

ORDINANCE NO. _____
(Series of 2026)

AN ORDINANCE CREATING THE PROVINCIAL YOUTH DEVELOPMENT OFFICE (PYDO) OF THE PROVINCE OF SURIGAO DEL SUR, PROVIDING NECESSARY FUNDS THEREOF AND FOR OTHER PURPOSES

SPONSORS:

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MOVANT:

SECONDER:

WHEREAS, Section 13, Article II of the 1987 Philippine Constitution provides that, "The State recognizes the vital role of the youth in nation-building and shall promote and protect their physical, moral, spiritual, intellectual, and social well-being. It shall inculcate in the youth patriotism and nationalism and encourage their involvement in public and civic affairs";

WHEREAS, Presidential Decree 602 or "The Child and Youth Welfare Code" expresses that the child and youth are one of the important assets of the nation, thus, every effort should be exerted to promote their welfare and enhance opportunities for a useful and happy life;

WHEREAS, Republic Act No. 8044 also known as the "Youth in Nation Building Act" states the creation of structures to implement a comprehensive and coordinated program for the youth and give recognition to the youth's responsibility in fulfilling their vital role in nation-building;

WHEREAS, Chapter III, Section 23 and Chapter IV, Section 25 of Republic Act No. 10742 otherwise known as the "Sangguniang Kabataan Reform Act of 2015" and the Department of the Interior and Local Government (DILG) Memorandum Circular No. 2017-36 mandates and requires the organization and creation of the Local Youth Development Council (LYDC) and Local Youth Development Office (LYDO) in every province, city and municipality to ensure and guarantee the active and multi-sectoral youth participation in local government;

WHEREAS, Rule IV, Section 27 (a) of the Revised IRR of the SK Reform Act of 2015 provides that, "There shall be in every province, city and municipality a Youth Development Office which shall be headed by a Youth Development Officer with the rank of at least a Division Chief. Such may be put under the office of the Local Chief Executive (LCE), the Office of the Provincial Planning and Development, the Office of the Provincial Social Welfare and Development (PSWDO) or any other office deemed appropriate by the LGU. If the funds of the LGU are sufficient, it can be a separate department with divisions and units for policy and planning, administration and finance, and programs and operations;

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 and services in the comprehensive development plans of the LGU;

WHEREAS, it is vital to institutionalize youth participation in the local government recognizing the diversity of the youth sectors. Towards this end, the Local Government Unit (LGU) shall encourage them to actively participate and be involved in the crafting and monitoring of the youth related policies and plans of the province;

WHEREAS, the Provincial Government of Surigao del Sur, through its present leadership in pursuit for progress and development, encourages the youth sector to be fully assimilated in the mainstream so as to ensure an improved quality of life and youth-friendly environment where there are guarantees for education opportunities, economic privileges, civic and political rights;

WHEREAS, in view of the foregoing;

NOW THEREFORE

BE IT ORDAINED BY THE SANGGUNIANG PANLALAWIGAN OF THE PROVINCE OF SURIGAO DEL SUR IN A SESSION ASSEMBLED:

SECTION 1. TITLE. This Ordinance shall be known as “An Ordinance Creating the Provincial Youth Development Office (PYDO) in the Province of Surigao del Sur, Providing Necessary Funds Thereof and for Other Purposes”.

SECTION 2. DECLARATION OF POLICY. It is hereby declared the policy of the Provincial Government of Surigao del Sur that:

- (a) it shall recognize the vital role of the youth in nation-building and shall promote and protect their physical, moral, spiritual, intellectual and social well-being. It shall inculcate in the youth patriotism and nationalism and encourage their involvement in public and civic affairs;
- (b) it shall establish adequate, effective, responsive and enabling mechanisms and support systems that will ensure the meaningful participation of the youth in local governance and nation-building;
- (c) it shall recognize the vitality of youth involvement in the decision-making process on the various issues affecting them and towards this end. The local government shall ensure adequate and meaningful participation which shall be afforded to them in both executive and legislative functions; and
- (d) it shall recognize the important role of the private youth organization composed of various sectors and shall ensure that a rights-based and economic-based approach in development be integrated in the various process and regulations of the province.

