



**YOUTH DIVISION
OFFICE OF THE GOVERNOR**

**CITIZEN'S CHARTER
2023**



I. Quality Policy:

- Mandate:** To affirm on the role of the Filipino Youth in nation-building based on the provision of SK Reform Act of 2015 (RA 10742).
- Vision:** A government youth-centered sector in the province of Sorsogon that mainstream mechanisms and opportunities to realize SK's and Local Youth Development Council meaningful participation in governance.
- Mission:** A government office that leads to provide technical and logistical support that will help SK officials, Local Youth Development Officers, Local Youth Development Councils, and the Kabataang Sorsoganon to be engage in social, moral, and ethical responsibility and accountability as a Filipino and law-abiding citizen.



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Office of the Provincial Youth Development Officer

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OFFICE OF THE PROVINCIAL YOUTH DEVELOPMENT OFFICER

Internal Service



LOCAL YOUTH AND YOUTH-SERVING ORGANIZATION

The locally registered and Youth Organization Registration Program accredited organizations shall have the opportunity to take a seat in the Provincial Youth Development Council.

Office		Provincial Youth Development Division Office		
Classification				
Type of Transaction		G2C		
Who may avail		Youth Organizations, and Youth Serving Organizations		
Checklist of Requirements		<ol style="list-style-type: none"> 1. Filled-out Registration Form (1 scanned copy or soft copy). 2. Filled-out Directory of Offices and Advisers Form (1 scanned copy or soft copy). 3. Filled-out List of Members in Good Standing Form (1 scanned copy or soft copy). 4. Certification/Endorsement from appropriate authority. 5. Constitution and By-Laws (1 hard copy and 1 soft copy) 		
STEP(s)	ACTION OF THE CLIENT (s)	SERVICE PROVIDER'S ACTION	TIME	PERSON IN-CHARGE
1	Secure checklist of requirement from PYDO Sor / NYC-YORP website.	<ul style="list-style-type: none"> ✓ Provides client with a checklist of requirements with instructions from the online platform. 	5 minutes	PYDO
2	Uploads application and supporting documents	<ul style="list-style-type: none"> ✓ Pre evaluates application and supporting documents. ✓ If application and supporting documents are not complete, a notice of deficiency will be emailed to the 	4 hours	PYDO



		<p>applicant for completion.</p> <ul style="list-style-type: none"> ✓ If application and supporting documents are complete, the first verifier will initially approves application. ✓ Verifies completeness and authenticity of submitted documents and of the applicant. 		
3	Certificate of Registration	<ul style="list-style-type: none"> ✓ Drafts and prints certificates ✓ Sign certificates to the Governor ✓ Scans signed certificates ✓ Notices applicant that the certificates may be picked up (in case of representative, subject to presentation of authorization letter) or maybe shipped out through courier. ✓ Releases Certificate of Registration. 	5 days	PYDO
4	Claim or receive the certification and sign on the logbook	> Release of the local youth registration.	10 minutes	PYDO
		TOTAL	5 days (4hours and 15 minutes)	



PROVINCIAL YOUTH ASSESSMENT STUDY

Republic Act (RA) No. 10742, otherwise known as the “Sangguniang Kabataan (SK) Reform Act of 2015”, encourages the involvement of the youth in public and civic affairs through the establishment of effective, responsive, and enabling mechanisms in institutionalizing youth participation in local governance.

In connection thereto, Section 5 (b) of the Implementing Rules and Regulations (IRR) of RA No. 10742 states that the Katipunan ng Kabataan (KK) shall serve as the highest policy-making body to decide on matters affecting the youth in the barangay. As defined in Section 4 of the same law, “KK” refers to those persons who are at least fifteen (15) but not more than thirty (30) years of age, and who are duly registered in the list of the Commission on Elections (COMELEC) and/or the records of the Sangguniang Kabataan Secretary.

Office		Provincial Youth Development Office		
Classification				
Type of Transaction		G2G		
Who may avail		Barangay Sangguniang Kabataan, Local Youth Development Officers, and Local Youth Development Council		
Checklist of Requirements		City and Municipal Youth Development Officers Katipunan ng Kabataan Youth Profile (DILG Memorandum Circular No. 2022 – 033)		
STEP(s)	ACTION OF THE CLIENT (s)	SERVICE PROVIDER’S ACTION	TIME	PERSON IN-CHARGE
1	Submit data.	✓ Consolidate City / Municipal Katipunan ng Kabataan Youth Profile	3 months	Provincial Youth Development Officer
2		✓ Encoding of City/Municipal Katipunan ng Kabataan Profile, SK	2 months	Provincial Youth Development Officer



		Monitoring forms, LYDO and LYDC Monitoring forms.		
3	Pre-Assessment	✓ Pre-assessment and critiquing of tentative results of PYAS.	1 month	Provincial Youth Development Officer
4	Request for Copy of PYAS Result	✓ A copy furnish of the final results of PYAS will be forwarded to the National Youth Commission, DILG Provincial Office, and Office of the Governor.	2 weeks	Provincial Youth Development Officer
		TOTAL	6 months and 2 weeks	



