

[LETTER OF IMPLEMENTATION NO. 134, April 09, 1981]

DEFINING THE FUNCTIONS AND AUTHORIZING THE IMPLEMENTATION, COMPENSATION SYSTEM AND FUNDING, ORGANIZATION AND STAFFING PATTERN OF THE NATIONAL BARANGAY OPERATIONS OFFICE

WHEREAS, pursuant to Letter of Instructions No. 944 dated 17 October 1979, the National Barangay Operations Office (NBOO) was formally created as a regular agency under the Ministry of Local Government and Community Development; and

WHEREAS, there is a need for the National Barangay Operations Office (NBOO) to implement programs/projects and activities which will not only enhance and strengthen the capabilities of barangay associations as instruments for development, but also promote barangay well-being and upliftment.

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby instruct the implementation of the following guidelines:

I. FUNCTIONS OF THE NATIONAL BARANGAY OPERATIONS OFFICE

The National Barangay Operations Office, hereinafter referred to as NBOO, shall perform, among others, the following functions:

1. Act as the National Secretariat and support unit to the Pambansang Katipunan ng mga Barangay;
2. Institute a Barangay Development Assistance Program based on a self-help principle to be initially undertaken in less-developed areas to which material and financial assistance may be provided on identified projects and activities that will foster and enhance barangay well-being and development;
3. Plan, develop, formulate and implement policies and programs that will foster development and improvement of the barangay units;
4. Conceptualize, prioritize and implement programs on barangay development in coordination with related agencies;
5. Identify political, economic and social problems of the Association of Barangay Councils and advise the Minister of Local Government and Community Development on these concerns accordingly;
6. Provide technical assistance and guidance in developing and enhancing the leadership capabilities of barangay officials including such areas as formulation, management and implementation of developmental activities;
7. Establish and maintain a Barangay Profile in every barangay throughout the country;
8. Provide continuing information dissemination to all barangay units on national development efforts and issues in order for them to participate more meaningfully in the mainstream of national development;

9. Promote and effect involvement and participation of barangay units in policy formulation and in the evolvment and implementation of programs, projects and activities in partnership with the national government;
10. Conduct continuing research and studies and engage in activities which will promote and hasten the transfer of appropriate technology to the barangay;
11. Perform such other functions as provided for under existing laws.

II. ORGANIZATION, STAFFING PATTERN AND COMPENSATION SCHEME

In order for the NBOO to perform its functions more effectively, the following organizational set-up shall be adopted:

The NBOO shall be composed of the Office of the Director and three divisions, namely, the Financial and Administrative Division, the Planning and Management Information Division and the Barangay Coordination and Development Training Division.

The Management of the NBOO shall be vested4n the Director to be assisted by an Assistant Director with the; ranks of CESO II and HI, respectively, and shall receive the salaries, allowances and other benefits provided therefor accordingly.

The Office of the Director and the three divisions shall be composed of the following personnel whose salary shall be based, on the standard rate as provided by law:

OFFICE OF THE DIRECTOR

Number	Position
1	Director, CESO II
1	Assistant Director, CESO III
1	Senior Executive Assistant II
1	Senior Executive Assistant I
1	Private Secretary
1	Senior Stenographer
1	Driver

FINANCIAL AND ADMINISTRATIVE DIVISION

1	Chief Development Management Officer
1	Secretary
1	Senior Development Management Officer
1	Administrative Officer I
1	Administrative Officer I
1	Administrative Officer I
1	Executive Assistant
1	Supply Officer I
1	Records Officer I
1	Bookkeeper I
1	Supervising Clerk I