



Republic of the Philippines  
**COMMUNITY-BASED MONITORING SYSTEM COUNCIL**

**CBMS Council Resolution No. 03, Series of 2021**

**APPROVING THE ESTABLISHMENT OF THE TECHNICAL WORKING GROUPS (TWGs) AND THEIR TERMS OF REFERENCES**

**WHEREAS**, Republic Act No. 11315 otherwise known as Community-Based Monitoring System Act (CBMS Act) was enacted on 17 April 2019, institutionalizing the conduct of the Community-Based Monitoring System (CBMS) in every city and municipality in the country;

**WHEREAS**, Section 14 of the Act provides for the creation of the CBMS Council composed of the Philippine Statistics Authority (PSA), Department of the Interior and Local Government (DILG) and Department of Information and Communications Technology (DICT), to be headed by the PSA, for purposes of achieving secure and efficient data sharing arrangements between and among concerned cities and municipalities and national government agencies to be used for their particular social protection and welfare programs and projects;

**WHEREAS**, one of the functions of the CBMS Council as enumerated in Section 2 (i) Rule XI of the Implementing Rules and Regulations (IRR) of the CBMS Act is to establish Technical Working Groups (TWGs) that will assist in resolving issues related to the implementation of the CBMS;

**WHEREAS**, the CBMS Council deemed it proper to establish the following TWGs, to wit:

- TWG on Data Sharing and Privacy
- TWG on Technology for CBMS Operations
- TWG on Training and Capacity Development
- TWG on Information and Education Campaign
- TWG on Local Government Coordination
- TWG on Financial and Resource Sharing

**WHEREAS**, the TWGs will be providing technical assistance to the CBMS Council in settling issues related to the implementation of the CBMS. Each TWG will serve as supporting and coordinating body that aims to provide valuable input based on their scope of work.

**NOW, THEREFORE BE IT RESOLVED**, that the CBMS Council established the aforementioned TWGs pursuant to Section 2 (i) Rule XI of the IRR of the CBMS Act.



**RESOLVED FURTHER**, that the CBMS Council approves and adopts the Terms of References for all the TWGs in relevance to the implementation of the CBMS Act as hereto attached (CBMS CR 03-20210127-01);


**RESOLVED FINALLY**, that a CBMS Council member may move to create other TWGs composed of government agencies and concerned instrumentalities from the pool of resource agencies as the need arises, subject to the concurrence of other members.

**APPROVED**, this 27th day of January 2021 in Quezon City, Metro Manila.

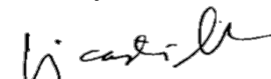
Signed:

**CLAIRE DENNIS S. MAPA, Ph.D.**  
Chairperson  
Undersecretary  
National Statistician and Civil Registrar General  
Philippine Statistics Authority

**EMMANUEL REY R. CAINTIC**  
Member  
Undersecretary for Digital Philippines  
Department of Information and  
Communications Technology

  
**ANNA LIZA F. BONAGUA**  
Member  
Director, Bureau of Local Government  
Development  
Department of the Interior and Local  
Government

Attested by:

  
**PLENEE GRACE J. CASTILLO**  
Chairperson, CBMS Council Secretariat  
Interim Assistant National Statistician  
Community-Based Statistics Service  
Philippine Statistics Authority

## Technical Working Groups (TWGs) Terms of References

### TWG on Data Sharing and Privacy

Members	Terms of Reference
<ul style="list-style-type: none"> <li>○ Department of Information and Communications Technology (<i>Chairperson</i>)</li> <li>○ Philippine Statistics Authority</li> <li>○ National Privacy Commission</li> <li>○ Union of Local Authorities in the Philippines</li> <li>○ Department of the Interior and Local Government</li> <li>○ Department of Social Welfare Development</li> <li>○ Philippine Institute for Development Studies</li> <li>○ CBMS Network</li> <li>○ Presidential Communications Operations Office</li> </ul>	<ul style="list-style-type: none"> <li>a. Drafts and recommends approval of data sharing agreements between and among the national government agencies and local government units in accordance to the Data Privacy Act and Philippine Statistical Act;</li> <li>b. Reviews and recommends the approval of all CBMS data requests of institutional stakeholders;</li> <li>c. Reviews and assess the design of the CBMS National CBMS Databank in consideration of data security measures;</li> <li>d. Reviews and recommends data transfer protocol in all stages of the CBMS operations;</li> <li>e. Develops policies to ensure integrity, security and safety of gathered information;</li> <li>f. Prepares lecture materials on data privacy, confidentiality of information and data sharing; and</li> <li>g. Performs other functions as may be assigned by the CBMS Council.</li> </ul>

