



**Office of the City Mayor**  
**Community and Cultural**  
**Affairs Division**  
*External Service*





## **MANDATE**

The Community & Cultural Affairs Division under the Office of the City Mayor shall be the primary division to serve as the channel of instructions of the programs, projects and activities of the City Government, National Line Agencies, Non-Government Organizations that promotes the growth and development of the barangays, Tribal and Muslim communities and culture and arts.

The Community and Cultural Affairs Division consist of 5 sections, namely, Barangay Affairs Section, Tribal Affairs Section, Muslim Affairs Section, Culture and Arts Section and Special Projects Section. These 5 sections have a different function to execute instruction, programs, projects, activities of the City's Chief Executive.

The Barangay Section provides technical assistance to the barangay in the preparation of development plans, project proposals, training designs/modules, barangay ordinances and resolutions & barangay accomplishment reports and other services related to barangay development. The Tribal and Muslim Affairs Section assist in the implementation and monitoring of programs, projects and activities (PPAs) of the government, NGOs and other stakeholders that will contribute to the recognition, preservation and protection of the rights and well-being of the Tribal and Muslim communities in Cotabato City. The Culture and Arts Section assist in the implementation and monitoring of PPAs of the government and other stakeholders that will promote, advocate and stimulate consciousness on culture and arts. The Special Project Section assist the Chief Executive and other departments of the City Government in the formulation, implementation and monitoring of Special Projects on Community Development; provide technical assistance to the activities of the Barangay Affairs Section, Tribal & Muslim Affairs Section and Culture and Arts Section.

## **VISION**

A division of the Office of the City Mayor dedicated and responsive to its client (the Barangay, Tribal and Muslim communities, culture and arts group) and partners in the implementation of the various PPAs of the national and local government and other stakeholders for better service delivery.

## **MISSION**

To continue as a linkage between the government and the community in the implementation pf PPAs of the national and local government on:

1. Establishment of an effective and efficient barangay administration through the development and implementation of appropriate PPAs that will meet the needs of the barangays.
2. Recognition, preservation, promotion and protection of the rights and well-being of Tribal and Muslim communities in Cotabato City.
3. Implementation of tangible PPAs that will promote, advocate and stimulate consciousness on culture and arts.
4. Preserve and house the different existing cultural items that depicts the city's diverse culture by creating the City School of Learning Tradition.

## **SERVICE PLEDGE**

We pledge to serve people with respect and proficiency they expect to receive; professionally respond to the needs of each costumer/client; and, to aspire to render



delivery of services of the government and other stakeholders to the community with greater efficiency and in the shortest possible time.

**DEFINITION OF TERMS**

- 1. **LUPON TAGAPAMAYAPA INCENTIVE AWARDS (LTIA)** - institutionalize a system of granting economic benefits and other incentives to the LT that demonstrates exemplary performance in settling disputes at the barangay level.”
- 2. **KATARUNGANG PAMBARANGAY** - s a local justice system in the [Philippines](#). It is operated by the smallest of the [local government units](#), the [barangay](#), and is overseen by the [barangay captain](#), the highest elected official of the barangay and its executive.
- 3. **CCAD** - Community and Cultural Affairs Division
- 4. **PPA** - Program, Project, Activity

**SERVICES AND HOW TO AVAIL THEM**

**I. IMPLEMENTATION OF ANNUAL LUPON TAGAPAMAYAPA INCENTIVE AWARDS**

This aims to extend appreciation and recognition to the barangays whose exemplary service delivery performance in the field of *Katarungang Pambarangay* has contributed to the maintenance of peace and order in the country.