SECTION 3. DEFINITION OF TERMS. When used in this Ordinance, the following words shall mean:

- (a) **Adult Youth** – shall include all youth whose ages range from 25-30 years;
- (b) **Child Youth** – shall include all youth whose ages range from 15-17 years;
- (c) **Commission** – shall refer to the National Youth Commission or NYC whose main responsibility is to formulate policies, plan, implement and oversee a nation integrated youth promotion and development program;
- (d) **Community-Based Youth Organization** – refers to non-profit organizations that service a local community needs of the youth through volunteers, sponsorships and donations;
- (e) **Core Youth** – shall include all youth whose ages range from 18-24 years;
- (f) **Council** – shall refer to the Provincial Youth Development Council (PYDC) of the Province of Surigao del Sur;

- (g) **Cultural Identity-Based Youth** – shall refer to youth organizations whose primary purpose is to advance the cultural identity of the youth of Indigenous Peoples of Surigao del Sur;
- (h) **DILG** – shall refer to the Department of Interior and Local Government;
- (i) **Faith-Based Youth Organization** – shall refer to a youth organization or youth-serving organization whose membership belongs to a certain religion or sect or religious belief;
- (j) **In-School Youth** – refers to all youth of school age, whether organized or not, presently enrolled with any educational, vocational institution which include but not limited to the following school organizations (academic or non-academic, student government, fraternities and sororities);
- (k) **Out of School Youth** – refers to all youth of school age, whether organized or not, who are unable to avail formal school system or who have dropped out from all levels of formal and informal education;
- (l) **PGSDS** – shall refer to the Provincial Government of Surigao del Sur;
- (m) **PYDC** – shall refer to the Provincial Youth Development Council;
- (n) **PYDO** – shall refer to the Provincial Youth Development Office;
- (o) **PYDP** – shall refer to the Provincial Youth Development Plan;
- (p) **School-based Organization** – refers to a youth or youth-serving organization whose membership are students belonging to schools, universities or colleges legally recognized by the state;
- (q) **SK** – shall refer to the Sangguniang Kabataan Officials and member of the Province of Surigao del Sur;
- (r) **SKMT** – shall refer to the Sangguniang Kabataan Mandatory Trainings;
- (s) **Special Advocacy Based Youth** – shall refer to any youth organization whose primary purpose is to serve youth with particular needs namely, youth with disabilities, youth in situations of armed conflict, victims of natural disasters and calamities, youth offenders, delinquent youth, LGBTQIA++ youth, drug dependent youth, street youth, abused/exploited youth and abandoned neglected youth among other;
- (t) **Working Youth** – shall refer to all youth whose ages range from 18-30 who are employed whether on a regular or temporary basis;
- (u) **YORP** – shall refer to Youth Organization Registration Program;
- (v) **Youth** – as defined in Republic Act 8044 otherwise known as “The Youth in Nation Building Act of 1995”, and for the purpose of this Code, shall refer to those persons whose ages range from 15-30 years old;
- (w) **Youth Development Officer** – refers to the person duly appointed or designated by the Local Chief Executive to serve as its agent in the province with the task provided for in this ordinance or as may deemed necessary;
- (x) **Youth-Serving Organization** – refers to registered, recognized and accredited organizations whose primary objectives, programs and projects are youth related and youth-oriented and whose composition are not limited to the youth;

- (y) **Youth Organizations** – refers to any youth led organization whose members are youth aged 15 to 30 years old; and
- (z) **Youth with Special Needs** – refers to those youth who are suffering from restriction or different abilities as a result of a mental, physical or sensory impairment to perform an activity in manner or within the range considered normal for a human being.

