



COMMITTEE REPORT

DATE : JUNE 30. 2026

TO : THE PRESIDING OFFICER

FROM : COMMITTEE ON BARANGAY AFFAIRS

SUBJECT : BARANGAY ORDINANCES OF ALL BARANGAYS IN THE MUNICIPALITY OF NAIC, CAVITE, “AN ORDINANCE INSTITUTIONALIZING THE IMPLEMENTATION OF DILG MEMORANDUM CIRCULAR NO. 2025-104 ON THE LOCAL GOVERNMENT UNIT SUPPORT SYSTEM – BARANGAY INFORMATION MANAGEMENT SYSTEM (LGUSS-BIMS)”

A meeting of the **Committee on Barangay Affairs** was conducted to deliberate on a Barangay Ordinances of All Barangays in the Municipality of Naic, Cavite, “**An Ordinance Institutionalizing the Implementation of DILG Memorandum Circular No. 2025-104 on the Local Government Unit Support System – Barangay Information Management System LGUSS-BIMS**)”.

The DILG MLGOO Ms. Christine B. Sierra reported that the Memorandum Circular requires all barangays to adopt and implement the LGUSS-BIMS as part of their regular operations. It was explained that the LGUSS-BIMS is a digital system provided free of charge by the DILG to all barangays. The system aims to improve records management, documentation, and service delivery through the digitalization of barangay operations.

One of the primary components of the system is the **Barangay Inhabitants Profiling System**, where all barangay residents are required to be encoded into the database. This will allow barangays to easily locate and verify the records of residents whenever necessary. It was further reported that the LGUSS-BIMS also includes modules for the issuance of barangay clearances, permits, certifications, and the recording of Katarungang Pambarangay (KP) cases. Through the system, barangays can easily track and retrieve records of cases whenever needed. Likewise, barangay resolutions and ordinances may also be uploaded and stored in the system for easier access and reference.

It was emphasized that the implementation of the system requires the encoding of existing barangay records and documents, making the process time-consuming. To prepare for its implementation, the DILG conducted a series of training seminars attended by Barangay Secretaries, who were designated as the primary users and were trained on the proper operation of the system. It was also noted that the LGUSS-BIMS provides barangays with the capability to create their own official website. Through this website, residents may access information regarding barangay programs, services, and other public information, thereby promoting transparency and improving public access to barangay services.

One of the responsibilities of every Punong Barangay is to enact a Barangay Ordinance adopting the LGUSS-BIMS as the official information management system of the barangay. The Committee reported that all barangays have already submitted their respective adoption ordinances for approval by the Sangguniang Bayan, as required by law.

Since the implementation of the system began in 2025, all barangays have already been provided with user accounts and access to the LGUSS-BIMS. While the encoding of documents is already ongoing, monitoring reports show that the progress of data encoding remains slow.

Following the approval of the adoption ordinance, Punong Barangays are encouraged to expedite the encoding of barangay inhabitants. At present, priority is given to encoding resident information due to the large volume of records that still need to be entered into the system. Aside from data encoding, barangays are also required to upload accomplished Registry of Barangay Inhabitants (RBI) forms, which are completed by barangay residents.



The Committee recognized that the LGUSS-BIMS will greatly assist barangays in improving document management, record retrieval, and overall administrative efficiency. The system serves as a centralized database that ensures accurate recording, proper documentation, and easy access to barangay information.

In addition to the Barangay Information Management System, the LGUSS-BIMS also includes modules for the **Barangay Disaster Resilient Information System, Barangay Gender and Development (GAD) and Budget Monitoring System**, and the **Barangay Violence Against Women (VAW) Desk Functionality System**. These features further strengthen the barangays' capability to manage various programs and services through a single digital platform.

Ms. Marilen Perea (Association of Barangay Secretaries President) proposed that Punong Barangays consider providing additional personnel or assistants to help Barangay Secretaries with the encoding of barangay inhabitants, recognizing that the Secretaries continue to perform many other administrative functions. Barangay Secretaries were likewise encouraged to encode data regularly, even on a daily basis, to gradually complete the required database and avoid the accumulation of pending records.

It was likewise suggested that members of the Sangguniang Kabataan (SK) may assist in the encoding process. Although the Memorandum Circular identifies the Punong Barangay and Barangay Secretary as the authorized users of the system, it also allows the designation of multiple users. Accordingly, Barangay Kagawads, the Barangay Treasurer, the Barangay VAW Desk Officer, and other qualified personnel who possess the necessary computer skills may also be designated as encoders, including qualified Sangguniang Kabataan officials.

The DILG MLGOO Ms. Christine B. Sierra further discussed that while barangays may use several computers during the encoding process, only one User ID is assigned to each barangay. Since the system requires a One-Time Password (OTP) upon every login, only one authorized user may access the system at any given time. To maximize productivity, it was suggested that barangays implement a shifting schedule among authorized users to ensure that encoding activities continue daily. With respect to the Registry of Barangay Inhabitants (RBI) forms, the Committee requested the assistance of Barangay Health Workers (BHWs) in distributing and collecting the forms through house-to-house visits. It was further recommended that accomplished RBI forms be encoded immediately upon receipt to prevent the accumulation of pending documents.

Although no specific deadline has been imposed for the completion of data encoding, the Committee emphasized the importance of expediting the process, particularly in preparation for any transition that may occur during the next Barangay Elections. It was strongly encouraged that incumbent barangay officials complete the encoding of all available records before the end of their term to ensure continuity of records and facilitate a smooth transition to the incoming officials.

Finally, Ms. Sierra reiterated that the **LGUSS-BIMS** is a government-provided digital platform designed to help barangays manage information, records, and public services more efficiently and securely. The system requires registration, user training, and full compliance with applicable data privacy and information security standards. Continuous technical assistance, monitoring, and oversight are provided by the DILG to ensure the successful implementation of the LGUSS-BIMS in all barangays.

Committee on Barangay Affairs:


Hon. Roger N. Camilo
Chairperson