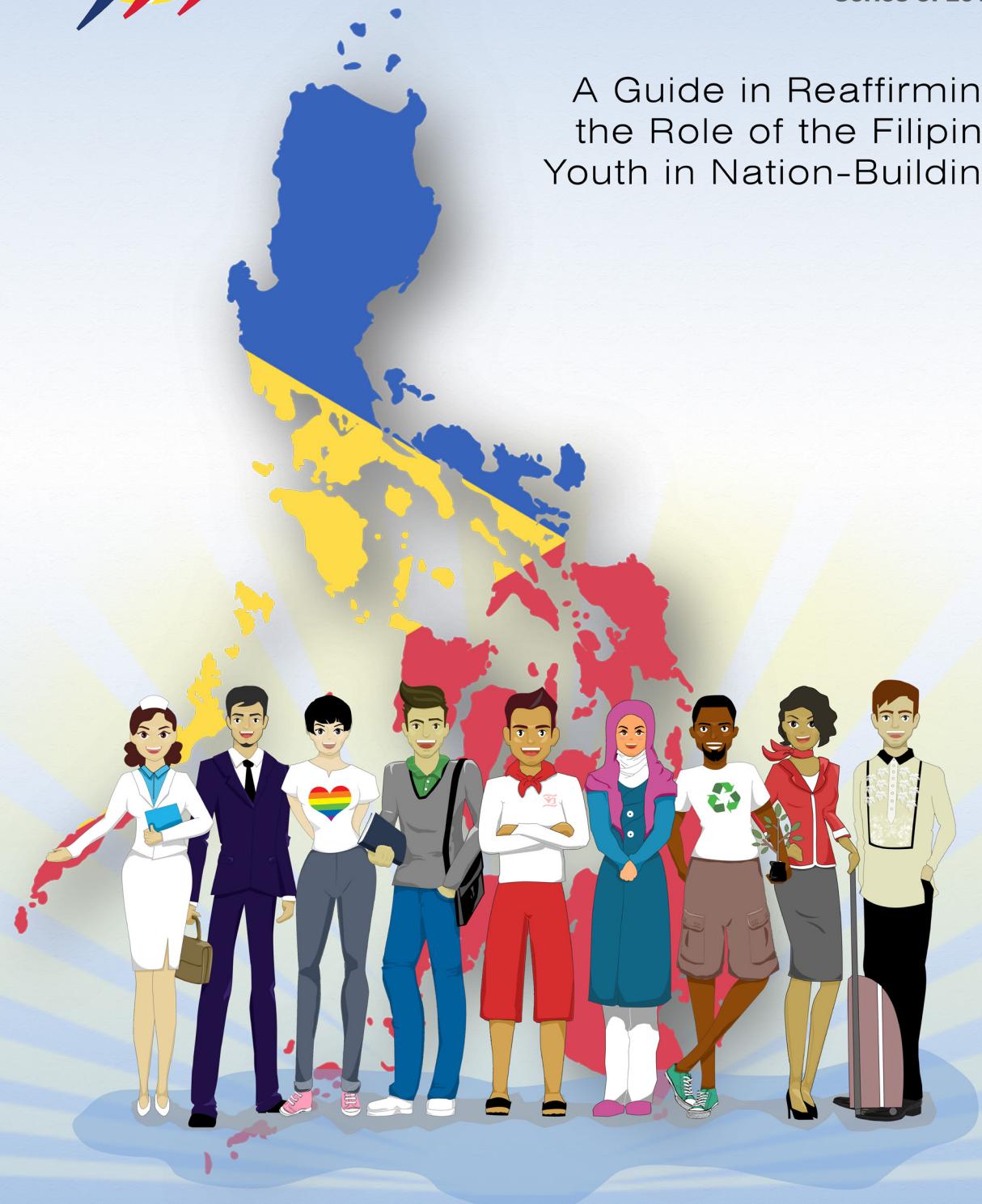




SANGGUNIANG KABATAAN OPERATIONS MANUAL

Series of 2017

A Guide in Reaffirming
the Role of the Filipino
Youth in Nation-Building



Acknowledgment

This Sangguniang Kabataan Operations Manual was completed with the wholehearted cooperation and support of many individuals and groups without whom this manual could not have been realized.

Acknowledgements therefore are gratefully extended to the our interagency partners for the crafting of the Operations Manual: Department of the Interior and Local Government (DILG), National Barangay Operations Office (NBOO), Local Government Academy(LGA), Development Academy of the Philippines (DAP); University of the Philippines National College of Public Administration and Governance (UP-NCPAG); Department of Budget and Management (DBM); Commission on Audit (COA); and the Commission on Elections (COMELEC).

Special thanks to our consultant, Ms. Juliet Carolino for her useful inputs and ideas.

Most of all, sincerest gratitude to the NYC officials and personnel who devotedly worked on this Operations Manual: Commissioner Percival V. Cendaña for the leadership and direction, Commissioner James Ceasar A. Ventura and his staffs, Mr. Willie Jake Sib-at and Ms. Rielyn Manibog, for the kind assistance in finalization of the manual and the cover page design, the Regional Youth and Development Division (RYDD) headed by Mr. Melanio R. Santella, Jr. and Mr. Fernando C. Quiazon, the SK Unit selflessly manned by Dr. Sheridan Athena Y. Gajete, Mr. Raymund Arcilla, Ms. Carla Felise Dimaranan and Mr. Amerson Aguinaldo for their patience and perseverance in carrying out every detail towards the completion of the project.

To the SK TWG who drafted this manual; Ms. Cristabeth Jacinta Madrigal, Ms. Baby Bernadeth Fernando, Mr. Jose Cielos, Ms. Elsa Magdaleno, Ms. Maria Charito Carag, Mr. Mark Anthony Fernandez, Mr. James Benedict Gutierrez, Ms. Jocelyn Fernandez and everyone behind the completion of the manual we are forever thankful, without you the development of the modules could not have been realized.



MALACAÑANG PALACE

Message

My warmest greetings to the National Youth Commission (NYC) and the Sangguniang Kabataan (SK) on the publication of the SK Operations Manual.

The government recognizes the vital and indispensable role of the youth in nation-building. Hence, we continue to promote and protect their physical, moral, intellectual and social well-being through various mechanisms and support systems that will encourage their meaningful participation in policy-making and governance.

I commend the NYC and the SK for releasing this Operations Manual that would enable our youth to better understand and appreciate their duties and responsibilities as leaders in their respective communities. With guidance from the Department of the Interior and Local Government, the Local Government Academy, the Development Academy of the Philippines and the University of the Philippines National College of Public Administration and Governance, I am confident that this endeavor will pave the way for substantial reforms in governance at the barangay level.

As we release this Operations Manual, I call on our people to instill patriotism, nationalism and other desirable values in our children so that they may be inspired to take a more active role in steering our nation towards a stronger and brighter future.

A handwritten signature in black ink, appearing to read "Rodrigo Roa Duterte".

RODRIGO ROA DUTERTE
President of the Republic of the Philippines



Office the President of the Philippines
NATIONAL YOUTH COMMISSION



Message

Mabuhay!

We take pride in the publication of the Sangguniang Kabataan Operations Manual. This is a product of the collaborative and tireless efforts of the men and women of the National Youth Commission and the partner agencies like the Department of the Interior and Local Governments, the Development Academy of the Philippines, the Local Government Academy and University of the Philippines – National College of Public Administration and Governance.

This SK Operations Manual is a manifestation of our relentless commitment to nurture the leadership capabilities of the youth as it provides an avenue to acquire knowledge about the SK's roles and responsibilities, financial accountability, public governance, and different aspects of servant leadership.

I am elated because the SK OM is participatory since it entails being involved with devotion, enthusiasm and zest. It is also receptive because SK was reformed to bring out the positive side of youth leadership.

Sabi nga ng isang American educator at aktibistang si Mary McLeod Bethune, "We have a powerful potential in our youth, and we must have the courage to change old ideas and practices so that we may direct their power toward good ends."

With the SK OM, makakasiguro tayong lahat na mas magigng makabuluhan ang papel ng mga kabataan bilang bahagi ng SK

My sincerest gratitude to the teams from the NYC, DILG, DAP, LGA and UP-NCPAG that collaborated to produce this labor of love. It is my fervent wish that the trainers who will be engaged in the execution of the manual will do their part to level up with the reformed SK.

As the voice and advocate of the youth, the NYC will continue to fulfil its mandate.

Umaasa kami na ang lahat ng mga pagkilos at galaw ay magsisilbing inspirasyon sa lahat ng mga kabataan hindi lamang sa Pilipinas kundi sa iba't ibang bahagi ng mundo.

Now is the time to take up the SK challenge. Are you ready for it?



Hon. CARIZA "AIZA" Y. SEGUERRA
Chairperson and CEO



Office the President of the Philippines
NATIONAL YOUTH COMMISSION

Message

The history of Sangguniang Kabataan taught us that no opportunities for youth participation in governance should be taken for granted. Lest we end up losing what we have been given.

The 2017-2022 Philippine Youth Development Plan framework this out by emphasized that our nation's success towards youth development and empowerment may only be achieved with the synergy between the youth and the government.

Our generation of young people is fortunate since we have witnessed how the Sangguniang Kabataan has been reformed through Republic Act No. 10742. Since the Sangguniang Kabataan is an integral part of National Youth Commission's overall national youth policy, I consider the approval of the SK Reform Act as one of the most important victories of the youth sector in this decade.

Reform was necessary. We cannot blame it solely to the gaps of the old policy. We have to recognize that in the past, the youth had allowed incompetence, complacency and corruption to devour what could have been a platform for genuine youth participation. The necessary reforms are finally in place and the National Youth Commission is privileged to take the lead to ensure its full implementation.

However, this sweet victory did not come without a price. This reform costed us almost four years on non-representation in local government units – both in policy making and program implementation.

Let us not just repeat the history. Let us reclaim Sangguniang Kabataan. Let it serve the youth and safeguard our rights, freedom, and welfare.

Simulan natin muli!



A Sec. JAMES CAESAR A. VENTURA
Commission-at-Large



Office the President of the Philippines
NATIONAL YOUTH COMMISSION

Message

A MESSAGE FROM THE NOT SO DISTANT PAST TO THE FUTURE OF SK

If you're reading this, it means that the struggle to save the Sangguniang Kabataan succeeded.

If you're reading this, it means we overcame the imminent threat of abolition after a few years of absence and three election postponements. It means that we succeeded in justifying the need for youth participation in governance in the local level. It also means that we convinced decision-makers to give SK another chance. That the SK could be rebuilt and restored to be the youth institution it was envisioned to be--the voice and advocate of the youth.

If you're reading this, it means the future of the new SK has begun and that future is you, in you.

Your SK or the "new and reformed SK" as we like to call it is the product of a long and ardent struggle. The struggle was not just against abolition. The more important and more difficult struggle was to make society appreciate the value and relevance of the SK after years of being on the brink of irrelevance.

You're reading this because you have been chosen by your peers. You answered the call of service and leadership. You accepted the challenge and responsibility to rebuild the SK and make it truly serve the interest of the Filipino youth.

You're reading this because your constituents trust your capability and believe in your integrity. They expect you to deliver and make good your campaign promises. Your community expects you to significantly contribute in making your barangay a better place. Your country expects you to carry with fervor the torch for meaningful change.

Read this, study this, take this to heart.

Make SK work for genuine youth development, for a brighter future.



Asec. PERCIVAL V. CENDANA
Commissioner Representing Luzon



Office the President of the Philippines
NATIONAL YOUTH COMMISSION



Message

The youth are movers and shakers of this generation; the world now has the largest number of young people in history. And the need to tap into the youth's active participation is key to the growth and the development of our nation.

The youth are encouraged to take charge of their lives and take action on whatever decisions they make, with this the youth will be able to transform their consciousness in to reality and everyone benefits when young people actively participate to improve their lives.

Youth empowerment is achieved through participation in youth empowerment programs, with the youth being active and participative, we give them the responsibility to shape and hone their future,

By giving the youth the voice, they in turn grow up into better adults in the society. Giving young people a place in decision-making builds a broader base of citizen involvement and creates stronger, more inclusive communities.

Youth participation is necessary in the development of active citizenship because it balances young people's social rights with their responsibilities.

Youth participation is a right, and we must not take away that right from them, with that right they are empowered let the youth be heard, let the youth speak out for themselves, because if we take away that right we are depriving them of their identity we are depriving them of their ideals and the capacity to grow and to become mature individuals to adapt to the constant change in this world.



Dr. NIELEX "LEX" TUPAS
Executive Director & COO



Office the President of the Philippines
NATIONAL YOUTH COMMISSION



Message

Increasing investment in young people is the key. This includes promoting quality education that prepares them for future opportunities. Diversity of training is needed. Young people are hungry for better options. "They are rejecting the status quo and demanding a better future. Many of them are claiming their right to a decent living, and they are willing to take risks to do so.

With the Sangguniang Kabataan Operations Manual, the SK officials shall be properly guided in the practical and receptive performance with regard to their roles and responsibilities to make them better individuals and leaders of the future.

There is also a critical need to involve young people in decisions that will affect them. We cannot talk about sustainable development without the active involvement of youth. When we give young people decent jobs, political weight, negotiating muscle, and real influence in our world, they will create a better future.

It is our hope that this manual apprises our future SK officials in their future endeavours with the 5 Cs of Leadership: Capable, Committed, Connected, Communicative, and Caring.

Leadership is not about personality; it's about behaviour—an observable set of skills and abilities. May this manual be the guide for our youth to reach the pinnacle of leading others and be an inspiration to make a difference.

MELANIO R. SANTELLA, Jr., MPA
Chief, Regional Youth Development Division



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
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Message

My warmest felicitations to the vibrant men and women of the National Youth Commission (NYC) for coming up with the Sangguniang Kabataan Operations Manual (SK-OM), an education and information material to be used during the SK Mandatory Training Program.

Republic Act 8044 (Youth in Nation-Building Act) outlines the pivotal role of the youth in nation-building, and that the government, thru the National Youth Commission, shall "establish adequate, effective, responsive and enabling mechanisms and support systems that shall empower the youth and ensure their meaningful participation in local governance and in nation-building."

With the preparations for the forthcoming SK elections already in the pipeline, the circulation of this Manual couldn't have come at an opportune time. It provides the newly-elected SK officials a guide to the day-to-day operations of the Sanggunian and will serve as a reference material for them to better appreciate their roles and functions as youth leaders.

I hope that you will actively support the various programs, projects and activities of the national and various local governments especially those that concern youth and children, including, among others, intensive tree planting campaigns, clean-up drives, health and nutrition missions, educational camps or art advocacies.

We know the importance of giving voice to the youth sector so that they may realize their full potential for the continued development and empowerment of the Filipino youth!

I challenge you to be the future of our country. Be our partners for change!

A handwritten signature in black ink, appearing to read "Catalino S. Cuy".

USec. CATALINO S. CUY
Officer-In-Charge



Republic of the Philippines

LOCAL GOVERNMENT ACADEMY

8F and 9F Agustin I Building, F. Ortigas Jr. Rd., Ortigas Center, Pasig City
<http://www.lga.gov.ph>



Message

The role of the youth in nation building cannot be understated. Around half of the 103 million Filipinos are 23 years of age or younger. Not only do the youth in our country comprise half the population, they represent the entirety of our future.