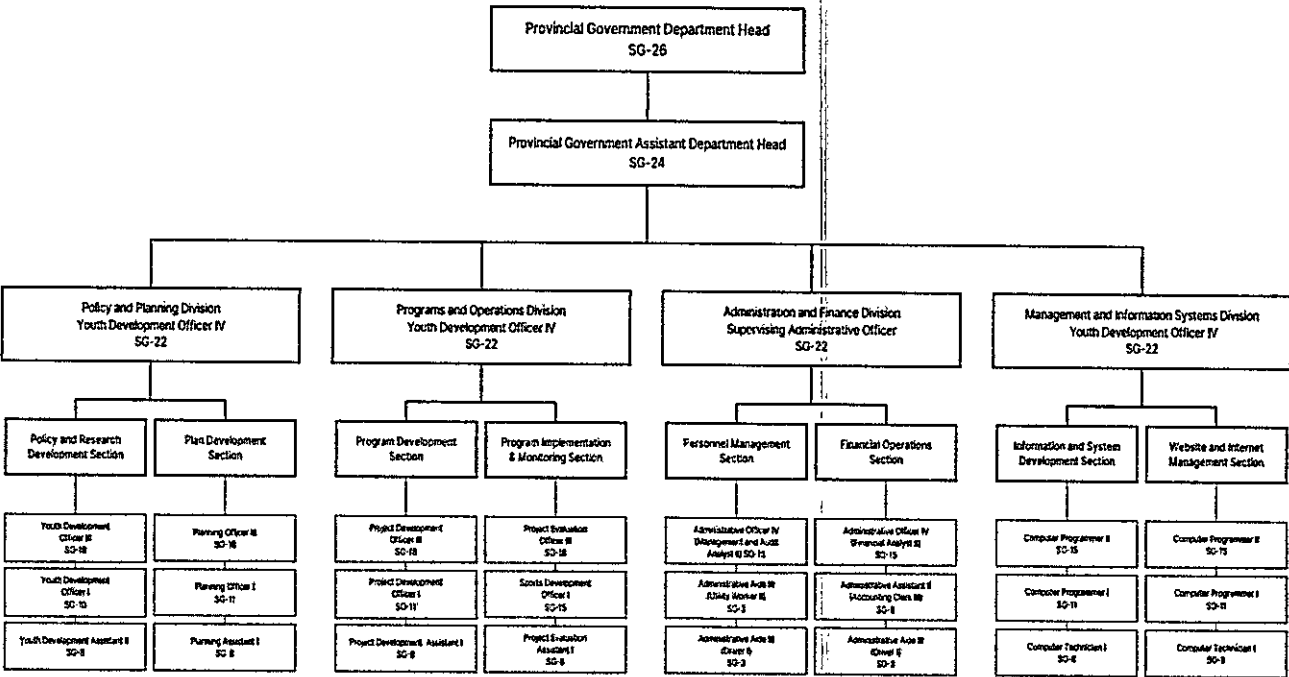
SECTION 4. CREATION OF THE PROVINCIAL YOUTH DEVELOPMENT OFFICE (PYDO). There shall be created a Provincial Youth Development Office, hereinafter referred to as PYDO, which shall basically serve as the main planning, coordinating, policy-making and monitoring structure for Youth Development Programs and Services of the Provincial Government of Surigao del Sur.

SECTION 5. 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 Provincial Youth Development Council (PYDC) of the Provincial Government in the preparation/formulation of the Provincial Youth Development Plan (PYDP);
- c. facilitate the election of the PYDC representatives;
- d. serve as Secretariat to the PYDC;
- 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 6. COMPOSITION AND STRUCTURE OF THE OFFICE. The Provincial Youth Development Office (PYDO) shall adopt the Organizational Structure:

PROVINCIAL YOUTH DEVELOPMENT OFFICE ORGANIZATIONAL STRUCTURE



SECTION 7. STAFFING PATTERN. In order that the office may effectively perform the functions and responsibilities as mandated by this Ordinance and effectively carry out youth development programs and activities in the province of Surigao del Sur, the following positions are hereby deemed created:

Position Title	Salary Grade	Quantity
Provincial Government Department Head	26	1
Provincial Government Assistant Department Head	24	1
POLICY AND PLANNING DIVISION		
Youth Development Officer IV	22	1
Policy and Research Development Section		
Youth Development Officer III	18	1
Youth Development Officer I	10	1
Youth Development Assistant II	8	1
Plan Development Section		
Planning Officer III	18	1
Planning Officer I	11	1
Planning Assistant I	8	1
PROGRAMS AND OPERATIONS DIVISION		
Youth Development Officer IV	22	1
Program Development Section		
Project Development Officer III	18	1
Project Development Officer I	11	1
Project Development Assistant	8	1

