



MINUTES OF THE COMMITTEE MEETING OF COMMITTEE ON BARANGAY AFFAIRS

JUNE 30, 2026

CHAIRPERSON: Hon. Roger N. Camilo
VICE-CHAIRPERSON: Hon. Jerry C. Barrea
MEMBERS: Hon. Bonifacio M. Atienza Jr.

GUEST: **Ms. Christine B. Sierra**
DILG-MLGOO

Members of the Board of Directors
Liga ng mga Barangay - Naic Chapter

Ms. Marilen B. Perea
President
Association of Barangay Secretaries

SUBMITTED BY: Irene A. Arviola

SUBJECT: BARANGAY ORDINANCES OF ALL BARANGAYS IN THE 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 Chairperson of the Committee on Barangay Affairs SB Member Roger N. Camilo called the meeting to order at 9:31 AM to deliberate on the Barangay Ordinances of all Barangays in the Municipality of Naic, Cavite entitled, "**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)**", with the presence of Ms. Christine B. Sierra DILG-MLGOO, Members of the Board of Director (Liga ng mga Barangay - Naic Chapter) and Ms. Marilen B. Perea - President (Association of Barangay Secretaries).

Ms. Christine B. Sierra, Municipal Local Government Operations Officer (MLGOO) of the Department of the Interior and Local Government (DILG), informed the Committee that **DILG Memorandum Circular No. 2025-104 requires all barangays to adopt and implement the Local Government Unit Support System – Barangay Information Management System (LGUSS-BIMS)** as part of their regular operations. She explained that the LGUSS-BIMS is a digital system provided free of charge by the DILG to all barangays to improve records management, documentation, and public service delivery through the digitalization of barangay operations.

She further explained that one of the major components of the system is the **Barangay Inhabitants Profiling System**, which requires all barangay residents to be encoded into the database. Through this feature, barangays will be able to easily locate, verify, and retrieve residents' records whenever necessary. She also reported that the system includes modules for the processing of Barangay Clearances, Barangay Permits, Certifications, and the recording of Katarungang Pambarangay (KP) cases. Likewise, barangay resolutions and ordinances may also be uploaded and stored in the system to facilitate easier retrieval and reference.

Ms. Sierra emphasized that the implementation of the system requires the encoding of all existing barangay records and documents, making the process extensive and time-consuming.



To facilitate implementation, the DILG conducted a series of training seminars attended by Barangay Secretaries, who were designated as the primary users of the system. She likewise informed the Committee that the LGUSS-BIMS allows each barangay to establish its own official website where residents may access information regarding barangay programs, services, and other public information, thereby promoting transparency and improving access to government services.

She further stated that one of the responsibilities of every Punong Barangay is the enactment of 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 to the Sangguniang Bayan for approval, as required under the Memorandum Circular.

Ms. Sierra was likewise informed that since the implementation of the system in 2025, all barangays have already been provided with user accounts and access credentials. Although the encoding of records has already commenced, monitoring reports indicate that the overall progress of data encoding remains slow.

Ms. Sierra encouraged all Punong Barangays to expedite the encoding of barangay inhabitants. She explained that the current priority is the encoding of resident information due to the large volume of data that must be entered into the system. In addition, barangays are required to upload the duly accomplished Registry of Barangay Inhabitants (RBI) Forms as part of the database requirements.

The Committee acknowledged that the LGUSS-BIMS will significantly improve document management, record retrieval, and the overall efficiency of barangay administration. The system will serve as a centralized database that ensures accurate recording, proper documentation, and easy access to barangay information.

She also informed the Committee that aside from the Barangay Information Management System, the LGUSS-BIMS includes 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, thereby strengthening the capability of barangays to manage various programs and services through a unified digital platform.

During the discussion, **Ms. Marilen B. Perea**, President of the Association of Barangay Secretaries, proposed that Punong Barangays consider assigning additional personnel or assistants to help Barangay Secretaries in the encoding of barangay inhabitants, considering their numerous administrative responsibilities. She also encouraged Barangay Secretaries to perform data encoding regularly, preferably on a daily basis, to gradually complete the required database and prevent 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 designates the Punong Barangay and Barangay Secretary as the authorized users of the system, it also allows the designation of multiple authorized users. Accordingly, Barangay Kagawads, Barangay Treasurers, Barangay VAW Desk Officers, and other qualified personnel with sufficient computer skills, including qualified SK officials, may also be designated as encoders.

Ms. Sierra further explained that while barangays may utilize several computers for encoding, only one User ID is assigned to each barangay. Since the system requires a One-Time Password (OTP) every time a user logs in, only one authorized user may access the system at



any given time. To maximize productivity, she recommended that barangays implement a shifting schedule among authorized users to ensure that encoding activities continue on a daily basis.

With respect to the Registry of Barangay Inhabitants (RBI) Forms, the Committee requested the assistance of Barangay Health Workers (BHWs) in the distribution and collection of RBI Forms through house-to-house visits. It was likewise recommended that completed forms be encoded immediately upon receipt to avoid the accumulation of pending documents.

Although no specific deadline has been prescribed for the completion of data encoding, the Committee emphasized the need to expedite 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 turnover to the incoming officials.

Finally, Ms. Sierra reiterated that the LGUSS-BIMS is a government-provided digital platform designed to assist barangays in managing information, records, and public services more efficiently and securely. She emphasized that the system requires proper registration, user training, and compliance with data privacy and information security standards. She likewise assured the Committee that the DILG shall continue to provide technical assistance, monitoring, and oversight to ensure the successful implementation of the LGUSS-BIMS in all barangays.

There being no other matters discussed, the meeting was adjourned at 9:49 AM.