Office/Division	OCM – Community and Cultural Affairs Division			
Classification	Simple			
Type of Transaction	G2C – Government to Transacting Public G2G – Government to Govt. employee or agency			
Who may avail:	All or Specific class/group of client			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
✓ <i>Katarungang Pambarangay</i> Reports				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Accept the documents and note it as their entry for the LTIA.	None	10 minutes	Community Affairs Officer II
	Evaluate the submitted documents and identify if it is qualified for the LTIA.	None	2 to 3 hours/entry	Community Affairs Officer II Community Affairs Officer III
	Identify and select the top 5 performing Lupon.	None	2 to 3 hours/entry	Community Affairs Officer II
	Pre-assessment of the top 5 identified performing Lupon.	None	10 working days	Community Affairs Officer II
	Conduct the final evaluation for the LTIA by LTIA-CAC.	None	1 day	Community Affairs Officer III
	Prepare and process the documents of cash	None	2 to 3 hours/ entry	Community Affairs Officer II



	incentives and other awards of the winning Lupon Tagapamayapa.			Admin Aide
	Release of Incentives thru the Office of the City Treasury	None		City Treasury Office
	<b>TOTAL</b>		<b>11 day, 9 hours, and 10 minutes</b>	

**II. CONDUCT CAPABILITY TRAINING/SEMINAR**

This service offers training/seminar to the members of the *Lupon Tagapamayapa* on *Katarungang Pambarangay*, and barangay Officials particularly on Barangay Governance where specific trainings from the Local or National Government and other stakeholders will be integrated to enhance the enthusiasm of the participants.

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<b>Who may avail:</b>		<b>All or Specific class/group of client</b>		
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
✓ Invitation letter				
✓ Attendance				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	The OCM-CCAD provide and distribute all the invitation to all the concerned barangay offices.	None	10 minutes	CCAD Staff
	Note the participants and provide preliminary instruction regarding the training/seminar.	None	10 minutes	CCAD Staff
	Follow up and remind the participants on the upcoming training/seminar one day before the event through text messages or phone call.	None	1 hour for 37 barangays	CCAD Staff
	Provide secretariat and facilitate the training/seminar attendees.	None	2-3 days ( 8 hours per day) depending on the type of training/ seminar	CCAD Staff
	<b>TOTAL</b>		<b>3 days, 1 hours, and 20 minutes</b>	



### III. PROVISION OF TECHNICAL ASSISTANCE TO THE BARANGAYS AND OTHER COMMUNITY GROUPS

The CCAD will provide technical assistance to the barangays and other community group in preparing project proposals, and training design/module of projects/training that they will undertake.

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<b>Who may avail:</b>		<b>All or Specific class/group of client</b>		
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
✓ Request letter for Technical Assistance				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	Accept and evaluate the extent of request	None	5 minutes	CCAD Staff
	Confirmation of request	None	10 minutes	Head, CCAD
	Prepare the training proposal, training design/module.	None	7-10 working days	CCAD Staff
	Release the documents pertaining to the request of the client.	None	20 minutes	CCAD Staff
	<b>TOTAL</b>	<b>None</b>	<b>10 days and 35 minutes</b>	

### IV. ISSUANCE OF VARIOUS CERTIFICATES FOR ELECTED AND APPOINTED BARANGAY OFFICIALS

This service provides 2 certificates that will justify the legality of the elected and appointed barangay officials. These are the following:

1. Certificate for the Issuance of Fidelity Bond pursuant to Sec. 313-335 of RA 7160 and Treasury Circular No. 02-2009.
2. Certificate for granting Civil Service Eligibility pursuant to Sec. 393 of RA 7160 and CSC Resolution Nos. 1200865 and 1601277.

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<b>Who may avail:</b>		<b>All or Specific class/group of client</b>		
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
✓				✓
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	Accept and evaluate the		10 Minutes	Community Affairs



	presented document for immediate action.			Officer II
	Process the payment for Issuance of receipt	P50.00	10 minutes	City Treasury Office
	Present the receipt issued by the City Treasury Office after the payment for release.  <i>(Evaluation and initial of the assigned Officer and Head of the office)</i>		10 minutes	Community Affairs Officer II Community Affairs Officer IV
	Releasing of documents		10 minutes	Community Affairs Officer II
	TOTAL		40 minutes	



OCM – COMMUNITY AND CULTURAL AFFAIRS DIVISION  
Organizational Structure

