

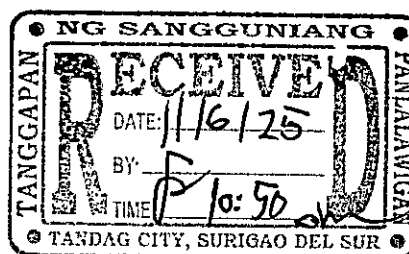


Republic of the Philippines  
PROVINCE OF SURIGAO DEL SUR  
MUNICIPALITY OF CARRASCAL

Office of the Sangguniang Bayan

January 16, 2025

**MR. EDGAR G. PEREZ II, LLB**  
Provincial Secretary  
Sangguniang Panlalawigan  
Tandag City, Surigao del Sur



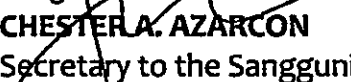
Sir,

Greetings.

We are forwarding herewith Municipal Ordinance No. 38-A, Series of 2024 of this Municipality, "An Ordinance Creating the Municipal Youth Development Office (MYDO) in the Municipality of Carrascal, Surigao Del Sur and the Position of Municipal Youth Development Officer with Salary Grade 24, Providing Necessary Funds Thereof and for Other Purposes."

Trusting you will find it in order, I am.

Very truly yours,

  
**CHESTER A. AZARCON**  
Secretary to the Sanggunian

# **POSTED**

**SB BULLETIN BOARD  
MAYOR'S OFFICE BULLETIN BOARD  
CARRASCAL PUBLIC MARKET**

**January 16, 2025**

  
**CHESTER A. AZARCON**  
Secretary to the Sanggunian

Refer To: Committee on Good Government, Public  
Ethics and Accountability  
noted



Republic of the Philippines  
PROVINCE OF SURIGAO DEL SUR  
MUNICIPALITY OF CARRASCAL

Office of the Sangguniang Bayan

EXCERPTS FROM THE MINUTES OF THE 43<sup>RD</sup> REGULAR SESSION OF  
THE SANGGUNIANG BAYAN OF CARRASCAL, SURIGAO DEL SUR HELD  
ON DECEMBER 2, 2024 AT THE LEGISLATIVE SESSION HALL.

PRESENT:

HON. ROMEN R. INTANO  
SB Member  
Presiding Officer

Regular Members

Hon. Chito O. Eliot  
Hon. Oliver Han D. Villarosa  
Hon. Servando R. Cuajao

Hon. Richard L. Hotchkiss  
Hon. John Angelo T. Arreza, CE  
Hon. Leovino M. Constantino

Ex-Officio Members

Hon. Carmelita V. Correos - LNMB  
Hon. Kidd Elijah P. Pebojot - SK Federation President

OFFICIAL BUSINESS:

Hon. Jessie James T. Valle - Municipal Vice Mayor  
Hon. Datu Dennis H. Dagno - Municipal IPMR

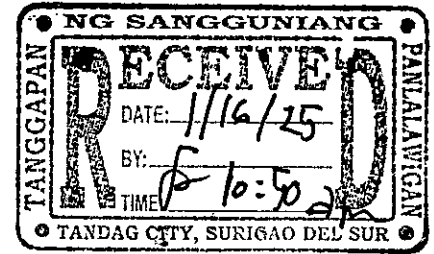
ON LEAVE: Hon. Arnel C. Sunico - SB Member

ORDINANCE NO. 38-A, SERIES OF 2024

“AN ORDINANCE CREATING THE MUNICIPAL YOUTH DEVELOPMENT  
OFFICE (MYDO) IN THE MUNICIPALITY OF CARRASCAL, SURIGAO  
DEL SUR AND THE POSITION OF MUNICIPAL YOUTH DEVELOPMENT  
OFFICER WITH SALARY GRADE 24, PROVIDING NECESSARY FUNDS  
THEREOF AND FOR OTHER PURPOSES.”