No less than our national hero has recognized, argued for, and celebrated the promise of the Filipino youth. Your government shares the same conviction. We believe that through youth empowerment, we will be able to accomplish far more than we could have hoped for or imagined. Our country is at the threshold of change, and now more than ever, it is time to harness the youth's energy, passion, and dynamism. We need you to become more involved in the process of local governance and in shaping our shared future.

Your membership in the Sangguniang Kabataan (SK) proves that you are ready to embrace your role as agents of change. You are committed to becoming catalysts of political, economic, and social development. You are keen to help provide solutions to the challenges we face.

This Manual will help prepare you for that. Created by the National Youth Commission in partnership with the Department of the Interior and Local Government - Local Government Academy, the Development Academy of the Philippines, and the UP National College of Public Administration, this will allow you to better understand and perform your leadership roles with excellence.

Read it. Be guided by it. Take it to heart, and embody the principles which it represents. Hold yourselves to the highest standards of public service, for the Filipino people deserve no less.

As you embark on your journey as SK Officials, know that we will always be behind and beside you. The Local Government Academy, the training and development arm of the DILG, stands ready to provide whatever assistance you may need. As a youth leader and a Filipino, your own personal growth is inextricably tied to that of your communities. We look forward to helping both you and your community reach your fullest potential.

Together, let us create a Philippines worthy of the youth's dreams, aspirations, and promise.

(Sgd.) MARIVEL C. SACENDONCILLO, CESO III
Executive Director



DEVELOPMENT ACADEMY OF THE PHILIPPINES

San Miguel Ave, San Antonio Pasig, Metro Manila



Message

The Development Academy of the Philippines wishes to congratulate the National Youth Commission in the creation of the SK Operations Manual.

The Academy is glad to work hand in hand with the National Youth Commission, especially with engaging youth leaders as partners in nation building. Collaborative efforts and linkages towards related institutions are deemed to be necessary, considering the young demographic of the Philippine population. And in the context of the Sangguniang Kabataan, the further localization of participatory governance is heralded to be a step towards the inclusion of the youth as the future stewards of our society.

It is a known fact that the youth of today are the nation builders of tomorrow. As the country's future leaders, the youth remains a vital partner in achieving progress and development of the broader Filipino polity. In order to achieve this, the State is tasked to nurture these individuals to take the mantle as the future stewards of our society. Along with government institutions that were mandated to foresee this, the youth is seen to be an important member of the society when it comes to the colossal task of nation building. In doing so, the state is mandated to nurture and equip future leaders in the that lies ahead.

The creation of this manual highlights the institution's vital role in nation building, considering that this informs youth leaders in the conduct of statecraft. Not only that this gives them an understanding of the functions of the state, it also prepares them for their future as leaders of the community, giving them the necessary knowledge in ensuring the day-to-day operations of the state. In achieving this, the Academy shall remain a vital partner of the National Youth Commission in securing the country's future.

(Sgd.) Atty. ELBA S. CRUZ, Ph.D, MNSA
President and CEO

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Keywords / Acronyms

ABC	Approved Budget Contract	SB	Sangguniang Barangay
ABYIP	Annual Barangay Youth Investment Program	SK	Sangguniang Kabataan
BT	Barangay Treasurer	TFYD	Task Force on Youth Development
M/CYDP	Municipal/City Development Plan	YORP	Youth Organizations Registration Program
CBYDP	Comprehensive Barangay Youth Development Plan		
CCA	Climate Change Adaption		
COA	Commission on Audit		
COMELEC	Commission on Elections		
CYDC	City Youth Development Council		
CYSD	Committee on Youth and Sports Development		
DILG	Department of the Interior and Local Government		
DRRR	Disaster Risk Reduction and Resiliency		
GAD	Gender and Development		
KB	Kabataang Barangay		
KK	Katipunan ng Kabataan		
LCE	Local Chief Executive		
LDP	Local Development Plan		
LGOO	Local Government Operations Officer		
LGU	Local Government Unit		
LYDC	Local Youth Development Council		
LYDO	Local Youth Development Office		
YDO	Youth Development Officer		
LYDP	Local Youth Development Plans		
M&E	Monitoring and Evaluation		
MOM	Minutes of Meeting		
MYDC	Municipal Youth Development Council		
NSTP – CWTS	National Service Training Program - Civil Welfare Training Service		
PB	Punong Barangay		
PCYA	Presidential Council for Youth Affairs		
Philhealth	Philippine Health Insurance Corporation		
PKKB	Pambansang Katipunan ng Kabataang Barangay		
PYDC	Provincial Youth Development Council		
PYDP	Philippine Youth Development Plan		

The Sangguniang Kabataan Operations Manual

The Sangguniang Kabataan (SK) Reform Act of 2015 (Republic Act No. 10742) affirms the role of the Filipino youth in nation-building. This Act strengthens support for the creation of mechanisms and opportunities to realize SK's meaningful and active participation in governance. This is why the Sangguniang Kabataan Operations Manual (SK OM) was developed with the following objectives.

General Objective: To guide SK officials in understanding and performing their roles and functions as leaders in youth development.

Specific Objectives:

- To provide a clear and easy to understand process guide that will help SK officials to effectively and efficiently execute the day-to-day operation of the organization;
- To identify the expected output of SK officials to guide them in achieving their mandated functions; and
- To instill social, moral, and ethical responsibility and accountability among SK officials.

I. SK 101

A. Sangguniang Kabataan History¹

Kabataang Barangay (KB)

- Created through Presidential Decree (PD) 684 of 1975 proclaimed by President Marcos;
- Composed of 15 to 18 years old; and
- Identified young people's roles in community activities and gave the government a way to actively engage young people in the development efforts of the country

Pambansang Katipunan ng Kabataang Barangay (PKKB)

- Created through Presidential Decree 1191 in 1977; as a unit directly under the Office of the President but granted fiscal autonomy;

- Expanded the age bracket to 15 to 21-year-olds; and
- Provided for the creation of a Youth Development Training Program that develops the values and skills of young people for them to become productive leaders

Presidential Council for Youth Affairs (PCYA)

- Konsultahang Kabataan was organized across the country in 1987 and was attended by 400 youth leaders;
- Konsultahang Kabataan supported the abolition of KB which was replaced by PCYA through Executive Order 274 of 1987; and
- PCYA served as the convergence point of all youth organizations, and worked for the creation of the representation of SK

Sangguniang Kabataan (SK)

- SK and Katipunan ng Kabataan (KK) were created through the Local Government Code of 1991 (Republic Act 7160) that provides opportunity for young people to directly participate in local governance;
- Composed of all youth aged 15 to 21-year-olds;
- In December 4, 1992, the first SK leaders were elected in nearly 42,000 barangays;
- In 1995, with the passage of R.A. 8044, that created the National Youth Commission, the secretariat functions of SK were transferred to the NYC which in effect replaced PCYA;
- In 2002, the age bracket for KK membership was changed, through R.A. 9164, from 15 to 21-year-olds to 15 to 17-year-olds;
- Challenges faced by SK:
 - over a dozen bills on abolishing or reorganizing SK were filed from 2004 to 2014
 - SK performance in those ten years had been generally weak especially in

¹ Information presented are obtained from NYC's The Revitalized ISKOLAR-BOS: Trainer's Manual (2011); additional information regarding the challenges faced by SK are provided

- terms of coming up with legislations, promoting the development of young people, submitting reports and holding consultations with their constituents (UNICEF, 2007)²
- o SK has been criticized, doubted, and questioned due to:
 - its uselessness as a mechanism for getting the youth involved in community development (Senate Press Release, 2008)³
 - allegations of corruption practiced by inefficient, ineffective, and non-performing SK officials (SK Reform and Empowerment Coalition, 2010)⁴
 - its structure as fertile ground for the breeding of corrupt future politicians and political dynasties (Bacani, 2014)⁵
 - its lack of wisdom and practicability as it was run by minors who do not have the legal capacity yet to enter into an agreement (Danao, 2015)⁶
 - o The SK Election Postponements:
 - In 2005, R.A. 9340 reset the scheduled SK election to October 2007.
 - Again in 2007, House Bill 2417 was passed postponing the said election originally set for October 29 to May 2009. The Senate did not agree with postponement of election so election pushed through as scheduled.
 - R.A.10632 was enacted last October 3, 2013 with no provision for hold-over and appointment. After the completion of the term of SK officials, the positions were left vacant. There are no SK officials until the next election is held. However, the law created an alternative venue for youth participation in governance – the Task Force on Youth Development (TFYD) Council.
 - In 2015, which was when the SK election was expected to be held, the election was postponed again. However, postponement allowed for additional discussions regarding reforms.
 - R.A. 10923 was enacted on October 16, 2016 moving the SK election set on October 31, 2016 to October 23, 2017
 - On January 15, 2016, SK Reform Act of 2015 (R.A. 10742) was passed. It reinforces the role of youth participation in nation-building making them into better citizens with internalized values of patriotism, nationalism, and honor as a Filipino. The new law revitalizes SK with various significant reforms: (1) age scope expansion, (2) anti-political dynasty provision, (3) financial independence, (4) provision for the establishment of the Local Youth Development Council (LYDC) and the Local Youth Development Office (LYDO), and (5) Mandatory and continuing training of SK officials and mandatory celebration of Linggo ng Kabataan.

²For further information, see: 2007 UNICEF's study titled- *The Impact of Youth Participation in the Local Government Process: The Sangguniang Kabataan Experience*. The study is commissioned by the United Nations Children's Fund in partnership with the Department of the Interior and Local Government - National Barangay Operations Office. A copy of the study is available online, retrieved at http://www.dfcasantos.com/SKC2/Extras/PST_UPCIDS.pdf.

³Senate of the Philippines' Press Release on proposed abolition of SK by Senator Aquilino "Nene" O. Pimentel, Jr. dated April 13, 2008. The title is Abolition of Sangguniang Kabataan Sought. To read the whole PR, retrieve at http://www.senate.gov.ph/press_release/2008/0413_pimentel1.asp.

⁴From the article entitled, The Great SK Debate: Do We Really Need the Sangguniang Kabataan is posted on August 26, 2010 at the SK Reform and Empowerment Coalition website. Available at <https://skreformcoalition.wordpress.com/2010/08/26/the-great-sk-debate-dowe-really-need-the-sangguniang-kabataan/>.

⁵ From the article of Bacani titled, Aquino Urged to Certify SK Reform Bill as 'Urgent' published at the PhilStar. Available at <http://www.philstar.com/headlines/2014/09/09/1367154/aquino-urged-certify-sk-reform-bill-urgent>.

⁶ Retrieved from the blog of J. Danao posted in 2015, titled Corruption Issues Hound Sangguniang Kabataan. Available at <https://djenypete.wordpress.com/author/djenypete/>.

SK Historical Timeline

KB created thru PD 684; composed of 15 to 18-year-olds	1975
PKKB established thru PD 1191; expanded youth age bracket to 15 to 21-year-olds	1977
Konsultahang Kabataan organized nationwide	1987
PCYA created thru EO 274 and replaced KB	1991
Local Government Code created the SK and KK composed of all youth ages 15 to 21-year-olds	1992
First SK election held on December 4, 1992	1995
Youth in Nation-Building Act was enacted creating the NYC; identified age of the youth from 15 to 30-year-olds	2002
First amendment of the SK Charter: RA 9164 enacted changing the age of KK membership 15 to 17-year-olds	2005
RA 9340 reset the 2005 SK Election to October 2007	2007
HB 2417 was passed aimed to postpone the election to May 2009. Senate did not agree, election was held	2013
RA 10632 postponed the 2013 SK election	2015
RA 10656, the law that postponed the 2015 SK Elections.	2016
RA 10742 (SK Reform Act of 2015) was signed on January 15, 2016	2017
RA 10923 moved the 2016 SK election to October 23, 2017	
RA 10952 moved the 2017 SK election to 2nd Monday of May 2018	

B. The New SK

The enactment of R.A. 10742 gives SK a new life with the following provisions:

a. Qualifications (Chapter 2, Section 10, page 5-6)

An elective or appointive SK official must be:

- a citizen of the Philippines;
- a qualified and registered member of the KK;
- a resident of the barangay for not less than one (1) year immediately preceding the day of elections;
- at least 18 years of age but not more than 24 years of age on the day of elections; and
- able to read and write in Filipino, English, or the local dialect commonly used in the barangay to which he is to be elected/appointed.

She/he must not:

- be related, during the period of his/her candidacy and on the effective day of his/her election/appointment, to within the second civil degree of consanguinity or affinity to any incumbent elected national official, nor to any incumbent elected regional, provincial, city, municipal, or barangay official, in the locality where she/he seeks to be elected or will be appointed; and
- have been convicted by final judgment of any crime involving moral turpitude.

b. Privileges (Chapter 2, Section 10, page 9-10)

All SK officials in good standing, whether elected or appointed, are entitled to:

- be exempted from payment of tuition and matriculation fees while enrolled in any public tertiary school including state colleges and universities and those locally funded public educational institutions within or nearest to their area of jurisdiction;
- be exempted from taking the National Service Training Program-Civic Welfare Training Service (NSTP-CWTS) subjects. Instead of taking these, the concerned SK officials must submit written reports, preferably with photographs or other documentation, of their participation in the implementation of programs, projects, and activities as outlined in the ABYIP;
- be excused from attending their regular classes, if they are currently enrolled in any school, whenever attending their regular or special SK meetings, and the Sangguniang Barangay (SB) sessions, in the case of the SK Chairperson;

- be provided with Philippine Health Insurance Corporation (PhilHealth) coverage by the National Government;
- receive actual travel expense reimbursements as may be authorized by law and subject to the availability of funds for travel directly related to the performance of their functions as SK officials and only as supported by travel order duly approved by the Punong Barangay, in the case of the SK Chairperson, or by the SK Chairperson, in the case of other SK officials; and
- in the case of the SK Chairperson, subject to requirements and limitations provided by law, receive the same privileges enjoyed by other SK Officials.

c. Registration and Election

Any youth who wants to vote and run during an SK election should register with the COMELEC provided he/she possesses the qualifications prescribed.

How to be a registered voter:

- The rules and procedures to be followed in the registration of voters, in connection with an SK election, are in accordance with existing laws. (IRR, Rule II, Section 4(a), page 2)
- For the next regular SK election, the COMELEC will set a period for the members of the KK to be able to register, such period to include Saturdays and Sundays and in no case be less than one (1) calendar month prior to the day elections are to be held
- Subsequent registration, including details pertaining to the system of continuing registration, shall be governed by R.A. 8189. (Chapter 7, Section 31, page 17)

d. Succession and Filling of Vacancies (Chapter 2, Section 19, p. 11-12)

In case the SK Chairperson refuses to assume office, fails to qualify, voluntarily resigns, dies, is permanently incapacitated, or is removed from office, the following terms apply:

1. SK member who obtained the highest votes in the most recent election assumes the office of the Chairperson for the unexpired portion of her/his term.

2. In case the said member refuses to assume the position or fails to qualify (based on Section 10), the SK member who obtained the next highest number of votes shall assume the position for the unexpired portion of the term.

