

How To Organize New Municipalities And Barrios

Commonwealth of the Philippines
DEPARTMENT OF THE INTERIOR
Manila

SUBJECT: Organization of new municipalities, and barrios—Instructions regarding

Provincial Circular No. 321
February 16, 1938

It has been observed that provincial boards have been submitting to this Department petitions for organization of new municipalities or barrios without the necessary data, thereby causing much delay and voluminous correspondence on the matter. In order to avoid such unjustifiable waste of time and materials, provincial boards are hereby requested not to forward to Manila any petition for the organization of a new municipality or barrio, until after the Board shall have conducted the necessary investigation to determine whether or not the proposed organization is necessary, feasible, and for the public interest and welfare of the inhabitants affected. In sending the petition to this Department, the Provincial Board shall submit therewith the following data:

A. *In the case of petition for organization of a portion of a municipality into a new municipality—*

1. The name of the proposed new political subdivision.
2. The recommendation of the Provincial Board.
3. Detailed statement of the facts and circumstances upon which the Board's recommendation is based. If it is believed that the proposed organization will subserve better the interests of the inhabitants and promote the economic development of the territory affected, reasons therefor should be clearly and fully stated.
4. Map (2 copies) of the mother municipality, to be prepared by the District Engineer, showing:
 - (a) The relative positions of duly constituted barrios to compose the proposed municipality, specially the one wherein the seat of government is to be located;

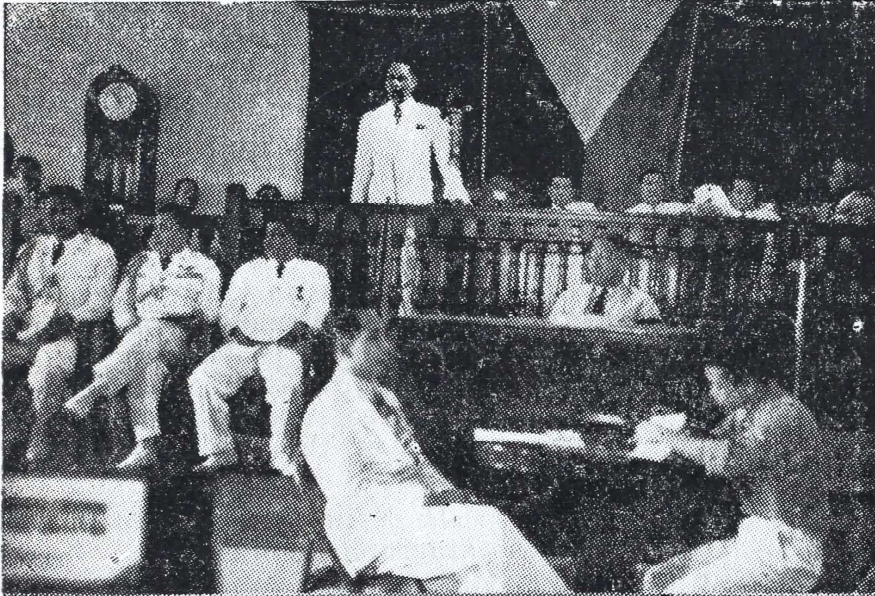
- (b) The distance in kilometers and the means of communication from each barrio of the proposed municipality to the proposed seat of government thereof and to the seat of government of the mother municipality; and

- (c) The boundary lines referred to in paragraph No. 5 hereof.