Program Implementation & Monitoring Section		
Project Evaluation Officer III	18	1
Sports Development Officer I	10	1
Project Evaluation Assistant I	8	1
ADMINISTRATION AND FINANCE DIVISION		
Supervising Administrative Officer (Administrative Officer IV)	22	1
Personnel Management Section		
Administrative Officer IV (Management and Audit Analyst II)	15	1
Administrative Aide III (Utility Worker II)	3	1
Administrative Aide III (Driver I)	3	1
Financial Operations Section		
Administrative Officer IV (Financial Analyst II)	15	1
Administrative Assistant II (Accounting Clerk III)	8	1
Administrative Aide III (Driver I)	3	1
MANAGEMENT AND INFORMATION SYSTEMS DIVISION		
Youth Development Officer IV	22	1
Information and System Development Section		
Computer Programmer II	15	1
Computer Programmer I	11	1
Computer Technician I	8	1
Website and Internet Management Section		
Computer Programmer II	15	1
Computer Programmer I	11	1
Administrative Assistant II (Data Controller II)	8	1
Total Number of Positions: 30		

SECTION 8. HEAD OF THE PROVINCIAL YOUTH DEVELOPMENT OFFICE.

The Provincial Youth Development Office (PYDO) shall be headed by a Provincial Government Department Head, Salary Grade 26, ~~shall be~~ appointed by the Provincial Governor and who shall possess the following qualifications prescribed by the Civil Service Commission (CSC) and as much as possible, possess the following qualifications:

- Be preferably not more than thirty (30) years of age at the time of his/her appointment;
- Be of good moral character;
- Must have acquired least three (3) years of experience in youth development affairs or involvement in youth or youth-serving organizations; and
- In no case be within the fourth (4th) civil degree of consanguinity or affinity, with the Appointing Authority.

The Department Head of the Provincial Youth Development Office shall alternatively be referred to as Provincial Youth Development Officer (PYDO).

The Provincial Government, upon the recommendation of the Provincial Youth Development Officer (PYDO), may provide additional staffing requirements in the Provincial Youth Development Office (PYDO) and shall be appointed by the Provincial Governor in whatever status deemed appropriate and in accordance with prevailing rules on government human resource procurement.

SECTION 9. QUALIFICATIONS, RECRUITMENT AND PLACEMENT. The recruitment and placement of the plantilla personnel/positions of the PYDO can be in a gradual and progressive scheme depending on available resources of the provincial government.

Appointments to position identified in the Staffing Pattern of the PYDO shall adhere to the Qualification Standards set forth by the Civil Service Commission, the Sangguniang Kabataan Reform Act of 2015 or RA10742, CSC MC 07, s. 2018 and other issuances of the Department of the Interior and Local Government (DILG) and the Department of Budget and Management (DBM) pertaining to these positions, as follows:

Position Title	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Provincial Government Department Head	26	Bachelor's degree	5 years in position/s involving management and supervision	32 hours of training in management and supervision	Career Service Professional/ Second Level Eligibility
Provincial Government Assistant Department Head	24	Bachelor's degree	3 years in position/s involving management and supervision	24 hours of training in management and supervision	Career Service Professional/ Second Level Eligibility
POLICY AND PLANNING DIVISION					
Youth Development Officer IV	22	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Policy and Research Development Section					
Youth Development Officer III	18	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Youth Development Officer I	10	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility
Youth Development Assistant II	8	Completion of two years studies in College	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility
Plan Development Section					
Planning Officer III	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Planning Officer I	15	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility
Planning Assistant I	11	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional)/ First Level Eligibility

PROGRAMS AND OPERATIONS DIVISION					
Youth Development Officer IV	22	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Project Development Section					
Project Development Officer III	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Project Development Officer I	11	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility
Project Development Assistant	8	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional)/ First Level Eligibility
Program Implementation & Monitoring Section					
Project Evaluation Officer III	18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Sports Development Officer I	10	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility
Project Evaluation Assistant I	8	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional)/ First Level Eligibility
ADMINISTRATIVE AND FINANCE DIVISION					
Supervising Administrative Officer (Administrative Officer IV)	22	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Personnel Management Section					
Administrative Officer IV (Management and Audit Analyst II)	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None required	None required	None required (MC11, s. 1996 - Cat. III)
Administrative Aide III (Driver I)	3	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)
Financial Operations Section					
Administrative Officer IV (Financial Analyst II)	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Administrative Assistant II (Accounting Clerk III)	8	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional)/ First Level Eligibility
Administrative Aide III (Driver I)	3	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)

