



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

DILG – NAPOLCOM CENTER Building, EDSA Corner Quezon Avenue, Quezon City

April 5, 2018

MEMORANDUM CIRCULAR

No. 2018-48

**FOR : ALL DILG REGIONAL DIRECTORS AND FIELD OFFICERS
DILG ARMM REGIONAL SECRETARY AND ALL OTHERS
CONCERNED**

**SUBJECT : GUIDELINES IN THE CONDUCT OF THE SANGGUNIANG
KABATAAN MANDATORY TRAINING**

1. LEGAL BASES

1.1 The Sangguniang Kabataan (SK) Reform Act of 2015 or RA 10742 was approved on January 15, 2016 and gave way to strengthening and empowering the SK as a useful conduit in community development.

1.2 Its Implementing Rules and Regulation, specifically Rule V, Section 30 of the Act states that, "For the purpose of emphasizing the role of the youth in nation-building and molding them to become better citizens with the values of patriotism, nationalism and honor as a Filipino, **any SK official, whether elected or appointed, or any member of the LYDC must undergo the mandatory training program before she or he can assume office.**"

1.3 The same law also mandates the National Youth Commission and the **Department of the Interior and the Local Government** with the assistance of the Development Academy of the Philippines (DAP), the **Local Government Academy (LGA)**, and the University of the Philippines – National College of Public Administration and Governance (UP-NCPAG), in consultation with youth stakeholders, to jointly design and implement the SK mandatory and continuing training programs.

2. PURPOSE

This circular is issued to provide the mechanics in the conduct of the SK Mandatory Training.

3. COVERAGE

This circular shall cover all DILG Regional Directors and Field Officers, ARMM Regional Secretary and all others concerned.

4. CONSTITUTION OF THE MANAGEMENT TEAM.

The following management teams shall be constituted at the Regional and Provincial/City levels with the corresponding roles and responsibilities:

Management Team	Roles, Responsibilities, and Requirements
<p>Regional Management Team (RMT)</p> <ul style="list-style-type: none"> • DILG-LGRRRC Manager - Chair • NYC Representative • LYDO Representative • Service Providers in the region • Leagues of Local Government Representative 	<ol style="list-style-type: none"> 1. Plan the regional implementation of the SK Mandatory Training; 2. Provide directions and guidance to the Provincial/City Management Team for the effective implementation of the training; 3. Ensure that the training standards as defined by NYC, DILG and other Partners are adhered to in the implementation of the said training; 4. Ensure the participation of service providers to include among others, local resource institutions, academic institutions and local government units in the delivery of the training; 5. Facilitate the issuance of the certificate of completion to the participants who comply with the requirements of the training; 6. Monitor and evaluate the conduct of the training in the region; 7. Submit to the DILG and NYC a consolidation report of accomplishments on the conduct of the SK Mandatory Training.
<p>Provincial/ City Management Team</p> <ul style="list-style-type: none"> • DILG Provincial/City Director – Chair • NYC Representative • LYDO Representative • Service Provider in the Province • Leagues of Local Government Representative • Others (as maybe identified by the Team) 	<ol style="list-style-type: none"> 1. Manage the conduct of the SK Mandatory Training at the provincial/city level; 2. Ensure that the training standards as defined by NYC, DILG and other Partners are adhered to in the implementation of the said training; 3. Issue Certificate of Appearance (<i>standard format provided by LGA</i>); 4. Submit to the DILG LGRRRC the list of SK Elected officials who successfully completed the training; 5. Monitor and evaluate the conduct of the training at the provincial level; 6. Submit Terminal Report to the RMT with observations and recommendations on how to further improve future trainings for the SK. (<i>standard format to be provided by LGA</i>).

5. THE SK MANDATORY TRAINING

5.1 The SK Mandatory Training shall run from May 17 - 26, 2018 and is composed of the following modules and sessions:

Module No.		Topics
Module I	Session 1	Decentralization and Local Governance
	Session 2	SK History and Salient Features
Module II	Session 1	Meetings and Resolutions
	Session 2	Planning and Budgeting
Module III	Session 1	Code of Conduct and Ethical Standards

5.2 Content Delivery

5.2.1 The Service Provider shall deliver the module as designed following the Sangguniang Kabataan Mandatory Training Facilitating Guides

5.2.2 The Resource Person may contextualize and localize the discussion and presentation of the sessions using the vernacular, providing local examples, showing relationship of topics to personal experiences of participants and resource persons and other techniques to make the topic more relevant to the participants.

5.3 Training Kit

5.3.1 Trainings kit should include, among others, the program and the Sangguninang Kabataan Operations Manual provided by the National Youth Commission, ID, notebook and ballpen.

