Executive Legislative Agenda 2019-2022
BRIEFING / ORIENTATION

EnP. Ermin V. Lucino, MPM, AICP, PMP®
City Planning and Development Coordinator
City of Santa Rosa
July, 16, 2019
Presentation Flow
• ELA Overview
• ELA Steps
• Sectoral Grouping / Schedule
• Santa Rosa Vision/Mission
• Final Notes for the ELA Team
• Legislative Agenda Background
• Methodology
THE EXECUTIVE AND LEGISLATIVE AGENDA

An Instrument for Local Governance and Development

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ELA

• It is the term-based plan culled out from the Comprehensive Development Plan which contains the major development thrusts and priorities of both the executive and the legislative branches for the three year term of office. The ELA is mutually developed and agreed upon by the executive and legislative departments of the LGU in consultation with the various stakeholders.
Executive Agenda

An Executive Agenda is a document that articulates the government program of the executive department of a province, city or municipality in a given period. It contains the major development thrusts of the local administration, including the development priorities of the Local Chief Executive (LCE), towards the attainment of the LGU vision.

Legislative Agenda

A Legislative Agenda (LA) is a package of priority policies and legislative measures designed to support local development priorities, particularly those contained in the EA. It serves as a roadmap to guide the Sanggunian or the local legislative council in identifying, analyzing and formulating solutions to problems and issues requiring public policy.
What is the Executive and Legislative Agenda (ELA)?

• A document that contains the governance program of a province, city or municipality for a given period, usually 3 years, corresponding to the term of office of elected officials.

• A participatory process that promotes partnership between local executive and legislative and the involvement of multi-stakeholders in the identification & programming of 3-year LGU development priorities.

• An implementation instrument that strengthens utilization of LGU information, other plans & stakeholder agenda; & that builds in the resources & capacities required to carry out the priorities.
Important uses of an ELA:

• Lead the executive and the legislative branches towards a unified vision, mission, goals and objectives.

• Enable the executive and legislative branches to agree on priority problems and issues.

• Help the LGU focus on a set of interventions towards the attainment of a common set of objectives and goals.
Important uses of an ELA:

• Increase the chances for implementation of priority programs of the executive department, if the legislative branch formulates ordinances in support of the LCE program of government.

• Speed up the implementation of priority projects.
What are the qualities of a good Executive-Legislative Agenda?

• Objective
• Integrated
• Needs-based
• Focused
• Widely-shared and Participatory
• Time-bound
• Implementable
• Enjoys Top Management Support
Provisional ELA Report Outline

Message from the LCE
Sanggunian Resolution Adopting the ELA
I. Vision and Mission
II. Brief Profile of the LGU
III. Development Strategies by Sector
   A. Sector Situation
   B. Development Goals & Objectives
   C. Programs, Projects, Activities
IV. Capacity Development Needs & Interventions
V. Priority Legislative Requirements
VI. Resource Mobilization Strategies
VII. Plan Implementation, Monitoring and Evaluation
1. A planning and budgeting tool
2. A transparency and accountability tool
3. A social mobilization tool
4. A performance measurement tool
5. A communication tool
6. A convergence tool
The major steps of the ELA process are:
1. Redefining/revisiting the LGU vision and mission statements;
2. Determining the vision-reality gap;
3. Formulating sectoral goals and objectives;
4. Formulating sectoral strategies;
5. Identifying programs, projects, activities, and legislative req.;
6. Prioritizing programs, projects, and activities and legislative req.;
7. Ranking and matching of prioritized PPA’s and legislative requirements with available funds.
<table>
<thead>
<tr>
<th>Activity</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Majpr Outputs</th>
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<tbody>
<tr>
<td><strong>ELA Process</strong></td>
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<tr>
<td>1. Planning to Plan</td>
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<td>5</td>
<td>6</td>
<td>7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24</td>
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<tr>
<td>2. Prioritizing Issues</td>
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<td></td>
<td></td>
<td></td>
<td>Initial short list of priority issues</td>
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<tr>
<td>3. Consulting with stakeholders</td>
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<td></td>
<td></td>
<td>Validated list of priority issues</td>
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<tr>
<td>4. Defining/Revisiting the LGU vision/mission</td>
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<td></td>
<td></td>
<td>Revisited Vision/Mission Statement</td>
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<tr>
<td>5. Formulating Goals and Objectives</td>
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<td></td>
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<td></td>
<td>Defined Goals/Objectives</td>
</tr>
<tr>
<td>6. Prioritizing Programs, Projects, Capacity Development Needs</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>List of Priority Programs, Projects, HR/Capacity Development Needs</td>
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<tr>
<td>7. Determining Legislative Requirements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>List of priority legislative measures</td>
</tr>
<tr>
<td>8. Building Commitment</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>ELA validated by stakeholders; formal support obtained</td>
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<td>9. Securing Endorsement and Approval</td>
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<td>LDC endorsement of the ELA; SB approval of the ELA, and review Executive Budget and AIP</td>
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<tr>
<td>10. Moving the ELA to Action</td>
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<td></td>
<td>LGU and Department operational plans formulated; resource mobilization strategies identified</td>
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<tr>
<td>11. Popularizing the ELA</td>
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<td></td>
<td>ELA Communications Plan and Team formed</td>
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<tr>
<td>12. Managing and Sustaining ELA Implementation</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>ELA Performance Management Plan and Team formed</td>
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</tbody>
</table>
Box 2. Sample EO creating the ELA Team