INTRODUCED BY:  
HONORABLE LEOVINO M. CONSTANTINO

“WHEREAS, Article II, Section 13 of our Constitution of 1987 mandates the  
State recognition of the youth in nation-building and promotion and protection of their  
physical, moral, spiritual, intellectual and social well-being and states further its role to  
inculcate in the youth patriotism and nationalism, and encourage their involvement in  
public and civic affair;



Tanggapan ng Sangguniang Panlalawigan  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Received by: \_\_\_\_\_  
OSSP-SDS-2024-4402  
Telephone No.: (086) - 211 - 5832  
E-Mail: tpsurigaosur@yahoo.com  
SURIGAO DEL SUR

**“WHEREAS**, Section 26 of the Implementing Rules and Regulations (IRR) of Republic Act No. 10742 entitled “Sangguniang Kabataan Reform Act of 2015” provides that every province, city, or municipality shall establish a Youth Development Office, which may operate under various local government offices or as a separate department, depending on the available funds;

**“WHEREAS**, the Local Government Code of 1991 emphasizes the importance of youth development programs and mandates the appointment of a Local Youth Development Officer to ensure the integration of such programs;

**“ NOW THEREFORE ”**

**“BE IT ORDAINED**, as it is hereby ordained, by the Sangguniang Bayan in session duly assembled that:

**SECTION 1. TITLE.** This Ordinance shall be known as *“An Ordinance Creating the Municipal Youth Development Office (LYDO) in the Municipality of Carrascal, Surigao del Sur and the Position of Municipal Youth Development Officer with Salary Grade 24, Providing Necessary Funds Thereof And For Other Purposes.”*

**SECTION 2. DEFINITION OF TERMS.** The following terms shall mean:

1. Youth - shall refer to those persons whose ages range from fifteen (15) to thirty (30) years old as defined in Republic Act No. 8044. For the purpose of targeted programming for the youth, the age disaggregation shall be considered:
  - 15-17 – child youth
  - 18-24 – core youth
  - 25-30 – adult youth;
2. Youth Organizations - shall refer to those organizations whose membership or composition are youth;
3. Youth-Serving Organizations - shall refer to those registered organizations whose principal programs, projects and activities are youth-oriented and youth-related, and whose composition are not limited to the youth. The organization shall be duly-recognized or accredited either by proper national or local government registering entities.
4. NYC – shall refer to the National Youth Commission created under Republic Act No. 8044;
5. MYDO – shall refer to the Municipal Youth Development Office;
6. Local Youth and Development Council (LYDC) - a multi-sectoral youth association, which shall be called, Provincial Youth Development Council (PYDC), City Youth Development Council (CYDC) and Municipal Youth Development Council (MYDC), respectively, headed by the concerned SK Pederasyon President and composed of representatives of youth and youth-serving organizations in the provincial, city, and municipal level;

7. Local Youth Development Plan (LYDP) - shall refer to the provincial, city, or municipal youth development plan as initially drafted by the SK Pederasyon, finalized by the LYDC and approved by the local sanggunian. Local Youth Development Plan (LYDP) shall be anchored on the Philippine Youth (PYDP) and the local development plans of the local government unit concerned;
8. YORP - shall refer to Youth Organization's Registration Program, a program of the National Youth Commission (NYC) that facilitates the registration of youth and youth-serving organizations to ensure access and participation to NYC-initiated programs nationwide;
9. DILG – shall refer to Department of Interior and Local Government;
10. LCE – shall refer to the Local Chief Executive or the Municipal Mayor.

