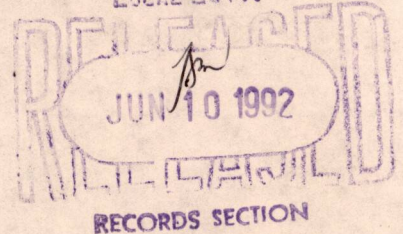




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
EDSA Corner Reliance St. Mandaluyong,
Metro Manila

DEPT. OF THE INTERIOR AND
LOCAL GOVT.



June 8, 1992

MEMORANDUM CIRCULAR
NO. 92 - 30

T O : ALL PROVINCIAL GOVERNORS, CITY AND MUNICIPAL
MAYORS, PUNONG BARANGAYS, MEMBERS OF THE
SANGGUNIANG PANLALAWIGAN, SANGGUNIANG
PANLUNGSOD, SANGGUNIANG BAYAN, SANGGUNIANG
BARANGAY, REGIONAL DIRECTORS AND OTHERS
CONCERNED

S U B J E C T : POLICY GUIDELINES ON THE CREATION,
MODIFICATION, CHANGE AND REGISTRATION
OF CORPORATE SEALS OF LOCAL GOVERNMENT
UNITS

Pursuant to Section 22(b), Chapter 2, Title One, Book I of the Local Government Code of 1991, as implemented by Article 48, Rule IX of its Implementing Rules and Regulations, local government units (LGUs) may continue using, modify, or change their existing corporate seals provided that the newly-established LGUs or those without corporate seal may create their own corporate seals which shall be registered with the Department of the Interior and Local Government (DILG) and provided further that any change of corporate seal shall also be registered with the DILG.

In view thereof, the following procedural guidelines are hereby issued for the proper guidance of LGUs.

Any creation, modification or change of corporate seal shall undergo four (4) phases, namely: **Designing, Review, Approval** and **Registration** before such seal becomes an official instrument for public use or purpose.

Designing

1. The corporate seal depicts the sentiments and aspirations of the people and by its nature, designing thereof shall, as much

as possible, involve a broad section of the LGU concerned. The LGU may sponsor a corporate seal designing contest which is open to any interested party within the LGU.

2. To guide the contestant or designer, as the case may be, the following designs and specifications prescribed by the National Historical Institute (NHI) shall be strictly observed.

(a) The corporate seal of the LGU shall feature either visual, abstract or natural emblems representing significant characteristics or aspects of its geography, tourist spots, or historical landmarks, economic or cultural aspects or events related to its history, i.e., Mayon Volcano of the Province of Albay, pine trees of the City of Baguio, rice terraces of the Municipality of Banaue, Province of Ifugao, Barasoain Church of the Municipality of Malolos, Province of Bulacan.

(b) Pictorial suggestions shall conform with basic heraldic tradition such that heraldry is the basic language and science of arts, signs and symbols. The LGU may select one significant aspect to be incorporated in the seal that will serve the purpose, e.g., fish or crustacean stands for aquatic resources, rattan or bamboo for cottage industry. Refer to Annex "A" for the Signs and Symbols.

(c) Since the shield is the most important part of the corporate seal, the seal of all component municipalities shall adopt the shape of the shield of the provincial seal. In the case of the barangay, the city or municipal seal shall be adopted **in toto**. However, the name of the barangay shall occupy the top portion of the ring border while the bottom shall indicate the name of the city or the municipality and province where the barangay belongs. See Annexes "B" and "B-1", "C" and "C-1" for samples.

3. To meet the dimension of the standard design as prescribed by the NHI, the details of the design must be recognizable even when the seal is reduced to its normal required sizes as engraved in metal for dry seal and as printed for letterheads, i.e., 2.54 centimeters for stationeries, 1 centimeter for envelopes, 3.08 centimeters for dry seal.

4. The following limitations in designing the seal shall likewise be observed.

(a) The use of the foreign heraldic object is discouraged. The component of the seal must feature the Filipino sense of

nationalism, e.g., sampaguita or narra leaves in lieu of laurels, Philippine eagle instead of American bald-headed eagle;

(b) The use of the seal or coat-of-arms of the Republic of the Philippines as component of the LGU seal is prohibited. The use of the Philippine national flag is also discouraged except where the flag has become part of the LGU's history like the Municipality of Kawit, Province of Cavite as the site of the declaration of Philippine Independence and the Municipality of Samal, Province of Bataan as the defender against foreign aggression; and

(c) The corporate seal of the LGU is a sign of authority and therefore, it shall not be used as personal seal of the local chief executive, e.g., the text **Municipal Mayor, City Mayor** or **Provincial Governor** indicated within the ring border of the seal is not allowed. For municipalities, the name of the municipality shall be emblazoned on top and the name of the province at the bottom.

5. The winning or selected entry shall thereafter be submitted for reaction to a consultative meeting participated in by representatives of various interest groups or nongovernment organizations within the LGU. The winning or selected entry may be modified as a result of the said participative meeting.