MANAGEMENT INFORMATION SYSTEMS DIVISION					
Youth Development Officer IV	22	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Information and System Development Section					
Computer Programmer II	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
Computer Programmer I	11	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility
Administrative Assistant II (Data Controller II)	8	Completion of two years studies in College or High School graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Data Encoder (MC 11, s. 1996 - Cat. I)/ CS Sub-professional

SECTION 8. DUTIES AND FUNCTIONS OF THE DIVISIONS AND SECTIONS.
The Divisions and Section presented in the Organizational Structure and Staffing Pattern of the Provincial Youth Development Office shall have the following duties and functions:

- A. **EXECUTIVE MANAGEMENT** – The MOD shall be responsible for providing overall administrative backbone, financial management, strategic planning, monitoring and information technology infrastructure support to sustain the department's front-line services.

POSITION TITLE	FUNCTIONS
Provincial Government Department Head (PYDO) – SG 26	a. Provides executive leadership, strategic direction and overall administrative control for the Provincial Youth Development Office. b. Formulates and implements comprehensive provincial policies and programs aligned with national youth development frameworks. c. Serves as the primary liaison officer to the Provincial Youth Development Council (PYDC) and external partner agencies. d. Approves the allocation of financial, logistical, and human resources across all divisions to ensure balanced organizational growth. e. Submits periodic progress and administrative reports to the Governor, the Sangguniang Panlalawigan and national oversight agencies.

Provincial Government Department Head – SG 24	Assistant	a. Assists the Department Head in overseeing internal operations, division workflows and program execution across the office. b. Assumes the functions and responsibilities of the Department Head in their absence or as legally designated. c. Coordinates cross-divisional initiatives to ensure efficient deployment of human, technical and financial resources. d. Reviews divisional performance outputs and operational reports before final submission to the Department Head. e. Facilitates inter-agency collaborations and addresses critical administrative gaps within internal operations
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B. POLICY AND PLANNING DIVISION (PPD) - Focuses on data collection, rigorous research, macro-level planning and the systemic formulation of the Provincial Youth Development Plan (PYDP) to anchor programs on empirical evidence.

Policy and Research Development Section (PRDS) - Conducts demographic, socioeconomic, and thematic research regarding the youth sector to guide localized legislative and executive policy drafting.		
Youth Development Officer IV – SG 22 (1 Position / Division Chief)		a. Manages the planning, execution, and evaluation of all research and policy initiatives of the division. b. Directs the technical preparation of legislative proposals and executive briefs concerning youth welfare. c. Supervises the design and validation of research tools used for province-wide youth profiling assessments. d. Establishes partnerships with academic institutions and research bodies to enhance data collection capabilities. e. Presents comprehensive research findings and policy recommendations to the Department Head and the PYDC.
Youth Development Officer III – SG 18		a. Designs complex research frameworks, surveys and focus group parameters targeting specific youth cohorts. b. Analyzes quantitative and qualitative youth data to identify critical socio-economic gaps and intervention areas.

	c. Drafts comprehensive technical papers, policy briefs and situational reports based on field data. d. Monitors emerging regional and national trends in youth development to update local research protocols. e. Provides technical guidance and quality control reviews to lower-level research staff during data analysis.
Youth Development Officer I – SG 10	a. Conducts fieldwork, field data collection and preliminary coding of research instruments across local communities. b. Drafts structured research summaries, literature reviews and situationers regarding youth demographics. c. Coordinates with municipal youth offices to facilitate local focus groups and survey distributions. d. Assists in verifying the integrity and accuracy of raw data collected from field operations. e. Prepares routine progress reports regarding the status of ongoing community research projects.
Administrative Assistant II (Clerk IV) – SG 8	a. Encodes collected data arrays, maintains secure research databases and tabulates statistical information. b. Provides logistical and administrative assistance during research deployment, interviews and community validations. c. Maintains the physical and digital filing registry of completed survey forms and research references. d. Prepares meeting minutes for research planning sessions and coordinates schedules for field activities. e. Assists in the reproduction and distribution of data collection instruments and information materials.

Plan Development Section (PDS) - Translates research data into structured development plans, monitors compliance with local regulations and updates the Provincial Youth Development Plan.

