style="text-align: center;">Appendix 2 – Philippine Government Reading Questions</p> <ol style="list-style-type: none"><li>1. What is the structure of the Philippine national government? What are the different branches of government at the national level?</li><li>2. What are the characteristics of the Philippine executive branch?</li><li>3. What are the characteristics of the Philippine legislative branch?</li><li>4. What are the characteristics of the Philippine judicial branch?</li><li>5. What are the differences between the branches of government in the Philippines and the branches of the U.S. federal government?</li><li>6. What are the different local government units within the Philippines?</li><li>7. What are the responsibilities of the different barangay officials?</li><li>8. How does the barangay differ from local government in the United States?</li><li>9. Does the barangay unit of government appear to be an effective means of governing in the Philippines?</li></ol>
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Appendix 3:

The Structure of Local Governments in the Philippines

Appendix 3 – The Structure of Local Governments in the Philippines



Source:

Atienza', Maria Ela L. (2006). Local government and devolution in the Philippines. In Noel M. Morada and Teresa S. Encarnacion Tadem (Eds.), *Philippine politics and Governance: An introduction* (pp. 415-440). Diliman, Quezon City: Department of Political Science, College of Social Sciences and Philosophy, University of the Philippines, P. 430.

Appendix 4:  
Criteria for  
Local  
Government  
Unit Creation  
According to  
the 1991  
Local  
Government  
Code

Appendix 4 – Criteria for Local Government Unit Creation According to the 1991 Local Government Code

Criteria for Local Government Unit Creation According to the 1991 Local Government Code

Local Government Unit	Income (Philippine Peso)	Population	Land Area
Barangay		2,000 / 5,000 for Metro Manila and other Metropolitan Political Subdivisions)\	
Municipality	P 2.5 M	25,000	50 sq. km.
City	P 20 M	150,000	100 sq. km
Highly Urbanized City	P 50 M	200,000	
Province	P 20 M	250,000	2,000 sq. km

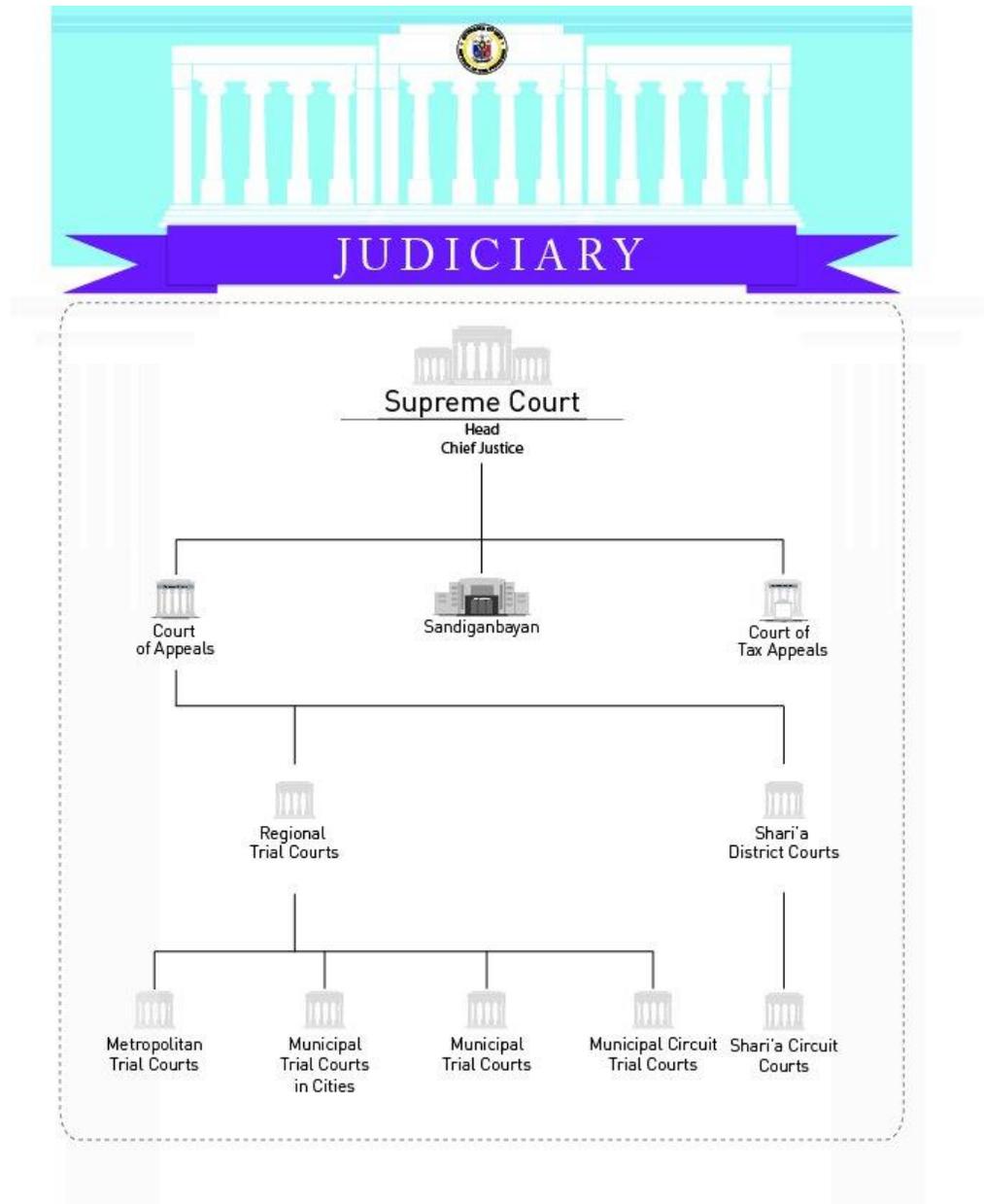
Source:

