



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City  
<http://www.dilg.gov.ph>



MEMORANDUM CIRCULAR  
NO. 2017-132

September 29, 2017

TO : ALL PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS,  
DILG REGIONAL, PROVINCIAL AND CITY DIRECTORS, CITY AND  
MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICERS,  
ARMM REGIONAL GOVERNOR AND ALL OTHERS CONCERNED

SUBJECT : TRAINING MANAGERS' ORIENTATION FOR ALL PROVINCIAL,  
CITY AND MUNICIPAL YOUTH DEVELOPMENT OFFICERS ON  
THE SANGGUNIANG KABATAAN MANDATORY TRAINING

---

---

#### I] RATIONALE

Pursuant to Section 1 of Republic Act [RA] 10923, the Barangay and Sangguniang Kabataan [SK] Elections shall be held on the 4<sup>th</sup> Monday of October 2017.

Section 25 of Republic Act [RA] No. 10742 mandates the ***Creation of Local Youth Development Office*** [LYDO] at the Provincial, City and Municipal levels, which shall be headed by a ***Youth Development Officer with the rank of at least Division Chief***. In the event when local government unit [LGU] has exceeded the prescribed personal services limitations, the ***Local Chief Executive may designate existing personnel whom he or she deems fit to serve this purpose until such time that the LGU can already create this office***

Section 27 of RA No. 10742 provides that the ***Sangguniang Kabataan official, whether elected or appointed, or any member of the Local Youth Development Council (LYDC) must undergo the mandatory training programs before he or she can assume office.***

Further, Section 26(d)(5) of the Implementing Rules and Regulations [IRR] of RA 10742 mandates the LYDO ***to conduct the mandatory and continuing training of SK officials and LYDC members in accordance with the programs jointly designed and implemented by the National Youth Commission [NYC] and DILG.***

With the foregoing, the National Youth Commission (NYC), in collaboration with the Department of the Interior and Local Government-National Barangay Operations Office, Local Government Academy [LGA] and the Regional Training Managers on SK<sup>1</sup>, will conduct the ***“Training Managers’ Orientation for the Provincial, City and Municipal Youth Development Officers [YDOs] on the Sangguniang Kabataan Mandatory Training”***, with the following details:

---

<sup>1</sup> DILG Regional Representatives who attended the Training Managers’ Orientation/ Dry Run on the SK Mandatory Training Modules last August 29-31, 2017

<b>Batch</b>	<b>Training Number</b>	<b>Training Date</b>	<b>REGION</b>	<b>Training Area</b>	<b>Scope</b>
<b>Batch 1</b>	1	October 2-4	MIMAROPA	NCR	MIMAROPA
	2	October 2-4	Region 6	Iloilo	Negros Occidental, Guimaras and Iloilo
	3	October 2-4	Region 6	Roxas City	Antique, Aklan, Capiz
	4	October 2-4	Region 7	Cebu City	Cebu, Negros Oriental
	5	October 2-4	Region 7	Bohol	Bohol, Siquijor
<b>Batch 2</b>	6	October 5-7	Region 5	Naga	Cam Sur, Cam Norte, Catanduanes
	7	October 5-7	Region 5	Legazpi City, Albay	Albay, Sorsogon, Masbate
	8	October 5-7	Region 8	Tacloban	Leyte, Biliran, Southern Leyte
	9	October 5-7	Region 8	Samar	North, East and West Samar
	10	October 5-7	Region 9	Zamboanga City	Zamboanga Peninsula
<b>Batch 3</b>	11	October 9-11	Region 11	Davao City	Davao Region
	12	October 9-11	NCR	Manila	NCR, Cavite, Laguna, Rizal
	13	October 9-11	Region 12	General Santos, South Cotabato	SOCCSKSARGEN
	14	October 9-11	ARMM	Cotabato City	Lanao del Sur, Maguindanao
	15	October 9-11	ARMM	Zamboanga City	Basilan, Sulu, Tawi-Tawi

<b>Batch 4</b>	16	October 12-14	CAR	Baguio	CAR
	17	October 12-14	Region 10	Cagayan de Oro	Northern Mindanao
	18	October 12-14	Region 13	Butuan City	CARAGA
	19	October 12-14	Region 1	Vigan, Ilocos Sur	Ilocos Sur, Ilocos Norte
	20	October 12-14	Region 1	San Fernando, La Union	La Union, Pangasinan
<b>Batch 5</b>	21	October 16-18	Region 2	Tuguegarao City, Cagayan	Cagayan Valley Region
	22	October 16-18	Region 3	San Fernando/ Angeles, Pampanga	Pampanga, Zambales, Bulacan, Bataan
	23	October 16-18	Region 3	Roxas City	Nueva Ecija, Aurora, Tarlac
	24	October 16-18	Region 4A	Batangas City, Batangas	Batangas, Quezon

## II] INSTITUTIONAL ARRANGEMENT

In view of the above, all concerned are enjoined to perform their respective roles and responsibilities, such as the following:

### 1. National Government Agencies:

#### A] NATIONAL YOUTH COMMISSION [NYC]

- Collaborate with DILG-NBOO, LGA, the DILG-Regional SK Training Managers and other partner agencies to conduct the activity;
- Shoulder the hotel accommodation of participants; and
- Assign NYC Focal Persons in every training area.

#### B] DILG-NATIONAL BARANGAY OPERATIONS OFFICE

- Cause the preparation and dissemination of this Circular to the Regional Offices;
- Attend and participate in the said activity; and
- Provide administrative and technical support to NYC.

**C] LOCAL GOVERNMENT ACADEMY [LGA]**

- Attend and participate in the said activity; and
- Provide technical support to NYC.

