Republic of the Philippines
Province of Surigao del Sur
CITY OF BISLIG

BISLIG LEAD

TANGGAPAN NG SANGGUNIANG PANLUNGSOD

November 6, 2026

NG SANGGUNIANG TANGGAPAN PANLALAWIGAN
RECEIVED
DATE 11/11/26
TIME 3:00 pm
TANDAG CITY, SURIGAO DEL SUR

MR. EDGAR G. PEREZ, II, J.D.
Secretary
Tanggapan ng Sangguniang Panlalawigan
Tandag City, Surigao del Sur

S i r :

Pursuant to pertinent provisions of R.A. 7160, we are respectfully submitting herewith rectified copies of Ordinance No. 2026-13 enacted by the City Council of Bislig City captioned **"AN ORDINANCE CREATING THE LOCAL YOUTH DEVELOPMENT OFFICE (LYDO) IN THE CITY OF BISLIG, SURIGAO DEL SUR"**, for its review and approval.

Thank you.

Very truly yours,

ROSENDO R. CAMPOS, M.P.A.
Secretary to the Sanggunian

Tel. No.: (086) 853-6089, local 113
E-mail Address: spobisligsds@gmail.com
Address: 3rd Floor West Wing, City Hall Building
Nat'l. Highway, Bislig City, Surigao del Sur

Republic of the Philippines
Province of Surigao del Sur
CITY OF BISLIG

TANGGAPAN NG SANGGUNIANG PANLUNGSOD

AN ORDINANCE ENACTED DURING THE 41ST REGULAR SESSION OF THE TENTH SANGGUNIANG PANLUNGSOD OF THE CITY OF BISLIG, HELD ON THE 28TH DAY OF APRIL 2026 AT THE LEGISLATIVE SESSION HALL, BISLIG CITY, SURIGAO DEL SUR.

TANGGAPAN NG SANGGUNIANG PANLALAWIGAN
RECEIVED
DATE: 11/6/26
BY:
TIME: 3:06 pm
TANDAG CITY, SURIGAO DEL SUR

PROVINCE OF SURIGAO DEL SUR
Office of the Secretary to the Sangguniang Panlalawigan
Tel. No.: 086-2115832
Email: ossp@surigaodelsur.gov.ph
OSSP-26-06525

esent:

HON. ALFREDO J. CARMELO
Sangguniang Panlungsod Member
(Temporary Presiding Officer)

Regular Members:

Hon. Pedrito R. Sulapas	-Sangguniang Panlungsod Member	
Hon. Bernadeth May R. Almanon-Balondo	-	-do-
Hon. Jonas A. Cacayan	-	-do-
Hon. Paul E. Vicencio	-	-do-
Hon. Victor B. Alvar, Jr.	-	-do-
Hon. Reynaldo V. Dominguez	-	-do-
Hon. Romeo F. Cacayan	-	-do-
Hon. Winston Y. Sia	-	-do-
Hon. Apolio C. Alvar	-	-do-

Ex-Officio Members:

Hon. Eladio A. Galano	-President, Liga ng mga Barangay
Hon. Florio S. Josafat, Jr.	-Indigenous Peoples Representative
Hon. Ana Mae M. Agusa	-SK Federation President

On Leave:

Hon. Conrad C. Cejoco	- City Vice Mayor

ORDINANCE NO. 2026-13

Authored by:
Hon. Ana Mae M. Agusa

Sponsored by:
Hon. Romeo F. Cacayan
Hon. Jonas A. Cacayan **Hon. Alfredo J. Carmelo**
Hon. Florio S. Josafat, Jr. **Hon. Bernadeth May R. Almanon-Balondo**
Hon. Pedrito R. Sulapas **Hon. Conrad C. Cejoco**

"AN ORDINANCE CREATING THE LOCAL YOUTH DEVELOPMENT OFFICE (LYDO) IN THE CITY OF BISLIG, SURIGAO DEL SUR"

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 affairs;