MONITORING THE LYDP / CBYDP / AND ABYIP

Monitoring provision based from the DILG Memorandum Circular No. 2020 - 138

Office		Office of the Governor		
Classification				
Type of Transaction		G2G		
Who may avail		Barangay Sangguniang Kabataan, Local Youth Development Officers, and Local Youth Development Council		
Checklist of Requirements		Local Youth Development Plans Comprehensive Barangay Youth Development Plans Annual Barangay Youth Investment Program		
STEP(s)	ACTION OF THE CLIENT (s)	SERVICE PROVIDER'S ACTION	TIME	PERSON IN-CHARGE
1	Submit compiled M&E Form 2	<ul style="list-style-type: none"> ✓ Receives the documents, gives the receiving copy / file copy to the personnel or transacting client. ✓ Signs on the log book of transacting agency or office 	5-10 minutes	Provincial Youth Development Officer
2		<ul style="list-style-type: none"> ✓ Records the document on the incoming Tracker (Computer) 	3 hours	Provincial Youth Development Officer
3	LYDC Assessment	<ul style="list-style-type: none"> ✓ Local Youth Development Council shall review and 	2 weeks	Provincial Youth



		evaluate the consolidated monitoring forms.		Development Officer
4	Submission of M&E Form 3	✓ Submission of M&E Form 2 to NYC and DILG Regional Office	2 weeks	Provincial Youth Development Officer
		TOTAL	1 month (3 hours and 10 minutes)	



PLANNING FOR YOUTH DEVELOPMENT

In order to translate the Philippine Youth Development Plan into local plans, the SKs should understand first the needs of the youth in the local context.

Office		Provincial Youth Development Office		
Classification				
Type of Transaction		G2G		
Who may avail		Barangay Sangguniang Kabataan, Local Youth Development Officers, and Local Youth Development Council		
Checklist of Requirements		Youth Assessment Data		
STEP(s)	ACTION OF THE CLIENT (s)	SERVICE PROVIDER'S ACTION	TIME	PERSON IN-CHARGE
1	Submit youth data.	✓ Received the copy of Community-based Monitoring Systems (CBMS), Local Development Plan, Local Youth Development Plan, and Youth Profiling.	5-10 minutes	Provincial Youth Development Officer
2		✓ Comparative analysis of the presented data and the final results of PYAS.	2 weeks	Provincial Youth Development Officer
3	SK Federation to draft template of LYDP.	✓ Technical assistance of LYDO for youth data and facilitate the initial drafting of LYDP.	1 Month	Provincial Youth Development Officer
4	Action of the Local Youth	✓ The LYDO and SK Federation President convenes the Local	3 weeks	Provincial Youth



	Development Council	Youth Development Council to present the draft LYDP. The LYDC reviews and finalizes the LYDP.		Development Officer
5	Endorsement for approval.	✓ The Local Youth Development Officer (LYDO) endorses the LYDP to the local Sanggunian for review, approval, and adoption.	2 weeks	Provincial Youth Development Officer
		TOTAL	2 months (3 weeks and 10 minutes)	



OFFICE OF THE PROVINCIAL YOUTH DEVELOPMENT OFFICER

External Service



REQUEST FOR DATA, ACCOMODATIONS, AND SERVICE VEHICLE

Youth organizations and youth serving organizations, and line agencies may request for youth available data and policies as well as service vehicle and hotel accommodations intended for youth development programs.

Office		Provincial Youth Development Office		
Classification				
Type of Transaction		G2G		
Who may avail		Barangay Sangguniang Kabataan, Local Youth Development Officers, Local Youth Development Council, Youth Organizations and Youth-Serving Organizations, and Partner Agencies		
Checklist of Requirements		Request Letter Activity Design		
STEP(s)	ACTION OF THE CLIENT (s)	SERVICE PROVIDER'S ACTION	TIME	PERSON IN-CHARGE
1	Present request letter to the receiving clerk Registers in client's logbook.	✓ Receiving clerk receives the letter request or activity design with proper registry to the documents and concerned individuals/guests.	5-10 minutes	Provincial Youth Development Officer
2		✓ Provide proper orientation as to the manner of request.	10 minutes	Provincial Youth Development Officer
3	Request updates	✓ The PYDO shall call and update the client as to refusal/ unavailability/ grants of request.	1 week	Provincial Youth Development Officer



4	Signing at Registry Book	✓ The PYDO shall facilitate the client for the signed documents/ forwarded copies of communication letters, and nature of request whether service vehicle or hotel accommodations.	1 week	Provincial Youth Development Officer
		TOTAL	2 weeks (20 minutes)	



REQUEST FOR SPEAKERSHIP OR TECHNICAL ASSISTANCE

Local Government Units, partner agencies and concerned citizens may seek for request for Guest Speakership, and to name a few.

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Checklist of Requirements		Request Letter Activity Design		
STEP(s)	ACTION OF THE CLIENT (s)	SERVICE PROVIDER'S ACTION	TIME	PERSON IN-CHARGE
1	Present request letter to the receiving clerk Registers in client's logbook.	✓ Receiving clerk receives the letter request or activity design with proper registry to the documents and concerned individuals/guests.	5-10 minutes	Provincial Youth Development Officer
2		✓ Provide proper orientation as to the manner of request.	10 minutes	Provincial Youth Development Officer
3	Request updates	✓ The PYDO shall call and update the client as to refusal/ unavailability/ grants of request.	1 week	Provincial Youth Development Officer



4	Signing at Registry Book	✓ The PYDO shall facilitate the client for the appropriate data reports and guest speakership and hosting.	1 week	Provincial Youth Development Officer
		TOTAL	2 weeks (20 minutes)	

Office	Address	Contact Information
Provincial Youth Development Division Office / Office of the Governor	2 nd floor, Provincial Capitol Building, Burabod, Sorsogon City	09513755352 sorsogonyouthoffice@gmail.com