



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>



## GUIDELINES ON THE APPOINTMENT OF SANGGUNIANG KABATAAN SECRETARY AND SANGGUNIANG KABATAAN TREASURER AT THE BARANGAY LEVEL

DILG MEMORANDUM CIRCULAR NO. 2018-131

Date August 15, 2018

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### 1. LEGAL BASES

- 1.1. Republic Act No. 10742 or the Sangguniang Kabataan Reform Act of 2015 was approved on January 15, 2016 establishing reforms in the Sangguniang Kabataan and creating enabling mechanisms for meaningful youth participation in nation-building.
- 1.2. Section 7 of the same law provides that the Sangguniang Kabataan Chairperson shall appoint the Sangguniang Kabataan Secretary and Sangguniang Kabataan Treasurer from among the members of the Katipunan ng Kabataan, with the concurrence of the majority of all the Sangguniang Kabataan Members.
- 1.3. Administrative Order 167 dated February 18, 1992, the Office of the President, delegated unto the Secretary of the Interior and Local Government the general supervisory authority over Local Government Units.

### 2. PURPOSE

This Memorandum Circular is issued to provide guidelines on the appointment of Sangguniang Kabataan Secretary (SK Secretary) and Sangguniang Kabataan Treasurer (SK Treasurer) at the barangay level.

### 3. SCOPE AND COVERAGE

This Circular shall cover all City/Municipal Mayors, Punong Barangays, Sangguniang Kabataan, DILG Regional Directors, ARMM Regional Secretary, DILG Field Officers and all others concerned.

### 4. POLICY CONTENT AND GUIDELINES

#### 4.1. QUALIFICATIONS

Pursuant to Section 10 of Republic Act No. 10742, the SK Secretary and SK Treasurer must have the following qualifications:

- 4.1.1. Citizen of the Philippines;
- 4.1.2. A qualified voter of the Katipunan ng Kabataan (KK);
- 4.1.3. A resident of the barangay for not less than one (1) year immediately preceding the May 14, 2018 Barangay and SK Elections;
- 4.1.4. At least eighteen (18) years of age but not more than twenty-four (24) years of age on the day of the Barangay and SK Elections, i.e. May 14, 2018’
- 4.1.5. Able to read and write Filipino, English, or the local dialect;
- 4.1.6. Must not be related within the second civil degree of consanguinity or affinity to any incumbent elected national official or to any incumbent elected regional, provincial, city, municipal, or barangay official, in the locality where he or she seeks to be appointed; and
- 4.1.7. Must not have been convicted by final judgment of any crime involving moral turpitude.

#### 4.2.PROCESS OF APPOINTMENT

- 4.2.1. Pursuant to Section 7 of RA 10742, the SK Chairperson shall appoint the SK Secretary and SK Treasurer, from among the members of the KK, with the concurrence of the majority of all the SK Members.
  - 4.2.1.1. The SK Chairperson shall issue an appointment to the SK Secretary and SK Treasurer;
  - 4.2.1.2. The SK Chairperson shall convene the SK Members in a meeting and present the appointment, for concurrence.
  - 4.2.1.3. The Sangguniang Kabataan Members shall deliberate on the qualifications of the appointees;
  - 4.2.1.4. Once qualifications of the appointees are ascertained, the appointment shall be concurred by the majority of all the SK Members during the meeting called for that purpose, through an SK resolution.
- 4.2.2. In the required concurrence, the SK Members shall simply determine whether or not the appointee of the SK Chairperson possesses all the qualifications as stated in Item 4.1.
- 4.2.3. Provided the appointee possesses all the qualifications, any withholding of concurrence by the SK Members shall be considered whimsical, arbitrary, and unjustifiable and would thus be tantamount to abuse of authority.
- 4.2.4. The SK Members shall act on the appointment within five (5) days from the receipt of the appointment as submitted by the SK Chairperson.
- 4.2.5. Failure to act on the appointment within the prescribed period shall deem the appointment approved.