EXECUTIVE ORDER NO. __
Series of 2004

MOBILIZING AN EXECUTIVE-LEGISLATIVE AGENDA TEAM (ELA TEAM) AND
DESIGNATING THE COMPOSITION OF THE ELA TEAM

WHEREAS, the Local Government Code mandates local government units to prepare a Comprehensive Development Plan that outlines the key aspirations, challenges and concerns facing LGUs and a set of programs, projects and policies towards the sustained socio-economic development;

WHEREAS, the Executive-Legislative Agenda serves as an implementing mechanism for the CDP and its process ensures that the plan is reflective and supportive of the sentiments of and has generated popular support from the various stakeholders in the LGU;

WHEREAS, the ELA process requires a team that will back up the chief executive in the various preparatory, consultative and technical activities in order to come up with good quality and acceptable outputs;

NOW, THEREFORE, I, ______________, Municipal Mayor of the Municipality of ____________, Province of ________, by virtue of the powers vested in me by law, do hereby identify and mobilize the ELA Team, to wit:

Section 1. COMPOSITION.

The Executive-Legislative Agenda Team (ELA Team) shall be composed of the following:

Chair - (Name of Mayor)

Members

Suggested Members of the ELA Team

Chair
- Local Chief Executive

Members

Executive
- Local Planning and Development Coordinator
- Two to Four representatives (preferably Department Heads) for each of the key priority sectors (e.g. MHO or MSWD for the social sector; MAO and Municipal Treasurer for the economic sector; etc.)

Legislative
- Vice-Mayor
- SB Secretary
- Chair of the Committee on Appropriation
- Two CSO Representatives sitting in the Local Development Council

Facilitator
- Local Government Operations Officer

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### Step 2 Prioritizing Issues

<table>
<thead>
<tr>
<th>CDP</th>
<th>LGPMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social</td>
<td>Social Services</td>
</tr>
<tr>
<td>Economic</td>
<td>Economic Development</td>
</tr>
<tr>
<td>Physical and infrastructure</td>
<td>Environmental Management</td>
</tr>
<tr>
<td>Environment</td>
<td>Governance</td>
</tr>
<tr>
<td>Development administration</td>
<td>Development Administration</td>
</tr>
</tbody>
</table>
Step 2 Prioritizing Issues

(3) three concrete outputs:
1. A long list of problems and issues facing the LGU.
2. A detailed analysis of issues, leading to the identification of core problems and their causes
3. An initial shortlist of prioritized issues to be addressed during the term of office of the elected officials.

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Step 2 Prioritizing Issues

Key considerations in prioritizing issues
• Poverty Reduction
• Environmental Management
• Gender and Development
• Peace and Unity

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Step 3 Consulting with Stakeholders

Why is stakeholder participation necessary?
• helps the LGU maximize the use of their resources
• reduces the likelihood of contentious confrontation before the local government
• enhances trust in government
• ensures continuity of plans despite changes in local leadership

Validate Vision
• Accurate identification of needs and concerns;
• Proper identification of program and projects;
• Proper identification of the needed legislative actions; and
• Building stakeholders’ support and ownership of the ELA EnP. Ermin Lucino, MPM, AICP, PMP
Step 3 Consulting with Stakeholders

Who should participate in the consultation?
• CDC – mandated planning body of the LGU
• Internal SH – Department Heads, CDC Reps
• External SH – Private Organizations, NGOs, POs, Women, Disadvantaged Groups, Indigenous communities, farmers, fisherfolks, etc.
Step 4 Defining / Revisiting the LGU Vision and Mission

• Vision

• A vision is the stakeholders’ shared image of the LGUs future. It answers the question: How do you see your LGU in the future? Or what do you want your LGU to become?

• The vision statement should be as vivid as possible, so that it can serve as an inspiration for all stakeholders. It serves both as a reminder and a challenge. It is the driving force behind an organization.
Step 4 Defining / Revisiting the LGU Vision and Mission

• Vision
  • may not necessarily coincide with the timeframe of your ELA.
  • Ideally, the timeframe for your vision may correspond to your longer term plans such as your Comprehensive Land Use Plans, which is at least ten years.

