

**COMPOSITION AND TERMS OF REFERENCE OF THE COORDINATING BOARDS
FOR THE SIMULTANEOUS CONDUCT OF THE 2024 CENSUS OF POPULATION
AND COMMUNITY-BASED MONITORING SYSTEM**

A. COMPOSITION

Regional Census-CBMS Coordinating Board	
Chairperson	Regional Director, National Economic and Development Authority Chairman, Metropolitan Manila Development Authority (for National Capital Region) Executive Director, Bangsamoro Planning and Development Authority (for Bangsamoro Autonomous Region in Muslim Mindanao)
Co-Chairperson	Regional Director, Philippine Statistics Authority (PSA) Regional Statistical Services Office (RSSO)
Members	Existing members of the Regional Statistics Committees, to include the heads or designated representatives of the following agencies/organizations:
	Department of Energy
	Department of Foreign Affairs/Regional Consular Offices
	Department of Human Settlements and Urban Development
	Department of National Defense/Office of Civil Defense
	Department of Information and Communications Technology
	Commission on Population and Development
	Philippine Information Agency
	National Commission on Muslim Filipinos
	National Commission on Indigenous Peoples
	National Disaster Risk Reduction and Management Council
	Catholic Bishops' Conference of the Philippines

Provincial Census-CBMS Coordinating Board	
Chairperson	Provincial Governor or Designated Representative
Co-Chairperson	PSA Provincial Statistical Office (PSO) – Chief Statistical Specialist
Head Secretariat	PSA Provincial POPCEN-CBMS Focal Person
Members	Heads or designated representatives of various offices within the provincial LGU such as, but not limited to:
	a. Provincial Planning and Development Office
	b. Social Welfare and Development Office
	c. Engineering Office
	d. Environmental and Natural Resources Office
	e. Public Employment Service Office
	f. Public Information Office
	g. Assessor's Office
	h. Budget Office
	i. Health Office
	j. Population Office
	k. Public Order and Safety Office
	l. Disaster Risk Reduction and Management Office
	Provincial Directors/equivalent position or designated representatives of provincial offices of various NGAs such as, but not limited to:
	a. Philippine National Police (PNP)
	b. Armed Forces of the Philippines (AFP)
	c. Philippine Coast Guard (PCG)
	d. Department of the Interior and Local Government (DILG)

Provincial Census-CBMS Coordinating Board	
	e. Department of Education (DepEd)
	f. Sangguniang Panlalawigan
	g. Academe/State Universities and Colleges (SUC)
	h. Civil Society Organizations and Private Sector

City/Municipal Census-CBMS Coordinating Board	
Chairperson	City/Municipal Mayor or Designated Representative
Co-Chairperson	PSA PSO Representative
Head Secretariat	LGU POPCEN-CBMS Focal Person/City/Municipal Statistician
Members	Heads or designated representatives of various offices within the city/municipal LGU such as, but not limited to:
	a. City/Municipal Planning and Development Office
	b. Social Welfare and Development Office
	c. Engineering Office
	d. Environmental and Natural Resources Office
	e. Public Employment Service Office
	f. Public Information Office
	g. Local Civil Registry Office
	h. Assessor's Office
	i. Budget Office
	j. Health Office
	k. Population Office
	l. Public Order and Safety Office
	m. Disaster Risk Reduction and Management Office
	City/Municipal Local Government Operations Office
	District Supervisor or designated representative, DepEd
Station Commander or designated representative, PNP	
Representative, Sangguniang Bayan/Panlungsod	
President, Association of Barangay Captains	
Representative/s, Civil Society Organization and Private Sector	

B. TERMS OF REFERENCE

Regional/Provincial/City/Municipal Coordinating Board (R/P/C/MCCB)	
Chairperson	<ol style="list-style-type: none"> 1. Oversee the implementation of the 2024 POPCEN-CBMS operations in the region/province/city/municipality; 2. Lead the CCB in resolving issues and concerns that may hamper the implementation; 3. Lead the CCB and oversee the fulfillment of duties and responsibilities of the CCB members; and 4. Convene the CCB for effective coordination and reporting, whenever necessary.
Co-Chairperson	<ol style="list-style-type: none"> 1. Assist the Chairperson in the fulfillment of the deliverables of the CCB; 2. Provide recommendations and strategies to the Chairperson on the issues and concerns that need to be resolved; and 3. Assist the Chairperson with important decision-making.
Members	<p>The members are expected to discuss, perform, and deliver the following during the CCB meeting and POPCEN-CBMS operations as per agency mandate:</p> <ol style="list-style-type: none"> 1. Issue communications, directives, instructions, and/or circulars to cooperate, mobilize, and provide support/assistance to the 2024 POPCEN-CBMS operations; 2. Determine the needs in the region/province/city/municipality during data collection, mapping, and processing in terms of facilities (transportation, communications, training, and lodging), security, publicity, and other logistics; 3. Provide transportation facilities, for the distribution/delivery of materials and supplies and transmittal of census returns before, during, and after the operations; 4. Provide facility for communications, wireless internet connection facility, and venues/facilities for use of personnel (e.g., for training); 5. Provide temporary office/room/space that will serve as headquarters of personnel or storage area for materials and supplies for the duration of the operations; 6. Provide facilities for the lodging of personnel assigned in areas outside their official station; 7. Assist the P/C/MCCB in the conduct of publicity and information campaign; 8. Assist the PSA in the POPCEN-CBMS operations to ensure complete coverage of the region/province/city/municipality; 9. Resolve issues and concerns encountered in the conduct in the region/province/city/municipality; 10. Refer to the higher CCB matters which cannot be resolved in the R/P/C/MCCB; 11. Specify other areas of involvement or participation of the agencies within the limits of their resources; 12. Participate actively in coordination meetings and activities; 13. Provide health services to personnel as deemed necessary; 14. Facilitate the approval and timely release of funds or other requirements, for C/MCCBs where CBMS is funded by the LGU; and 15. Take up other matters as may be specified by the N/R/PCCB or as necessary for the successful conduct of the 2024 POPCEN-CBMS.