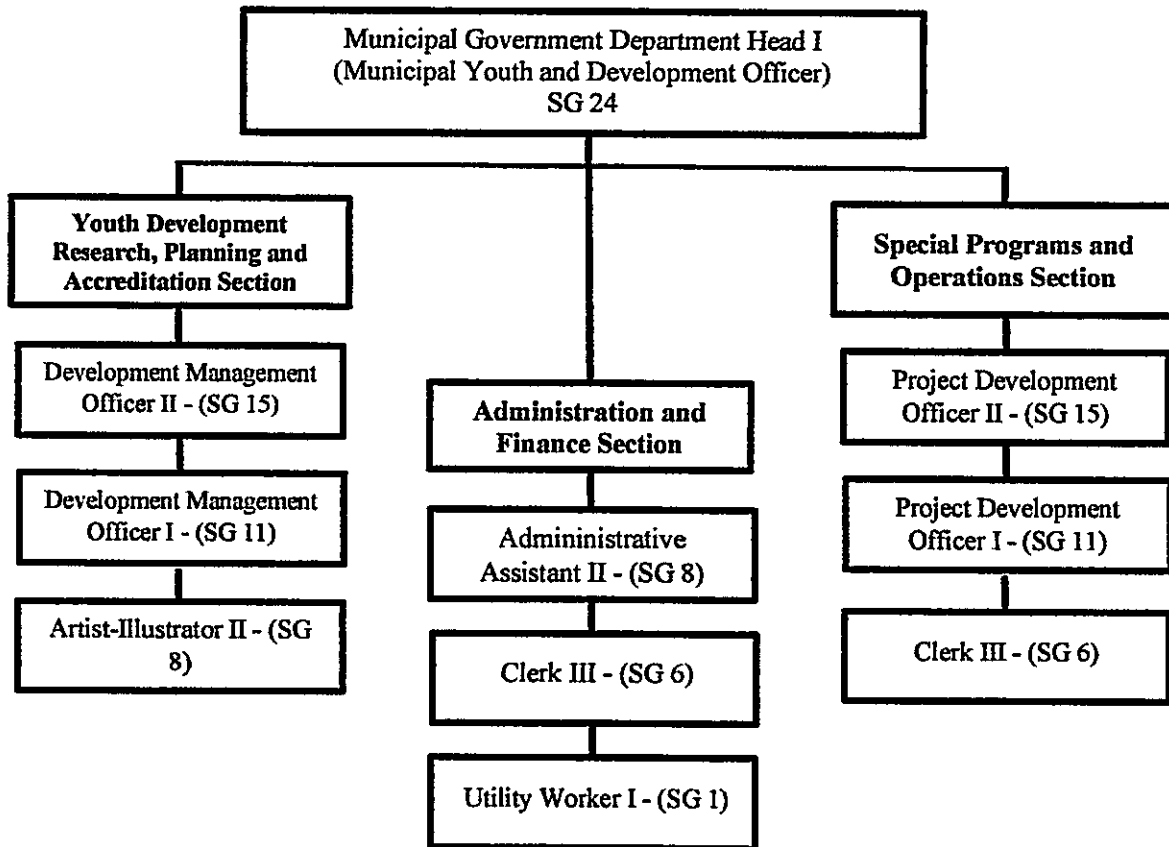
**SECTION 3. CREATION OF MUNICIPAL YOUTH DEVELOPMENT OFFICE (MYDO).** There shall be created a Municipal Youth Development Office, hereinafter referred to as MYDO, which shall basically serve as the main planning, coordinating, policy-making and monitoring structure for Youth Development Programs within the Municipality.

**SECTION 4. POWERS AND FUNCTIONS OF THE OFFICE.** The Office shall dispense the following functions and powers:

- a. In accordance with Section 24 (d) of these rules, register and verify youth and youth-serving organization (Subject to the revitalized Youth Organization's Registration Program (YORP) guidelines;
- b. Provide Technical Assistance to the LYDC of the concerned LGU in the formulation of the LYDP;
- c. Facilitate the election of the LYDC representatives;
- d. Serve as Secretariat to the LYDC;
- e. 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. The Local Youth Development Officer and his/her staff shall apply for accreditation from NYC in order for them to conduct the mandatory and continuing training programs of SK Officials and LYDC members. In the absence of the Youth Development Office in the Province, City or Municipality, the designated existing personnel by the LCE shall apply for accreditation with the NYC in order for said officials to conduct the mandatory and continuing training programs of SK Officials and LYDC members;
- f. Provide technical, logistical and other support in the conduct of the mandatory and continuing training programs and to such other programs of NYC and DILG;
- g. Coordinate with the Commission, with regard to the youth programs within their jurisdiction; and
- h. Perform such other functions as may be prescribed by law, ordinance or as the LCE, the DILG of the NYC may require.

**SECTION 5. COMPOSITION AND STRUCTURE OF THE OFFICE.**

The composition and structure of the Municipal Youth Development Office (MYDO) shall adopt the Organization Structure with the following Plantilla Personnel:



**SECTION 6. CREATION OF POSITION.** There is hereby created the position of Municipal Government Department Head I (Municipal Youth Development Officer) with Salary Grade 24 under the Municipal Youth Development Office in the Municipality of Carrascal, Surigao del Sur.