Steps in Conducting a Special Election

1. Chairperson, within 30 days of vacancy, should call for a special KK assembly for the purpose of special election.
2. SK Chairperson should coordinate with the Office of the LGOO and the Election Officer of the city/municipality, by way of resolution or letter, stating the reason for the conduct of a special election, date, venue and time.
3. During the KK assembly, the KK should decide, with the guidance of the Office of the Election Officer, on the procedures of the election as approved by the majority (nomination or show of intent for the position; by raising of hands or by ballots)
4. Once the rules and procedures of the election have been approved, the SK Chairperson will preside and supervise the conduct of the election.
5. The SK Secretary and Treasurer will tally the votes.
6. Once all the votes are tallied, the SK Chairperson will proclaim the winner.
7. After the special election, the SK Secretary will furnish copies of the minutes and the tally of votes, as approved by the SK, to the SB, Office of

- Vacancies that are temporary in nature due to physical or legal reasons such as, but not limited to, leave of absence and travel abroad, can be filled in accordance with the following:
 - o if vacancy is no longer than a three (3)-day period, the SK Chairperson shall designate an Officer-in-Charge (OIC) from among the SK members; and
 - o if longer than a three (3)-day period, the SK member who obtained the next-highest number of votes in the most recent election, assumes the office of the SK Chairperson on the fourth day.

Appointment of SK Secretary and Treasurer (Chapter 2, Section 7, p. 3 and Section 13f, p. 7)

- The SK Chairperson, with the concurrence of the whole SK, appoints a secretary and a treasurer from the members of the KK.
- A resolution should be created and signed by the majority of the Sanggunian for the appointment to take effect.
- Copies of the resolution should be furnished the Office of the LGOO.

e. Term of Office (Chapter 2, Section 11, p. 6)

- Elected SK officials shall each hold office for a fixed term of three (3) years from day of election, unless sooner removed or resigned, and are eligible for re-election if in possession of all the qualifications and none of the disqualifications.
- The SK Secretary and the SK Treasurer are co-terminus with the appointing authority, unless either one of them is sooner removed.
- An SK official who, during her/his term of office, exceeds the age of 24 years is allowed to serve the remaining portion of her/his term.

f. Suspension and Removal from Office (Chapter 2, Section 18, p. 10-11)

- Any elected official of SK may, after due process, be suspended for a period not exceeding six (6) months or be removed from office, through a majority vote of all members of the Sangguniang Panlungsod or Sangguniang Bayan which has jurisdiction over the barangay of the concerned SK official.
- Such suspension or removal is final and executory when based on any of the following grounds:
 - o absence from the regular SK meetings without valid cause for two (2) consecutive meetings or accumulated absence of four (4) days within a period of twelve (12) months.
 - o failure of the SK chairperson to convene the regular assembly of the KK for (2) consecutive times;
 - o failure to convene the regular SK meetings for three (3) consecutive months in the case of the SK chairperson;
 - o failure, without justifiable reason, to formulate the Comprehensive Barangay Youth Development Plan and the Annual Barangay Youth Investment Program, or to

- approve the annual budget within the prescribed period of time;
- o failure to implement programs and projects outline in the ABYIP without justifiable reason as evaluated by the Local Youth Development Council;
- o absence for four(4) consecutive sangguniang barangay sessions without valid cause in the case of the SK chairperson;
- o conviction by final judgment of a crime involving moral turpitude; and violation of existing laws against graft and corruption and other civil service laws, rules and regulations; and
- o failure in the discharge of his or her duty or has committed abuse of authority.

g. Pederasyon ng mga Sangguniang Kabataan

(Chapter 2, Section 21, p. 13-14)

- The Pederasyon ng mga SK should be organized in municipalities, cities, and provinces, to be known as:
 - o Pambayang Pederasyon ng mga SK, composed of the SK Chairpersons of barangay in the municipality;
 - o Panlungsod na Pederasyon ng mga SK, composed of the SK Chairpersons of barangay in the city; and
 - o Panlalawigang Pederasyon ng mga SK, composed of the presidents of the Pambayan and Panlungsod na Pederasyon ng mga SK.
- The Pederasyon ng mga SK, at each level, elects from among themselves a president, a vice president, a treasurer, a secretary, and such other officers as they may deem necessary.
- The concerned LGOO in coordination with the Election Officer facilitates the conduct of the elections to be held within fifteen (15) days from the day of SK elections, in the case of the Pambayan and Panlungsod na Pederasyon and within thirty (30) days, in the case of the Panlalawigang Pederasyon.
- In case the president of the Pambayan or Panlungsod na Pederasyon is elected president of the Panlalawigang SK Pederasyon, the vice president of the Pambayan or Panlungsod na Pederasyon performs the duties and functions of the president of the said respective Pederasyon.
- No SK official is allowed to serve as president of the Panlalawigang Pederasyon and Panlungsod/Pambayang Pederasyon at the

same time.

- SK Federation President, at each level:
 - o serves as ex-officio member of the local sanggunian;
 - o acts as the Chairperson of the Committee on Youth and Sports Development;
 - o is a regular member of the Committees in the said sanggunian (Chapter 2, Section 22, p. 14); and
 - o convenes the Local Youth Development Council (LYDC) every three (3) months to conduct consultations with youth organizations (Chapter 2, Section 22, p. 15).

h. Meetings

Conduct of SK Meetings (IRR, Rule 2, Section 9, p. 4)

- The SK must fix the date, time and place of their regular monthly meeting.
- Special meetings may be called by the SK Chairperson or any four (4) of the SK's members by giving a written notice of the date, time, place and agenda of the meeting to all members which they should each receive at least one (1) day prior to the meeting.
- The SB and the Municipal or City Youth Development Council (M/CYDC) need to be furnished with notices of regular and special meetings and the corresponding minutes of the meetings.
- A majority of the SK members including the SK Chairperson constitutes a quorum.
- In the absence of the SK Chairperson, the highest-ranking elected SK member, acts as the presiding officer.
- In their absence, the remaining SK members, there being a quorum, choose from among themselves the one who shall serve as the presiding officer.
- The SK secretary, or in her/his absence, any KK member designated by the presiding officer shall serve as secretary. The designated KK member should discharge the duties of the secretary during the SK meeting and turn over the minutes of the meeting to the SK secretary.
- All SK meetings must be held in a venue within the barangay.

Agenda for the First SK Meeting

1. Formulation of their Rules and Procedure
2. Appointment of Treasurer and of Secretary
3. Identification/Appointment of Committee Heads

4. Schedule of Regular SK Meetings and KK Assemblies
5. Formulation of Action Plan
6. Other Matters

Rules of Procedure - a document containing a set of procedural rules that governs the orderly transaction of business and defining the duties and responsibilities of the officers during the conduct of meetings.

What are the procedures?

Normally, presenting a motion calls for:

1. Member rises and addresses the Chair
2. Member is recognized by the Chair. If the Chairperson does not know the member he says: Will the member please register his name? and then recognizes her/him.
3. Member states her/his proposal: "Mr Chairperson. I move that..."
4. The Chair calls for a second and if no member seconds the motion, the Chair repeats his request: "Is there a second for the motion?" If the motion is not seconded or a second motion is not forthcoming, the Chair announces: "The motion is lost for want of a second."
5. If seconded, the motion is re-stated by the Chair: "It was moved and seconded that..."
6. The Chair conducts the discussion or debate.
7. The Chair puts the questions to a vote.
8. The Chair announces the result.

In recognizing members, the Chair also considers the order in which members raise their hands.

Manner of Election

- Regular Election (Chapter 7, Section 32, p. 17)
 - Synchronized with the Barangay Election
 - Held every three (3) years
- Special Election (Chapter 2, Section 19b, p. 12) to be held during a special KK assembly to complete the membership of SK, in case of vacancy

SK Meetings (IRR, Rule 2, Section 6, p. 2-3)

1. The SK Chairperson, as presiding officer shall convene and preside the first KK general assembly not than three (3) months after the proclamation of the results of the SK elections; SK Chairpersons presides.
2. Hold regular assemblies at least once every six (6) months.
3. Hold special assemblies as called by the SK

chairperson or upon written petition by at least one twentieth (1/20) of its members.

4. Notify all KK members through traditional and non-traditional media stating the purpose, time, date, and venue of the meeting.
5. In addition, post a written notice in at least three (3) conspicuous places within the barangay at least three (3) days prior to the conduct of the assembly, except in the case of special assemblies where the notice shall be posted at least one (1) day before the meeting.
6. Hold assemblies preferably in a venue within the barangay, or within the municipality/city where the barangay is located.
7. Observe the guidelines formulated by Department of the Interior and Local Government (DILG) and the Commission in determining the quorum based on the updated list maintained by the SK secretary.

Guidelines in Determining Quorum and Majority Vote:

a. In determining a quorum.

For the sanggunian to officially transact business, there should be a quorum. A quorum is defined by Section 53 of the Local Government Code of 1991 as referring to the presence of the majority of all the members of the sanggunian who have been duly elected and qualified. Hence, in a Sangguniang Panlalawigan with fourteen (14) members consisting of: a) ten (10) regular Sangguniang Panlalawigan Members, b) three (3) ex-officio Sangguniang Panlalawigan Members and c) the Vice governor as the Presiding Officer, there is a quorum when eight (8) of them that is which is greater than half of the membership of the body is present.

b. In determining the majority vote.

There are two kinds of vote prescribed by the Local Government Code of 1991 for the passage of an ordinance or resolution. If the proposition directs the payment of money by, or creates a liability for, the local government concerned, it shall need the affirmative vote of the majority of all the sanggunian members. This is called the "qualified majority."

Hence, in the Sanggunian Panlalawigan with fourteen (14) members consisting of : a) ten (10) regular Sangguniang Panlalawigan Members, b) three (3) ex-officio Sangguniang Panlalawigan Members and c) the Vice governor as the Presiding Officer, there is a

qualified majority when eight(8) members (that is greater than half of the membership of the body) voted in favor of the measure. The eight (8) votes coming from the floor excluding the Presiding Officer, because the latter can vote only to break a tie pursuant to Section 49 of the Local Government Code there being a quorum.

On the other hand, ordinary measures require for its enactment only the approval of a majority of those present, there being a quorum. This is called "simple majority."

In the Sangguniang Panlalawigan composed of fourteen (14) members but in a given session, only ten (10) members, including the Vice Governor, are present, there is a simple majority when six (6) of them (that which is greater than half of the membership of the body) voted in favor of the measure. The six (6) votes should also be coming from the floor, hat is excluding the Presiding Officer, because the latter can vote only to break a tie pursuant to Section 49 of the Local Government Code.

8. The SK Chairperson, or in her/his absence, the highest-ranking elected SK member, acts as the presiding officer. In their absence, the SK members choose from among themselves a presiding officer.
9. The SK secretary, or in her/his absence, any KK member designated by the presiding officer acts as secretary. The designated KK member discharges the duties of the secretary during the assembly and turns over the minutes of the assembly to the SK secretary.

the prescribed training before she/he can assume office.

- During their incumbency, they must attend the continuing training programs to be organized by NYC in coordination with the DILG.
- Deliberate failure to attend the said training programs shall constitute sufficient ground to disqualify said SK official or LYDC member and subject said individual to disciplinary action.
- SK officials must also implement a program to transfer the knowledge learned at trainings to the members of the KK.
- The activities and other means of transfer must be included in the Comprehensive Barangay Youth Development Plan (CBYDP) and Annual Barangay Youth Investment Program (ABYIP) as capability building programs that emphasize leadership training.

j. Linggo ng Kabataan (IRR, Rule 6, Section 33, p. 13)

- Shall be conducted annually, in every province city, municipality, and barangay, on the week where the 12th of August falls to coincide with International Youth Day.
- One of the activities shall include the election of counterparts of all local elective and appointive officials, as well as heads of national offices or agencies stationed or assigned in the territorial jurisdiction of the local government unit, among in-school and community youth residing in the local government concerned from ages thirteen (13) to seventeen (17).
- During the week, those elected shall hold office as girl and boy officials and perform duties and conduct activities as provided for in the relevant ordinance.

Agenda for the First KK Meeting:

- a. Identification of priority projects for the formulation of the CBYDP
- b. Formulation of Action Plan with Budget Breakdown
 - List of Priority Programs based on Provincial Investment Plan
- c. Update of the KK Membership List
- d. Other Matters

i. Mandatory Training and Continuing Education (IRR, Rule 5, Section 30, p. 12-13)

- All SK officials, whether elected or appointed, and any member of the LYDC must undergo

k. The Local Youth Development Council (LYDC) (IRR, Rule 3, Section 24, p. 9-11)

- There shall be in every province, city and municipality an LYDC, headed by the SK Pederasyon President, which shall be called, Provincial Youth Development Council (PYDC), City Youth Development Council (CYDC) and Municipal Youth Development Council (MYDC), respectively;
- Composed of at least ten (10) but not more than 21 members including the two (2) core members from SK, the president and the vice-president of the concerned Pederasyon, and eight (8) to nineteen (19) other representatives from

- registered youth organizations or youth serving organizations;
- Ensures wide and multi-sectoral youth participation in local governance;
- Assists in the planning and execution of projects and programs of SK and of the Pederasyon at all levels;
- Monitors and evaluates the implementation of the Local Youth Development Plans (LYDPs); and
- Is headed by the concerned SK Federation President.

Steps in Selection of Members

- Within 45 days after the SK elections, the LYDO or the designated personnel from the LGU should:

 - Notify all the presidents or authorized representatives of the registered youth organizations or youth-serving organizations in that locality;
 - Assemble them in a public venue; and
 - Choose from these organizations, by consensus or secret ballot, at least eight (8) to no more than nineteen (19) representatives who shall serve for a term of three (3) years.

I. The Local Youth Development Office (LYDO) (IRR, Rule 4, Section 26, p. 11-12)

- Established in every province, municipality an LYDO, headed by the Youth Development Officer, and may be put under the Office of the Local Chief Executive (LCE), the Office of Planning and Development, the Office of Social Welfare, or in any other office deemed appropriate by the LGU.
- The LYD Officer shall be appointed/designated by the LCE.
- Functions of the LYDO:**
 - Serves as secretariat of the LYDC;
 - Facilitates the election of the LYDC representatives;
 - Provides technical assistance to the LYDC in the formulation of the LYDP;
 - Registers and verifies validity of youth and youth-serving organizations (subject to the revitalized Youth Organizations Registration Program (YORP) guidelines);
 - Conducts mandatory and continuing training

of SK officials and LYDC members and/or provides needed technical, logistical and other support in the conduct of said training programs and to other programs of the NYC and DILG;

- Coordinates with NYC regarding youth programs within its jurisdiction; and
- Performs such other functions as may be prescribed by law, ordinance, or as the LCE, DILG, or NYC may require.

C. Code of Conduct and Ethical Standards for Public Officials

Republic Act 6713 provides guidelines on how public officials, including SK officials, are expected to conduct themselves.

a. Duties of SK Officials as Public Officials

- Act promptly:** All applications and/or requests from the date the request or application is received shall be acted upon by the assigned officer or employee within the period stated in the Citizen's Charter which shall not be longer than five (5) working days in the case of simple transactions and ten (10) working days in the case of complex transactions.
- Attend to anyone who wants to avail of her/his services:** Immediately act upon any transaction, including personal transactions, required by any member of the public.
- Submit reports on time:** Submit reports like annual financial and performance reports within 45 working days of the end of the government fiscal year.
- Process documents and papers promptly:** Process and complete official papers and documents within prescribed deadlines.
- Be accountable:** There should be no more than three (3) signatories on official documents and papers.
- Be transparent:** Make reports and official papers and documents accessible and readily available to the public within prescribed official working hours.

b. Prohibited Acts and Transactions for Public Officials

- Do not, directly or indirectly, engage in any financial or material interest in any transaction requiring the approval of the office.
- Do not accept jobs in any private enterprise

regulated by the office.