WHEREAS, Republic Act 10742, otherwise known as the Sangguniang Kabataan (SK) Reform Act of 2015 and its Implementing Rules and Regulations (IRR), provides for the creation of a Local Youth Development Office (LYDO) in every city, province, and municipality, which shall be headed by a Local Youth Development Officer, a Department Head with Salary Grade 25;

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;

WHEREAS, DILG Memorandum Circular No. 2017-36, dated February 24, 2017, mandates all provincial governors, city mayors, and municipal mayors to create their respective Local Youth Development Offices (LYDO) within their areas of jurisdiction;

WHEREAS, the Local Government Unit of Bislig aims to prioritize the youth, promote broad and multi-sectoral youth participation in local governance, and implement programs and policies that truly benefit them;

NOW THEREFORE, BE IT ORDAINED, as it is hereby ordained by the Sangguniang Panlungsod of the City of Bislig, Surigao del Sur in session duly assembled, that:

SECTION 1. ***Title*** — This Ordinance shall be known as ***"An Ordinance creating the Local Youth Development Office (LYDO) in the City of Bislig, Surigao del Sur."***

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. 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 is not limited to the youth. The organization shall be duly recognized or accredited by proper national or local government registering entities.

4. NYC– shall refer to the National Youth Commission created under Republic Act No. 8044;

5. LYDO– shall refer to the Local Youth Development Office;

6. Local Youth and Development Council (LYDC)– a multi-sectoral youth association, which shall be called the 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 at the provincial, city, and municipal levels;

7. Local Youth Development Plan (LYDP)– shall refer to the provincial, city, or municipal youth development plan as initially drafted by the SK Federation, finalized by the LYDC, and approved by the local sanggunian. The 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 the 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 the Department of Interior and Local Government;

10. LCE– shall refer to the Local Chief Executive or the City/Municipal Mayor.

SECTION 3. ***Creation of Local Youth Development Office (LYDO)***– There shall be created a Local Youth Development Office, hereinafter referred to as LYDO, which shall basically serve as the main planning, coordinating, policy-making, and monitoring structure for Youth Development Programs within the city.

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;

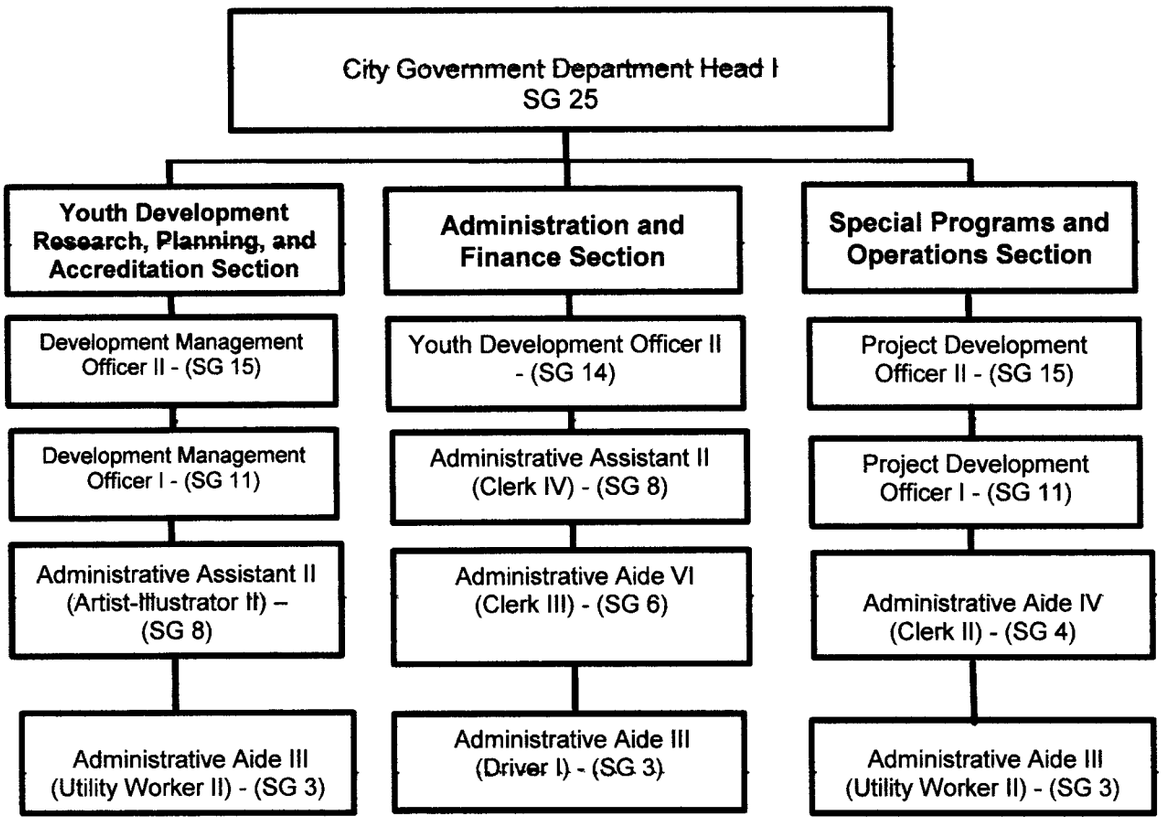
e. Conduct the mandatory and continuing training of SK officials and LYDC members in accordance with the programs jointly designed and implemented by the National Youth Commission (NYC) and DILG. The Local Youth Development Officer and his/her staff shall apply for accreditation from NYC in order for them to conduct the mandatory and continuing training programs of SK officials and LYDC members;

