



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>



**ROLES, DUTIES AND FUNCTIONS OF DILG FIELD OFFICERS AND LOCAL OFFICIALS
IN THE IMPLEMENTATION OF THE NATIONAL YOUTH COMMISSION'S POLICY
GUIDELINES ON THE REGISTRATION OF YOUTH ORGANIZATION AND YOUTH-
SERVING ORGANIZATIONS; AND CONVENING AND ELECTION OF MEMBERS OF THE
LOCAL YOUTH DEVELOPMENT COUNCILS [LYDC]**

**DILG Memorandum Circular No. 2018-124
August 8, 2018**

1. LEGAL BASES

- 1.1 Section 23, Chapter III of Republic Act 10742 or the SK Reform Act of 2015 states that to ensure wide and multi-sectoral youth participation in local governance, there shall be a Provincial Youth Development Council [PYDC], City Youth Development Council [CYDC] and Municipal Youth Development Council [MYDC] in every province, city and municipality, respectively.
- 1.2 Section 24 of the same Act provides that the LYDC shall be funded by their respective Sangguniang Bayan, Sangguniang Panlungsod and Sangguniang Panlalawigan.
- 1.3 Section 24[b], Rule III of the Implementing Rules and Regulations [IRR] of RA 10742 states that "to give equal opportunity for the youth, from the time of the enactment of these rules up to the deadline for registration **set by the Commission and DILG**, non-organized youth groups may formally organize themselves and register in accordance with paragraphs *d* and *e* of this Section."
- 1.4 Section 24[i], Rule III, IRR of RA 10742 provides that the LYDC in each level shall be composed of at least ten [10] but not more than twenty-one [21] members, such as:
 - Presiding Officer - SK Pederasyon President
 - Members - SK Pederasyon Vice President
 - At least eight [8] but not more than nineteen [19] representatives of the different registered Youth Organizations [YOs] or Youth-Serving Organizations [YSOs] in the provincial, city and municipal level.
- 1.5 Section 24 [j] provides that the Manner of Election of the Members of the concerned LYDC shall be conducted within forty-five [45] days after the SK elections.
- 1.6 DILG Memorandum Circular No. 2017-36 dated 24 February 2017 and Advisory dated 24 July 2018 on the Creation of Local Youth Development Office [LYDO] and the Appointment or Designation of Local Youth Development Officer at the Province, City and Municipal Levels.

1.7 NYC Guidelines on Registration of Youth Organizations [YOs] and Youth-Serving Organizations [YSOs] and Policy Guidelines on Convening and Election of Members of LYDC dated 26 June 2018.

2.0 PURPOSE

This Circular is issued to ensure that all concerned local officials are informed and ensure the conduct of the following:

- 2.1 Registration of Youth Organizations and Youth-Serving Organizations; and
- 2.2. Convening and Election of Members of Local Youth Development Councils

3.0 COVERAGE

This Circular shall cover all Provincial Governors, City and Municipal Mayors, concerned Sanggunians, Punong Barangays, SK Pederasyon Presidents and Vice Presidents, Appointed or Designated Local Youth Development Officers, DILG Regional Directors and Field Officers, ARMM Regional Governor and all others concerned.

4.0 POLICY CONTENT

All concerned LGU Officials and DILG Field Officers are enjoined to perform their respective roles, duties and functions in the conduct of Registration of YOs and YSOs and Election of LYDC members, such as:

4.1 PROVINCIAL GOVERNOR, CITY/MUNICIPAL MAYOR

- 4.1.1 Ensure appointment or designation of the LYD Officer in accordance with the Section 26 (a)(b) of the IRR of RA 10742;
- 4.1.2 Ensure to incorporate in the LGU's annual budget such amount as may be necessary for the operations and effective functioning of the LYDO in accordance with COA accounting and auditing rules and regulations;
- 4.1.3 Direct the LYD Officer to perform the roles, duties and functions as mandated under the provisions of the SK Reform Act, DILG issuances and NYC Guidelines; and
- 4.1.4 Ensure that concerned LYD Officer comply, by conducting the registration of YOs and YSOs, and the election of LYDC members in accordance with the attached guidelines.

4.2 SANGGUNIANG PANLALAWIGAN/PANLUNGSOD/BAYAN

- 4.2.1 Ensure that funds for LYDC is allocated to carry out its functions in providing assistance in the planning and execution of projects and programs of the concerned Sangguniang Kabataan and the SK Pederasyon; and
- 4.2.2 Provide the LCE necessary assistance in the creation of LYDO and the appointment of LYD Officer.