- Do not engage in the private practice of her/his profession, unless expressly allowed by law.
- Do not recommend anyone to any position in a private enterprise which has a regular or pending official transaction with the office.
- Do not use or share confidential or classified information.
- Do not use her/his position to grant favors on account of party affiliation or personal preference.
- Do not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or anything of monetary value from any person in the course of her/his official duties.⁷ This includes gifts from a person other than family or relatives during celebrations or festivities, if the gift is of significant value or is given in anticipation of, or in exchange for, a favor.

c. Values

An SK official is also expected to embody and live with the values that public officials and youth leaders must possess, such as the following:

- Maka-Diyos
- Maka-Tao (May kagandahang-loob at dignidad, may malasakit at respeto sa kapwa)
- Makakalikasan
- Makabansa (May pagpapahalaga sa iba't ibang kultura)
- Malikhaín

II. Roles, Powers, and Functions

A. The KK (Rule 2, Section 5 of IRR, p. 3)

- Elects Chairperson and seven (7) SK Members.
- Serves as the highest policy-making body that decides on matters affecting the youth in the barangay. As such, the SK must consult and secure the concurrence of the majority of the KK members in the formulation and approval of all its policies, plans, programs, and activities that promote the welfare of the youth, such as the CBYDP and ABYIP.

B. The SK (Chapter 2, Section 8, p. 4-5)

- Formulates Comprehensive Barangay Youth Development, a three (3)-year rolling plan created in consultation and with concurrence

of KK; this plan is the basis for preparing the ABYIP.

- Approves the annual budget of the Annual Barangay Youth Investment Plan — as well as a supplemental budget, if the SK funds allows.
- Promulgates resolutions to carry out the objectives of the CBYDP and the applicable provisions of RA No.10742 and its IRR.
- Initiates and implements, in coordination with any national government agency and/or any private or nongovernment institution, programs and projects promoting the general welfare, development, and empowerment of the youth.
- Holds fund-raising activities that are in line with the CBYDP.
- Creates regular or special committees.
- Submits annual and end-of-term program accomplishments and financial reports to the SB and presents the same during the KK assembly, with copies furnished the LGOO, LYDC, COA, and NYC.
- Partners with the LYDC in planning and executing projects and programs of specific advocacies⁸.
- Conducts youth profiling and establishes, maintains, and updates a database of youth and ensures submission to NYC and the proper turn-over to the next set of SK officials of this database.
- Assists in the establishment and registration of youth organizations and youth-serving organizations, in accordance with the guidelines of the NYC.
- Adopts and implements a policy of full public disclosure of all SK transactions and documents of public interest, in accordance with guidelines promulgated by DILG.
- Authorizes the SK Chairperson to enter into contracts on behalf of the SK.
- When necessary, as in the case of the SK Chairperson and the SK Treasurer, complies with requirements for the posting of bonds.
- Exercises such other powers and performs such other functions as may be prescribed by law or ordinance, or as may be delegated by the SB or NYC.

⁷This does not mean that SK members cannot accept any kind of gift at all. They may accept unsolicited gifts or presents of small or insignificant value offered or given as a mere token of gratitude or friendship according to local customs or usage. The law allows SK officials to accept the gifts or grants from foreign government of nominal value, in the nature of a scholarship, fellowship grant, or medical treatment, and travel grants or expenses for travel taking place entirely outside the Philippines, if this is consistent with the public interest and is permitted by the head of the office to which he/she belongs.

⁸Include good governance, climate change adaptation, disaster risk reduction and resiliency, youth employment and livelihood, health including health services and adolescent sexual and reproductive health, anti-drug abuse, gender sensitivity, sports development, accessible education, sustainable development, human rights advocacy, and social protection

- C. **The SK Chairperson** (Chapter 2, Section 13, p. 6-7)
- Serves as an ex-officio member of the Sangguniang Bayan.
 - Acts as Chairperson of the Committee on Youth and Sports Development of the concerned SB.
 - Calls and presides over all meetings of the SK and assemblies of the KK, and votes in case of a tie, except when one (1) of the agenda to be discussed involves disciplinary action against her/him, in which case the highest ranking SK member shall preside.
 - Takes the lead in the formulation of the CBYDP and in the preparation and implementation of the ABYIP.
 - Ensures the proper implementation of policies, programs, and projects, in coordination with the SB and the C/MYDC.
 - Signs all required documents such as financial reports and related documents and warrants/ checks drawn against SK funds for all expenditures.
 - Exercises general supervision over the affairs and activities of the SK and the KK as well as over the official conduct of its members.
 - Appoints from among the members of the KK a secretary and a treasurer, with the concurrence of the majority of all the SK members.
 - Coordinates with SB and other youth organizations regarding youth-related programs and projects that they wish to initiate and implement.
 - Exercises other powers and performs other duties and functions as may be prescribed by law or ordinance.

D.The SK Kagawad

- Formulates and enacts youth policies in the form of resolutions;
- Assists the SK Chairperson in the exercise of the powers, functions, and duties of SK;
- The SK Chairperson and SK Kagawad are referred to as the SK Officials;
- Serves as head of different SK committees;
- Presides over committee meetings and SK and KK meetings, in the absence of the SK Chairperson; and
- Performs other duties and functions in exercise of her/his role as SK official and as prescribed by the SK Chairperson.

E. The SK Secretary (Chapter 2, Section 14, p. 5)

- Keeps and in coordination with other SK members, prepares and updates all the records⁹ of the KK, and ensures the submission of these records to NYC and the proper turnover of the data to the next set of SK officials
- Posts a copy of the following official documents and papers on the barangay bulletin board and in at least three (3) conspicuous places within the jurisdiction of the barangay, as well as makes available to any person for her/his legal use:
 - all resolutions approved by the SK;
 - annual and end-of term reports of the programs and projects implemented by the SK; and
 - CBYDP and ABYIP.
- Furnish concerned offices, institutions, and individuals with the said documents and papers.
- Prepare and keep the minutes of all SK meetings and all KK assemblies.

F. The SK Treasurer (Chapter 2, Section 15,p. 6)

- Takes custody of all SK properties and funds and ensures proper turnover to the next SK Treasurer;
- Collects and receives contributions, monies, materials, and all other resources intended for SK and KK, and issues the corresponding official receipts;
- Serves as cosignatory in all withdrawals from SK funds;
- Disburses funds in accordance with the approved annual budget and supplemental budget
- Certifies the availability of SK funds;
- At the end of every fiscal quarter, submits certified and detailed Statements of Actual Income and Expenditures (SOAIE) to SK and SB;
- Posts a copy of the SOAIE on the barangay bulletin board and in at least three (3) conspicuous places within the jurisdiction of the barangay; and
- Prepares a written financial report of all SK funds and property under her/his custody, renders and makes printed copies of this financial report available to KK members during the regular KK assembly.

⁹Include the list of qualified and registered KK members, youth policies, profile, database studies, research and registry of youth and youth serving organizations in the barangay

"The Key to Success of Your Organization is Preparing Good Plans. Remember the 5 Ps: Prior Planning Prevents Poor Performance"

How to Formulate the Action Plan

1. **Identify the objectives.** The objectives must be achievable and measurable. These should be prioritized for effectiveness.
2. **Analyze and delegate activities.** Identify the activities and carefully analyze these in relation to corresponding objectives and available resources. Delegate activities to optimize use of time. Each member must be aware of her/his individual role and her/his individual responsibility to provide necessary information to better ensure the desired result.
3. **Determine Resources Needed.** List down the needed resources (e.g. funds/budget, equipment, materials, and other supplies) for each activity.
4. **Identify Target Date.** Prioritize activities with due consideration for importance and urgency.

Action planning. The following Action Plan Matrix is a guide for conducting an action planning exercise.

<i>Objectives (1)</i>	<i>Activities (2)</i>	<i>Person/s Responsible (3)</i>	<i>Resources Needed (4)</i>	<i>Target Date (5)</i>
<i>The goals which need to be attained within a specific period of time</i>	<i>Series of actions to be undertaken to meet the objectives</i>	<i>Person/s, group/s assigned to deliver or implement the given tasks, work, or activities</i>	<i>Required logistical support like manpower, funds, equipment, etc. for carrying out activities</i>	<i>Timelines or indicative calendar of activities or work schedule, from preparatory phase to final phase</i>
Ex. <i>To conduct a threeday reechoing training for the KK</i>	<ul style="list-style-type: none"> - Invite 25 potential KK trainees from 5 different youth organizations in the barangay - Coordinate with the Barangay Sanggunian - Prepare the venue for the activities - Implement the activity 	<ul style="list-style-type: none"> -Barangay SK -Barangay SK -SK/KK and Barangay 	<ul style="list-style-type: none"> Budget -Venue -Training Module -Manila paper -Permanent markers -Handouts regarding the local youth situation -Other related materials -Masking tape -Pair of scissors -Metacards 	<ul style="list-style-type: none"> May 25-28 (4 days) May 25-28 (4 days) May 29-30 (2days) June 10-12 (3 days)

The Local Youth Development Plan

- 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 and anchored on the Philippine Youth (PYDP) and the local development plans of the local government unit concerned.

III. Planning is a process of preparing for an activity or path that an organization wishes to complete deciding in advance what is to be done by whom, and the steps to be taken in order to attain the objectives or goals of the organization

Why do we plan?

- To offset uncertainty - things we are not sure of;
- To focus attention on objective or rethink objectives including where we are, where we should be and where we want to be - keeping in mind our goals or what we hope to achieve;
- To gain economic, efficient and effective operation ensure that we do things right or we are doing the right things; and
- To maintain control - we are on top of the situation.

A. Participatory Development Planning - is a process through which stakeholders can influence and share control over decisions and resources that affected themselves. (Asian Development Bank, 1996)

B. Preparatory Activities (Action Planning) - is a process of focusing on ideas and deciding on which steps to take in order to achieve objective.

Action Planning is a process of focusing on ideas and deciding on which steps to take in order to achieve objectives.

Action Plan is a document that lists the steps to be taken in order to achieve a specific objective.

How to Formulate The Comprehensive Barangay Youth Development Plan

- Is the three-year comprehensive youth development plan of the barangay as formulated by the SK in consultation with and in concurrence with the KK, anchored on the PYDP and other LYDP's in provincial, city and municipal level;
- Is formulated within three (3) months of assumption to office.

How to Formulate the CBYP¹⁰

1. **Consult the KK:** Present the Action Plan to KK. Gather opinions and ideas of KK constituents. To facilitate formulation and drafting of the plan, identify partners from KK, youth organizations, and youth sub-sectors to consult with.

2. Set the vision: Determine what the SK/KK wants to become and where it wants to go. Put into words what the SK/KK/youth in the barangay envision themselves to be like in the future.

3. Conduct situational analysis: Analyze the situation of the youth in the barangay.

4. Determine development goals: Define the aspiration/s common among the youth.

5. Determine development strategy: Lay out the steps to be taken to achieve the goals. Ensure that every step is aligned with the PYDP and other LYDPs.

6. Identify and prioritize programs and projects: Identify sectoral development problem/s. Set sectoral targets (e.g. agriculture, education, environment, etc.) that address corresponding problem/s. Identify and prioritize sectoral programs and projects based on their respective importance and on the availability of resources.

7. Prepare the plan: Integrate the vision, situational analyses, development goals, development strategy, and programs and projects into a document. Produce a document that is simple yet comprehensive.

8. Evaluation: Present the drafted plan to the KK for their concurrence, MYDC, and BDC for their review and evaluation. Ensure the plan's alignment with the relevant PYDP and other LYDPs.

9. Revise: Integrate inputs, recommendations, and suggestions obtained from reviewers/evaluators. Revise the plan accordingly.

10. Approval /Adoption: Present the final plan to the SB for approval. The SB shall adopt the plan and include it in the BDP.

¹⁰Based on the requirement and parameter of the RA 10742

Action Plan Matrix			
Agenda	Issues	Activities	Expected Output
Lobbying	Contractualization	'Submit a position paper to the next Department of Labor and Employment Secretary under the administration of President Rodrigo Duterte to end the "Contractualization".'	'Regularization of qualified employees receiving the right benefits.'
Career-Pathing	Job-Skills Mismatch	'Create a Career-Pathing Initiatives and Employment Readiness Workshop for Senior High School and College students.'	'Effective and efficient graduates who will be absorbed after their internship. 'Competitive employees on their field of specialization.'
Access to Job Resources	Job Opportunities	'Access to technical and vocational trainings especially to rural areas. 'Invite investors from urban areas to provinces. 'Provide enrolment to employment programs.'	'Less unemployment 'Poverty alleviation 'Equal distribution of job opportunities'
Relationship Goals	Employer and Employee Rights	'Comprehensive implementation of PD 442 or the Labor Code of the Philippines 'Institutionalization of Seminar for newly hired employees by the Human Resource Development Office of the companies	'Increase benefits of the workers 'Strong relationship of employers and employees 'Highly aware employees with regards to their rights and responsibilities'

The following is the template¹¹ to be used in preparing the CBYDP:

COMPREHENSIVE BARANGAY YOUTH DEVELOPMENT PLAN (CBYDP)						
Year: 2017 - 2019						
Region						
Province / City						
Municipality						
Barangay						
PYDP Objective /Area/ Agenda	LYDP Objective /Area/Agenda	Issues and Concerns	Objective/s	Activity	Location	Schedule
(1)						
(2)						

Note:

(1) PYDP Objective / area / agenda – identify PYDP Objective /area/agenda that will be addressed by the activity

(2) LYDP Objective / area / agenda – identify LYDP Objective / area / agenda that will be addressed in the activity

(3) Issues and Concerns – as a group, identify key issues and concerns that needs to be addressed that can be cluster on the identified PYDP and LYDP Objective / area/ agenda

(4) Objectives – identify overall objective determined to address issues and concerns presented

(5) Activities – using the objectives as basis, determine activities that would respond to the identified issues and concerns

(6) Location – identify where the activity will be done (e.g. barangay hall, barangay school etc.)

(7) Schedule – identify specific date when the activity will be done

(8) Lead Committee and Person Responsible – identify the committee that will lead the activity and person responsible / who will do the specific task

(9) Budget – identify amount needed to accomplish the activity based on the approved budget

(10) Remarks – please identify / place notation at needs to be clarified on the said project

Implementation of the CBYDP

After preparing the Comprehensive Development Plan (CBYDP), the next step is to formulate a corresponding Annual Barangay Youth Investment Program to be able to implement the programs, project and activities identified in the CBYDP. The ABYIP is prepared to identify the resource needed and to confirm the sufficiency of the funds.