5.4 The following forms and documents shall be prepared by the training management team:

5.4.1 **Registration Sheet.** This will include SK Officials' name, position, age, gender, address, contact number, email-address, educational background and persons to contact in case of emergency.

5.4.2 **Attendance Sheet.** This is a record of the attendance of the participants showing the time they came in and out for the sessions.

5.5 The SK officials must bring and wear the following:

- 5.5.1 Copy of the SK Mandatory Training Pre-Registration Form (with 2x2 picture);
- 5.5.2 Proof of payment of registration fee;
- 5.5.3 ID (school, company, or any other government issued ID);
- 5.5.4 Dress Code – to ensure formality and a professional atmosphere in the training the SK officials should be advised to dress up appropriately for the training.

Men	Women
<ul style="list-style-type: none"> • T-Shirt or Polo • Pants • Cultural Attire • Shoes/Sandals 	<ul style="list-style-type: none"> • Casual dress • T-Shirt/Polo/Blouse • Pants/ knee-length skirts • Cultural Attire • Shoes/Sandals

5.6 Training Venue Requirements

- 5.6.1 Can accommodate 120-130 participants in a given time.
- 5.6.2 With tables/ desks for participants
- 5.6.3 With plenty of space to move around for workshops and other activities;
- 5.6.4 Space for participants' belongings
- 5.6.5 Space for the secretariat and documenters
- 5.6.6 Good acoustics and sound proofing
- 5.6.7 Good room lighting with plenty of sunlight with blinds to block out if required
- 5.6.8 Inclusive laptop, computer, projector, flip-charts, white boards, & audio system
- 5.6.9 Wall space for hanging flip charts
- 5.6.10 Provision of appropriate refreshments/lunch
- 5.6.11 Drinking water facilities available anytime
- 5.6.12 Availability of well-maintained rest rooms
- 5.6.13 Access to public transport
- 5.6.14 Safe and secured

5.7 Assessment

The training evaluation will look into the level of knowledge and experiences of the trainees in the learning processes as well as the entire conduct of the activity. Evaluation will include Feedback Form, quick test/ reflection, and an on-line assessment to be facilitated by the LGA.

5.8 Certificate of Completion

A certificate of completion signed by NYC Chairperson, DILG Secretary, and DILG Regional Director shall be given only to those SK officials who completed the one-day training and submitted the required outputs and accomplished assessment forms.

6. FAILURE TO ATTEND THE TRAINING

- 6.1 Non-attendance to the training without any valid reason shall be considered as an instance of deliberate failure to attend the mandatory training, and shall be grounds for disqualification (*RA 10742, Chapter V, Sec 27*);
- 6.2 Upon submission of supporting documents and certification, the following may be considered as valid reasons:
 - a. Sickness
 - b. Unforeseen events which are beyond the control of the trainees
- 6.3 The DILG Officer assigned in the LGU will validate the reason for failure to attend the training based on the submitted documents;
- 6.4 SK Officials who failed to attend with valid reasons shall submit a written request to the Provincial Management Team for a special training at his own expense;
- 6.5 The Provincial Management Team, in coordination with the Service provider, shall schedule a special training to accommodate SK officials who failed to undergo the initial scheduled training.

7. THE TRAINING SERVICE PROVIDERS


- 7.1 The Training Service Providers are required to attend the orientation and planning activities to be conducted by the Regional/Provincial/City Management Team;
- 7.2 Must have a good track record in managing capacity building programs for LGUs;
- 7.3 Must comply with the requirements/training standards set forth in this Circular;
- 7.4 May enter into a Memorandum of Agreement with the LGU and the DILG;

- 7.5 Must submit a Terminal Report to the Provincial/City Management Team within three (3) days after the conduct of the last batch, containing the following:
- i. Training Design
 - ii. Executive Summary
 - iii. Activity Proceedings/ Highlights (per batch)
 - iv. Observations and Recommendations
 - v. Activity Photos
 - vi. Assessment Results
 - vii. Registration/ Information Sheet/ Directory
 - viii. Attendance Sheet
 - ix. List of participants who completed the training
 - x. Outputs

8. TRAINING FEE

- 8.1 The training fee must not exceed **Php 2 000.00** (*National Budget Circular No. 563 dated April 22, 2016*) per SK Official chargeable against the barangay's 10 % SK Funds; and
- 8.2 The DILG Regional Office with the Regional Management Team may agree on the applicable payment scheme appropriate to their areas of responsibility.

For guidance and compliance of all concerned.


EDUARDO M. AÑO
Officer-in-Charge, DILG



DILG-OSEC 01012016-19521