**SECTION 7. QUALIFICATION OF THE MUNICIPAL YOUTH DEVELOPMENT OFFICER.** The qualifications of the position shall follow both CSC M.C. No. 06, series of 2023, Annex D-2 and qualifications stipulated under Implementing Rules and Regulations (IRR) of Republic Act No. 10742 otherwise known "Sangguniang Kabataan Reform Act of 2015";

1. Be preferably not more than thirty (30) years of age at the time of his/her appointment;
2. Be of good moral character
3. Must have acquired experience in youth development affairs or involvement in youth or youth-serving organizations for at least three (3) years; and

4. He or she shall be appointed by the concerned LCE, but in no case shall he or she be within the fourth (4<sup>th</sup>) civil degree of consanguinity or affinity of the appointing authority.

POSITION	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Municipal Government Department Head I	24	Bachelor's degree	4 years in position/s involving management and supervision	24 hours of relevant training	Career Service Professional/ Second Level Eligibility

**SECTION 8. BRIEF DESCRIPTIONS OF THE SECTIONS UNDER THE MUNICIPAL YOUTH AND DEVELOPMENT OFFICE.** The following are the brief descriptions, duties and functions of each section under MYDO:

**8.1. YOUTH DEVELOPMENT RESEARCH, PLANNING, AND ACCREDITATION SECTION.** The Youth Development Research, Planning, and Accreditation Section is responsible for formulating and overseeing the policies, strategies, and plans that guide the implementation of youth development programs and initiatives within a local government unit, as well as facilitating the accreditation of youth organizations and youth-serving organizations in the municipality;

- (a) Conducting needs assessments, identifying key youth concerns, setting goals and objectives, and outlining strategies to address them within the municipal youth development plan;
- (b) Reviewing existing youth policies, identifying gaps, and proposing new policies to address specific youth needs and challenges;
- (c) Securing that the policies and plans developed should be tailored to the unique challenges and aspirations of the youth population within the local government unit;
- (d) Ensuring active involvement of youth representatives in the policy and planning process to ensure their voices are heard and considered;
- (e) Collaborating with different youth organizations, community leaders, and government agencies to ensure inclusive youth participation in policy development and program implementation;
- (f) Coordinating with other government offices, such as the Planning and Development Office, to integrate youth development goals into broader local development plans;
- (g) Creating and refining youth programs and activities aligned with the MYDP, including budgeting and resource allocation;
- (h) Facilitates the accreditation process of youth organizations and youth-serving organizations as provided for by the IRR of Republic Act No. 10742 and the National Youth Commission;

**8.2. SPECIAL PROGRAMS AND OPERATIONS SECTION.** The Special Programs and Operations Section is primarily responsible for designing, implementing, and overseeing various youth development programs and activities, including delivery, monitoring, and evaluation of the programs and services, to achieve the office's goals of empowering and supporting young people in the community;

- (a) Identifying youth needs and priorities through community assessments and consultations;
- (b) Developing comprehensive youth development programs aligned with identified needs, focusing on areas like education, career readiness, leadership, health, and life skills;
- (c) Tracking the progress of implemented youth programs, collecting data, and assessing their effectiveness in achieving set targets;
- (d) Providing training and workshops to MYDC members, SK officials, and other youth leaders on leadership, program management, and others;
- (e) Design, devise and expand training and development programs and strategies based on the needs of the organizations and concerned stakeholders;
- (f) Managing program logistics, including scheduling, venue arrangements, and resource allocation;
- (g) Facilitating program activities and workshops for youth participants, and conducting outreach activities to promote programs and attract potential participants;
- (h) Monitoring program progress and making necessary adjustments as needed;
- (i) Implementing data collection methods to track program outcomes and impact, and analyzing data to identify areas of success and areas for improvement;
- (j) Preparing reports on program performance to stakeholders, including funding agencies and local government officials;
- (k) Building relationships with community organizations, schools, businesses, and other youth-serving agencies to leverage resources and expand program reach;
- (l) Coordinating with local youth development councils and government bodies to align programs with broader youth development initiatives.