### TWG on Technology for CBMS Operations

Members	Terms of Reference
<ul style="list-style-type: none"> <li>○ Department of Information and Communications Technology (<i>Chairperson</i>)</li> <li>○ Philippine Statistics Authority</li> <li>○ Department of the Interior and Local Government</li> <li>○ Department of Budget and Management</li> <li>○ Department of Finance</li> <li>○ National Economic and Development Authority</li> <li>○ Department of Science and Technology</li> </ul>	<ul style="list-style-type: none"> <li>a. Provides technical assistance in identifying appropriate technology to be used in data gathering, processing, validation, storage, and dissemination in relation to CBMS operation;</li> <li>b. Provides technical inputs in the procurement and development of technology infrastructure;</li> <li>c. Assesses and recommends approval of creation of CBMS portal/s in terms of infrastructure and software requirements; and</li> <li>d. Performs other functions that may be assigned by the CBMS Council.</li> </ul>

## TWG on Training and Capacity Development

Members	Terms of Reference
<ul style="list-style-type: none"> <li>○ Philippine Statistics Authority (<i>Chairperson</i>)</li> <li>○ Philippine Statistical Research and Training Institute</li> <li>○ Department of the Interior and Local Government</li> <li>○ Department of Information and Communications Technology</li> <li>○ CBMS Network</li> <li>○ Philippine Statistical Association, Inc.</li> <li>○ Union of Local Authorities in the Philippines</li> <li>○ Commission on Higher Education</li> <li>○ Philippine Accrediting Association of Schools, Colleges and Universities</li> <li>○ Technical Education and Skills Development Authority</li> <li>○ League of Local Planning and Development Planners</li> </ul>	<ul style="list-style-type: none"> <li>a. Identifies, reviews and recommends approval of capability-building program for statisticians and other LGU officials;</li> <li>b. Oversees in the conduct of capability-building for LGU Statisticians and other CBMS actors;</li> <li>c. Leads in the CBMS operational training;</li> <li>d. Reviews the following CBMS training manual such as enumerator’s manual, supervisor’s manual, field operation manual, machine processing and validation manual, training workbook;</li> <li>e. Reviews and recommends statistical training programs that could be delivered through online platform, may include modular distant learning with evaluation (e-learning modules);</li> <li>f. Reviews and recommends approval of the qualification standards for data collectors, data processors and hired field supervisors; and</li> <li>g. Performs other functions as may be assigned by the CBMS Council.</li> </ul>

**TWG on Information and Education Campaign**

Members	Terms of Reference
<ul style="list-style-type: none"> <li>○ Department of the Interior and Local Government <i>(Chairperson)</i></li> <li>○ Philippine Statistics Authority</li> <li>○ Department of Information and Communications Technology</li> <li>○ Presidential Communications Operations Office</li> <li>○ Union of Local Authorities in the Philippines</li> <li>○ Commission on Higher Education</li> <li>○ Department of Education</li> </ul>	<ul style="list-style-type: none"> <li>a. Develops advocacy plans and conduct information and education campaigns on the CBMS activities to enjoin the participation of the general public;</li> <li>b. Develops and designs various information and advertisement materials for dissemination such as flyers, brochures, CBMS Jingle and audiovisual presentation;</li> <li>c. Proposes appropriate use of tri-media and social media for the information and education campaign related to CBMS; and</li> <li>d. Performs other duties as may be assigned by the CBMS Council.</li> </ul>

**TWG on Local Government Coordination**

Members	Terms of Reference
<ul style="list-style-type: none"> <li>○ Department of the Interior and Local Government <i>(Chairperson)</i></li> <li>○ Philippine Statistics Authority</li> <li>○ Union of Local Authorities in the Philippines</li> <li>○ Department of Social Welfare and Development</li> <li>○ Department of Finance</li> <li>○ Philippine Statistical Research and Training Institute</li> <li>○ Department of Budget and Management</li> </ul>	<ul style="list-style-type: none"> <li>a. Recommends policies on LGUs compliance on CBMS and strengthen collaboration with LGUs;</li> <li>b. Studies and recommends approval of possible creation of CBMS Coordinating Boards at the local levels;</li> <li>c. Coordinates with LGUs and other resource agencies and communicates issues relative to CBMS operation; and</li> <li>d. Performs other duties as may be assigned by the CBMS Council.</li> </ul>

**TWG on Financial and Resource Sharing**

Members	Terms of Reference
<ul style="list-style-type: none"> <li>○ Philippine Statistics Authority (<i>Chairperson</i>)</li> <li>○ Department of the Interior and Local Government</li> <li>○ Department of Information and Communications Technology</li> <li>○ Department of Budget and Management</li> <li>○ Department of Finance</li> <li>○ Union of Local Authorities in the Philippines</li> <li>○ Philippine Statistical Research and Training Institute</li> </ul>	<ul style="list-style-type: none"> <li>a. Identifies financial needs in the CBMS implementation;</li> <li>b. Reviews and recommends approval of the budget of NGAs and LGUs in connection with the CBMS operations; and</li> <li>c. Recommends cost-sharing mechanisms between and among PSA stakeholders of the CBMS and the LGUs;</li> <li>d. Performs other duties as may be assigned by the CBMS Council</li> </ul>