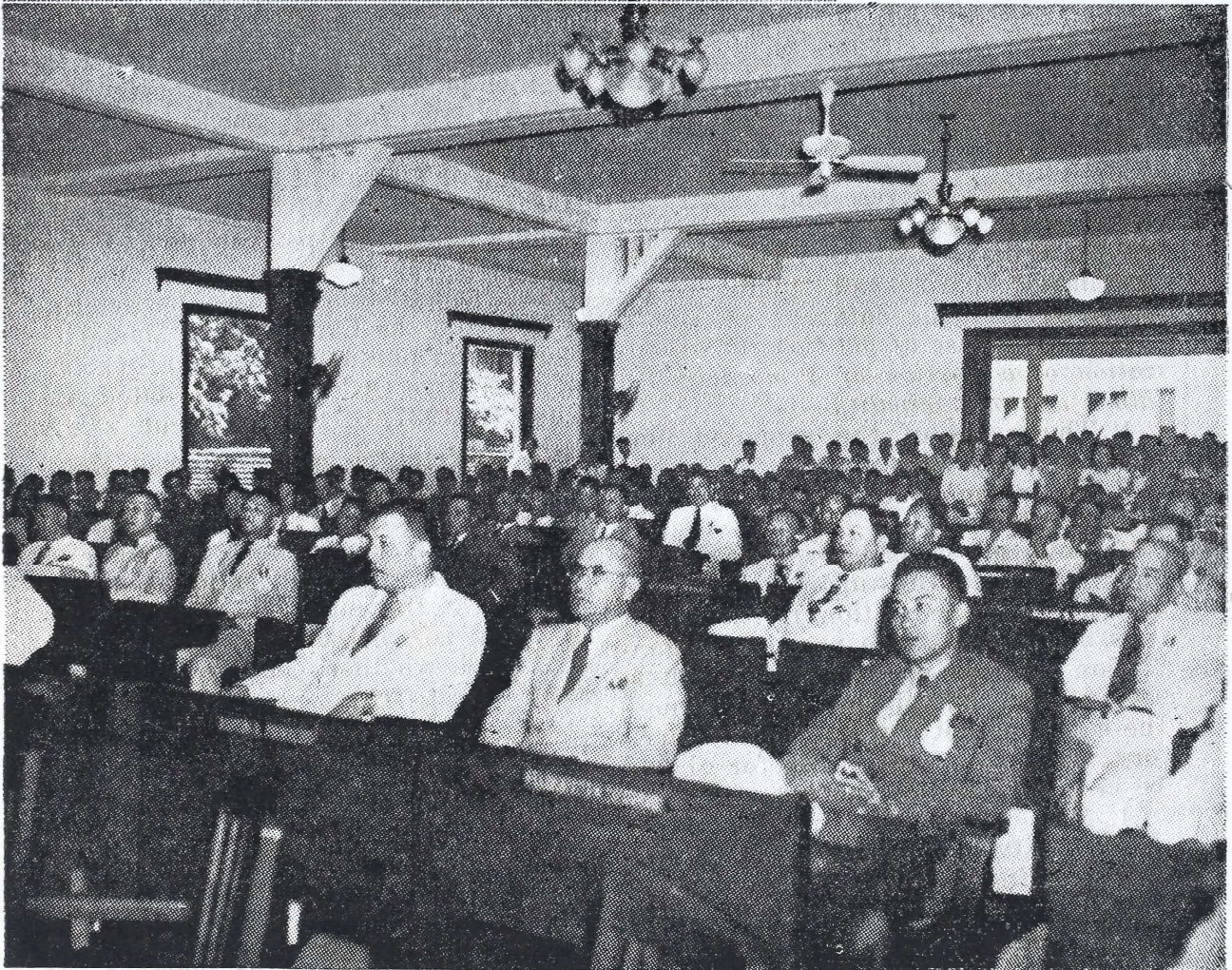
5. Accurate descriptions of the boundary lines which shall separate the proposed political subdivision from its mother political subdivision or subdivisions. As far as practicable each boundary line shall be the course of a stream, or a straight line starting from one permanent and visible point and ending at another permanent and visible point. In preparing these descriptions, the assistance of the District Engineer and the Land Officer should be secured, in pursuance of the provisions of Executive Order No. 114, dated August 31, 1937, of the President. x x x

6. Description by the District Engineer of the existing means of communication between the proposed political subdivision and the poblation of the mother political subdivision, as well as of the conditions of the country, that is, whether hilly or mountainous, and whether there are streams that affect travels between the two places.

7. A certificate by the District Engineer as to (a) whether the proposed municipality owns a building of strong materials large enough to house all the municipal offices, including the justice of the peace court, the office of the president of sanitary division, and the post office; and (b) whether the sites for presidencia, school, plaza or
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Then the President of the Philippines, MANUEL ROXAS, addressing the Provincial Governors and City Mayors (picture below) in the opening session of their CONFERENCE held in Manila from January 21 to 28, 1948, at the Session Hall of the House of Representatives.



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park, market, and cemetery meet the following requirements:

Plaza or Park—There should be at least one plaza or park. If there is only one, it should be in the poblacion, preferably in the center thereof. It should be of adequate size, not less than one hectare, if possible.

Presidencia Site—This must be in the poblacion, should have an area of at least 5,000 square meters and should, if possible, adjoin the plaza or park.

School Site—A site meeting the requirements of the school authorities.