4.2.6. The SK Chair and SK Members, who despite having prior knowledge appoint an SK Secretary and/or SK Treasurer who is not qualified for the position shall be a ground for disciplinary action against the SK pursuant to Section 60 of the Local Government Code.<sup>1</sup>

4.2.7. In view of the required Mandatory Training before assumption to office, the SK Chairperson shall appoint the SK Secretary and the SK Treasurer and duly concurred by the majority of the SK Members NOT LATER THAN AUGUST 31, 2018.

#### 4.3.TERM OF OFFICE

4.3.1. The SK Secretary and the SK Treasurer shall be coterminous with the appointing authority.

4.3.2. The SK Secretary and SK Treasurer who, during their term of office, shall have passed the age of twenty-four (24) shall be allowed to serve the remaining portion of their term for which they were appointed.

#### 4.4.REMOVAL

4.4.1 The SK Secretary and SK Treasurer may be removed for cause such as, but not limited to:

- 4.4.1.1. Found to have failed from the discharge of his or her duties;
- 4.4.1.2. Has committed abuse of authority as stipulated in existing laws pertaining to the conduct of public officials;
- 4.4.1.3. Loss of trust and confidence; and
- 4.4.1.4. Deliberate failure to attend the continuing training program pursuant to Section 27 of RA 10742.

4.4.2 The removal from office shall be with the concurrence of a majority vote of all the members of the Katipunan ng Kabataan (KK) in a regular or special assembly called for the purpose.

The special assembly may be called by:

- The SK Chairperson; or
- Upon written petition of at least one-twentieth (1/20) of the KK members.

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<sup>1</sup> DILG Opinion 18 S. 2008 dated 10 April 2008

#### 4.5.MANDATORY AND CONTINUING TRAINING

- 4.5.1. The appointed SK Secretary and SK Treasurer must undergo the mandatory training program before they can assume office.
- 4.5.2. During their term of office, the SK Secretary and SK Treasurer shall attend the continuing training program. Deliberate failure to attend the said training programs shall constitute sufficient ground for disciplinary action against the SK Secretary and SK Treasurer.

#### 5. ROLES AND RESPONSIBILITIES

##### 5.1.CITY AND MUNICIPAL MAYORS

- 5.1.1. Ensure compliance of this Circular by the concerned Sangguniang Kabataan under their jurisdiction.

##### 5.2.PUNONG BARANGAYS

- 5.2.1. Provide the SK Chairperson list of KK Members in the barangay;
- 5.2.2. Ensure compliance of SK to this Circular.

##### 5.3. SANGGUNIANG KABATAAN

Through the SK Chairperson shall:

- 5.3.1. Issue an appointment to the SK Secretary and SK Treasurer;
- 5.3.2. Convene the SK Members in a meeting and present the appointment;
- 5.3.3. Obtain the concurrence of the majority of all the SK Members through a resolution; and
- 5.3.4. Ensure attendance of the SK Secretary and SK Treasurer to the SK Mandatory and Continuing Training Programs.

##### 5.4.CITY DIRECTORS AND C/MLGOOS

- 5.4.1. Provide the concerned SK Officials copy of this Circular;
- 5.4.2. Ensure compliance of this Circular by the concerned Sangguniang Kabataan;
- 5.4.3. Remind the concerned SK to appoint the SK Secretary and SK Treasurer within the period under Item 4.2.7.
- 5.4.4. Ensure participation of the SK Secretary and SK Treasurer to the Mandatory Training.
- 5.4.5. Submit the list of barangays with the names of appointed SK Secretary and SK Secretary to the concerned DILG Provincial or Regional Office\ copy furnish the City/Municipal Local Youth Development Office.

## 5.5. DILG PROVINCIAL DIRECTORS

- 5.5.1. Ensure compliance of this Circular by the concerned Sangguniang Kabataan under their jurisdiction ;
- 5.5.2. Submit the list of barangays with the names of appointed SK Secretary and SK Treasurer to the concerned region copy furnish the Provincial Youth Development Office.