Planning Officer III – SG 18

- a. Spearheads the multi-sectoral drafting, reviewing and updating processes of the long-term Provincial Youth Development Plan (PYDP).
- b. Aligns local development goals with regional and national frameworks set by the National Youth Commission.
- c. Formulates strategic performance indicators and target frameworks for the office's annual programs.
- d. Evaluates the integration of youth programs into the broader comprehensive development plans of the province.
- e. Leads technical working groups during institutional plan alignment and multi-agency planning reviews.

Planning Officer I – SG 11

- a. Assists in facilitating planning workshops, consultations and multi-sectoral alignment meetings for youth organizations.
- b. Monitors performance indicators and physical targets committed in the office's annual investment plans.
- c. Consolidates departmental and sectional statistics into structured data sheets for planning adjustments.
- d. Drafts preliminary project concepts and planning briefs based on approved divisional goals.
- e. Maintains communication lines with municipal planning counterparts to ensure synchronized youth roadmaps.

Planning Assistant I – SG 8

- a. Maintains the documentation registry of planning sessions, resolutions and draft program designs.
- b. Consolidates departmental and sectional monitoring reports into working drafts for annual planning reviews.
- c. Arranges logistics, venues, and materials for planning workshops and stakeholder consultation assemblies. Tracks the submission timelines of planning documents from various office sections.

	d. Performs routine administrative tasks including photocopying, file retrieval and data entry for the planning team.
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C. PROGRAMS AND OPERATIONS DIVISION - Handles the field execution of youth development interventions, sector capacity-building, cultural and athletic affairs and project monitoring.

Program Development Section (PDS) - Conceptualizes localized program designs, facilitates statutory mandatory trainings and manages specialized sectoral interventions.	
Youth Development Officer IV – SG 22	a. Leads the strategic execution of field programs, community operations and capacity-building tracks for youth leaders. b. Supervises institutional training programs, including the Sangguniang Kabataan Mandatory Trainings (SKMT). c. Directs the implementation of the Youth Organization Registration Program (YORP) and verification mechanics. d. Manages resource distribution and deployment schedules for large-scale field operational programs. e. Establishes operational linkages with local government units to smoothly cascade provincial youth programs.
Project Development Officer III – SG 18	a. Formulates comprehensive project proposals, action plans and specific activity designs for youth empowerment projects. b. Coordinates with municipal counterparts and community networks to implement localized project methodologies. c. Directs technical workflows for specialized youth tracks including out-of-school youth and youth with special needs. d. Monitors operational timelines and program fund adjustments during field implementations. e. Drafts terminal reports and operational summaries for each major completed youth project.

Project Development Officer I – SG 11	a. Designs and executes programs intended to showcase youth creativity, preserve local heritage and promote cultural identities. b. Coordinates with school-based and community-based groups to organize cultural exhibitions and artistic development tracks. c. Maintains an inventory of youth culture and arts groups registered within the province. d. Facilitates workshops that enhance youth artistic talents and local indigenous cultural preservation. e. Prepares standard administrative and event closure reports for all cultural community projects.
Project Development Assistant I – SG 8	a. Provides operational support during project setups, mobilization and field distribution of program materials. b. Keeps detailed logs of participant registries, training evaluations and asset distributions for individual projects. c. Secures and packages programmatic materials, equipment and training kits prior to field deployment. d. Assists in handling participant inquiries and routing registrations for ongoing training courses. e. Maintains the archival registry of project photos, attendance sheets and physical project documents
Program Implementation & Monitoring Section (PIMS) - Evaluates field project efficiency, audits output metrics against targets and drives grass-roots physical wellness and sports tracks.	
Project Evaluation Officer III – SG 18	a. Establishes monitoring and evaluation (M&E) systems to assess the efficiency, impact and sustainability of projects. b. Conducts field audits and post-implementation reviews to identify bottlenecks and document best practices. c. Formulates structured evaluation frameworks, impact indicators and physical validation metrics.