**D] DILG REGIONAL DIRECTORS AND ARMM REGIONAL GOVERNOR**

- Disseminate this Circular in their respective areas of jurisdiction;
- Ensure compliance of all local government officials and YDOs concerned;
- Send Four [4] participants, to include the two [2] Regional SK Training Managers, in the said training;
- Submit the names of participants to DILG, through NBOO, the soonest time possible;
- Approve the transportation and other incidental expenses of participants, chargeable against their respective Regional Fund;
- Ensure attendance and participation of the concerned participants; and
- Ensure submission and updating of the list of LGUs that created LYDO and the name of appointed or designated YDOs, through shared google drive application at ***nboolydo@gmail.com***.

**E] DILG REGIONAL SK TRAINING MANAGERS**

- Attend and participate in the above-mentioned activities;
- Collaborate with NYC in the implementation of the activity;
- Discuss the topics on Module 1-Session 1 [Decentralization] and Module 2-Session 1 [Meetings and Resolution];
- Coordinate with the concerned LCEs, through the Field Officers, on the names of the concerned YDOs or LGU representative who will attend the said training;
- Accomplish and submit the attached form to DILG and NYC on the list of participants [*Annex "A"*];
- Ensure updating and submission of reports, through the concerned field officers, on the list of LGUs that created LYDO and the names of the appointed or designated YDOs, through shared google drive application at ***nboolydo@gmail.com***, copy furnished NYC at ***sanggunian.nyc@gmail.com***;
- Ensure that the roles, functions and expectations of/for LYDO were discussed during the orientation course;
- Provide the LYDOs the competencies needed in the managing trainings (planning, organizing, coordinating, resource mobilization, budgeting);
- Provide technical support to the concerned YDOs in the conduct of SK Mandatory Training; and
- Perform such other related functions as may be deemed necessary.

**F] DILG PROVINCIAL/HUC/ICC/CITY/MUNICIPAL OFFICES**

- Ensure compliance with this Circular of the concerned LCEs and YDOs or LGU representative;

- Remind the concerned LCEs on the Creation of LYDO and the appointment or designation of Youth Development Officer;
- Accomplish and update the LYDO google form at *nboolydo@gmail.com*;
- Collaborate with the Regional Training Managers on SK and YDO in the conduct of SK Mandatory Training;
- Provide necessary assistance in the conduct of SK Mandatory Training within their respective jurisdiction; and
- Perform such other functions as may be deemed necessary.

## **2. Local Government Units:**

### **A] PROVINCIAL GOVERNORS AND CITY/MUNICIPAL MAYORS**

- Create the Local Youth Development Office;
- Appoint or designate YDO, in accordance with Section 25 of RA 10742;
- Send and ensure attendance and participation of the concerned YDO or his/her representative in the said training; and
- Provide financial support to cover transportation and other incidental expenses of YDO or his/her representative for the duration of the training, subject to the usual accounting and auditing rules and regulations.

### **B] PROVINCIAL YOUTH DEVELOPMENT OFFICERS**

- Attend and participate in the above-mentioned activity;
- Collaborate with the concerned City/Municipal YDOs, within the province, to implement related provisions of RA 10742;
- Maintain and update list/name of YDOs of the component city/municipality;
- Monitor the conduct of SK Mandatory Training;
- Provide technical assistance in the conduct of SK Mandatory Training; and
- Perform such other functions as may be necessary in accordance with laws and issuances.

### **C] CITY AND MUNICIPAL YOUTH DEVELOPMENT OFFICERS**

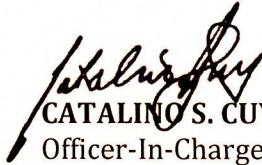
- Attend and participate in the above-mentioned subject;
- Collaborate with the concerned Provincial YDO for the implementation of certain provisions of RA 10742;
- Conduct the mandatory training for SK officials and LYDC members;

- Collaborate with the concerned DILG Field Officer and LGU officials in the conduct of SK Mandatory Training;
- Perform the mandated functions in accordance with RA 10742 and its IRR; and DILG MC No. 2017-36 dated 24 February 2017; and
- Submit accomplishment report on the conduct of SK Mandatory training to NYC at [sanggunian.nyc@gmail.com](mailto:sanggunian.nyc@gmail.com), copy furnished DILG, through NBOO at [nboo.dilgco@gmail.com](mailto:nboo.dilgco@gmail.com).

With the foregoing, the NYC representatives will be coordinating with the concerned DILG Regional Training Managers. Kindly extend the necessary technical and administrative assistance, including possible venue for the activity within the designated Training Area.

Clarifications, confirmation of attendance or other details on the matter shall be directly coordinated with NYC, through its point persons, **MS. SHERIDAN ATHENA Y. GAJETE** and **MR. RAYMUND ARCILLA**, through cellphone nos. 09750640903 and 09176597264, or through email address at [sanggunian.nyc@gmail.com](mailto:sanggunian.nyc@gmail.com) or [info.nyc@gmail.com](mailto:info.nyc@gmail.com).

For the guidance and compliance of all concerned.

  
CATALINO S. CUY  
Officer-In-Charge *mc*

NBOO:CAPDD:acvp/spg/ellen  
FN:mc@lydotraining  
CN:misc:09152017



**TRAINING MANAGERS ORIENTATION FOR LYD OFFICERS  
ON SK MANDATORY TRAINING**

**List of Participants [1/LGU]  
Region \_\_\_\_\_**

NAME	SEX [M/F]	POSITION/ DESIGNATION	LGU [P/C/M]
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
31.			
32.			

**Prepared and submitted by:**

\_\_\_\_\_  
**Position/SK Training Manager**

\_\_\_\_\_  
**Position/SK Training Manager**