• Reality Check on Vision Statement
  • Achievable
  • Inspiring
  • Easily Understood
  • Distinctive
  • Complementarity
Step 4 Defining / Revisiting the LGU Vision and Mission

• Mission
• purpose.
• General thrust of your LGU

• provides a clear view of WHAT the LGU is trying to accomplish FOR its clients and HOW it can attain its purpose

• can be derived from its mandate which is defined in the general welfare clause, Section 16 of the Local Government Code (RA 7160)
Step 5 Formulating Goals and Objectives

• Goals and objectives translate an organization’s mission into more concrete and measurable terms. They set targets and provide detailed answers to the questions:

• **where** is the organization headed and **when** is it going to get there. Both are desired results, but they differ in time frame and impact.

Figure 5. Relationship Between Goals and Objectives

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Step 5 Formulating Goals and Objectives

<table>
<thead>
<tr>
<th>S</th>
<th>Specific</th>
<th>Specific in targeting an objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Measurable</td>
<td>Progress is measurable through indicators</td>
</tr>
<tr>
<td>A</td>
<td>Assignable</td>
<td>Can be assigned to particular responsibility centers or people</td>
</tr>
<tr>
<td>R</td>
<td>Realistic</td>
<td>Can be realistically done</td>
</tr>
<tr>
<td>T</td>
<td>Time-related</td>
<td>Has a timeframe as to when it can be achieved</td>
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</tbody>
</table>

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Step 5 Formulating Goals and Objectives

What are Performance Indicators? (PI!)

• measure the extent of achievement of desired results.
• needed for both goals and objectives and can be expressed either quantitatively or qualitatively.
• One must establish the PI baseline of the current year, PIs for the next year, or according to the planning horizon desired.

• Performance indicators are important for several reasons:
  • define the criteria for success of the ELA;
  • provide information about progress towards the achievement of desired results in the ELA;
  • identify problem areas in ELA implementation and direct interventions appropriately;
  • provide a basis for monitoring and evaluation of the ELA.
Step 5 Formulating Goals and Objectives

What are the qualities of a good performance indicator?

• Relevant (focuses on what is important in the objective or goal)

• Reliable (capable of yielding the same results if gathered by two independent observers)

• Practical (makes use of available data; data requirement is not costly to generate)

• Independent (cannot be used for two levels of objectives; or an indicator for a goal cannot be used as an indicator for an objective)
Step 6 Prioritizing Programs, Projects and Capacity Development Needs

Part 1. Prioritizing Programs and Projects

• Projects are the building blocks of the ELA. Your vision and dreams can only be translated into reality with the delivery of programs and projects.

• The term “project” refers to a great variety of undertakings. Projects range from actions with a single-purpose, such as small infrastructure projects (e.g. construction of an irrigation facility, delivery of a training course, etc.) to complex, multi-component systems such as a capacity building program for local governments.

• In more practical terms, a project may be defined as any undertaking that involves the use of scarce resources during a defined time with a given purpose.
Step 6 Prioritizing Programs, Projects and Capacity Development Needs

How are programs and projects identified?

- should not be limited to the ELA team but should likewise involve the participation of critical stakeholders, particularly the CDC
- facilitates the local investment programming process
- Stakeholder inputs to program/project identification may be elicited during the multi-stakeholder consultations in Step 2, or through separate discussions and validation
Step 6 Prioritizing Programs, Projects and Capacity Development Needs
How are programs and projects prioritized?

Reality Check on Potential Programs and Projects

1. **Impact and Relevance.** Will the program/project directly contribute to the LGUs vision, mission, and goals?

2. **Mandated.** Is the program/project a mandate of the LGU?

3. **Feasibility.** Is the program/project feasible as to:
   - Timeframe (can be completed within the LCE term of office)
   - Available resources (can be immediately implemented given existing organizational and financial resources, technology, information, etc.)
   - Acceptability to the community (affirmation of key stakeholders)
Step 6 Prioritizing Programs, Projects and Capacity Development Needs

Part 2. Identifying Capacity Development Needs

The ELA - set of competencies and institutional arrangements - comprise an organization’s capacity.

Key interventions needed to develop the required capacities integrates a process that allows the LGU to assess the capacity requirements of the plan and determine whether these are present in the LGU.

The process ends with the formulation of the following outputs:

(a) an HRD Plan and
(b) an Institutional Development Plan.

Both present a set of actions that address identified capacity gaps in the LGU vis-à-vis the ELA capacity requirements the HRD Plan at the individual level and the Institutional Development Plan at the organizational level.

At the minimum, it is suggested that an HRD Plan be drawn up to ensure that the competency requirements of the ELA will be made available.
Step 6 Prioritizing Programs, Projects and Capacity Development Needs

Part 2. Identifying Capacity Development Needs

What is capacity?