	d. Analyzes programmatic variances to recommend corrections for future project operational runs. e. Consolidates comprehensive M&E analytical briefs for division chiefs and executive leadership review . ✓
Sports Development Officer I – SG 10	a. Develops grassroots sports clinics, physical wellness tournaments and athletic development plans for the youth. b. Manages partnerships with local sports associations to build sustainable talent pipelines and active youth spaces. c. Organizes technical training workshops for youth sports officials, coaches and local tournament managers. d. Maintains records of equipment, sports facilities and athletic materials managed by the office. e. Prepares operations updates, budgeting frameworks and safety reports for sports activities.
Project Evaluation Assistant I – SG 8	a. Collects baseline data fields, verifies project attendance sheets and compiles post-activity evaluation forms. b. Maintains organized data matrices detailing the status, reach and demographic spread of active office operations. c. Encodes feedback information from youth program beneficiaries into the primary evaluation tracking system. d. Assists evaluation officers during physical spot-checks and field inspection trips. e. Generates raw statistical charts and data summaries regarding program performance metrics

D. ADMINISTRATION AND FINANCE DIVISION - Manages human resource mechanisms, procurement flows, fiscal planning and day-to-day general facility and transport maintenance . ✓

Personnel Management Section (PMS) - Implements internal human resource systems, manages general office upkeep and maintains transport services.

Supervising Administrative Officer – SG 22	a. Directs the execution of internal personnel actions, budget allocations and procurement actions for the office. b. Ensures institutional adherence to civil service rules, government accounting laws and procurement guidelines. c. Supervises employee performance evaluation cycles and professional development programs within the office. d. Oversees the strategic maintenance of properties, general equipment pools and facilities. e. Resolves complex administrative bottlenecks and enforces strict internal compliance protocols across all sections. ✓
Administrative Officer IV (Management and Audit Analyst II) – SG 15	a. Manages human resource services, including attendance auditing, performance ratings and staff development actions. b. Performs internal administrative audits on office files, asset registries and procedural workflows for compliance. c. Maintains updated personal data sheets, leave cards and service records for all personnel. d. Drafts office memoranda, specialized administrative orders and internal workflow guidelines. e. Facilitates recruitment, orientation, and placement actions for incoming plantilla or contractual personnel.
Administrative Aide III (Utility Worker II) – SG 3	a. Maintains the cleanliness, sanitation and orderly physical layout of office spaces, conference halls and facilities. b. Assists in shifting physical setups, moving heavy records and organizing materials during office-hosted events. c. Monitors utility supply levels and reports needed building repairs or infrastructure defaults.

	d. Collects and disposes of office waste following safety rules and environmental sanitation laws. e. Runs simple building-level manual routing tasks for documents and records between office sections.
Administrative Aide III (Driver I) – SG 3	a. Operates assigned provincial service vehicles safely for official field assignments, monitoring trips and logistics. b. Performs regular vehicle safety inspections, log updates and routine mechanical maintenance scheduling. c. Tracks fuel usage metrics and computes standard efficiency records inside driver trip tickets. d. Maintains the pristine cleanliness and basic operational functionality of assigned transportation properties. e. Reports any transport accidents, structural damages or mechanical failures immediately to supervisors.
Financial Operations Section (FOS) - Directs the preparation of annual operational budgets, expense audits, payroll processing and bookkeeping.	
Administrative Officer IV (Financial Analyst II) – SG 15	a. Prepares annual budget proposals, project cost estimations and institutional financial expenditure forecasts. b. Monitors fund utilization rates and reviews financial documents for statutory accounting validity. c. Conducts preliminary fiscal analysis to confirm that project fund requests stay within approved allocation limits. d. Drafts specialized financial status updates, funding justifications and budget allocation briefs. e. Coordinates with provincial accounting, budget, and audit departments to streamline local fiscal processing.
Administrative Assistant II (Accounting Clerk III) – SG 8	a. Processes voucher requests, purchase orders, payroll records and financial liquidations.

	b. Maintains systematic ledger records of office expenditures, accounts and petty cash operations. c. Verifies supporting invoices, receipts and field reports against corporate compliance accounting rules. d. Tracks processing delays for outstanding financial documents across external provincial oversight offices. e. Files physical and digital duplicates of certified financial transactions for audit preparation
Administrative Aide III (Driver I) – SG 3	a. Provides dedicated transport support for financial transactions, banking errands and procurement distributions. b. Ensures proper compliance with trip ticket rules, mileage recording and standard preventative maintenance. c. Assists financial personnel in lifting and transporting heavy accounting ledgers or archived financial boxes. d. Cleans and monitors the mechanical status of assigned administrative transport units. e. Maintains accurate records of fuel receipts and trip routes for administrative liquidation processes.