## 5.6. DILG REGIONAL DIRECTORS AND ARMM REGIONAL SECRETARY

- 5.6.1. Cause the immediate dissemination of this Memorandum Circular to all local government units under their jurisdiction.
- 5.6.2. Submit the list of barangays with the names of appointed SK Secretary and SK Treasurer to the Undersecretary for Barangay Affairs, through the National Barangay Operations Office, at e-mail address [nboo.dilgco2018@gmail.com](mailto:nboo.dilgco2018@gmail.com).

## 6. EFFECTIVITY

This Circular shall take effect upon its approval.

## 7. APPROVING AUTHORITY

  
EDUARDO M. AÑO  
Officer-In-Charge, DILG



## 8. FEEDBACK

For related inquiries and clarification, kindly contact the National Barangay Operations Office at telephone numbers 925-1137 and 925-0328, or e-mail at [nboo.dilgco2018@gmail](mailto:nboo.dilgco2018@gmail)

*Encl:*

1. *Sample Appointment Paper*
2. *Sample Resolution Confirming Appointment*

Republic of the Philippines  
Province of \_\_\_\_\_  
CITY/MUNICIPALITY \_\_\_\_\_  
Barangay \_\_\_\_\_

OFFICE OF THE SANGGUNIANG KABATAAN

**A P P O I N T M E N T**  
(Sangguniang Kabataan Secretary/Treasurer)

TO: \_\_\_\_\_

Pursuant to Section 7 of Republic Act 10742, otherwise known as the Sangguniang Kabataan Reform Act of 2015, you are hereby appointed as **Sangguniang Kabataan Secretary/Treasurer** of Barangay \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ effective upon taking your oath of Office and undergoing the SK Mandatory Training and shall serve in such capacity with all the rights, privileges and responsibilities appurtenant thereto until the end of the term of the appointing authority unless sooner removed.

Done this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Sangguniang Kabataan Chairperson

**Republic of the Philippines**  
**Province of \_\_\_\_\_**  
**CITY/MUNICIPALITY \_\_\_\_\_**  
**Barangay \_\_\_\_\_**

**OFFICE OF THE SANGGUNIANG KABATAAN**

Resolution No. 2018 - \_\_\_\_\_

Date \_\_\_\_\_

**A RESOLUTION CONFIRMING THE APPOINTMENT OF MR./MS. \_\_\_\_\_**  
**AS THE SANGGUNIANG KABATAAN SECRETARY/TREASURER OF BARANGAY**  
**\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_**

Whereas, Section 7 of Republic Act 10742, otherwise known as the Sangguniang Kabataan Reform Act of 2015, RA 10742, the Sangguniang Kabataan Secretary shall be appointed by the Sangguniang Kabataan Chairperson (SK Chairperson) with the concurrence of the majority of all the SK members (SK Members) from among the members of the KK.

Whereas, Mr./Ms. \_\_\_\_\_ possesses all the qualifications for a Sangguniang Kabataan Secretary/Treasurer as provided under Section 10 of Republic Act 10742.

**NOW THEREFORE**, be it resolved and it is hereby resolved to confirm the appointment of Mr. / Ms. \_\_\_\_\_ of Barangay \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ until the end of the term of the appointing authority unless sooner removed.

**RESOLVED FURTHER**, that copy of this resolution be given to Mr./Ms. \_\_\_\_\_ for his file, copy furnish the DILG City/Municipal Local Government Operations Office and the Local Youth Development Office of \_\_\_\_\_, \_\_\_\_\_, for their information and record.

Approved this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.

CERTIFIED CORRECT:

\_\_\_\_\_  
SK Chair

\_\_\_\_\_  
Sangguniang Kabataan Member

\_\_\_\_\_  
Sangguniang Kabataan Member

\_\_\_\_\_  
Sangguniang Kabataan Member

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Sangguniang Kabataan Member

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Sangguniang Kabataan Member

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Sangguniang Kabataan Member

\_\_\_\_\_  
Sangguniang Kabataan Member