The CIDA-LGSP’s framework on capacity development describes capacity into 3 categories:

1. At the individual level, or individual capacity, which refers to the set of knowledge, skills, values and attitudes possessed by the employees of the organization.

2. At the institutional level, or institutional capacity,
   - the work environment and motivation systems affecting employee performance,
   - organizational capacity or the organization’s structure, work processes, tools and equipment, supplies and materials, technology, internal communication, and physical facilities;
   - leadership and communication or the organization’s strategic directions and the manner by which these are communicated to its internal and external stakeholders.

3. At the systems/sector level, or system/sector capacity, which pertains to the enabling external environment within which an organization operates. LGUs need to have the capability to seize the opportunities and prepare for the challenges presented by its external environment.
Step 6 Prioritizing Programs, Projects and Capacity Development Needs

What are the steps involved in capacity assessment?

There is no “one way” to assess capacity. Nonetheless, following are suggested steps in conducting capacity assessment both at the individual and the organizational levels:

1. Establish the capacity requirements of the ELA goals and objectives.
2. Examine existing capacity vis-à-vis requirements and identify obstacles that hinder the achievement of the goal/objective.
3. Identify capacity gaps (in terms of staffing, skills, equipment, organizational arrangements).
4. Identify specific actions that need to be taken (which may include getting more information).
5. Prepare a plan and budget to achieve the goal and make sure the capacity improvement steps are included.
6. Assign roles and responsibilities to achieve the goal and the capacity objectives.
7. Monitor the plan and make adjustments as required.
Step 6 Prioritizing Programs, Projects and Capacity Development Needs

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Step 6 Prioritizing Programs, Projects and Capacity Development Needs

Enhancing organizational arrangements involves, among others, the following:

- Installation or mainstreaming of systems and structures
- Improvement of processes
- Introduction of new technologies
- Definition of procedures and methods
- Enforcement of rules

Table 2. Capacity Gap Analysis Matrix

<table>
<thead>
<tr>
<th>ELA Outcome Area/Proposed Project</th>
<th>Implementation Strategy</th>
<th>Capacity Requirements</th>
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<tbody>
<tr>
<td></td>
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<td>Competency Requirements (K/S/A)</td>
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* Ideal # Actual

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Step 6 Prioritizing Programs, Projects and Capacity Development Needs

Table 3. HR/Capacity Development Plan

<table>
<thead>
<tr>
<th>Priority HRD/Capacity Development Interventions</th>
<th>Target Office/Staff</th>
<th>Desired Outcome</th>
<th>Implementation Details (Timeframe, Responsible Unit, Resource Requirements and Source)</th>
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Step 7 Determining Legislative Requirements

• **Legislations** are policy instruments used to influence the attainment of a specific development objective. For local policies to be effective, they should directly support and align with the development priorities of the LGU.

• **Legislative Agenda** serves as the primary tool of the Sanggunian in performing its role and provides a roadmap in making proper connection of legislative actions with the strategic thrusts of the LGU.

• **Legislative measures** cover a range of development concerns and sectors in the municipality. Ideally, areas requiring priority legislations go hand in hand with the sectoral or thematic priorities of the local government.

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Step 7 Determining Legislative Requirements

• The ELA process is an attempt at creating that “fit” between legislative and executive actions.
  • It provides the mechanisms to converge the efforts of the executive and legislative departments towards a common set of development goals for the LGU.

• The participation of the Sanggunian in the ELA team can pave the way for convergence between the planning and policy formulation processes.
  • With their involvement in the early stages of the ELA, Sanggunian members acquire better understanding of local problems and opportunities that are critical inputs to the actual formulation of policy/legislative actions.

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Step 7 Determining Legislative Requirements

Indicative Steps in Identifying Policy/Legislative Measures

1. Identify the LGU development thrusts and strategic directions
2. Examine each of the strategic thrusts and actions (i.e., goals and objectives, programs, projects, capacity development interventions, policies) and identify policy/legislative gaps
3. Identify areas requiring policy/legislative measures
4. Draw up list of priority policy/legislative measures
## Step 7 Determining Legislative Requirements

<table>
<thead>
<tr>
<th>Strategic Thrust/ Policy Area</th>
<th>Priority Programs/ Projects</th>
<th>Needed Legislative Measures</th>
<th>When Needed</th>
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<tbody>
<tr>
<td>A more self-reliant LGU</td>
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<tr>
<td>A more vibrant local economy</td>
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To enhance the commitment building process, the following may be considered:

- Naming the ELA -- a People’s Agenda, an LGU Agenda, or simply an Executive Agenda – in a manner that would enhance its acceptability and ownership.