**8.3 ADMINISTRATION AND FINANCE SECTION.** The administration and finance section is primarily responsible for managing the office's financial resources, ensuring proper budgeting, tracking expenditures, maintaining administrative records, overseeing procurement processes, and generally ensuring the smooth operation of the office by handling administrative tasks, all while supporting the implementation of youth development programs.

- (a) Developing and managing the office budget, tracking income and expenses related to youth programs, processing invoices and payments, monitoring financial compliance with regulations, preparing financial reports for stakeholders;
- (b) Maintaining accurate records and documentation, overseeing office supplies and equipment procurement, managing office facilities and maintenance, coordinating administrative logistics for events and trainings;
- (c) Implementing procurement procedures for goods and services, reviewing and approving purchase orders, managing vendor contracts and relationships;
- (d) Ensuring adherence to relevant financial and administrative regulations, maintaining proper documentation for audits.

**SECTION 9. POSITION DESCRIPTION OF THE POSTS UNDER THE SECTION.** The following staff and their functions shall comprise the Municipal Youth Development Office.

**9.1 Municipal Government Department Head I  
(Municipal Youth Development Officer I)**

- (a) Directs all operations of the Municipal Youth Development Office;
- (b) Establishes procedures for the effective operation of the Office;
- (c) Submit to the Local Chief Executive rules and regulations, and other guidelines adopted by the Office and approved by the council, which would require the Local Executive's attention including annual and periodic reports;
- (d) Prepares and submits the annual and supplemental budgets of the Office following existing budgetary rules and regulations;
- (e) Represents Municipality of Carrascal in any provincial, regional, national, or international forum, meeting and functions related to youth development together with other youth representatives from the council; and
- (f) Perform such other functions as may be assigned by the office of the Local Chief Executive or of the Municipal Youth Development Council;
- (g) Submits Individual Performance Commitment and Review (IPCR) and Office Performance Commitment and Review (OPCR), and IPCR Target every semester.

**Youth Development Research, Planning and Accreditation Section**

**9.2 Development Management Officer II (SG 15)**

- (a) Conducts regular accreditation promotion and facilitate the accreditation process of youth and youth-serving organizations as provided for by the IRR of Republic Act No. 10742 and the National Youth Commission;

- (b) Develops and Implements a comprehensive and effective communications plan for and within the office which shall take into consideration the enhancement of youth participation and involvement in nation-building, promotion of values, and deliberation of pertinent youth-related issues;
- (c) Conducts all youth development research and formulation of program plans as required by the Municipal Youth Development Officer;
- (d) Disseminates incoming opportunities for collaboration & participation with organizations and community partners in a timely manner;
- (e) Provides direct input into the development of program partnership plans and policies;
- (f) Enhances external linkages and maintain positive relations among private and non-government institutions;
- (g) Performs other duties within capabilities and/or consistent with the level of this position as required: and
- (h) Submits Individual Performance Commitment and Review (IPCR) with Monthly Performance Output Report (MPOR) and IPCR Target every semester.

### **9.3 Development Management Officer 1 (SG 11)**

- (a) Assists in the planning, organization and promotion of youth development events, community events and other programs;
- (b) Compiles and maintains a comprehensive mailing-list of external contacts for program partnerships and external linkages;
- (c) Develops and update tailored information materials in response to the typical needs of the external contacts;
- (d) Assists in the local accreditation and registration of youth organizations;
- (e) Performs other duties within capabilities and/or consistent with the level of this position as required; and
- (f) Submits Individual Performance Commitment and Review (IPCR) with Monthly Performance Output Report (MPOR) and IPCR Target every semester.

### **9.4 Artists-Illustrator II (SG 8)**

- (a) Prepares publicly materials and graphic works as needed by the Office;
- (b) Plans concept by studying information and materials provided, and illustrating the concept by designing layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts;
- (c) Completes publicity material projects by coordinating with Office personnel, programs partners and involved key stakeholders;

- (d) Performs other functions as may be assigned by the supervisors; and
- (e) Submits Individual Performance Commitment and Review (IPCR) with Monthly Performance Output Report (MPOR) and IPCR Target every semester.

