



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, Quezon City
www.dilg.gov.ph



MEMORANDUM CIRCULAR

No. 2022-033

TO : ALL CITY AND MUNICIPAL MAYORS, LOCAL YOUTH DEVELOPMENT OFFICERS, BARANGAY OFFICIALS, SANGGUNIANG KABATAAN OFFICIALS AND OTHERS CONCERNED

SUBJECT : CONDUCT OF PROFILING OF THE KATIPUNAN NG KABATAAN AND ON THE ESTABLISHMENT, MAINTENANCE, UPDATING, AND SUBMISSION OF YOUTH DATABASE

DATE : 23 MAR 2022

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1. RATIONALE

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

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

Corollary, the SK shall consult and secure the concurrence of the majority of the KK members present, there being a quorum, based on the list of the SK Secretary, in the formulation and approval of all its policies, plans, programs, and activities that promote the welfare of the youth xxx".

Furthermore, one of the functions of SKs is to effectively respond to youth concerns in their respective barangays which is in harmony and in accordance with Section 8(i) of the aforesaid IRR. The provision provides that the SK shall "conduct youth profiling, establish, maintain and update a database of youth in the barangay and ensure submission to the Commission, and proper turn-over to the next set of SK officials.

In relation thereto, it is stipulated therein that profiling templates shall be jointly designed by DILG and NYC.

Lastly, Section 14 (a) of the said IRR states that the SK Secretary shall keep and, in coordination with the other SK members, prepare and update all the records of the KK, including the list of its qualified and registered members, youth policies, profile, database studies, research and registry of youth and youth serving organizations in the barangay, if any, and ensure submission to the NYC and proper turn-over to the next set of SK officials.

2. PURPOSE

This Memorandum Circular shall have the following objectives:

- 2.1 To provide the process of transparent and accountable profiling of the KK;
- 2.2 To define the roles and responsibilities of the SK officials in preparing the profile database of the KK; and,
- 2.3 To standardize the templates that shall be used in the conduct of KK Profiling.

3. PREPARATORY ACTIVITIES

3.1 The SK Chairperson, through the SK Secretary, shall write a formal letter to the Punong Barangay (PB), using the attached **Annex 1**, to:

- 3.1.1 Inform PB on the conduct of youth profiling;
- 3.1.2 Seek the necessary assistance and support from PB to successfully conduct the KK profiling; and
- 3.1.3 Request the full support and cooperation of the residents to the said activity.

3.2 The SK Officials shall conduct information campaigns or disseminate information, education and communication (IEC) materials regarding the specifics of the youth profiling.

3.3 Consequently, the SK Secretary shall post related announcements on the details for the conduct of the youth profiling in three (3) conspicuous areas within the barangay and/or via social media. The announcement or related information may remain posted in conspicuous places to increase the awareness of the public until such time that data gathering has concluded.

3.4 For faster and more efficient data gathering, the SK Officials may divide themselves into groups and may designate areas of assignment accordingly.

- 4. ACTUAL CONDUCT OF PROFILING AND CONSOLIDATION OF KK DATA-** The following activities shall be undertaken by the concerned local officials in the conduct of KK profiling and consolidation of KK data:

4.1 SK OFFICIALS

- 4.1.1 Provide the target respondent with a copy of the Informed Consent and the KK Survey Questionnaire marked as **Annex 2** and **Annex 3**, respectively.
- 4.1.2 Guide the respondent in the accomplishment of Annex 3.
- 4.1.3 Request the respondent to sign Annexes 2 and 3.
- 4.1.4 After the conduct of profiling, the SK Secretary, based on the accomplished Annex 3, shall consolidate the data using the template as prescribed by NYC on "Katipunan ng Kabataan Youth Profile" marked as **Annex 4**.
- 4.1.5 The SK Chairperson shall provide the City or Municipal Youth Development (C/MYD) Officer with a copy of the accomplished Annex 4.
- 4.1.6 **OBSERVANCE OF HEALTH PROTOCOLS-** In the conduct of KK profiling, all SK Officials are directed to observe and comply with the minimum health standards, other health protocols or restrictions based on the policies and guidelines issued by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases, the government agencies concerned or based on enacted local ordinances to prevent the spread of COVID-19.

4.2 C/MYD OFFICER

- 4.2.1 Accept the accomplished Annex 4 submitted by the SK Chairpersons.
- 4.2.2 Ensure the submission of the accomplished Annex 4 by all the SK Chairpersons within the City or Municipality.
- 4.2.3 Consolidate the submitted Annex 4 and maintain a database of the Katipunan ng Kabataan Youth Profile of the City or Municipality.
- 4.2.4 Provide the Provincial Youth Development (PYD) Officer with the copy of the consolidated City or Municipal Katipunan ng Kabataan Youth Profile within five (5) working days upon receipt of all the accomplished Annex 4.