- Including a catchy phrase, maybe the vision statement, or compelling visuals in the cover page

- Incorporating a separate sheet showing a pledge of commitment or endorsement from stakeholders during the various consultation meetings.
Step 9 Securing Endorsement and Approval

The ELA approval process takes the following steps:

1. LDC to endorse the ELA to the Sanggunian.
2. Sanggunian to issue a resolution for the formal adoption of the ELA
3. LDC to finalize and present the AIP to the Sanggunian
4. Sanggunian to approve the AIP

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Step 10 Moving the ELA to Action


Part 2. Mobilizing Resources for the ELA
Step 11 Popularizing the ELA

An ELA that is widely communicated to and understood by all possible stakeholders not only helps enlist support for the plan but also promotes transparent and accountable governance. It is also a means to encourage meaningful participation of stakeholders in local development processes.

There are varied ways of bringing the ELA closer to the broader community:

• Barangay assemblies or pulong-pulong
• Local radio program
• Regular Ulat Sa Bayan
• Forum organized together with CSO and/or private sector
• Comics
• ELA posted in conspicuous places (e.g., mosques/church, barangay halls, cooperative offices)
• Flyers, posters and billboards
• ELA core messages integrated in information/promotional materials of the LGU
• Community theater
• ELA jingle

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Step 11 Popularizing the ELA

In cascading the ELA to the community, the LCE may designate an IEC Coordinator, preferably through the Office of the Public Information aided by the MLGOO, to orchestrate the design and implementation of the IEC activities. His/her possible tasks may include the following:

• Conceptualize the ELA Communications Plan
• Organize an IEC working group, preferably LGU personnel who will be involved in the actual campaign. It is suggested that the MLGOO be part of the IEC team.
• Orient the IEC working group and monitor the progress of the IEC campaign
• Orient and update the LCE, the ELA Team and other key local officials on ELA IEC activities
• Oversee the production of the communications materials
Step 12 Managing and Sustaining ELA Implementation

Why manage ELA performance?

1. To determine whether priority programs and projects outlined in the ELA are actually implemented;

2. To identify problems in ELA implementation early on and come up with appropriate adjustments or solutions;

3. To generate relevant information that would guide implementers in more effective implementation and updating of the ELA and enhance ELA acceptability to and support from various stakeholders;

4. To identify the extent to which ELA objectives are being achieved or whether the Plan addresses effectively the needs of the community.
Step 12 Managing and Sustaining ELA Implementation

Who are involved in ELA Performance Management?

• the mandate for monitoring and evaluating local development plans and projects is lodged primarily with the LDC or specifically the monitoring and evaluation committee or the Project Monitoring Committee (PMC)

• At the program level, department heads, should be held responsible for monitoring the programs of their respective units. After all, monitoring is a managerial responsibility.

• In LGUs where mandated arrangements for M&E is rather weak, a special unit or group for ELA Performance Management can play a useful role. However, its roles, responsibilities and reporting arrangements have to be very clear and should be defined in close coordination with key LGU officers.

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Key Success Factors to an Effective ELA

1. Full support and commitment of the Local Chief Executive and the ELA Team.
2. A competent and dedicated Team to formulate and implement the ELA
3. Adoption of appropriate planning and participatory tools and techniques in the ELA formulation process
4. Building on existing LGU plans and convergence of existing sectoral/ thematic plans into a single planning document.
5. Integrating the ELA process into the regular/mandated local structures and systems for planning and investment programming and not as a stand alone planning activity.
6. Involving the mandated planning bodies, especially the LDC and the SBs, in the various stages of the ELA process.
7. Meaningful consultation and validation with various stakeholders
8. Popularizing the ELA, or making the ELA widely known, to the larger community
9. Tapping the services of external facilitators or coaches for appropriate technical assistance
10. Instituting two-way feedback mechanisms on ELA implementation on a sustained basis.