### **Special Programs and Operations Section**

#### **9.5 Project Development Officer II (SG15)**

- (a) Mobilizes program resources and timeline of activities to achieve desired objectives;
- (b) Develops program reports, formulate proposals and policies and devise strategies to ensure the implementation of community development Programs;
- (c) Plans, attend and coordinate meetings when necessary;
- (d) Design, devise and expand training and development programs and strategies based on the needs of the organizations and concerned stakeholders;
- (e) Create, manage and produce training materials for In-house youth leadership courses;
- (f) Performs other duties within capabilities and/or consistent with the level of this position as required;
- (g) Performs all duties incidental to the office and those that may be delegated or assigned to her/him by the Municipal Youth Development Officer; and
- (h) Submits Individual Performance Commitment and Review (IPCR) with Monthly Performance Output Report (MPOR) and IPCR Target every semester.

#### **9.6 Project Development Officer I (SG 11)**

- (a) Assists in the planning, implementation and evaluation of all youth leadership programs and other community development initiatives directly related to youth leaders' capacity building programs;
- (b) Liaising with groups and individuals to set up program services;
- (c) Prepare minutes, agenda and records the attendance and proceedings of all meetings of the MYDC;
- (d) Performs all duties incidental to the office and those that may be delegated or assigned to her/him by the supervisors; and
- (e) Submits Individual Performance Commitment and Review (IPCR) with Monthly Performance Output Report (MPOR) and IPCR Target every semester.

### **9.7 Clerk III (SG 6)**

- (a) Prepares reports and presentations;
- (b) Records minutes of meetings and manages office files;
- (c) Assists the immediate supervisor with transactions from external and internal clients;
- (d) Assists immediate supervisor in preparations and providing logistical support for the meetings, training, and other activities;
- (e) Performs other functions as may be assigned by the supervisors; and
- (f) Submits Individual Performance Commitment and Review (IPCR) with Monthly Performance Output Report (MPOR) and IPCR Target every semester.

### **Administration and Finance Section**

### **9.8 Administrative Assistant (SG 8)**

- (a) Performs administrative and office support activities for the Office;
- (b) Develop and manage the office budget, tracking of budget and expenses related to youth programs, processing invoices and payments, monitoring financial compliance with regulations, preparing financial reports for stakeholders;
- (c) Performs administrative duties which may include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filings;
- (d) Manages and distributes information within the Office;
- (e) In-charge of receiving and sending correspondence from and to other Offices;
- (f) Routes and monitors processing of both financial and non-financial claims and other documents;
- (g) Schedule appointment of Office Head;
- (g) Manages Office Head's schedule of meetings, activities and travels;
- (h) Performs other functions as may be assigned by the supervisor;
- (i) Submits Individual Performance Commitment and Review (IPCR) with Monthly Performance Output Report (MPOR);

### **9.9 Clerk II (SG 6)**

- (a) Consolidates documents such as DTR'S, Overtime Slips, Tardiness Reports, Leave, Pass Slips and Accomplishment Reports;
- (b) Attends to and briefs guests and visitors;
- (c) Update personnel records of all the personnel in the office;

- (d) Facilitates and keeps records of office financial documents for processing;
- (e) Encodes and maintains electronic recording system;
- (f) Records and maintains official registry of documents-in/out;
- (g) Facilitates and delivers documents to concerned offices and individuals;
- (h) Performs other functions as may be assigned by the supervisors; and
- (i) Submits individual Performance Commitment and Review (IPCR) with Monthly Performance Output Report (MPOR) and IPCR Target every semester.

**9.10 Utility Worker II (SG 3)**

- (a) Maintain cleanliness/orderliness of the office's premises/surroundings and its equipment;
- (b) May perform messengerial tasks and may operate reproduction machine for photocopying of documents;
- (c) Perform other related tasks as directed;
- (j) Submits individual Performance Commitment and Review (IPCR) with Monthly Performance Output Report (MPOR) and IPCR Target every semester.

**SECTION 10. RECRUITMENT AND PLACEMENT.** The recruitment and placement of the plantilla personnel of the Office can be in a gradual and progressive scheme depending on available resources of the municipality.

