

## LOCAL TB POLICY TRACKING TOOL

### I. OBJECTIVE

The **Local TB Policy Tracking Tool** aims to trace and document the different kinds of policy issuances enacted in a local government unit, and the route to their formulation, approval and adoption.

The tool keeps track of the progress in local TB policy development and provides regular updates on the status of LGU policy measures as these undergo the policy process: (1) collection and analysis of policy proposals/inputs, data and evidence (from the Regional Office or RO, Local health board or LHB, national government agencies, and other actors of governance); (2) drafting of appropriate proposed measures (with the province/city/municipal *sanggunian* head of the health committee); (3) filing with the *sanggunian* (legislative council); (4) formal reading, committee consideration, plenary deliberations before the *sanggunian*; (5) final voting and adoption; (6) transmittal to the local chief executive (LCE); (7) review, approval, and publication; (8) implementation by the LCE and corresponding executive offices; and (9) evaluation of the policy.

The tool is updated periodically, (e.g., every quarter or every semester) to provide the NTP local teams, LGU league partners, ROs, non-governmental and people's organizations (NGOs/POs), and development agencies with data and information about the progress of TB policy development in their respective territorial jurisdictions.

### II. TYPES OF LOCAL POLICY ISSUANCES

- **Ordinance** – refers to enactments of the legislative body of a local government unit, and governing matters not already covered by national law, such as zoning, building, safety, and other purely municipal matters. It pertains to “**legislative actions of general and permanent character.**”

The passage of a local ordinance takes a longer procedure than that of a resolution, because it requires three readings and must be submitted to the local chief executive for his/her consideration. The ordinance, especially if passed after public hearing, is still binding and honored even if the local chief executive is replaced.

- **Resolution** – is a formal statement of a decision or expression of the opinion or will of the local legislative assembly, adopted by vote, the subject matter of which would not generally constitute an ordinance. It pertains to “**those of a temporary character and matters relating to proprietary functions and private concerns.**”

The passage of a resolution is less tedious than an ordinance, because it undergoes only two readings and generally need not be submitted to the LCE for concurrence.

- **Executive Issuances** – are policy orders rendered by the governor or mayor that may come in the form of a) **Executive Orders**, which usually embody rules and regulations necessary for the proper observance, enforcement, or execution of a legislative measure; or b) **Administrative Orders**, which are more concerned with internal rules and regulations on operational and administrative matters; or c) **Memorandum Orders**, which provide details of administrative policies or instructions directed to a

particular official or office requiring compliance.

- **Implementing Rules/Guidelines** – are issued as subsidiary documents, usually formulated by inter-agency committees or bodies composed of representatives from both executive and legislative branches, designed to fill in the details or clarify the intent of an ordinance or policy.
- **Cooperative Agreement** – refers to a statement of commitment on the part of one LGU, to enter into a covenant with other LGU/s and/or the private sector and/or NGOs about joint work or support to a certain policy, program or activity. The Memorandum of Understanding (MOU) is generally a mere expression of intention preparatory to a full-fledged contract. On the other hand, the Memorandum of Agreement (MOA) is a binding legal document covering a contractual transaction among the parties.

### III. STAGES IN THE POLICY PROCESS

#### ***Step 1: Collection and Analysis of Policy Inputs, Proposals, Data and Evidence***

1. A sanggunian member (or the LCE, in case of executive issuances) identifies some problem or issue as gathered from data inputs coming from various sources (e.g., RO, LHB, NGOs/POs, constituents, private sector).
2. A definite course of action is chosen from among alternative solutions to the identified problem or issue.

#### ***Step 2: Drafting of Proposed Ordinance, Resolution or Other Policy Measure***

A sanggunian member (or the LCE, in case of an executive issuance) formulates the proposed solution to the problem or issue in the form of an ordinance or resolution (an executive order or administrative order or memorandum order, in the case of the LCE).

#### ***Step 3: Introduction or Sponsorship***

1. The proposed measure is formally filed or introduced by a member or several members at the office of the sanggunian secretary. The latter records its title, date of filing, author or sponsors, and assigns a number to said measure.

In the case of an executive issuance, the LCE presents the proposed policy measure to an executive committee, the LHB, or to the corresponding local executive office.

2. The legislative measure is calendared for first reading where only the number, title, date of filing, and the name/s of the author or sponsors are read and recorded.
3. The presiding officer refers or assigns the proposed measure to the appropriate committee/s that will thoroughly study and consider its provisions.