The Annual Barangay Youth Investment Program (ABYIP)¹²

- Refers to the annual program based on the CBYDP
- Contain the specific programs, project and activities with corresponding project costs including the necessary fund flows to approximate the reasonable timing in the release of funds;

Steps

1. Planning cum consultation with KK	
<ul style="list-style-type: none">• SK conducts a series of consultations with the KK	<ul style="list-style-type: none">• Base the planning activity on the adopted CBYDP
2. Identification and prioritization of PPAs	
<ul style="list-style-type: none">• Identify PPAs culled from the CBYDP; prioritize PPAs in order of priority of implementation per annual budgeting cycle	<ul style="list-style-type: none">• Put corresponding budgets and schedules of implementation
3. Integration and finalization of the plan	
<ul style="list-style-type: none">• Integrate the final output of the planning activity into a working document, the ABYIP	<ul style="list-style-type: none">• Finalize the plan for final deliberation and approval during SK session called for the purpose
4. Approval/Adoption	
<ul style="list-style-type: none">• Final deliberation among SK members	<ul style="list-style-type: none">• Approval documented as a formal resolution
5. Submission to the Punong Barangay	
<ul style="list-style-type: none">• For review by the PB and SB leading to adoption	<ul style="list-style-type: none">• Corresponding funds appropriated

The following is a matrix used in preparing the ABYIP. Note that the program is composed of different projects while the projects are composed of various activities. After preparing the Comprehensive Barangay Youth Development Plan (CBYDP), the next step is to formulate a corresponding Annual Barangay Youth Investment Plan (ABYIP).The ABYIP is prepared to identify the resources needed and to confirm the sufficiency of funds.

¹²Based on the requirement and parameter of the RA 10742

ANNUAL BARANGAY YOUTH INVESTMENT PROGRAM (ABYIP)¹³
 Year 2017

Program / Project / Activity	Budget (in PHP)	Schedule (Month)
Ex. Re-echoing Training Program	<p>Supplies = 5,000.00</p> <p>Food (30 persons x 200.00) = 6,000.00</p> <p>Transportation = 1,000.00</p> <p>Trainer's Honorarium = 2,000.00</p> <p>Other out-of-pocket cost = 6,000.00</p> <p>Total = 20,000.00</p>	November

¹³Workshop output of the PRMED, NYC

B. Program Development and Management¹⁴

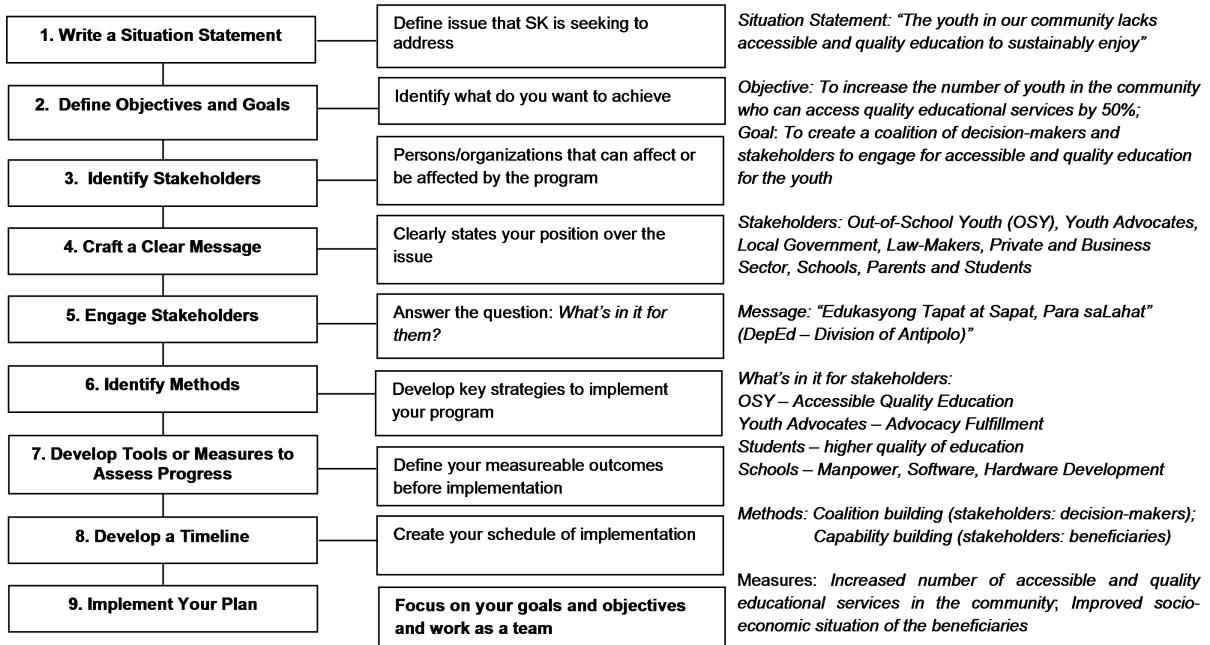
Program Development

- Is an organized activity aimed at realizing a plan of action and its strategies in order to achieve the objectives and goals of the organization
- The attainment of the goals of SK is in the actualization of SK's action plans, thus the steps and processes indicated in the LYDP need to be carried out in order to bring the plans into reality.

Program

- a plan of action aimed at accomplishing a clear objective, with details on what work is to be done, by whom, when, and what means or resources are to be used
- a translation of strategies into concrete measures to achieve the objectives of an organization

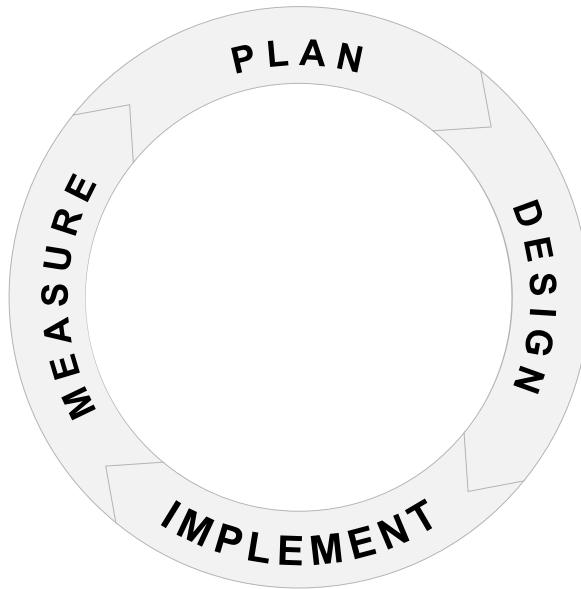
Example:



¹⁴Based on the requirements provided by RA 10742

Program Management

- the application of knowledge, tools, and techniques in order to meet the requirements and control not available from managing projects individually (Project Management Institute, 2012)¹⁵



Phase 1: PLAN

- Step 1: Identify the issue/s
- Step 2: Define the situation
- Step 3: Clarify goals and objectives
- Step 4: Identify and delegate activities
- Step 5: Set timetable/schedule

Phase 2: DESIGN

- Step 6: Define goals and objectives of the program
- Step 7: Identify expected benefits, results, and outputs
- Step 8: Determine the activities
- Step 9: Identify the resources needed

Phase 3: IMPLEMENT

- Step 10: Make arrangements to start the program
- Step 11: Execute the design
- Step 12: Measure the progress of the program to determine the needed changes

Phase 4: MEASURE

- Step 13: Conduct an evaluation of the entire program to measure its impact
- Step 14: Report the results to the stakeholders

¹⁵Project Management Institute. (2012). A Guide to the Project Management Body of Knowledge (PMBOK® Guide). 5th Edition. Pennsylvania: PMI.

Sangguniang Kabataan Funds

All the income of the barangay derived from whatever source shall accrue to its general fund and shall, at the option of the barangay concerned, be kept as trust fund in the custody of the city or municipal treasurer or be deposited in a bank, preferably government-owned, situated in or nearest to its area of jurisdiction. Ten percent (10%) of the general fund of the barangay shall be set aside for the SK. The sangguniang barangay shall appropriate the SK Funds in lump sum which shall be disbursed solely for youth development and empowerment purposes. Such funds shall be disbursed in accordance with the provisions of RA 10742 and its IRR (Sangguniang Kabataan Reform Act of 2015), RA 7160 (Local Government Code of 1991), RA 9184 (Government Procurement Reform Act) and such other pertinent rules and regulations.

The SK shall have financial independence in its operations, disbursements and encashment of their funds, income and expenditures. As such, the SK funds shall be deposited in the name of the SK of the concerned barangay in a government-owned bank situated in or nearest to its area of jurisdiction with the SK chairperson and the SK treasurer as the official signatories.

All SK funds shall be allocated in an annual budget, and if the funds allow, in a supplemental budget in accordance with the adopted ABYIP. Both the CBYDP and ABYIP shall give priority to programs, projects and activities (PPAs) that will promote and ensure the following:

1. Equitable access to quality education;
2. Environmental protection;
3. Climate change adaptation;
4. Disaster risk reduction and resiliency;
5. Youth employment and livelihood;
6. Health, including health services and adolescent sexual and reproductive health;
7. Anti-drug abuse;
8. Gender sensitivity;
9. Sports development; and
10. Capability building which emphasizes leadership training.

The budget cycle of the SK shall be synchronized with that of the barangay. As such, the sangguniang panlungsod or sangguniang bayan shall, within sixty (60) days upon receipt hereof, review the annual budget and supplemental budget of the SK on their compliance in the RA 10742 provision and other existing laws, rules and regulations. Non-compliance shall render said budgets inoperative either in whole or in part. Failure on the part of the Sanggunian to complete the review within the prescribed period shall render the said annual budget deemed approved.

All SK funds derived from any source shall be stated in its financial records which shall be kept by the SK treasurer, copy furnished the sangguniang barangay, in simplified manner as may be prescribed by the COA. All SK funds shall be subject to all existing accounting and auditing laws, rules and regulations.

Handbook on Financial Transactions of the Sangguniang Kabataan

The COA formulated an accounting and auditing guidelines pertaining to the proper recording, reporting and audit of SK funds (including but not limited to, funds of Pederasyon in all levels).

This guidelines will be in form of handbook dubbed as Handbook on Financial Transactions of the Sangguniang Kabataan. All SK Officials, elected and appointed, shall undergo the COA training on this particular handbook.

The SK should be an inspiration to the youth as a model of moral ethical, and prudent-making in the management of public funds

IV. Meeting Facilitation

Steps

1. Planning for a Meeting

Consider the following questions when preparing a meeting:

- Purpose: The needs and wants which must be satisfied by the meeting
- Effect: The impact on the group of having or not having the meeting

The following are the objectives that may be considered:

- program/project planning
- information dissemination
- consultation
- grievance and conciliation (addressing issues and concerns)
- monitoring and evaluation.

2. Preparation¹⁶

Prepare the proposed agenda; things to be done, matters to be acted or voted upon

- Make a short list of the things that need to be accomplished in the meeting.
- Try to list five (5) to seven (7) items only. (If the list is too long, and each item in the list takes a lot of time, then it may be best to have another meeting to discuss the other items)

Agenda: A schedule of the order of business, noting details. These details indicate items of business, reports, programs, appointments, resolutions and such other specific features as the presiding officer may need to ensure an orderly and courteous transition from item to item in the conduct of business.

Steps in Setting Agenda

In general, there are five or six (5 or 6) broad areas to be covered in an agenda:

- Logistics – includes date, time, and place of meeting, its title, and list of invited attendees.
- Objective – purpose of the meeting and any background information such as whether this is the first in a series of meetings.
- Housekeeping – includes welcome and introductions and should cover approval of previous minutes and any matters arising from them that are not dealt with elsewhere in the

agenda. It also covers any amendments that are necessary to the last set of minutes, which should be formally documented in the MOM.

- Items – considered the meat¹⁷ of the agenda. Each item should have a number, a title, and a presenter. It should also have a suggested time limit on the discussion.
- Any Other Business (AOB) – Many agenda end with an item on AOB; while this can be an opportunity for attendees to flag something for inclusion in a future agenda, it can also be very disruptive to the smooth flow of the current meeting. A well-run meeting, with a well-prepared agenda, should mean that nobody would wish to raise any other business. It is strongly recommended that either:
 - AOB is not included in the agenda item at all; or
 - If included, use AOB only as a way of raising issues for discussion at a future meeting or elsewhere.
- Close – should include the chair's summary of the meeting, the date of the next meeting, and an enumeration of all action items agreed upon, when each is due for accomplishment, and who is responsible for each.

Choose a good location, time and date for the meeting

- The venue should be comfortable, of adequate size, and set up appropriately.
- It should be accessible, thus, must be located within the barangay or municipality/city.
- The best time and date would be when the attendees are most available.

Inform all concerned parties properly

- Notify all KK members at least three (3) days before the conduct of a regular meeting and at least one (1) day before the conduct of a special meeting.
- Use creative and appropriate means to reach target attendees, utilizing various media: traditional (e.g. flyers, tarpaulin, local newspaper, and letters) or non-traditional (e.g. e-mail, social media - Facebook, twitter, etc.) to communicate the purpose, agenda, time, date and venue of the meeting.
- Post a written notice of meeting in at least three (3) noticeable or prominent places within the barangay.

¹⁶Based on the meeting requirement and parameter stated in the R.A. 10742

Remind concerned members about their tasks and delegate tasks

- o The proper preparation depends on the specific task of people in the meeting. Remind the following persons:
 - Secretary – to prepare the agenda of the meeting, minutes of the meeting (MOM) of previous meetings, reports, and other material or documents which shall be needed at the meeting; and to take the MOM;
 - SK Officers, SK Treasurer or Committee Head – to prepare their respective reports along with corresponding documents which serve as proof of the claims contained in the reports; and
 - Other participants at the meeting – to study the agenda or matters to be discussed so they can actively participate in the meeting.
- o Insist on proper attire and decorum at all times during SK and committee meetings and KK meetings.¹⁷

Delegate tasks to other persons, such as: preparing the meeting room, securing attendance sheets, serving as marshals for security, developing materials, among others.

Start and end on time. Don't forget to take attendance. Announce that during meetings, the use of electronic gadgets — including, but not limited to, cellular phones and cameras — is prohibited.¹⁸

3. Conducting Meetings according to Parliamentary Procedure¹⁹

The procedure for the conduct of meetings must be included in the Internal Rules of Procedure.

Rationale for compliance with parliamentary procedure

- By following a definite procedure, business can be disposed of more efficiently. This facilitates the fulfilment of the meeting's purpose and the attainment of goals within the amount of time scheduled.
- The procedure ensures that the will of the majority prevails, while protecting the minority. (Wileden, n.d.)

Guidelines for fair and orderly meetings:

- Provide common rules and procedures for deliberation and debate in order to place all

present on the same footing and speaking the same language.

- Conduct ALL business as controlled by the general will of the whole membership – respecting the right of the deliberate majority to decide.
- Allow for complementary expression. Complementary is the right of at least a strong minority to require the majority to deliberate – to act according to its considered judgment only after a full and fair working through of the issues involved.
- The fundamental right to deliberate assembly requires all questions to be thoroughly discussed before taking action. The assembly rules – they have the final say on everything. Silence is construed to mean consent.

Parliamentary Procedure is a set of rules and precedents governing formal proceedings of a deliberative body or assembly. In conducting meetings or sessions, most organizations, even our Congress, proceed in accordance with parliamentary rules

Steps in the Order of Business

The following is the sequence in an order of business:

1. **Call to Order**
Presiding officer raps the gavel once and announces, The meeting will come to order.
2. **Opening Ceremonies** (optional)
3. **Roll Call** (usually only necessary to establish a quorum and is optional)
4. **Reading and Approval of the Minutes**
Chair: The Secretary will read the minutes; following the reading, the Chair will ask, Are there any corrections to the minutes? (Additions and omissions are corrections, therefore are already included in this question.) If there are none, the Chair says, The minutes stand approved as read. If there are corrections, they are usually made by general consent and the Chair says, The minutes stand approved as corrected.
5. **Reports of Officers and Committees**
Chair: The Treasurer will now report. Following the report, the Chair will ask, Are there any questions on the Treasurer's Report? If there are no questions, the Chair says, The report will be filed for audit. (A Treasurer's Report

¹⁷Based on the National Youth Council, National Youth Parliament Rules Of Procedure (NYC NYP ROP) Rule VIII, Section 1

¹⁸Ibid

¹⁹For more inputs on parliamentary procedure such as in making motion, refer to Appendix 4 on page

is never adopted). Officers who have reports will be called on in proper order. The presiding officer should know in advance who is prepared to report.