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 Local Youth Development Office (LYDO) shall adopt the Organization Structure with the following Plantilla Personnel:



SECTION 6. ***Creation of Position***— There is hereby created the position of City Government Department Head I with Salary Grade 25 under the Local Youth Development Office in the City of Bislig, Surigao del Sur.

SECTION 7. *Qualification of the Local Youth Development Officer*– The qualifications for the position shall conform to the standards set by the Local Government Code, 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 as the *"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. He or She must be a Bonafide resident of Bislig City;

3. Be of good moral character;

4. Bachelor's degree relevant to the job;

5. Must have acquired experience in youth development affairs or involvement in youth or youth-serving organizations for at least three (3) years;

6. With at least experience in supervisory or managerial roles; and

7. He or she shall be appointed by the concerned LCE, but in no case shall he or she be within the fourth (4^{th}) civil degree of consanguinity or affinity of the appointing authority.

POSITION	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
City Government Department Head I	25	Bachelor's Degree relevant to the job	5 years of relevant experience	24 hours of relevant training	Career Service Professional/ Second Level Eligibility
Youth Development Officer II	14	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Development Management Officer 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
Project Development Officer 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
Development Management Officer I	11	Bachelor's Degree relevant to the job	None Required	None Required	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
Administrative Assistant II (Clerk IV)	8	Completion of 2 years studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-Professional/First Level Eligibility

Administrative Assistant II (Artist-Illustrator II)	8	Completion of two (2) years studies in College or High ~~School Graduate~~ with relevant vocational trade course	1 year of ~~relevant~~ experience	4 hours of ~~relevant~~ training	Illustrator (MC 11, s. 1996, as ~~amended~~ - Cat. II)/ CS Sub-professional
Administrative Aide VI (Clerk III)	6	Completion of 2 years studies in ~~College~~	None Required	None Required	CS Sub-Professional/First ~~Level Eligibility~~
Administrative Aide IV (Clerk II)	4	Completion of two years studies in College	None Required	None Required	Career Service (Sub-professional) First Level Eligibility
Administrative Aide III (Utility Worker II)	3	Must be able to read and write	None Required	None Required	None required (MC 11, s. 1996 - Cat. III)
Administrative Aide III (Driver I)	3	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 11, s. 1996 - Cat. IV)

SECTION 8. ***Brief Descriptions of the Sections under the Local Youth and Development Office***– The following are the brief descriptions, duties and functions of each section under LYDO:

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 City;

a. Conducting needs assessments, identifying key youth concerns, setting goals and objectives, and outlining strategies to address them within the Local 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 City 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 LYDP, 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;

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 LYDC 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.