4.3 YOUTH DEVELOPMENT OFFICERS IN THE HIGHLY URBANIZED CITIES (HUCs) AND INDEPENDENT COMPONENT CITIES (ICCs)

- 4.3.1 Accept the accomplished Annex 4 submitted by the SK Chairperson.

4.3.2 Ensure the submission of the accomplished Annex 4 by all the SK Chairpersons concerned.

4.3.3 Consolidate the submitted Annex 4 and maintain a database of the Katipunan ng Kabataan Youth Profile of the City.

4.3.4 Submit to the NYC Area Officer the HUC or ICC Katipunan ng Kabataan Youth Profile within five (5) working days upon receipt of all the accomplished Annex 4.

4.4 PYD OFFICER

4.4.1 Ensure submission by all C/MYD Officers of their respective City or Municipal Katipunan ng Kabataan Youth Profile.

4.4.2 Consolidate and maintain database of all City or Municipal Katipunan ng Kabataan Youth Profile.

4.4.3 Submit the consolidated Provincial Katipunan ng Kabataan Youth Profile to the NYC Area Officer within five (5) working days upon receipt of all City and Municipal Katipunan ng Kabataan Youth Profile.

4.5 NYC AREA OFFICER

4.5.1 Ensure submission by all Provincial, HUC and ICC Youth Development Officers of their respective Provincial, HUC, or ICC Katipunan ng Kabataan Youth Profile.

4.5.2 Consolidate and maintain database of all received Provincial, HUC, or ICC Katipunan ng Kabataan Youth Profile.

4.5.3 Submit the consolidated Katipunan ng Kabataan Youth Profile to the NYC Central Office within ten (10) working days upon receipt of all Provincial, HUC, or ICC Katipunan ng Kabataan Youth Profile.

5. UPDATING OF THE KATIPUNAN NG KABATAAN YOUTH PROFILE

5.1 The SK Officials shall:

5.1.1 Accept all qualified youth as members of KK.

5.1.2 Follow procedures as indicated in Items 4.1.

5.1.3 Update the KK Youth Profile database

5.2 For overage members of the KK:

5.2.1 The SK Secretary shall remove the name of the overage KK Member/s and update the KK Youth Profile.

5.2.2 SK Chairperson shall provide the C/MYD Officer with the List of overage KK Member/s.

5.3 All concerned Local Youth Development Officer and NYC Area Officers shall undertake their respective roles as stated in Items 4.2 to 4.5 of this Circular and their respective KK Youth Profile upon receipt of the data of the newly accepted members of the KK and list of overage KK Member/s.

6. Pursuant to the Data Privacy Act of 2012 (RA 10173), all data shall be strictly for the National Youth Commission's use only.

7. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

8. ANNEXES

- 8.1 Annex 1 – Letter to Punong Barangay Template
- 8.2 Annex 2 – Informed Consent
- 8.3 Annex 3 – KK Questionnaire
- 8.4 Annex 4 – Katipunan ng Kabataan Youth Profile Template

9. FEEDBACK

For related concerns and inquiries, all concerned are advised to contact the NYC-SK Secretariat, through Ms. Gill Sagadal at Cellphone Number 0943-731-0244 or e-mail address: sk@nyc.gov.ph

10. APPROVING AUTHORITY


EDUARDO M. AÑO
Secretary

OSEC/EMA/NBOO/CAPDD/esm



DILG-OSEC 03232022-023

ANNEX 1

Date:

Name of Punong Barangay

Name of Barangay

Address

Salutation:

Greetings!

We are pleased to inform you that as elected Sangguniang Kabataan (SK) Officials, we will be conducting a youth profiling as prescribed by Section 8 (i) of the Rules and Regulations Implementing the Republic Act No. 10742 or Sangguniang Kabataan Reform Act of 2015. The said youth profiling primarily aims to identify all youth ages fifteen (15) but not more than thirty (30) years old in our barangay and primary details that would serve as basis in crafting relevant programs and policies.

In line with this, we are respectfully requesting your assistance and support by providing an announcement on the said project and helping us advocate the said data gathering.

We are planning to conduct the data gathering from (starting date) until (ending date) .

Thank you very much and more power.