Review

1. The LGU shall submit its proposed corporate seal to the Bureau of Local Government Supervision (BLGS), DILG, thru the DILG Regional Office concerned. The DILG Regional Office shall review as to completeness of documentation. The proposed corporate seal shall be supported by the following documents:

(a) Transmittal letter of the local chief executive addressed to the Chairman of the NHI requesting review of the proposed corporate seal;

(b) Sanggunian Resolution endorsing the proposed corporate seal to the NHI for appropriate action;

(c) Brief historical background of the LGU; and

(d) Photographs of existing structure, objects or scenic spots incorporated in the proposed seal, together with narrative description for proper visual representation, i.e., terrain, building, bridge, bell.

2. The LGU shall see to it that a copy of the proposed seal, together with the supporting documents, is properly kept in the office of the secretary to the sanggunian.

3. The DILG Regional Office shall transmit to the BLGS a complete set of the proposed corporate seal within three (3) working days from receipt. Otherwise, the LGU concerned shall be informed promptly of any lacking document(s).

4. Immediately upon receipt of the proposed seal, the BLGS shall conduct an initial technical review of the documents submitted and thereafter transmit the same to the NHI.

5. The NHI shall review the proposed seal to determine whether it conforms with basic heraldic standards and specifications. When necessary, the NHI shall modify the proposed seal in accordance with its prescribed designs and specifications but retaining in the process the distinctive signs and symbols incorporated in the said seal.

Approval

1. After the review process and the necessary modifications, the NHI shall forward to the Chairman of the National Commission on Culture and Arts (NCCA) the modified corporate seal recommending approval thereof.

2. Immediately after the approval by the Chairman of the NCCA, the approved corporate seal shall be returned to the Chairman of the NHI, who shall transmit the approved seal to the local chief executive concerned, copy furnished the BLGS.

3. The local chief executive shall recommend to the sanggunian formal adoption of the corporate seal thru a resolution.

Registration

1. The local chief executive shall register the approved seal with the DILG after the approved seal is formally adopted by the sanggunian.

2. For registration purposes, the LGU shall submit the following documents:

- (a) Transmittal letter of the local chief executive;

(b) Copy of the sanggunian resolution adopting the seal duly approved by the Chairman of the NCCA; and

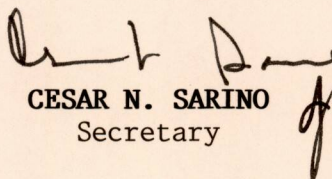
(c) Certified photocopy of the corporate seal as approved by NCCA.

3. A Certificate of Registration shall be issued by the Secretary to the local chief executive concerned, coursed through the DILG Regional Office, and copy furnished the NHI.

4. The DILG, through the BLGS, shall register the corporate seal and accordingly enter the same in a Registry Book indicating, among other things, the name of the LGU, number and date of the sanggunian resolution adopting the approved seal, and actual date of registration as shown in the date of the certificate of registration signed by the Secretary.

5. The BLGS shall be the official custodian of all documents pertinent to the registration of corporate seal of the LGUs which shall form part of its Management Information System.

Please be guided accordingly.


CESAR N. SARINO
Secretary

Attachments:

Annex "A"
Annex "B"
Annex "B-1"
Annex "C"
Annex "C-1"

**SIGNS AND SYMBOLS TO BE INCORPORATED
IN THE CORPORATE SEAL**

Geographical:

Natural aspects/features - location; boundaries; terrain

Historical/Tourist Spots:

Man-made - towers; parks; monuments;
landmarks

Natural - mountains; springs; caves;
beaches

Events - battle; uprising

Economic:

Agricultural - ricefields; main or secondary
products

Industrial - factories; mills; fabricators

Aquatic Resources - crustaceans; fishes; gastropod;
anemone

Homemade Products - amenities; necessities;
contingencies

Natural Resources - Forests; quarries; minerals

Cultural:

Traditions - festivals; rituals; rites;
ceremonies; superstitions

Personages - legendary; eminent

Ethnological:

Origin - races; characters; influences;
ethnic groups

Biological:

flora and fauna

BAYAN NG MEYCAUAYAN, LALAWIGAN NG BULACAN
(MUNICIPALITY OF MEYCAUAYAN, PROVINCE OF BULACAN)

SEAL SYMBOLISM

- Shield : Derived from the provincial seal of Bulacan where the town is located
- Eight (8) Rays : Stand for the first eight (8) provinces that first revolted against Spain with Bulacan as one of the provinces.

Other components depict the major industries for which Meycauayan has been noted for, to wit: ring for jewelry, hide for tanning, wooden shoe for footwear manufacturing and bolo for blacksmithing.

Inscribed at the center of the hide is the year 1578 signifying the establishment of the town as a settlement by Franciscan Missionaries.

BAYAN NG TAGUDIN, LALAWIGAN NG ILOCOS SUR
(MUNICIPALITY OF TAGUDIN, PROVINCE OF ILOCOS SUR)

SEAL SYMBOLISM

- Shield : Derived from the provincial seal of Ilocos Sur where the town is located.
- Sundial : Depicts the one and a half century old historic sundial of the municipality. It also represents the march for progress of the town through its hardworking local officials.
- Tobacco and Palay : Stand for major staple crop which is rice and its major cash crop which is Virginia tobacco.