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;

1. City Government Department Head I

a. Directs all operations of the Local 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 City of Bislig 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 Local 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

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 Local 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.

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.

g. Performs all duties incidental to the office and those that may be delegated or assigned to her/him by the Local Youth Development Officer; and

h. Submits Individual Performance Commitment and Review (IPCR) with IPCR Target every semester.

7. 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 LYDC.

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 IPCR Target every semester.

8. Administrative Aide IV (Clerk II) (SG 4)

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 IPCR Target every semester.

9. Administrative Aide III (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;

d. Submits individual Performance Commitment and Review IPCR) with IPCR Target every semester.

Administration and Finance Section

10. Youth Development Officer II (SG 14)

a. Prepare the Annual Budget of the LYDO, to be submitted to the LYD Officer;

b. Submit a quarterly statement of disbursements under the LYDO;

c. Monitor the budget flow of the LYDO;

d. Prepare all vouchers and necessary financial documents needed by the LYDO;

e. Oversees the preparation of the minutes, agenda, and records the attendance and proceedings of all meetings of the City Youth Development Council;

f. Oversees the preparation of the office budget and other financial matters;

g. Disseminates notices of all meetings;

h. Responsible for the development of internal office procedures, office internal control, document inventory, office layout and other similar matters;

i. Performs all duties incidental to the office and as may be directed by the Department Head.

11. Administrative Assistant II (Clerk IV) (SG 8)

a. Performs administrative and office support activities for the Office;

b. Develop and manage the office budget, track the budget, and expenses related to youth programs, process invoices and payments, monitor financial compliance with regulations and prepare financial reports for stakeholders;

a. 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;

h. Manages Office Head's schedule of meetings, activities and travels;

i. Performs other functions as may be assigned by the supervisor;

j. Submits Individual Performance Commitment and Review (IPCR) with IPCR Target every semester;

12. Administrative Aide VI (Clerk III) (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 IPCR Target every semester.

13. Administrative Aide III (Driver I) (SG 3)

a. Ferries the City Government Department Head I (Local Youth Development Officer) and staff to any official business in the Office;

b. Does messengerial functions in the Office;

c. Does other related functions as may be directed by the Supervising Officer.

SECTION 10. ***Recruitment and Placement***– The recruitment and placement of the Plantilla of Personnel of the Office can be in a gradual and progressive scheme depending on available resources of the city.

SECTION 11. ***Local Youth Development Council***– There shall be created a Local Youth Development Council (LYDC) 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 Local Youth Development Council***– The Council shall be composed of at least twelve (12) members including the two (2) core members from the Sangguniang Kabataan. The two (2) core members shall be composed of the president and the vice president of the Pederasyon and shall be supported by ten (10) other representatives from various youth organizations and youth-serving organizations:

Chairperson:	SK Federation President
Vice Chairperson:	SK Federation Vice President
Secretariat:	Local Youth Development Officer
Members:	10 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 city;

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 City 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 Clause***— 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 ten (10) days from the date a copy hereof is posted in the bulletin board at the entrance of the City Hall and in at least two (2) other conspicuous places in the local government unit concerned.

ENACTED this 28th day of April, 2026.

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I HEREBY CERTIFY to the correctness of the above-quoted ordinance.

ROSENDO R. CAMPOS, MPA
Secretary to the Sanggunian

ATTESTED AND CERTIFIED
TO BE DULY ENACTED:

ATTY. ALFREDO J. CARMELO
Sangguniang Panlungsod Member
(Temporary Presiding Officer)

APPROVED:

FLORENCIO C. GARAY
City Mayor

Date of Approval: NOV 03 2026

rc: SPM AMMA/DRCA/RRC/EJH/TSP Reso. No. 1470-26/rectified
TN:2026-10-326