**SECTION 11. MUNICIPAL YOUTH DEVELOPMENT COUNCIL.** There shall be created a Municipal Youth Development Council (MYDC) which shall be responsible for the formulation of policies and implementation of youth development programs, projects and activities in coordination with the various government and non-government organizations.

**SECTION 12. COMPOSITION OF MUNICIPAL YOUTH DEVELOPMENT COUNCIL.** The Council shall be composed of twenty-one (21) members including the two (2) core members from the Sangguniang Kabataan. The 2 core members shall be composed of the president and the vice president of the Pederasyon and shall be supported by 18 other representatives from various youth organizations and youth-serving organizations:

<b>Chairperson:</b>	SK Pederasyon President
<b>Vice Chairperson:</b>	SK Pederasyon Vice President
<b>Secretariat:</b>	Municipal Youth Development Officer
<b>Members:</b>	18 Youth Organization & Youth-Serving Organization

**SECTION 13. OBJECTIVES.** The Council shall have the following general and specific objectives:

1. To develop and harness the full potential of the youth as responsible partners in nation-building;
2. To encourage intensive and active participation of youth in all government and non-government programs, projects and activities affecting them; and
3. To supplement government appropriations for youth promotions and development with funds from other sources.

**SPECIFIC OBJECTIVES:**

1. To broaden and strengthen the services provided by the national government, agencies, local government units and private agencies to the young people;
2. To provide information mechanism on youth opportunities on the areas of education, employment, livelihood, physical and mental health, capacity-building and networking;
3. To increase the spirit of volunteerism among the youth of the municipality;
4. To provide monitoring and coordinating mechanism for youth programs, projects and activities; and
5. To provide venue for the active participation of the youth in cultural and eco-tourism awareness program.

**SECTION 14. FINANCIAL REQUIREMENT.** The local government unit shall incorporate in its annual budget such amount as may be necessary for the operation and effective functioning of the Local Youth Development Office.

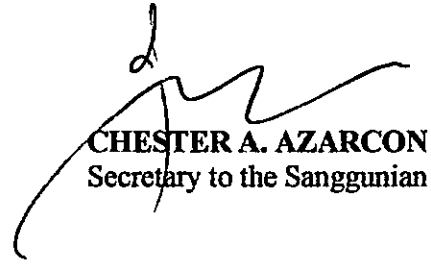
**SECTION 15. REPEALING CLAUSE.** All municipal ordinances, implementing rules and regulations and executive orders, or parts thereof, which are inconsistent with the provisions of this Ordinance, are hereby repealed and/or modified accordingly.

**SECTION 12. SEPARABILITY CALUSE.** If, for any reason or reasons, any part or provision of this Ordinance shall be held to be unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

**SECTION 13. EFFECTIVITY CLAUSE.** This Ordinance shall take effect after 10 days from the date a copy hereof is posted in the bulletin board at the entrance of the municipal hall and in at least two (2) other conspicuous places in the local government unit concerned.


Enacted this 2<sup>nd</sup> day of December, 2024.

Done in the Municipality of Carrascal, Surigao del Sur.



**CHESTER A. AZARCON**  
Secretary to the Sanggunian

**ATTESTED AND CERTIFIED  
TO BE DULY ADOPTED:**



**JESSIE JAMES T. VALLE**  
Municipal Vice Mayor  
Presiding Officer

**APPROVED:**



**VICENTE H. PIMENTEL, III**  
Municipal Mayor

# CARRASCAL MUNICIPAL ORDINANCE (YOUTH DEVELOPMENT OFFICE)

From: LEGISLATIVECarrascal (legislativebuilding@gmail.com)

To: tpsurigaosur@yahoo.com

Date: Thursday, January 16, 2025 at 10:16 AM GMT+8

GOOD DAY!

SIR/MADAM,

Sending you municipal ordinance no. 38-A series of 2024 of the municipality of Carrascal.  
Please see attached file and acknowledge receipt.

Thank you. God Bless.

Sincerely,

CHESTER A. AZARCON  
Secretary to the Sanggunian



ORD 38-A,S.2024.pdf  
6MB