6. **Standing Committees** are usually called upon in the order in which they are listed. The Chair should know in advance who is prepared to report. If the Report is for information only, no action is taken; if the report brings a recommendation, action may be taken at this time or under New Business. Action on the report is moved by the reporting member.
7. **Special Committees** are usually called in the order in which they were appointed. If the Report is given for information, no action is taken; if the Report brings a recommendation, the reporting member may bring the recommendation for action at this point or under New Business.
8. **Unfinished Business** is business postponed or referred by motion or left unfinished from the previous meeting as recorded in the minutes. (not referred to as old business)
9. **New Business** may be introduced by the Chair or by any member. The Chair will ask, Is there any new business? at which time there is an opportunity to bring new items of business by motion or resolution.
10. **Program** (If there is a planned program, the schedule should be optional.)
11. **Announcements**
12. **Adjournment.** The Chair asks, is there any further business to come before the assembly/meeting? If the Chair hears none, the Chair may declare the meeting adjourned; however, a motion may be made to adjourn the meeting, requiring a second to the motion and a majority vote. The meeting is not adjourned until the Chair declares it adjourned. The Chair then says: The meeting is adjourned.

Recording and Report-writing

- Taking the minutes of the meeting (MOM): This is the official record of the decisions and discussions that take place during the meeting.
- Documentation or keeping a record of something in written form, in photographs, or in audio and video recordings: This helps keep track of events and processes and can be used

for presenting proof of what occurred, collecting information, and reviewing what happened.

- There are two (2) kinds of records, namely, minutes and reports.

Reminders!

Keep in mind, the key principles of recording:

- Must be clear and accurate.
- Must include important information such as the report title, date of submission, and name of the author.
- Must be transparent and accessible.

Minutes of the Meeting (MOM)

- MOM refers to the complete set of notes taken during the meeting regarding:
 - time, date, attendees and proposed and agreed-upon agenda;
 - points discussed and the issues raised; and
 - plans, solutions, agreements and compromises reached during the meeting.
- Contains a complete record of what transpired, including every motion whether lost or carried, and the names of the persons making and seconding each.
- Details of the discussion are not necessary. But a record should be made of the ultimate fate of each motion, indicating the number of votes on either side if votes were counted.
- Personal opinions or comments should NOT be included.
- As suggested in the Order of Business, the MOM must be read and opened for correction at the subsequent meeting.
- The approved MOM must be signed by all the SK member who attended the meeting.

Steps in Taking the MOM²⁰

1. **Log the attendance**
 - The minutes include a full list of those present, and all who sent apologies for being absent. An attendance sheet may be passed around to capture the identities of those present.
2. **Focus on taking notes on the main business**
 - The manner in which notes are taken during the meeting depends on how formal the minutes need to be.
 - Reporting a brief summary of the discussion, plus any action points, affords the note-taker the

²⁰Based from The Role of the Secretary. Available at <http://www.skillsyouneed.com/ips/meeting-secretary.htm>

opportunity to listen to the discussion and then summarize it in note form.

- If the expectation is a documentation of main points made by individual speakers, then a fuller set of notes must be taken, including the speakers' names or initials.

3. Support the Process

- Quietly pass a note to the chair highlighting any issues with the timing of the agenda.
- Recap and summarize the discussion. This is helpful when people are starting to make the same point again.
- Ask for clarification when needed regarding a particular point.
- Once an action has been agreed upon, verify the identity of the one assigned to undertake the action. It is not uncommon for those in a meeting to agree that action is necessary and the nature of the action while failing to identify the person responsible for the action.

4. Write the Minutes of the Meeting (MOM)

- The work really starts after the meeting. It's best to start writing the MOM as soon as possible after the meeting while the discussions are still fresh and clear in the memory of the note-taker.
- The MOM should follow the order of the agenda. Included should be all the key points raised during discussion, any decisions made, and all actions agreed upon with each individual responsible for which action clearly identified.
- Minutes are always written in the past tense and usually in the passive voice. For example, 'X set out that Y needed to happen; it was agreed that Z would be responsible. Would' rather than will' is preferable when referring to what is yet to happen, especially when writing formal minutes.
- The use of first names, titles plus surnames or initials to refer to those speaking is a matter of style. Check with the chair or review previous approved MOMs to see what had been done before. Write the MOM in a style consistent with the style of the organization's previous MOMs.

5. Checking and Approving

- Very soon after the meeting referred to, send the draft MOM to one or two (1 or 2) trusted meeting attendees (usually including the one who presided over the meeting) for them to check and comment on the draft before it is finalized and circulated in final form.
- Once the minutes have been approved by

the SK Chairperson, this final MOM can be circulated to attendees and, if necessary, to any other interested party authorized to receive a copy of the MOM.

- Attendees are allowed to correct perceived errors. Such corrections should be noted and incorporated in the next set of corresponding minutes.

Reports

- The SK Secretary is responsible for the timely collection of reports from other SK members or committees as well as for the timely preparation of SK reports.
- When SK officials and committees submit reports, the secretary is responsible for noting the date and time of receipt and the filing of each of these reports.
- A log book or record of reports should be maintained for the easy management and safekeeping of files/reports.

Meeting-to-Committee Reports

- Are not required at every meeting but should be prepared when such is warranted.
- The Treasurer's report should include a record of all money received and all money expended by the treasurer on behalf of the organization.
- Reports should be expected occasionally from the committees, particularly the regular committees. This is a suggested item under Order of Business. When at a meeting a report is called for, and there is no report to be presented, the Chairperson should say, the committee has no report to make.
- When a Committee Report is given it should include a record of all committee meetings held, work done, money expended, and future plans, as well as anything else the committee wants the SK or KK to know.

Program Accomplishment Reports

Annual Program Accomplishment Report

- The accomplishment report must be concise and brief.
- Approved by the majority of the SK during regular meeting.
- Must be in writing and included in the permanent record of the SK.

End-of-term Accomplishment Report

- Provides an overview of the program/s which were established and implemented by SK during its term of office.
- Includes descriptions of the program/s as well as specific information related to SK team work progress, goals established and achieved, and problems which arose and corresponding decisions made.
- Serves as reference for the new SK officials.
- Establishes the accountability and transparency of SK as a public institution.

V. Monitoring and Evaluation²¹ and Reporting

A. Monitoring and Evaluation (M&E)

• Is a process that helps improve performance and achieve results. Its goal is to improve current and future management of outputs, outcomes, and impact (UNDP, 2002)²²

Monitoring provides constant feedback on a program's progress, the problems it faces, and the efficiency of implementation.

Ask whether:

- activities are completed as scheduled and within cost estimates
- standards of quality are met
- team responsibilities are duly performed
- a way to measure progress has been devised
- problem-solving tools are effectively used
- stakeholders are regularly consulted and involved

Evaluation looks into the outcome of a program and reviews what went well, what went poorly, and why.

Ask whether:

- the program achieved what it said it would
- the program made a difference in the lives of its target communities
- implementation methodologies are effective
- things can be done differently
- evaluation findings can be used in the planning and implementation of other undertakings

Steps in Monitoring

1. **Outline objectives-** At the start of program implementation, clearly outline what the program or project seeks to accomplish
2. **Focus on activities-** Plan what the activity components are, their corresponding schedules and lengths of execution
3. **Track the program/project's progress**
 - Devise simple ways of keeping track of progress through:
 - meetings – make sure meetings are regarded with trust and not viewed as just a way of checking up on people;
 - progress and financial reports – reports are short and straightforward in presenting activities and achievements; and
 - work journal – either daily or weekly, contains observations regarding what have taken place.
 - Record the nature of community reception regarding the program or project and its initial accomplishments.
4. **Present observation**
 - Record observation by focusing on presenting gathered information and how these will be used for the improvement of program or project implementation (e.g., improve schedule of activities, rework budgets).
 - Identify program/project implementation shortcomings.
 - Inform other organizations of the program or project to encourage collaboration and enrich future decision-making and planning.

²¹From Youth Links: A Guide to Localizing the Medium-Term Youth Development Plan

²²See: United Nations Development Programme (UNDP) Handbook on Monitoring and Evaluating for Results. New York: UNDP Evaluation Office. Available at: <http://web.undp.org/evaluation/documents/handbook/me-handbook.pdf>.

The following is a tool that can be used in monitoring:

Objectives and Activities	Timeline	Resource(s)	Person-in-Charge	Remarks
1. To conduct a 3-day re-echoing training for the KK 1.1. Invite 25 potential KK trainees from 5 different youth organizations	May 25-28 (4 days)	Letters, training schedule, transportation expense	Juan	Letters were sent to various youth organizations. However, only 20 out of 25 targeted KK trainees confirmed their participation.
1.2. Coordinate with the Sangguniang Barangay (SB)	May 25-28 (4 days)	Letter, meal allowance	Pedro	The SB and Project Team conducted a meeting last May 26 and both parties agreed on the following: <ul style="list-style-type: none"> - The venue (including chairs/tables and sound system) shall be provided by the SB. - SB shall assign security personnel within the vicinity

Steps in Evaluation

1. Define stakeholders

- Get them involved — gather different perspectives on the program or project and establish common expectations.
- Clarify goals and objectives of the program or project to be evaluated.

The stakeholders are:

- implementers/project team
- recipients/beneficiaries
- supporters like the local government and other organizations
- decision-makers like the funder.

6. Present findings and ensure use

- All work put into program or project evaluation should be intended for use in quality improvement
- When presenting findings and recommendations prior to discussing details, it is important to:
 - o know the values, beliefs, and perceptions of the organization;
 - o understand the organization's background and thence be able to build on common ground; and
 - o state the underlying purpose for the recommendation endorsed.

2. Describe the program/project

- Take the time to articulate what the program or project does and what it is expected to accomplish. This is essential to the formulation of an evaluation plan.
- Descriptions answer questions like: What is the goal of our program or project? Which activities will we pursue to reach our goal? How will we do it? What are our resources? How many people do we expect to serve?

Methods used for gathering qualitative data: key informant interviews, focus groups, and participant observation and for quantitative data: survey

3. Design a focused evaluation

- Choose to evaluate: process, means, resources, activities, and outputs; outcomes (how well goals have been attained); or both process and outcomes
- In conceptualizing the evaluation, keep in mind the specific purpose of the evaluation: What questions are you trying to answer? How will the information be used? What information-gathering methods are best suited to collecting what our organization needs to know?

4. Gather evidence

- Qualitative and quantitative data are the two (2) main kinds of data which may be collected.

5. Draw conclusions

- Answer the bottom-line question: Are we getting better, getting worse, or staying the same?
- Data comparisons reveal trends, gaps, strengths, weaknesses. Compare evaluation data with targets set for the program/project, with standards established by stakeholders or funders, or with data gathered from similar other programs/projects.

B. Reporting

- Formal presentation of the monitoring and evaluation information
- The main objectives are:
 - o to provide awareness of actual and potential problems and any corresponding remedial action taken;
 - o to serve as an audit or evaluation trail – to maintain a record of all actions taken during implementation; thus constituting a vital resource for project assessment; and
 - o to serve as reference for future programs or projects – to serve as a vital resource for ensuring that lessons learned (project successes, failures, best practices) during project implementation are available for consideration when formulating and implementing future projects. (UNEP, n.d.)
- Reporting should be done per activity implemented, annually, and at the end of term.

Activity Report

- intended to reduce reporting requirements in activities or to serve as a source of information in the preparation of program accomplishment reports; and
- an important resource for use when complying with the requirements of donor/s especially when the program/project is externally funded.

Steps

Keep the report brief — a maximum of two (2) pages, but comprehensive enough to make sure that anyone who reads it will understand what the activity is.

- 1. Introduce the activity:**

Present a brief description.

Include important information about the activity: title, area where the activity took/is taking place, duration/time frame, beneficiaries and implementing team, etc.

- 2. Clarify objective/s:**

Be clear about the objectives. Make sure this understanding is shared by other key people involved.

- 3. Present the accomplishments:**

List down highlights and accomplishments vis-a-vis expected results.

- 4. Identify key issues and actions taken:**

Present the key issues encountered during implementation and how these have been/are addressed.

- 5. Present the lessons learned:**

Based on the overall implementation of the activity, specify lessons learned which can be replicated in future similar or other activities.

Draft the report using the following template:

Activity Report

Activity:	Date:
Description of the Activity:	
Objectives: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Accomplishments/Highlights: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Key Issues: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Actions Taken: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Lessons Learned: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
Prepared by:	
<hr/> Signature over Name	

Progress Report

- presents the status of program/project implementation and that decisions or actions necessary for successful implementation have been or are being made/taken and documented in a timely manner; and
- provides a framework for assessing status and a snapshot record of project implementation at any given time

Steps

1. Sum up the key points of the program or project that present its progress or status of implementation.
2. Draft the report to a maximum of two (2) pages using a simple format as shown in the following matrix.
3. Gather additional inputs from other people involved in the implementation. This helps to validate the draft report.
4. Revise the draft if necessary based on new inputs and observations obtained.
5. Finalize the report. Remember that the purpose of the report is to make the people concerned aware of the progress and have them know when their help is needed to keep the program or project on track.

Weekly/Monthly Progress Report

Title of the Activity/Project:	Report Date:	
Overall Status:		
Summary:		
Key Issues: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Identified Risks: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Tasks: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Next Steps: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Decisions Needed: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Key Future Dates:		
Budgeted Costs:		
Prepared by:		
<hr/> Signature over Name		

Final Report is required upon the completion of each program/project should contain information on the achievement of objectives, results, and outputs similar in content to the, except that it has added information on lessons learned and project sustainability and replicability should be submitted within sixty (60) days of completion of the program or project or as agreed upon.

Steps

The steps followed in writing the Final Report are usually based on the template provided by donors or adopted by the implementing organization. The report must present a detailed description of the program or project implemented. The report is usually patterned after the template on the next page.

Writing an Executive Summary

This is a very important part of the report. This is the most used source of information about the output/outcome. Make it short, preferably 1-2 pages. Make the findings and its implications clear, possibly including recommendations.

1. Make sure that the available sources of information or data are at hand. Be sure to understand clearly the guidelines on final reporting, if any.
2. Draft the report as indicated in the required outline. Make the descriptions and statements clear and direct to the point, employing the necessary technical writing skills.
3. Conduct validation to ensure the reliability of the information presented.
4. Present the draft report to the other members of the implementing team for further inputs, comments, and suggestions. This may also serve as a means of validation.
5. Revise the draft as needed.
6. Finalize the report. Do the final editing.