Truly yours,

Name and Signature

SK Chairperson

INFORMED CONSENT

Title of Research

Katipunan ng Kabataan Profiling (KK Profiling)

Consulting Agency

National Youth Commission (NYC)
Quezon City, Philippines

1. Purpose of the Study

The Profiling aims to gather the information and data of the Katipunan ng Kabataan members. The information that will be gathered in the KK Profiling will be stored to the upcoming SK Portal and will only be used for the purpose of database management handled by the National Youth Commission.

2. Terms and Duration of Participation

You are asked to join the study as a participant in the *KK Profiling*. The conduct of the profiling will take 2 to 3 hours per Barangay; the data will serve as an updated National database of the Katipunan ng Kabataan members in the Philippines.

3. Risks/Confidentiality

Your participation in the study will be treated with utmost confidentiality. Any information collected from you will be used in the Database management. Also, your safety is our primary concern. The profiling ensures that there will be no risk to encounter during the process of data collection.

4. Compensation

The activity is in accordance with RA No. 10742 and the policy/guidelines of the Department of Interior and Local Government and the National Youth Commission. There will be no monetary remuneration other than our sincerest gratitude for your time and effort. Your participation will be highly appreciated.

5. Inquiries

If you have any question/s on the administration of the survey question or the study in general, please do not hesitate to contact the research proponent through the following information:

SK Secretary

Confirmation

Name of Respondent: _____

Signature: _____

Date: _____

Contact Information _____

KK Survey Questionnaire

Respondent #: _____

Date: _____

TO THE RESPONDENT:

Good day!

We are currently conducting a study that focuses on assessing the demographic information of the Katipunan ng Kabataan. We would like to ask your participation by taking your time to answer this questionnaire. Please read the questions carefully and answer them accurately.

REST ASSURED THAT ALL INFORMATION GATHERED FROM THIS STUDY WILL BE TREATED WITH UTMOST CONFIDENTIALITY.

I. PROFILE

Name of Respondent: _____
Last Name Middle Name Last Name Suffix

Location: _____
Region Province City/Municipality Barangay Purok/Zone

Sex Assigned by Birth: ☐ Male ☐ Female
 Age: _____ E-mail address: _____
 Birthday: _____ Contact #: _____
(dd/mm/yy)

II. DEMOGRAPHIC CHARACTERISTICS

Please put a Check mark next to the word or phrase that matches your response.

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Civil Status</div> <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Married <input type="checkbox"/> Annulled <input type="checkbox"/> Widowed <input type="checkbox"/> Unknown <input type="checkbox"/> Divorced <input type="checkbox"/> Live-in	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Youth Classification</div> <input type="checkbox"/> In school Youth <input type="checkbox"/> Out of School Youth <input type="checkbox"/> Working Youth <input type="checkbox"/> Youth w/ Specific needs:	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <input type="checkbox"/> Person w/ Disability <input type="checkbox"/> Children In Conflict w/ Law <input type="checkbox"/> Indigenous People </div>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Youth age Group</div> <input type="checkbox"/> Child Youth (13-17 yrs old) <input type="checkbox"/> Core Youth (18-24 yrs old) <input type="checkbox"/> Young Adult (15-30 yrs old)	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Work Status</div> <input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Self-Employed <input type="checkbox"/> Currently looking for a Job <input type="checkbox"/> Not Interested Looking for a Job	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Educational Background</div> <input type="checkbox"/> Elementary Level <input type="checkbox"/> Elementary Grad <input type="checkbox"/> High school level <input type="checkbox"/> High school Grad <input type="checkbox"/> Vocational Grad <input type="checkbox"/> College Level <input type="checkbox"/> College Grad <input type="checkbox"/> Masters Level <input type="checkbox"/> Masters Grad <input type="checkbox"/> Doctorate Level <input type="checkbox"/> Doctorate Graduate	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Registered SK Voter?</div> <input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Did you vote last SK election?</div> <input type="checkbox"/> Yes <input type="checkbox"/> No
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Registered National Voter?</div> <input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">If Yes, How many times?</div> <input type="checkbox"/> 1-2 Times <input type="checkbox"/> 3-4 Times <input type="checkbox"/> 5 and above
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Have you already attended a KK Assembly?</div> <input type="checkbox"/> Yes <input type="checkbox"/> No	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">If No, Why?</div> <input type="checkbox"/> There was no KK Assembly Meeting <input type="checkbox"/> Not Interested to Attend

Thank you for your participation!

 Name and Signature of Participant

Congratulations for being elected as primary movers in youth development in your locality.

Please ensure that all youth in the barangay including yourselves are part of the list.

Mabuhay ang Kabataang Pilipino!

KATIPUNAN NG KABATAAN YOUTH PROFILE

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