4.3 LOCAL YOUTH DEVELOPMENT OFFICER [Appointed or Designated]

- 4.3.1 Register and verify YOs or YSOs operating in the locality pursuant to the provisions set forth under the 2017 Revitalized Youth Organization Registration Program [YORP]¹ of NYC;
- 4.3.2 Facilitate the issuance of an NYC ***“YORP Unique Registration Number [URN]”*** for every locally registered and verified YO or YSO;
 - 4.3.2.1 Coordinate with NYC on the process of issuance of ***YORP URN***;
 - 4.3.2.2 Submit Registration Documents to NYC YORP Secretariat, through the YORP Online Hub at ***yorpnyc.org.ph/register.php***.
- 4.3.3 In coordination with the SK Pederasyon President, identify the advocacies to be represented in the LYDC;
- 4.3.4 Facilitate the election of the LYDC members in accordance with Section 4 of NYC Guidelines on Convening and Election of LYDC Members;
 - 4.3.3.1 Notify² the SK Pederasyon President and Vice President, and the heads of all registered YOs or YSOs in the locality at least ten [10] days before the scheduled date of election;
 - 4.3.3.2 Send an electronic copy of all the notification/invitation letters to NYC at ***sk@nyc.gov.ph***.
 - 4.3.3.3 The election of LYDC members/representative shall be conducted in a public venue;
 - 4.3.3.4 Ensure that only primary representative of the concerned YO or YSO shall participate in the election of LYDC members and no SK Official, elected or appointed, shall be eligible as member of the LYDC;
 - 4.3.3.5 Prepare, certify and attest the Election Report³, together with the SK Pederasyon President;
 - 4.3.3.6 Submit the hard copy of the Election Report to the concerned Provincial, City Director or City/Municipal Local Government Officer, and to NYC within ten [10] days after the election; and
 - 4.3.3.7 Send the electronic or scanned copy of the Election Report to ***sk@nyc.gov.ph***.
- 4.3.5 Provide technical assistance to the LYDC in the formulation of the Local Youth Development Plan [LYDP];
- 4.3.6 Coordinate with the SK Pederasyon President and Vice President relative to the conduct of election of LYDC representatives/members;

¹ Annex “B” – Policy Guidelines in the Registration of Youth Organizations and Youth-Serving Organizations of NYC

² Sample Notification Letter of the YORP Guidelines [Annex “B” of the YORP Guidelines]

³ Election Report Template – Annex C of the Revitalized YORP Guidelines of NYC

- 4.3.7 Serve as Secretariat of LYDC;
- 4.3.8 Conduct the Mandatory and Continuing Training of SK Officials and LYDC members in accordance with the programs jointly designed and implemented by the Commission and the DILG.
- 4.3.8.1 The appointed or designated LYD Officer and/or his or her staff shall apply for accreditation from the National Youth Commission in order for them to conduct the mandatory and continuing training programs of SK Officials and LYDC members.
- 4.3.9 Provide technical, logistical and other support in the conduct of the mandatory and continuing training programs, and such other programs of NYC and DILG;
- 4.3.10 Coordinate with NYC, with regard to youth programs within the jurisdiction; and
- 4.3.11 Perform such other functions as may be prescribed by law, ordinance, or as the LCE, the DILG or the NYC may require.

4.4 PUNONG BARANGAY

- 4.4.1 Ensure attendance of the concerned SK Pederasyon President and Vice President.

4.5 SK PEDERASYON PRESIDENT

- 4.5.1 In consultation with the LYD Officer, identify the advocacies which shall be represented in the LYDC and the corresponding slots for each advocacy.
- 4.5.1.1 Advocacies on education, employment, health and participation shall automatically be included in the list of advocacies that shall be represented in the LYDC;
- 4.5.1.2 The SK Pederasyon President and LYD Officer may identify other advocacies to be represented in the LYDC provided that these advocacies shall be aligned with the Centers of Participation in the Philippine Youth Development Plan;
- 4.5.1.3 The total number of slots shall not be less than eight [8] and not be more than nineteen [19];
- 4.5.2 Attend and preside over the election of LYDC members in accordance with Section 4[c][2] of the Guidelines on the Convening and Election of Members of the LYDC⁴;
- 4.5.3 Ensure that only the primary representative of the concerned YO or YSO shall participate in the election of LYDC members and no SK Official, elected or appointed, shall be eligible as member of the LYDC; and

⁴ Annex "A" - Guidelines on the Convening and Election of Members of the LYDC of NYC

4.5.4 Certify and attest the Election Report together with the LYD Officer.

4.5 SK PEDERASYON VICE PRESIDENT

4.5.1 Attend and witness the conduct of election of LYDC members.

4.6 REGIONAL DIRECTOR AND ARMM REGIONAL GOVERNOR

4.6.1 Ensure the immediate and widest dissemination of this Circular; and

4.6.2 Ensure compliance of all concerned local officials with this Circular.

4.7 PROVINCIAL/CITY DIRECTOR AND C/MLGOO

4.7.1 Furnish all concerned local officials a copy of this Circular;

4.7.2 Remind the concerned LCE who are yet to appoint or designate their respective LYD Officers;

4.7.3 Ensure compliance of the LYD Officer and SK Pederasyon President with the conduct of registration of YOs and YSOs, as well as the conduct of election of LYDC members;

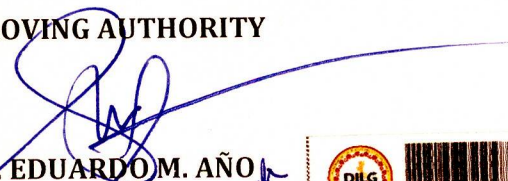
4.7.4 Ensure attendance of the concerned SK Pederasyon President and Vice President in the conduct of election of LYDC Members; and

4.7.5 Submit a copy of the Election Report [Annex "C"] to the Office of the Secretary or Office of the Undersecretary for Barangay Affairs, this Department, through the National Barangay Operations Office at ***nboo.dilgco2018@gmail.com***, within ten (15) days after the conduct of the LYDC Election.

5.0 EFFECTIVITY

This Circular shall take effect upon its approval.

6.0 APPROVING AUTHORITY


USEC. EDUARDO M. AÑO
Officer-In-Charge



7.0 FEEDBACK

Inquiries and clarifications relative to the **Registration of Youth Organizations and Youth Serving Organizations** and **Election of Members of Local Youth Development Councils** can be directed to the National Youth Commission at telephone number 426-8475 or e-mail address at ***sk@nyc.gov.ph***.