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SECTORAL GROUPINGS

• 5 SECTORS
  • SOCIAL
  • ECONOMIC
  • ENVIRONMENT
  • INFRASTRUCTURE
  • INSTITUTIONAL
<table>
<thead>
<tr>
<th>Subsector</th>
<th>Executive Departments / Offices</th>
<th>Legislative Counterpart Committee Chairperson / Vice Chairperson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td>CHO 1, CHO 2, SRCH, Philhealth Unit, Nutrition, City Vet, CPDO/DILG HRMO/Engineering / SP Sec</td>
<td>• Health and Sanitation</td>
</tr>
<tr>
<td>Education</td>
<td>DepEd, Budget Officer, PUP, Manpower, GSO, Admin, CPDO/DILG HRMO/Engineering / SP Sec</td>
<td>• Education, Science and Technology, Arts &amp; Culture</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Information and Communication Technology</td>
</tr>
<tr>
<td>Social Welfare</td>
<td>CSWD, Civil Registrar, PESO, Management and Internal Audit, Rehabilitation, Senior Citizen/PWD, CPDO/DILG HRMO/Engineering / SP Sec</td>
<td>• Social Services</td>
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<tr>
<td></td>
<td></td>
<td>• Women, Children, Family Relations &amp; Moral Development</td>
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<td></td>
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<td>• Senior Citizen Affairs</td>
</tr>
<tr>
<td>Housing</td>
<td>CUDHO, City Assessor, COOP City Legal, CIO, CPDO/DILG HRMO/Engineering / SP Sec</td>
<td>• Housing, Rural &amp; Urban Development</td>
</tr>
<tr>
<td>Subsector</td>
<td>Executive Departments / Offices</td>
<td>Legislative Counterpart Committee Chairperson / Vice Chairperson</td>
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<tr>
<td>Youth, Sports and Recreation</td>
<td>CYDO, City Sports, City Vet, GAD, CPDO/DILG, HRMO/Engineering / SP Sec</td>
<td>• Youth &amp; Sports Development</td>
</tr>
<tr>
<td>Protective Services</td>
<td>PNP, BFP, BJMP, Admin, CTMEU, CSWD, CITO, CSU, GSO, POC, POSO, CIO, Legal, Rehabilitation, CPDO/DILG HRMO/Engineering / SP Sec</td>
<td>• Games &amp; Amusement</td>
</tr>
<tr>
<td>City Disaster Risk Reduction and Management</td>
<td>CDRRMO, CSWD, CENRO, Budget Officer, Civil Registrar, CPDO/DILG HRMO/Engineering / SP Sec</td>
<td>• Barangay Affairs</td>
</tr>
</tbody>
</table>

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## Economic

**Friday 1-4 PM**

<table>
<thead>
<tr>
<th>Subsector</th>
<th>Executive Departments / Offices</th>
<th>Legislative Counterpart Committee Chairperson / Vice Chairperson</th>
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</thead>
<tbody>
<tr>
<td><strong>Primary</strong></td>
<td>BPLO, Treasurer, Tourism, Cultural Office / Clean and Green, Market / Economic Enterprises, COOP, PESO, Cemetery, Santa Rosa Community Hospital, Sport Complex Operation, Slaughter House Operation, Agriculture, Admin, CPDO/DILG HRMO/Engineering / SP Sec</td>
<td>• Agriculture and Food</td>
</tr>
<tr>
<td><strong>Secondary</strong></td>
<td></td>
<td>• Cooperative Development, Livelihood &amp; People’s Participation</td>
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<tr>
<td><strong>Tertiary</strong></td>
<td></td>
<td>• Cultural Affairs</td>
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<td></td>
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<td>• Labor &amp; Employment Opportunities</td>
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<td>• Tourism and Beautification</td>
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<td>• Trade, Commerce &amp; Industry</td>
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</tbody>
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### Environment

<table>
<thead>
<tr>
<th>Subsector</th>
<th>Executive Departments / Offices</th>
<th>Legislative Counterpart Committee Chairperson / Vice Chairperson</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR LAND WATER</td>
<td>CENRO, CDRRMO, CTMEU, Admin, Budget Officer, OBO, Housing, Sanitary Engineer, Cultural Office / Clean and Green, CPDO/DILG HRMO/Engineering / SP Sec</td>
<td>• Energy and Transportation&lt;br&gt;• Environment and Natural Resources&lt;br&gt;• Health and Sanitation</td>
</tr>
</tbody>
</table>

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## Institutional

<table>
<thead>
<tr>
<th>Subsector</th>
<th>Executive Departments / Offices</th>
<th>Legislative Counterpart Committee Chairperson / Vice Chairperson</th>
</tr>
</thead>
</table>
| SGLG, Competitiveness, Sister-City Agreement, ARTA, PFMAT, FDP, ISO Certification, HRMO Accreditation, etc. | BPLO, OBO, CITO, CIO, Admin, City Treasurer, City Assessor, City Accountant, City Budget Officer, Management and Internal Audit, CPDO/DILG / HRMO/Engineering / SP Sec | • Appointments & Govt Reorganization  
• Civil, Political & Blue Ribbon/Human Rights  
• Ethics and Good Government  
• Finance, Ways & Means & Appropriations  
• Franchise & Public Utilities  
• Government Enterprises and Privatization  
• International Relations  
• Laws and Ordinances  
• Public Works and Highways  
• Rules and Privileges |

Monday 1-4 PM

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Vision

Comprehensive Land Use Plan Vision:
• “A Resilient, Safe and Secured, Transport-Friendly and Green City with Healthy, Productive, Connected, and Empowered Citizenry served by an Efficient, Transparent, Inclusive, and Participatory Government”

Comprehensive Development Plan Vision:
• “Santa Rosa City is Highly Urbanized, Sustainable and Smartest City in the Philippines”
Mission Statement
City of Santa Rosa Mission Statement

Grounding the vision in practical terms, Santa Rosa City has a mission of becoming a model in local governance effectively responding to the welfare of its people through innovative policies and programs, as well as integrated strategy that is anchored on four (4) important guiding principles as follows:

• Creation of a business-friendly and competitive climate;
• Support for poverty alleviation and capability building as well as establishment of priority infrastructures;
• Protection of environment and promotion of a healthy lifestyle; and
• Maintenance of peaceful, orderly and disaster resilient communities.