Atienza', Maria Ela L. (2006). Local government and devolution in the Philippines. In Noel M. Morada and Teresa S. Encarnacion Tadem (Eds.), *Philippine politics and Governance: An introduction* (pp. 415-440). Diliman, Quezon City: Department of Political Science, College of Social Sciences and Philosophy, University of the Philippines, P. 430.

Appendix 5:

Image: The  
Philippine  
Judiciary

Appendix 5 – Image: The Philippine Judiciary



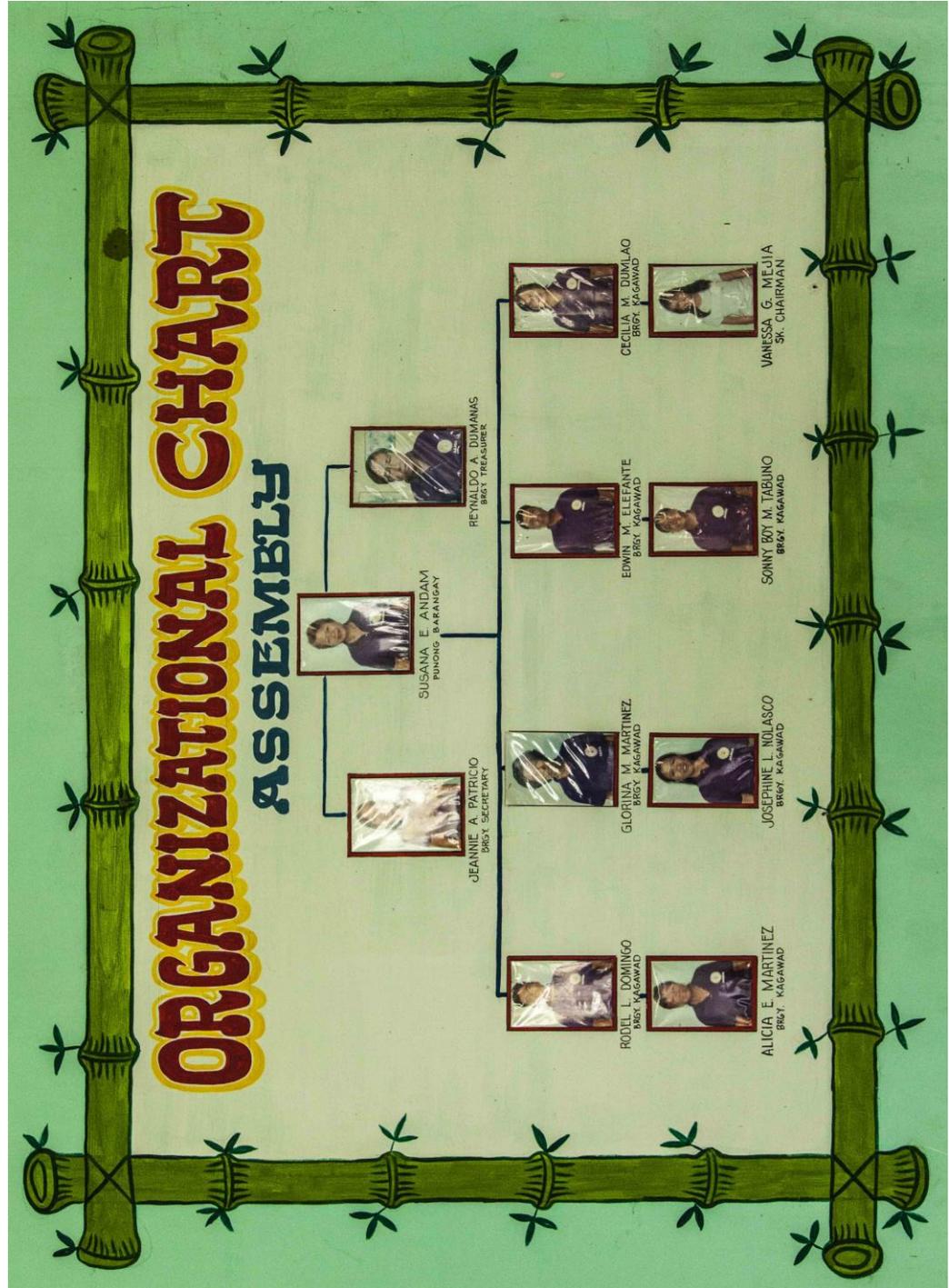
Source:

Government of the Philippines. (n.d.). [Judiciary](http://www.gov.ph/images/uploads/Judiciary-chart-July-021.jpg). Retrieved from <http://www.gov.ph/images/uploads/Judiciary-chart-July-021.jpg>

Appendix 6:

Image:  
Sample  
Barangay  
Assembly  
Organizational  
Chart,  
Barangay  
Linglinay

Appendix 6 – Image: Sample Barangay Assembly Organizational Chart, Barangay Linglinay

