



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

**CBMS Council Resolution No. 01, Series of 2021**

**APPROVING AND ADOPTING THE RULES OF PROCEDURE  
OF THE COMMUNITY-BASED MONITORING SYSTEM (CBMS) COUNCIL**

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

**WHEREAS**, the CBMS shall generate updated and disaggregated data necessary in targeting beneficiaries, conduct more comprehensive poverty analysis and needs prioritization, design appropriate policies and interventions, and monitor impact over time;

**WHEREAS**, Section 14 of RA 11315 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**, Rule XI of the Implementing Rules and Regulations (IRR) of the CBMS Act provides the specific functions of the CBMS Council, to wit:

- a. Oversee the performance of the implementing agencies;
- b. Facilitate cooperation and data collection in the implementation of the CBMS;
- c. Discuss concerns and provide recommendations on the outputs of the CBMS;
- d. Institute policies for standards in data quality, estimation process, and data flows;
- e. Set the guidelines on CBMS data sharing with the National Government Agencies (NGAs) and other relevant stakeholders, and between and among Local Government Units (LGUs); and ensure a secure and efficient data sharing arrangement;
- f. Provide resolutions on issues and concerns related to the CBMS;
- g. Decide on the request for data sharing from relevant government agencies and other stakeholders;
- h. Establish cost-sharing mechanism among the stakeholders;
- i. Establish cost-sharing mechanism among the stakeholders;
- j. Create Technical Working Groups (TWGs) that will assist the CBMS Council in resolving issues related to the implementation of the CBMS; and
- k. Recommend to the Congress any measures, and amendments or modifications to the CBMS Act and other related laws, as may be deemed necessary.



**WHEREAS**, the CBMS Council shall hold regular quarterly meetings at such date, time and place as agreed upon by its members to discuss matters relative to the disposition of its functions;

**WHEREAS**, there is a need to come up with a set of rules of procedure to guide the CBMS Council in the discharge of its functions to ensure that all CBMS issues and concerns are appropriately covered and properly addressed;

**NOW, THEREFORE, BE IT RESOLVED**, that the CBMS Council approves and adopts the Rules of Procedure as hereto attached (CBMS CR 01-20210127-01);

**RESOLVED FURTHER**, that the Rules of Procedure of the CBMS Council shall be subject for review and amendment as may be requested by any of its members;

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

Signed:



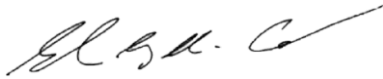
**CLAIRE DENNIS S. MAPA, Ph.D.**

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

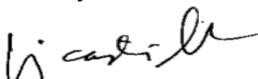
Director, Bureau of Local Government

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



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

**RULES OF PROCEDURE**

**COMMUNITY-BASED MONITORING SYSTEM COUNCIL**

**I. The Community-Based Monitoring System (CBMS) Council**

The Community-Based Monitoring System (CBMS) Council is created by virtue of Republic Act No. 11315, for the purpose 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. As defined by Rule XI of the Implementing Rules and Regulations, the functions of the CBMS Council are as follows:

- a. Oversee the performance of the implementing agencies;
- b. Facilitate cooperation and data collection in the implementation of the CBMS;
- c. Discuss concerns and provide recommendations on the outputs of the CBMS;
- d. Institute policies for standards in data quality, estimation process, and data flows;
- e. Set the guidelines on CBMS data sharing with the NGAs and other relevant stakeholders, and between and among LGUs; and ensure a secure and efficient data sharing arrangement;
- f. Provide resolutions on issues and concerns related to CBMS;
- g. Decide on the request of data sharing from relevant government agencies and other stakeholders;
- h. Establish cost-sharing mechanism among the stakeholders;
- i. Create Technical Working Groups (TWGs) that will assist the CBMS Council in resolving issues related to the implementation of the CBMS; and
- j. Recommend to the Congress any measures, amendments or modification to the CBMS Act and other related laws, as may be necessary.<sup>1</sup>

The PSA, member agencies and other entities invited as resource agencies including the created TWGs are to present to the Council appropriate measures and policies for further improvement of the CBMS processes.

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<sup>1</sup>Section 2 Rule XI of the Implementing Rules and Regulations of RA 11315.



## II. Members of the CBMS Council

A. The CBMS Council shall be composed of the following:

Chairperson

Undersecretary

National Statistician and Civil Registrar General

Philippine Statistics Authority

Members:

Secretary or duly appointed representative,  
Department of the Interior and Local Government

Secretary or duly appointed representative,  
Department of Information and Communications Technology<sup>2</sup>

Provided that, representatives from other government entities and other organizations may be invited to participate in the meetings of the Council as resource persons.<sup>3</sup>

B. The Department Secretary of the member agency may designate permanent and alternate agency representatives through a department order or memorandum together with the properly filled-out Community-Based Monitoring System Council (CBMSC) Form 1 (Designation of Agency Representative) and CBMSC Form 2 (Council Member Profile), attached as Annex A and Annex B, respectively. The document should be submitted to the CBMS Planning and Coordination Division (CBMS PCD) of the Community-Based Statistics Service (CBSS).

C. In the absence of the Permanent Council Representative or its duly designated Alternate/s, a representative can attend a scheduled meeting upon presentation of a written authorization letter signed by the permanent council member being represented.

The written authorization letter shall indicate the authority of the representative to cast his vote. The representative may not be allowed to cast a vote unless stated that he is authorized to do so.

The representative must be from the same agency as the Council member being represented.

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<sup>2</sup>Section 1 Rule XI of the Implementing Rules and Regulations of RA 11315.