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Mission Statement

City of Santa Rosa Mission Statement

The vision and mission of the City of Santa Rosa are envisioned to be realized through an integrated and sustainable development strategy, anchored on responsible stewardship, democratic processes and institutions, as well as efficient and effective management that will provide world-class infrastructure and support services to:

• Promote the City of Santa Rosa as one of the most friendly business center and the
• “Industrial Capital” of South Luzon by facilitating and encouraging local and foreign investments;
• Institutionalize community participation in governance;
• Provide quality support and social services, e.g. education, health, housing, microentrepreneurship and livelihood programs;
• Ensure the protection of its people through rights-based approaches;
• Promote and advocate youth and women’s issues and concerns;
• Promote local products, heritage sites and eco-tourism;
• Promote religious freedom; and,
• Promote and protect the environment.

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Notes:

• Know your sector
• Know your team members
• Assign a Leader / Presenter / Secretariat / Documenter
• Be ready to conduct several meetings and your own sector’s public consultation
• Please document the consultation
• Details of the required sector’s activities / outputs will be discussed in your assigned schedule
ELA - Legislative Agenda

- require the active participation of the Sanggunian and other key stakeholders in the local government unit.

- **Legislations** are policy instruments used to influence the attainment of a specific development objective. They should directly support and align with the development priorities of the LGU, concretize and put to action development strategies.

- **Legislative measures** cover a range of development concerns and sectors in the LGU. Ideally, areas requiring priority legislations go hand in hand with the sectoral or thematic priorities of the LGU. There are also legislative measures that cut across sectors particularly those pertaining to development administration.

- A **Legislative Agenda (LA)** is a package of priority policies and legislative measures designed to support local development priorities, particularly those contained in the EA. It serves as a roadmap to guide the Sanggunian or the local legislative council in identifying, analyzing and formulating solutions to problems and issues requiring public policy action. As a list of prioritized ordinances and resolutions for enactment during a specified period, the LA can be used to focus the work of the legislature during its term of office, and to synchronize and converge legislative actions with the EA priorities.
Legislative Agenda Steps

• Step 1. Organizing the Legislative Agenda Team
• Step 2. Identifying the Needs of the LGU
• Step 3. Affirming the LGU Vision and Mission
• Step 4. Formulating Goals and Objectives
• Step 5. Prioritizing Programs and Projects for Legislative Action
• Step 6. Improving Legislative Capability of the Sanggunian
• Step 7. Building Commitment of Stakeholders
• Step 8. Securing the Support of the LCE
• Step 9. Moving the LA to Action
• Step 10. Popularizing the LA
• Step 11. Assessing the LA Implementation

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Legislative Agenda Steps

• Step 1. Organizing the Legislative Agenda Team
  • The LA Team is composed of the Sanggunian Members, the Secretary to the Sanggunian and other stakeholders that may be identified by the Sanggunian as strategic partners for LA implementation.
  • The Team may include the local chief executive (LCE) or his representative, and representatives from civil society, private sector, and local development council.
Legislative Agenda Steps

• Step 2. Identifying the Needs of the LGU
  • conduct an assessment of the local situation.
  • The result is usually a long list of needs and problems which can be addressed through the delivery of programs and projects.
  • The Sanggunian can identify the needs, problems and aspirations of the community using problem analysis tools, consultative processes (public consultations, focus group discussions) and planning documents such as the Executive Agenda (EA).
Legislative Agenda Steps

• Step 3. Affirming the LGU Vision and Mission
  • begin with a clear statement of the LGU vision and mission.
  • If the LGU has an existing vision statement, it may do well for the Sanggunian to revisit it and check whether if it still represents the general aspirations of the community.
  • Revise if needed
Legislative Agenda Steps

• Step 4. Formulating Goals and Objectives
  • Goals and objectives translate the LGU mission into concrete and measurable terms. They set targets and provide the answers to the question: Where is the organization headed? When is it going to get there?
  • Goals represent long-term results that measure desired changes in people’s lives.
  • Objectives represent short-term results and can be achieved in the short term. A set of objectives can contribute to the attainment of a goal.