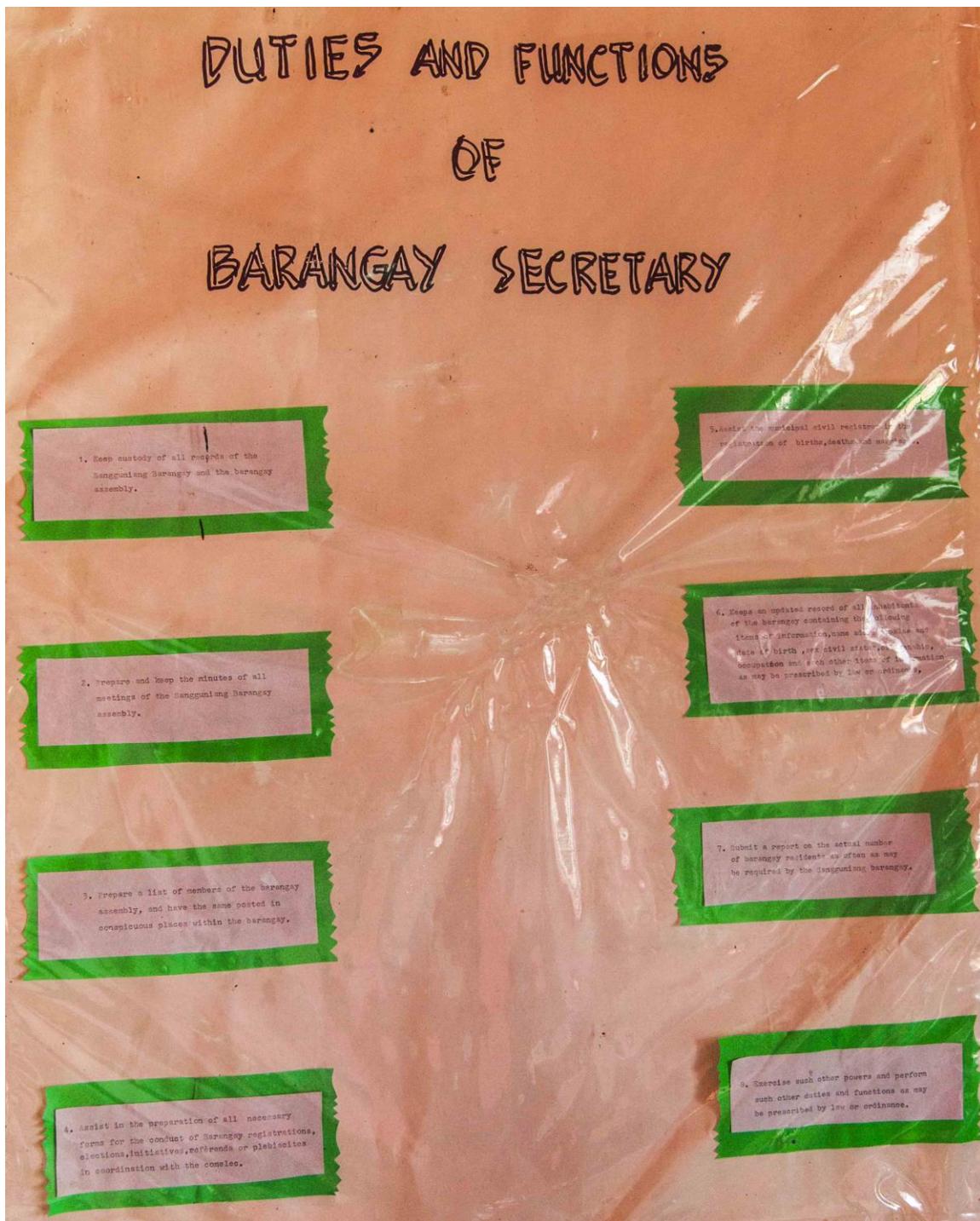


Source: Paul R. Edleman

Appendix 7:

Image:  
Sample  
Duties and  
Functions of  
a Barangay  
Secretary,  
Barangay  
Linglinay

Appendix 7 – Image: Sample Duties and Functions of a Barangay Secretary, Barangay Linglinay



Source: Paul R. Edleman

1. Keep custody of all records of the Sangguniang Barangay and the barangay assembly.

2. Prepare and keep the minutes of all meetings of the Sangguniang Barangay assembly.

3. Prepare a list of members of the barangay assembly, and have the same posted in conspicuous places within the barangay.

Source: Paul R. Edleman

4. Assist in the preparation of all necessary forms for the conduct of Barangay registrations, elections, initiatives, referenda or plebiscites in coordination with the comelec.

5. Assist the municipal civil registrar in the registration of births, deaths and marriages.

6. Keeps an updated record of all inhabitants of the barangay containing the following items of information, name address, age and date of birth, sex, civil status, citizenship, occupation and such other items of information as may be prescribed by law or ordinance.

Source: Paul R. Edleman

7. Submit a report on the actual number of barangay residents as often as may be required by the Sangguniang barangay.

8. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

Source: Paul R. Edleman

Appendix 8:

Image: Wall  
Poster,  
Barangay  
Linglinay

Appendix 8 – Image: Wall Poster, Barangay Linglinay



Source: Paul R. Edleman

Appendix 9:

Image:  
Assembly  
Meeting,  
Barangay  
Guihay

Appendix 9 – Image: Assembly Meeting, Barangay Guihay



Source: Paul R. Edleman