Final/Closure Report

Title of the Program/Project:

Program/Project Cost:

Funding Institution/s and other Proponent/s:

Implementing Institution and other Collaborating Institutions:

Date of Commencement:

Duration:

Date of Completion:

Objectives:

As Approved	Deviation made from original objectives, if any
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Activities and Deliverables

-
-
-

Methodology:

Data Collected: (*supported by necessary tables, charts, diagrams and photographs*)

Results:

-
-
-

Output/Outcome: (*indicate contributions made toward answering the issue or problem that is being addressed*)

-
-
-

Conclusion:

VI. Passing a Resolution²³

What is a Resolution

- Resolutions are used for executing propriety functions and private functions. Resolutions may also be used to express ideas, opinions or requests.
- A resolution is more temporary while an ordinance is more general and permanent. An ordinance is a law at LGU level such as at the barangay level.
- The SK by itself does not have the power to create an ordinance, but can propose a resolution to the SB that when approved by which latter can be enacted into an ordinance.
- Resolutions are initially deliberated, and crafted by the committees concerned.

Steps in Passing a Resolution

- 1) The SK member submits a copy of the proposed resolution for consideration through the SK Secretary. The SK member who drafted the proposed resolution is referred as the "sponsor".
- 2) The SK Secretary records it for the next session's "Reference of Business".
- 3) During SK session: First Reading. Here, reading of the title of the proposed resolution takes place.
- 4) After reading, the proposed resolution shall be referred to the appropriate committee that shall conduct committee meeting and public hearing.
- 5) The committee holds meeting, public hearing, and deliberates on the proposed resolution.
- 6) During next SK session, the committee reports the result of the meeting and public hearing conducted.
- 7) Second Reading. The entire draft of the proposed resolution is read.
- 8) After reading, the sponsorship speech follows.
- 9) After the speech, the body deliberates for possible amendments.
- 10) Then, voting with quorum for approval or adoption takes place.

Resolutions are used for executing propriety functions and private concerns. Resolutions may also be used to express ideas, opinions or requests. A resolution is more temporary, while an ordinance is more general and permanent. An ordinance is a law at LGU level such as at the barangay level

Remember!

A draft resolution must be in writing and must have these parts:

- An assigned number;
- Title or caption.
- Name of author/s;
- An enacting or ordaining clause; and
- Date of its effectiveness. Unlike an ordinance, a resolution need not pass a Third Reading.

²³Adopted from The Revitalized ISKOLAR-BOS: Trainer's Manual (2011)

Steps in Resolution Making



Effectivity

- An SK resolution, like a barangay resolution, takes effect after ten (10) days unless the said resolution fixes another date and after a copy thereof has been posted on a bulletin board at the entrance of the barangay and in at least two (2) conspicuous places such as the public market, church or chapel.
- Not later than five (5) days after the approval of the resolution, the SK Secretary shall cause its posting in its original language, in the logbook.

An example of a resolution is presented below. The WHEREAS statements are generally facts regarding a problem, issue, situation or need that the resolution seeks to address. The RESOLVED statements are then the agreements, sentiments, or request that result logically from the previous WHEREAS statements.

Sample Resolution

RESOLUTION NO. 000

Series of 201_

RESOLUTION ENDORSING THE PROJECT PROPOSAL OF THE SANGGUNIANG KABATAAN FEDERATION OF _____ CITY, REQUESTING FINANCIAL ASSISTANCE TO PURCHASE BOOKS AND OTHER MATERIALS FOR RESEARCH FOR THE CONVERSION OF THE SK FEDERATION BUILDING INTO A CITY READING CENTER FROM THE SPECIAL PROJECTS ALLOCATION OF HON. _____ AND AUTHORIZING THE HON. CITY MAYOR TO SIGN, FOR AND IN BEHALF OF THE CITY, THE MEMORANDUM OF AGREEMENT WITH THE PROVINCIAL GOVERNMENT OF _____ CONCERNING THE SAID GRANT OF FORTY THOUSAND PESOS (P40,000.00) ONLY

WHEREAS, the SK Federation of _____ City in its initial meeting approved Resolution No. 03, series of 2012, entitled, "RESOLUTION APPROVING THE ESTABLISHMENT AND OPERATION OF A READING CENTER AT THE SK FEDERATION BUILDING AT BRGY. III AS DETAILED IN THE ATTACHED PROJECT PROPOSAL, FUNDS TO BE REQUESTED FROM THE CITY AND THE PROVINCE";

WHEREAS, the project proposal lists the need for books and other materials for research for the use of the readers at the proposed Reading Center;

WHEREAS, this august Body likewise believes in the merits of the project;

NOW, THEREFORE, on motion of Hon. _____, duly seconded by all Members present, it was,

RESOLVED, as it hereby resolves, to endorse the project proposal of the SK Federation of _____ City requesting for financial assistance to purchase books and other materials for research for proposed Reading Center from the Special Projects Allocation of Hon. _____, in the amount of Forty Thousand Pesos (P40,000.00) only;

RESOLVED FURTHER, to authorize the Hon. City Mayor to sign, for and in behalf of the city, the Memorandum of Agreement with the Provincial Government of _____ concerning the said grant.

RESOLVED FURTHER, to furnish copies of this resolution to the City Mayor, City Legal Officer, this city, Hon. _____, the Provincial Government of _____ and the SK Federation, for their information.

UNANIMOUSLY ADOPTED: October 24, 201_.

This diagram illustrates the structure of a resolution with annotations explaining each part:

- Objective:** This part explains the OBJECTIVE of the resolution or what it wants to propose or achieve.
- Formation Basis:** This part tells about HOW and WHY the resolution was formed. This includes earlier resolutions that served as a basis for the current resolution.
- Importance:** It is important to write down the importance of the activity/ project/ proposal.
- Approval:** This part stating approval by the Council/ Body is important.
- Action:** After the rational and support has been stated, this part states the "ACTION" – what the resolution wants to do.
- Other Actions:** This part states the other actions that are needed to carry out the resolution.
- Final Actions:** This part states other actions needed to carry out the resolution.

VII. Committee Management

- SK is mandated to create regular committees like education and culture committee and special committees like audit and grievance committees.
- The role of managing such committees is performed by the SK Kagawads.
- In general, they among themselves hold the chairmanship and membership of the committees.

Committee Chairmanship is not limited to the members of the SK. The KK members who possess competence and can render great help in effectively carrying out programs and activities may also be delegated as chairpersons.

SK Committees²⁴

The following mandatory committees under the IRR of RA 10742 shall be created:

- **Committee on Education and Culture.** Responsible for overseeing all SK matters, that is, policy and programs or projects related to education and culture. Mainly, the committee is tasked to ensure that education is a matter of priority and culture is kept alive among the youth and community as a whole; e.g., folk dances.
- **Committee on Environmental Protection, Climate Change Adaptation (CCA), and Disaster Risk Reduction and Resiliency (DRRR).** Responsible for all SK matters related to environment and disaster preparedness. The committee is tasked to ensure that the youth are made aware of and capacitated regarding protection of the environment and preparedness in times of calamities.
- **Committee on Youth Employment, and Livelihood.** Responsible for all SK affairs related to promoting employment and livelihood opportunities for the youth.
- **Committee on Health, Health Services, and Reproductive Health.** Responsible for all SK matters related to the health of youth.
- **Committee on Anti-Drug Abuse and Social Protection.** To safeguard the welfare of the youth, anti-drug and social protection committee should be created.
- **Committee on Gender and Development.** This committee manages all SK matters concerned with gender and development (GAD).
- **Committee on Sports Development.** This committee is in-charge of managing all SK matters related to sports development among the youth and among community members as a whole.

Special committees may be created depending on the needs of the sector and or issues or concerns of the youth in the barangay.

Chairpersons and members of the committees shall come from among the members of the SK or from among the members of KK

Functions of the Committees

Committees are created for the purpose of addressing specific issues and concerns of the youth. The following are the functions of the committees:

- Conduct deliberations and consultations and the holding of committee report sessions related to the proposed resolutions;
- Create policies addressing the issues and concerns of the committees;
- Plan, facilitate, and implement programs and activities that SK provides such as: educational workshops and skills trainings; revival of cultural or folk dances; creation of youth task force on DRRR management; employment and livelihood project; anti-drugs campaign; GAD training; and sports development aimed at reviving and strengthening traditional games, to name a few;
- Conduct consultations in relation to programs and other activities of SK;
- Gather feedback from KK members and other individuals engaged. Feedback will provide suggestions, opinions, and observations from members and other individuals which serve as important bases in decision-making;
- Make decisions concerning committee activities;

²⁴Example of committees shown based on the requirement of RA 10742

- Promote the SK organization in the community;
- Create and maintain communication lines to ensure that members are aware of the organization's programs and activities; and
- Raise funds if necessary.

Encourage participation!

- *Involve committee members in all activities of the committee.*
- *Ensure that the committee plans are in alignment with the overall strategic plan (ABYIP, CBYDP, LYDP etc.) of the SK.*

VIII. Mobilization for the SK

A. Resource Mobilization

- Ensures the sustainability of SK's programs, projects, or services and support the improvement or expansion of the services currently provided.
- Involves identifying people who share the same values as the organization and taking steps to manage that relationship. (International Development Research Centre (IDRC), 2010)²⁵

Steps

1. Create a network and learn to connect in a manner and language that will be understood and will establish common ground through the sharing of values and interests.
Remember: Resource mobilization is networking.
 - How to network:
 - List down the organizations, prospective funders/donors like businesses and agencies i.e., government or private), and other groups in the locality;
 - Find out what services and resources they have; and
 - Establish and maintain a good working relationship with them as the organization's partners.
2. Connect and foster harmonious relationship with networks. Remember: Resource mobilization is friend raising. Financial support comes as a result of a relationship and not as a goal in and of itself. People give money to people with causes. (IDRC, 2010)²⁶
3. Commit to raise resources and to institutionalize resource mobilization priorities, policies, and budget allocation. Remember: Resource mobilization is a team effort and involves the SK member commitment.

B. Volunteer Mobilization

- To mobilize more youth volunteers and to provide them with a positive experience and meaningful participation in serving the community, it is necessary to understand why they volunteer and why they do not or why they stop volunteering.
- The right strategies and approach should be utilized to prevent wastage of resources and to be able to effectively proceed with necessary steps.

Steps²⁷

1. Talk to the youth about SK and its programs and activities for the KK.
 - Go to schools.
 - Engage the youth subsectors (out-of-school youth, working youth, in-school youth, and youth with specific needs).
 - Partner with youth organizations, youth-serving organizations, youth volunteer groups, and other youth groups.
2. Arrange for a dialogue or meeting to discuss volunteer work and partnerships.
 - Secure permission from school principals and administrators to engage students or officers and members of school-based clubs, groups, and other student organizations.
 - Consult with former SK officials, barangay officials, community leaders or the young people themselves to find out where other youth hang out.
 - Coordinate with various youth groups to schedule meetings.
3. Communicate clearly and enthusiastically.
 - Explain about the SK, including its volunteer program.
 - Explain the areas where the youth and youth groups can be of help as volunteers, what they can do as volunteers, and the benefits of volunteering.
 - Communicate with passion.
4. Connect with them and build contacts.
 - Do follow up activities.
 - Engage the youth to take part in various productive youth and community activities.
 - Identify a volunteer manager who can allocate time dedicated to this role and is willing to accept accountability for ensuring meaningful volunteer work as an important part of the organization.

²⁵ To know more about Resource Mobilization, see: International Development Research Centre's Resource Mobilization: A Practical Guide for Research and Community-Based Organizations: 2nd edition.

²⁶ Ibid

²⁷ Adopted and modified the "How can we get more young people to participate in the KK?" from The Revitalized ISKLOR-BOS (2011)

What are Resources?

- Assets that the organization has that can be used to accomplish a goal
- Can also be anything that has the potential to improve the quality of programs and services offered by the organization
- Resources are not only financial matters. Resources can be categorized as:
 - financial resources (e.g., funds, money)
 - physical resources (e.g., equipment, materials, building, facilities);
 - human resources (e.g., SK officials, KK members, volunteers, funders);
 - natural resources (e.g., environment, seacoast, forest)

Resource Mobilization refers to all activities undertaken to secure new and additional resources for the organization. Resource mobilization involves making better use of and maximizing existing resources. (Seltzer, 2014)

C. Community Organizing

- We want young people to understand and appreciate their community, to have a deeper sense of belongingness and community ownership, and to be able to help in uplifting the condition of the community
- Youth officials can organize the young people and the whole community toward the realization of SK goals on youth empowerment and community development.

Community Organizing (CO) is a process whereby a community of diverse people of different interests, beliefs, and backgrounds is organized, unified, and united for a common purpose and function. The people's lives, experiences, and aspirations are the underpinning elements of CO. The goal of CO must be for continuing capability building, self-reliance, and empowerment of the community. Through this continuing process, the unity and collective action of the people are strengthened. CO must continue until the people themselves are capable and empowered enough to identify and carry out solutions to their own problems. (Manalili, 1990)

Steps²⁸

1. Understand the context of the youth in the community
 - Start with the creation of a youth profile of the community.
 - Take note of their interests and issues.
2. Set up a "tambayan" or home base
 - Identify/designate an accessible place where the youth can comfortably share opinions and ideas, informally talk, build friendships, and work while having fun.
 - Consult the youth in formulating the house rules of tambayan.
3. Hold talks and discussions to identify and analyze youth concerns
 - Use informal talks and discussions to encourage youth expression of honest and broad ideas, opinions, and concerns.
 - Facilitate talks and discussions about community and national issues to encourage youth to freely show their concerns.
 - Facilitate the free flow and sharing of ideas to better understand the factual situation of the youth.
4. Identify potential leaders
 - Identify potential leaders who can become SK volunteers who can help facilitate discussions and further generate support for SK activities.
 - Develop youth leaders who can become SK's partners in managing youth activities.
5. Build youth knowledge and capacities
 - Contextualize youth ideas into the bigger picture of the governance of SK as well as link ideas to local and national governance.
 - Facilitate strengthening and building of the skills and capacities of the KK and youth in general, not only of the SK members.
 - Hold sharing sessions to share experiences and learnings from various trainings attended.
 - Conduct activities aimed at transferring to others the knowledge and skills acquired.
6. Strengthen youth organizations and sustain active participation
 - Encourage and strengthen youth organizations at the same time continue to recruit new KK members and youth volunteers to SK.
 - Create programs to sustain active youth participation.
 - Conduct activities aimed at enhancing youth problem-solving capability and decision-making power to enable the realization and maintenance of active youth participation in community governance.

²⁸ Adopted and modified from: The Revitalized ISKOLAR-BOS: Trainer's Manual (2011) and Manalili, A. (1990). Community Organizing for People's Empowerment. Manila: Kapatiran-Kaunlaran Foundation, Inc.

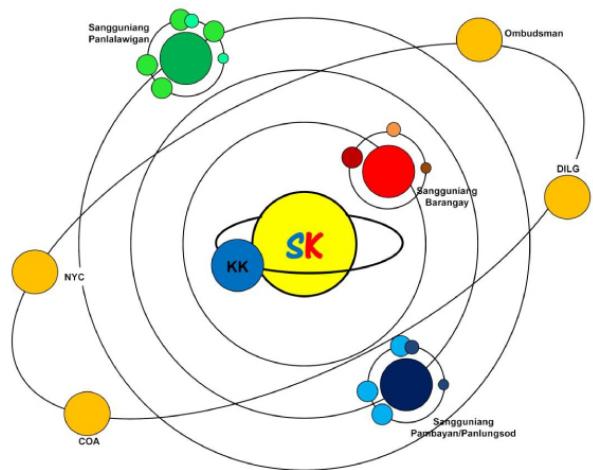
IX. SK Universe: Engaging the Government

"Youth development is everybody's concern." - National Youth Commission

SK as an institution is connected and bound with the governance system of the country. As a vital force for youth empowerment, SK must actively and strategically engage the government through its various units and agencies.