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Legislative Agenda Steps

• Step 5. Prioritizing Programs and Projects for Legislative Action
  • Most programs and projects need ordinances before they can be implemented.
  • The LA process is also a “sifting process” that identifies what in the long list of programs and projects in the EA or other LGU planning documents require the Sanggunian’s immediate action.
  • Criteria:
    • Sense of urgency of the problem
    • Sectors or number of persons affected
    • Sustainable strategic implications
    • Availability of local resources
    • Relevance and timing
    • Acceptability by the community
    • Cross cutting themes

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Legislative Agenda Steps

• Step 6. Improving Legislative Capability of the Sanggunian
  • To ensure the success of the LA, the Sanggunian should have the organizational capability to translate the LA into ordinances.
  • It must be able to align its existing resources, skills, systems and structures in a manner that will result in meaningful and responsive legislation.
  • Sanggunian Members and staff can benefit from capability building interventions that enhance legislative and analytical skills, e.g. policy research and analysis, policy advocacy, ordinance drafting, etc.
Legislative Agenda Steps

• Step 7. Building Commitment of Stakeholders
  • With the draft LA already completed, the next step is to build commitment among stakeholders.
  • The LA needs to be legitimized to accord it greater acceptability and validity.
  • The Sanggunian can mobilize support for the LA by conducting a consultation workshop which will provide stakeholders especially from civil society an opportunity to take active part in legislative decision-making.
Legislative Agenda Steps

• Step 8. Securing the Support of the LCE
  • This step involves getting the support of the Local Chief Executive in the LA implementation.
  • One way to do this is to enter into a legislative-executive covenant or “concord” that will further legitimize the LA.
  • This is also an opportunity for increased and improved working relations between the LCE and the Sanggunian in implementing a common policy agenda.
Legislative Agenda Steps

• Step 9. Moving the LA to Action
  • This step involves the finalization of the LA into the Sanggunian’s roadmap or blueprint for LGU development through a resolution.
  • The Sanggunian resolution will serve to reaffirm the commitment and sincerity of the Vice LCE and Sanggunian Members to the implementation of the LA into responsive legislation.
  • At this stage the Sanggunian committees must work to give “flesh” to the priorities in the LA in the form of responsive ordinances.

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Legislative Agenda Steps

• Step 10. Popularizing the LA
  • It is important to make the LA known, understood and accepted by the community.
  • This can be done proactively through regular public consultations that solicit input from and update the community about enacted ordinances identified in the LA.
  • Newsletters and bulletins can also serve as valuable media for popularizing the LA.
Legislative Agenda Steps

• Step 11. Assessing the LA Implementation
  • monitor the progress of the LA implementation.
  • to determine whether priority ordinances identified in the LA are actually enacted and if they are enacted within the timeframe set
  • generates relevant information that will allow the Sanggunian to push the legislation process forward – drafting ordinances, enacting ordinances and assessing the implementation of ordinances.
  • Legislative Tracking System (LTS) - track the progress of measures in the legislative mill as well as systematize information storage and retrieval about legislative activities and outputs.
<table>
<thead>
<tr>
<th>LA Process</th>
<th>Related ELA Steps</th>
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| **Step 1** Identify local needs, problems and aspirations (e.g., depletion of aquatic resources, uncollected garbage, etc.) and cluster them into coherent themes, sectors or issue areas (e.g., solid waste management, environmental protection, economic development, good governance) | Step 2 – Prioritizing Issues  
Step 3 – Consulting with Stakeholders |
| **Step 2** Review issue areas for consistency with the LGU vision, mission and goals | Step 4 – Defining/revisiting the LGU vision  
Step 5 – Formulating Goals and Objectives |
| **Step 3** Prioritize these issue areas and identify proposed legislative actions, e.g., segregation and waste recycling ordinance | Step 6 – Prioritizing Programs, Projects and Capacity Development Needs  
Step 7 – Determining Legislative Requirements  
Step 8 – Building Commitment  
Step 9 – Securing Endorsement and Approval |
| **Step 4** Prioritize legislative action into a specified timeframe. This involves the identification of proposed resolutions and ordinances to be calendared for adoption by the local Sanggunian within the specified period. |                                                                 |
| **Step 5** Allow for agenda acceptance and advocacy, i.e., adoption into Sanggunian resolution and community advocacy |                                                                 |
| **Step 6** Legislative Tracking |                                                                 |
Methodology

Briefing / Orientation / Sectoral Grouping

Groups Prepare Sectoral Plan

Consolidate Sectoral Plans

Promote Ownership
Partnership, Collaboration, Teamwork
Appreciation of the Process
ELA Activities

July 30 – Finished Sectoral ELA

Mid – August ELA Presentation per Sector

CPDC / MLGOO
Consolidate inputs from different sectors
3rd – 4th week of August

September 1 Submit ELA to SP

Shift Focus to 2020 AIP and Budget

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Salamat po!