E. MANAGEMENT AND INFORMATION SYSTEMS DIVISION - Controls the deployment of technical infrastructure, customized software systems, official portals, and digital registries for youth networks and official National Youth Commission portal.

Information and System Development Section (IMDS) - Architectures database structures, builds customized software solutions and maintains structural hardware configurations.	
Youth Development Officer IV – SG 22	a. Directs information systems planning, data governance protocols and digital infrastructure development for the office. b. Oversees the development of specialized digital tools, including the Youth Organization Registration Program (YORP) registry. c. Approves structural modifications, system design methodologies and security standards for data applications.

	d. Evaluates institutional IT procurement programs to verify computing resource upgrades stay within standards. e. Enforces data privacy compliance across all internal information collections, data storage and external reporting pipelines.
Computer Programmer II – SG 15	a. Designs, codes, and refines customized applications, database backends and organizational registry systems. b. Ensures optimal performance, information architecture security and query efficiency for all youth data indices. c. Constructs systematic database backups and establishes disaster data recovery routines for system platforms. d. Conducts technical code updates, database normalization steps and implements systems integration options. e. Supervises programming workflows, code debugging tasks and system enhancements done by technical subordinates.
Computer Programmer I – SG 11	a. Assists in writing source code, building basic functional application modules and running debugging scripts. b. Conducts technical system testing, drafts user manual documentation. c. Trains personnel on software utilization. Monitors daily database activities to detect validation anomalies, system errors, or access exceptions. d. Updates application features and data entry screens based on evolving internal section requirements. e. Drafts technical logs detailing application updates, error resolutions and individual module performance metrics
Computer Technician I – SG 8	a. Deploys, monitors, and repairs office computer workstations, network nodes, peripherals and server racks. b. Provides operational tech support, basic virus mitigation and ensures reliable network connection across divisions.

	c. Maintains the physical inventory registry of all computers, communications hardware and computing materials. d. Executes localized hardware cleaning routines and resolves operating system configuration issues. e. Assists in laying down network cables and setting up computing terminals during local office setups.
Website and Internet Management Section (WIMS) - Develops internet portals, operates web servers, publishes informational updates, and handles server security.	
Computer Programmer II – SG 15	a. Manages the architecture, security infrastructure and hosting systems of the official provincial youth portal. b. Implements secure backend interfaces, cloud resource distributions and advanced data encryption protocols. c. Audits server security frameworks to actively block malicious traffic, system exploits and data leaks. d. Directs internet bandwidth optimizations and web traffic control setups to guarantee portal access speeds. e. Approves the structural user-experience layouts and interactive scripts applied on public-facing portals.
Computer Programmer I – SG 11	a. Develops user interfaces, web applications, responsive components and modules for the public portal. b. Maintains automated digital forms, registration portals and electronic announcement channels for the office. c. Publishes approved announcements, program charts and policy guidelines onto the official youth portal. d. Identifies broken links, faulty layout elements, or script bugs on the website and executes fixes. e. Generates analytical traffic summaries and user engagement metrics for web administrators to review.

Computer Technician I – SG 8	a. Monitors web servers, logs bandwidth metrics, and resolves local internet connectivity interruptions. b. Executes scheduled data backups, basic web system configurations and updates localized user hardware components. c. Verifies that localized routers, modems, and domain endpoints stay operational throughout regular office hours. d. Provides frontline technical troubleshooting for staff running into portal access or upload issues.
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SECTION 9. FINANCIAL REQUIREMENT. The Provincial Government of Surigao del Sur shall incorporate in its annual budget such amount as may be necessary for the operation and effective functioning of the Provincial Youth Development Office (PYDO).

SECTION 10. REPEALING CLAUSE. All Ordinances, administrative circulars and executive orders or parts thereof which shall be found to be inconsistent with the provision/s of this ordinance are hereby repealed or modified accordingly.

SECTION 11. 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 12. EFFECTIVITY. This Ordinance shall take effect upon its approval and in accordance with law.

ENACTED by the 21st Sangguniang Panlalawigan of Surigao del Sur this ____th day of _____, 2026 at the City of Tandag, Province of Surigao del Sur by unanimous votes of all Sangguniang Panlalawigan Members present.

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