However, there may be instances where the ordinance or resolution is certified urgent by the LCE, or is declared urgent by majority of the members; hence, it need not be referred to a committee but is immediately brought for consideration under second reading.

#### ***Step 4: Committee Level Discussions***

1. The committee holds a meeting or series of meetings to discuss the arguments in favor of, and against, the proposed measure. Public hearings or ocular inspections may also be conducted. If the measure is

referred to several committees, then they may either hold joint meetings or consider the matter independently of one another.

2. The committee acts on the measure by submitting its report to the plenary, which may either be favorable or unfavorable. If there are many committees assigned, they may file either a joint/consolidated report or individual committee reports.

In the case of an executive issuance, the committee reports its findings to the LCE.

3. In the event of a favorable report, the proposed measure is transmitted to the sanggunian plenary to be calendared for second reading. The report may or may not contain recommended amendments to the measure.
4. In case the report is unfavorable, the committee may decide to either defer the matter temporarily by returning it to the author for possible revision, or shelve the proposed measure permanently.

#### ***Step 5: Plenary Deliberation/Second Reading Stage***

1. On second reading, the entire text of the ordinance or resolution is read before the plenary body. The committee reports are likewise read.
2. The principal author or the chairperson of the endorsing committee renders a brief sponsorship speech. Thereafter, the measure is subjected to floor deliberations and debates. Proposed amendments may then be propounded and accepted.
3. The assembly votes by majority of its members to approve the proposed measure under second reading, with or without amendments.
4. The sanggunian secretary then prepares copies of the ordinance, incorporating therewith the approved amendments, and furnishes all members with the said copies at least three days before the third reading.
5. In the case of a resolution, this stage constitutes its final approval.

An executive issuance does not undergo this stage.

#### ***Step 6: Third Reading Stage***

1. The proposed ordinance is now calendared for third reading, where the final version is read. Here, debates are no longer allowed and only minor, formal amendments will be accepted.
2. The sanggunian votes to approve the measure on third and final reading. The sanggunian secretary certifies the ordinance as correct and the presiding officer affixes his/her signature on it as duly passed by the assembly.

#### ***Step7: Executive Consideration Stage***

1. The measure is then transmitted to the LCE for his/her consideration.
2. The LCE may decide to approve the ordinance by affixing his/her signature on each page thereof. Or the LCE may decide not to act on the measure, in which case it lapses into law after 10 days of inaction for

cities or municipalities, and after 15 days for provinces. Or the LCE may decide to veto the ordinance, in which case it will be returned to the Sanggunian with an explanation of said veto.

3. The Sanggunian may vote by at least two-third of its members to override the veto, in which case the measure becomes legally binding and enforceable. Or the Sanggunian may decide to accept the veto, in which case the ordinance dies a natural death.

(In the case of an executive issuance, the LCE may consider the reporting committee's findings and/or recommendations and incorporates the same in the final version of the executive issuance.)

***Step 8: Review, Publication, and Effectivity Stage***

1. In the proper cases, the approved ordinance is transmitted to a higher-level sanggunian for review.
2. If the measure is passed in review, either through a formal resolution of approval or through inaction after 30 days, the same is submitted for posting/publication.
3. After compliance with all other legal requirements, the ordinance now finally becomes a law.

In the case of an executive issuance that affects the general public, it is also required that the same is published first before being implemented.

**IV. TRACKING FORM**

<b>LOCAL TB POLICY TRACKING FORM</b> For the Province/City/Municipality of: <i>Indicate the LGU Concerned</i>						
For the Period: <i>Indicate the Time Frame Covered in the TB Policy Tracking</i>						
Type of Policy Issuance	Gist or Highlights of Content	Budgetary Allocation Provided	Status of Policy Issuance	Next Steps or Actions to be Taken	Preliminary Assessment of Policy Impact	Remarks
Indicate if ordinance, resolution, EO, Implementing Guidelines, etc.	Give a brief description of the subject matter of the policy measure, its objectives, and salient points	State the specific budget allocation provided in the policy issuance, if any	Indicate the exact step/stage where the policy measure is currently at (Refer to the Stages of the Policy Process outlined in paragraph [III] hereof), including the material dates	Give the identified recommended next steps or actions to be taken	State any initial effect or result that may be attributed to the policy issuance	Indicate any other data or information that may be useful to the evaluators