Market Site—This should have an area of one hectare, if possible, and be near a river, seashore, or a main road, whichever will make it most accessible to the business community. It should be away from both the plaza and the school.

Cemetery Site—A site meeting the requirements of the health authorities.

8. The deeds of conveyance showing that the title to the above-mentioned building and sites is or will be in the proposed municipality. If no such deeds have been executed by the parties who own such properties and who have the capacity and full right to convey the same, the petition should not be forwarded to this Department until such deeds have been obtained. The conveyance of such properties may be subject to the condition that the same shall be valid only if and when the proposed municipality is organized. In this respect the assistance of the Provincial Fiscal should be availed of.

9. Sketch (2 copies) to be prepared by the District Engineer of the pertinent portion of the proposed municipality showing:

- (a) The plan of the poblacion;
- (b) The correct position and areas of the different sites referred to in paragraph No. 7 hereof; and
- (c) The location of each public building actually in existence.

10. Comment and recommendation of the Local Planning Commission, created by our Department Order No.

6, dated March 16, 1936, on the layout of the poblacion of the proposed municipality, especially with respect to the location and adequacy of sites for proposed streets and other public improvements, considering both the present and future needs of the community.

11. Information as to which of the public buildings and sites above-mentioned are actually owned by the local government and which, if any, are proposed to be acquired.

12. An itemized statement to be prepared by the Provincial Treasurer, based upon the latest available data, showing separately the probable annual income and expenditures pertaining to the general and school funds of the proposed municipality, and those of the mother municipality with and without the proposed municipality.

13. Information to be furnished by the Provincial Treasurer as to whether or not the mother municipality has any outstanding loans. If it has, said official should be asked to state—

(a) The total amount of the loans, showing the unpaid balance of each loan; the project for which the same was contracted; the date of maturity of each; and the source of each loan;

(b) Which of the projects benefits the inhabitants and portion of the mother municipality outside the proposed municipality; which benefits only the proposed municipality; and which benefits the one as well as the other;

(c) The amount which the proposed municipality will be under obligation to pay annually on account of said loans in case the organization thereof into separate municipality is approved, and that which should be paid by the mother municipality; and

(d) Whether the mother municipality will be able to meet its obligations (loan) as they fall due and still be able to carry out its governmental activities, if the proposed municipality is not required to pay its proportionate share of the loan.

14. A statement of the present population of the proposed municipality,

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certified to as correct by the District Health Officer.

15. Statement by the District Health Officer as to whether the place to be made the seat of government of the proposed municipality is sanitary.

16. Statement of the Division Superintendent of Schools as to the probable effect of the proposed organization upon the school activities in the mother municipality and in the proposed municipality. This should, among other things, specify whether or not the proposed organization will have the effect of lessening the school activities in both political divisions.

17. Comment and recommendation of the municipal council.

B. In the case of petition for conversion of a municipal district into a municipality—

1. The same data as those called for in paragraphs Nos. 1, 2, 3, 4(a), 9, 10, 11, 14, 15, and 17 above; and

2. A statement, based upon the latest available data, to be prepared by the Provincial Treasurer, of the income and expenditures of the municipal district, before as well as after its conversion into a municipality.

C. In the case of petition for organization of a barrio—

1. The same data as those called for in paragraphs Nos. 1, 2, 3, 5, 6, and 17, under A, above.

2. The name or names of the barrio or barrios to which the different sitios to compose the proposed barrio belong.

3. Statement to be prepared and certified to as correct by the proper local officer showing the number of inhabitants of the proposed barrio, and the number of those who are to remain in its mother barrio after the segregation therefrom of the proposed barrio. If the proposed barrio consists of two or more sitios belonging to different barrios, the number of inhabitants that will remain in each of these barrios should be given.

4. Statement, to be prepared preferably by the District Engineer, showing the approximate distance in kilometers of the poblacion of the proposed barrio from the poblacion of the mother barrio. If the proposed barrio consists of two or more sitios belonging to different barrios, this statement shall show, in a tabulated form, the distance from each sitio to the poblacion of the proposed barrio and to the poblacion of each barrio to which it actually belongs.

5. Sketch (2 copies) to be prepared by the same officials showing each proposed barrio and its mother barrio, the boundaries, roads, distances, etc., mentioned in paragraphs Nos. 5 and 6 under heading A hereof, and in the last preceding paragraph.

This supersedes all instructions previously issued relative to the same matters as those referred to herein.

(Sgd.) ELPIDIO QUIRINO
Secretary of the Interior

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