<sup>3</sup>Ibid.

- D. The CBMS Council Secretariat shall annually review and seek confirmation from Heads of its member agencies regarding respective official representatives. The CBMS Council member agencies should inform the Secretariat for any changes in the agency representation in the Council through a letter with attached updated CBMSC Form 1.

### III. Meetings of the CBMS Council

- A. The CBMS Council shall hold **regular quarterly meetings** depending on the availability and agreement of the members or their representatives, at the PSA Conference Room, 17<sup>th</sup> Floor, Eton Centris 3, Diliman, Quezon City or any other venue agreed upon by the members, provided that the said venue is disseminated to all members one week before the scheduled meeting. Should a specified schedule be declared a holiday or be postponed due to unforeseen events/conditions beyond control, meetings shall be held on the date to be agreed by the members and/or their designated Representatives.
- B. **In case of urgent matters to be discussed, special meetings** may also be called, as deemed necessary. The special meeting may be called by the Chairperson. Any of the member agencies may request for a special meeting to the Chairperson subject to the latter's approval.
- C. Meetings of the Council may be called and held through teleconferencing, videoconferencing or through similar modes of modern communication technology. Audio or video recording will be done and kept by the CBMS Council Secretariat.
- D. If for any reason that the CBMS Council Chairperson is unable to preside over the meeting, the duly designated alternate representative of the PSA shall serve as the Presiding Officer.
- E. Representatives of the resource agencies and members of the TWGs may be called to attend the meeting as the need arises. An invitation letter shall be sent to the resource agency/TWG member at least one week before the scheduled meeting through courier or email.

### IV. Quorum

- A. A quorum shall mean the presence of all members of the Council. No meeting or action of the Council is valid unless a quorum is constituted.

## **V. Voting**

- A. The CBMS Council shall act and decide on matters through a Resolution by a majority vote of all its members.
- B. Each member agency shall be entitled to one (1) vote. Representative/s with authority to vote shall have the same voting power as regular or alternate members.
- C. In cases when the council members have opposing views, the Chairperson shall decide over the matter.

## **VI. Policies/Resolutions**

- A. No action of the Council shall be passed, unless approved by a majority vote.
- B. Matters for action of the Council shall be documented through a Resolution which shall be signed by the Chairperson of the presiding officer of the meeting, members and/or alternate representative/s and shall be attested by the Council Secretariat.
- C. As the need arises, matters for action may be routed to all members via referendum. Members are required to respond to the referendum stating therein the approval or disapproval within the prescribed period provided in the transmittal letter. Otherwise, non-response will mean the member's concurrence on the document being routed for referendum. The Council Secretariat shall collate the responses received and take note all those who did not respond. A summary of the responses and non-responses shall be provided to the Chairperson.
- D. The approval of the majority of the members shall be required to pass the referendum.

All approved Resolutions, except those approved via referendum, shall be incorporated as part of the minutes of the meeting, signed by the Chairperson/Presiding Officer and attested by the head of the Community-Based Statistics Service, acting as the Chairperson of the CBMS Council Secretariat.

## **VII. The CBMS Council Secretariat**

The Community-Based Statistics Service shall be the CBMS Council Secretariat. The Assistant National Statistician of the Service shall be the Chairperson of the CBMS Council Secretariat.

The CBMS Council Secretariat shall be in-charge of all the secretariat, administrative, technical and other logistical needs of the CBMS Council.

### **VIII. Policy Agenda**

- A. At the start of each year, the CBMS Council Secretariat shall present to the Council for approval, the annual Policy Agenda. The Policy Agenda is a matrix of proposed agenda items from PSA, member agencies, and/or technical working groups, which are listed by quarter. These items are classified as either for approval, for discussion, or for information of the Council.
- B. The Council Secretariat shall monitor the progress of the agenda items in the Policy Agenda. Any council member may contribute in the Policy Agenda

### **IX. Agenda Folder**

- A. An electronic copy and printed copy of the Agenda Folder shall be distributed to all members not later than five (5) days and three (3) days prior to the date of the scheduled meeting, respectively.
- B. The agenda folder shall contain the following:
  - a. Notice of Meeting
  - b. Reply slip
  - c. Provisional Agenda of the Meeting
  - d. Minutes of the Previous Meeting
  - e. Action Matters from the Previous Meeting
  - f. Presentations, drafts of proposed resolutions and other attachments

### **X. Post-Meeting Activities**

At least two (2) weeks after the conduct of every meeting, the list of action matters shall be sent to all concerned officials and offices. Meanwhile, the copy of the minutes of the meeting shall be sent within one month after the meeting.

### **XI. CBMS Council Records**

All resolutions, decisions, designations, profiles of the CBMS Council, minutes of the meetings, recordings and other materials related to the Council shall be in the custody of the CBMS Council Secretariat. Unless already disseminated

or published, copies of these records shall not be provided to parties without a written request addressed to the Assistant National Statistician of the CBSS.

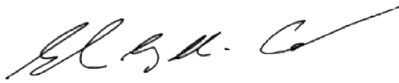
## **XII. Modifications to the Rules of Procedure**

The Rules of Procedure may be revised, amended or modified upon request of any member of the Council and the approval of the majority of the Council members.

Signed:



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

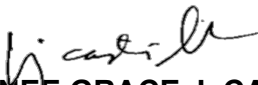


**EMMANUEL REY R. CAINTIC**  
Member  
Undersecretary for Digital Philippines  
Department of Information and  
Communications Technology



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Member  
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