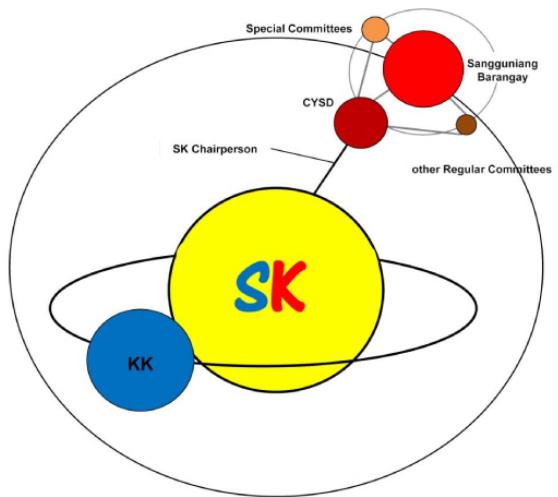
In the community, as shown in the above diagram, SK is the center for the promotion and realization of youth development and empowerment. The young people in the community are organized as KK to work hand in hand with SK.

To bring youth development and empowerment to reality, the SK must effectively perform its role and function. As such the SK is expected to foster strong connection and functional collaboration with the different local government units, national agencies, and special bodies. However, each of them exists to fulfill its own mandate, mission, and objectives. Thus, SK needs to work and engage them with due consideration of this fact and of what is stipulated in R.A. 10742.



A. The SK and the Sangguniang Barangay

- The SK Chairperson as an ex-officio member of the Sangguniang Barangay serves as the active and dynamic voice of the young people inside the Sangguniang Barangay.
- He also serves as Chairperson of the Committee on Youth and Sports Development (CYSD) and is a member of other committees and guidelines and other related policies.
- Submit financial and accomplishment reports
- Coordinate with BC for available youth-related data in relation to the conduct of youth profiling and the management of a youth database.



B. SK and the LGU

The SK can directly engage the LGUs through various mechanisms provided by the SK Reform Act as presented below:

- Through the Local Sanggunian (Pambayan, Panlungsod, Panlalawigan)
 - Advance and fulfill its advocacies and programs on issues and concerns of the youth sector;
 - Put forward the adoption of SK resolutions in the form of ordinances or resolutions by the LGU concerned;
 - Push for the prioritization and utilization of resources for development plans, programs, projects, and activities for the youth; and
 - Know the extent of support of the LGU's to youth welfare and development; to be considered as input to both LGU and SK planning.

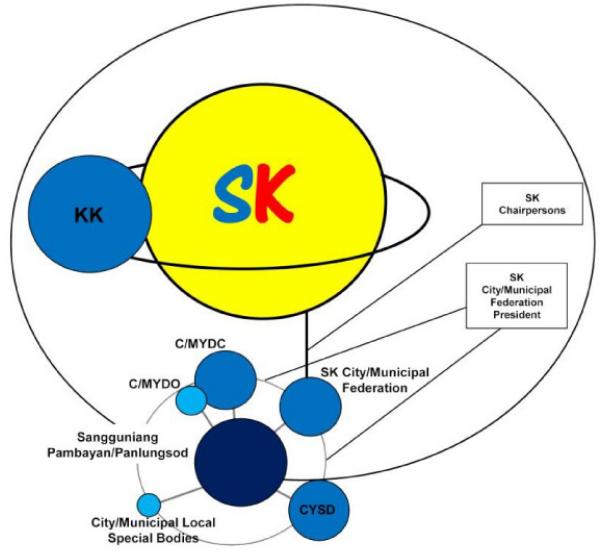
• Through Local Special Bodies

- Advance the issues and concerns of the young people in relation to the mission, vision, and objectives of said local bodies;
- Propose policy and program or project for the youth;
- Provide youth-related information and data to these local special bodies that may be relevant to their decision-making through the LYDO;
- Coordinate the registration and verification of youth and youth-serving organizations and participation in mandatory and continuing training; and
- Coordinate other youth activities through LYDO as secretariat to LYDC.

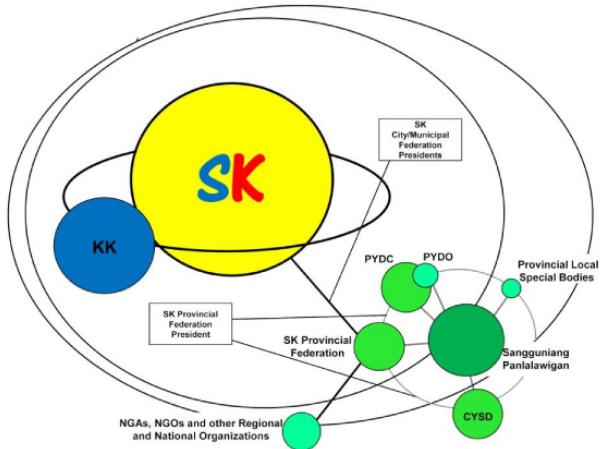
• Through the LYDC

- Coordinate the crafting of CBYDPs and planning and execution of projects and programs of the SK and the Federations at all levels; and
- In crafting the CBYDP, coordinate with the LYDC to ensure alignment to the LYDP.

City / Municipal Level



Provincial Level



C. SK and the National Government Agencies

SK engages with different national government agencies based on their prevailing mandates specifically those related to the youth as discussed below.

SK and the National Youth Commission

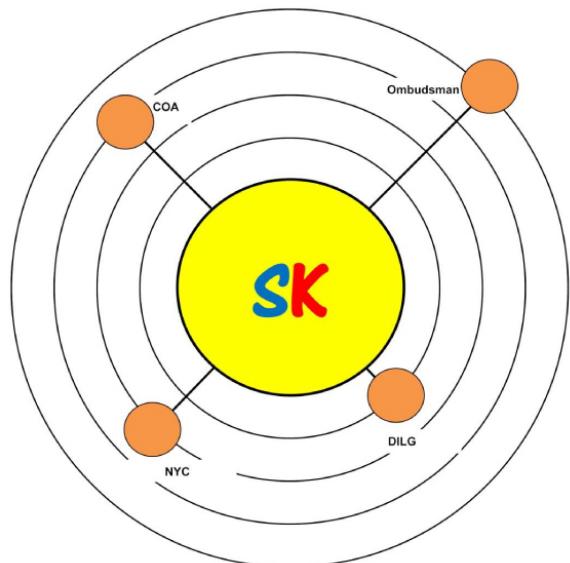
- The primary function of the NYC is the formulation and coordination of national policies on youth as well as planning, implementing and overseeing national integrated youth promotion and development programs.
- SK can make use of this mechanism in creating, developing and proposing youth policies and programs, which can be supported by NYC.
- Based on the provisions of the SK Reform Act, the SK can engage the NYC as follows:
 - Coordinate for capacity development and training program and other youth programs and activities;
 - Coordinate for guidelines on: establishment and registration of youth/youth-serving organizations; privilege on NSTP-CWTS; SK/KK meeting; and manner of election, suspension, and removal of the officers and their term of office;
 - Coordinate with NYC concerning other powers and functions that it may prescribe in relation to its mandate on youth empowerment; and
 - Submit copy of accomplishment and financial reports and profile and database of youth.

SK and the DILG

- In general, the SK can engage the DILG on matters pertaining to local governance as applicable to SK
- Specifically, as provided by the SK Reform Act, the SK can engage the DILG through its LGOO stationed in the concerned LGU, as follows:
 - Rules and procedures in the implementation of the policy on full disclosure of all SK transactions and documents involving public interest as promulgated by DILG;
 - Guidelines on manner of election, suspension, and removal of officers and their term; and
 - Accomplishment and financial reports and profile and database of youth.

SK and the Commission on Audit

- The SK uses public funds. As such, it is subject to the accounting and auditing rules and regulations promulgated by COA.



- For the purpose of transparency and accountability, the SK must:
 - Liquidate and settle all financial accounts pertaining to the revenue and receipts of and expenditures or uses of funds and property owned or held in trust by or on behalf of government;
 - Strictly observe the accounting and auditing guidelines promulgated by COA regarding the proper recording, reporting, and audit of SK funds and other government funds; and
 - Furnish a copy of submitted program accomplishments and financial reports.

SK and the Office of the Ombudsman

- SK officials both elective and appointive are subject to Ombudsman examination in relation to the conduct of their powers, functions, and duties as public officials.
- They can be charged with administrative, civil, and criminal liability.
- They can also file complaints against other government officials and/or other government employees.
- The SK in good faith and lawful performance of its powers, functions, and duties as public officials must keep in mind the following grounds for filing complaints²⁹

²⁹ To know more of the grounds for filing complaints, see the Ombudsman's Website - <http://www.ombudsman.gov.ph/>

Criminal Complaint

- May be filed due to an offense in violation of:
 - R.A. 3019 (*Anti-Graft and Corrupt Practices Act*), as amended;
 - R.A. 1379 (*An Act Declaring Forfeiture in Favor of the State Any Property Found to have been Unlawfully Acquired by Any Public Officer or Employee and Providing for the Proceedings Therefor*) as amended;
 - R.A. 6713 (*Code of Conduct and Ethical Standards for Public Officials and Employees*);
 - Revised Penal Code, Title VII, Chapter II, Section 2;
 - R.A. 7080 (*An Act Defining and Penalizing the Crime of Plunder*), as amended
 - and for such other offenses committed by public officers and employees in relation to their office

Administrative Complaint

- May be filed for acts or omissions which are:
 - contrary to law or regulations;
 - unreasonable, unfair, oppressive, or discriminatory;
 - inconsistent with the general course of an agency's functions though in accordance with law;
 - based on a mistake of law or an arbitrary ascertainment of facts;
 - in the exercise of discretionary powers but for an improper purpose;
 - otherwise irregular, immoral, or devoid of justification;
 - due to any delay or refusal to comply with the referral or directive of the Ombudsman or any of his deputies against the officer or employee to whom it was addressed; and
 - such other grounds provided for under E.O. 292 and other applicable laws.
- The Administrative Code of 1987 is the basic law governing the organization and structure of the national government

Sample Scenarios related to Criminal Complaint: *Arbitrary Detention defined and penalized under Article 124 of the Revised Penal Code*

- The penalty of *arresto mayor* in its maximum period to *prisión correccional* in its minimum period, if the detention has not exceeded three days;
- The penalty *prisión correccional* in its medium and maximum periods, if the detention has continued for more than three but not more than fifteen days;
- The penalty of *prisión mayor*, if the detention has continued for more than fifteen days but not more than six months; and
- That of *reclusión temporal*, if the detention shall have exceeded six months.
 - The commission of a crime, or violent insanity or any other ailment requiring the compulsory confinement of the patient in a hospital, shall be considered legal grounds for the detention of any person.
 - For instance, if an SK Chairperson detained a KK member for unspecified reason, the elements of the crime of arbitrary detention are:
 - That the offender is a *public officer*;
 - That she/he *detains a person* (Detention is committed when a person is placed in confinement or there is a restraint on his person.);
 - That the detention is *without legal grounds*.

Sample Scenario on Administrative Complaint: *Gross Neglect of Duty under R.A. 6713, Section 5(a)*

- SEC. 5. *Duties of Public Officials and Employees*.— In the performance of their duties, all public officials and employees are under obligation to:
 - (a) – All public officials and employees shall, within fifteen (15) working days from receipt thereof, respond to letters, telegrams or other means of communications sent by the public.
 - The reply must contain the action taken on the request.
 - For example, if the SK Kagawad fails to act promptly on a letter sent by a resident of the barangay within 16 days wherein said letter contains queries about the project and activities of the committee where said SK Kagawad is the chairperson, she/he is guilty of simple neglect of duty and shall be penalized.
 - If the communication sent is within the jurisdiction of the office or agency, the official and employee must: where the matter is non-routine or the issues involved are not simple or ordinary, write a note or letter of acknowledgment, informing the interested party, petitioner or correspondent of the action to be taken or when such requests, petitions, or motions can be acted upon.

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Appendix 1. SK Calendar of Activities (per Term of Office)

Appendix 2 SK Calendar of Activities (Annual)

Activities	Timeline												Remarks			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
1 Formulate ABYIP	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
2 Conduct KK Meetings																
3 Conduct SK Meetings																
4 Implement Programs and Projects in accordance with the CByDP																
5 Conduct Youth Profiling in the barangay																
6 Maintain and update a database of Youth in Barangay																
7 Submit Youth Profile and Database to the NYC																
8 Hold KK Registration																
9 Assist in the establishment and registration of Youth Organizations and youth serving organizations in the barangay																
10 Promulgate resolutions necessary to carry out the objectives of the youth in the barangay in accordance with the CYCOP																
11 Partner with the LYDC in planning and executing projects and programs of specific advocacies																
12 Hold volunteer mobilization activity																
13 Hold fund-raising activities that are in line with the CByDP																
14 Attend continuing training program																
15 Submit financial report																
16 Submit program accomplishment report																
17 Prepare SK Budget for next fiscal year																
18 Submit and follow up the SK Budget until release																

Appendix 3. Competencies of SK Officials

The following table presents the competencies of SK officials, as a team and based on their respective roles, shared responsibilities, motivation to achieve common goals, mutual accountability, and common commitment to the empowerment of the youth as partners in national development and as agents of change. The competencies are clustered into three (3) categories – core/organizational; leadership/managerial; and functional/technical.

Appendix 4. Notes on Facilitating Meetings through Parliamentary Procedure³⁰

Procedure for small board and large meeting

- A small board is defined as one wherein there are not more than a dozen members present like during SK and its committee meeting. While, a large meeting is like a KK meeting where more than a dozen attendees are present.
- Best to adopt the appropriate rule on procedure based on the number of attendees during meetings, as follows:
 - Members may raise hand to obtain the floor (rise/stand during large meeting).
 - Recognize the member obtaining the floor or seeking recognition.
 - Can be seated while making motions or speaking. (Must at all times stand while making motions or speaking in case of large meeting.)
 - The chair must entertain any motion raised.
 - Motions do not need to be seconded. (Need always to be seconded during large meeting.)
 - There is no limit to the number of times a member can speak regarding a debatable Question. (A speaker can only speak once regarding a debatable Question during large meeting)
 - Motions are still in order to close or limit debate, including limiting times one can speak on a motion.
 - Allow 45 seconds for follow-up questions and allow one (1) minute to answer the follow-up questions.
 - Appeals are debatable under regular rules.
 - Can speak only once in debate.
 - Chair may speak twice in debate. (All speakers including Chair can speak only once in a debate during large meeting)
 - Informal discussion of a subject is permitted while no motion is pending. A vote can be taken without a motion, if everyone is perfectly clear in his understanding of the subject. Unless there is unanimous consent, all actions must be approved by vote. (Voting at all times must be taken on a motion during large meeting.)
 - Chair must restate motion before voting.
 - Best to take vote by show of hands.
 - Chair does not need to rise while putting the question to a vote (calling for the vote).
 - Chair can speak in informal discussions and in debates.
 - Chair can vote only in case of a tie.
 - Footnote to actual rules (not in actual text of rules)
 - Informal discussion can be initiated by chair.
 - Chair can submit proposals.

³⁰Based on: - Robert's Rule of Order of Parliamentary Procedure. See Robert et. al. (2011). Robert's Rule of Order Newly Revised. 11th Edition. De Capo Press.
- University of Arkansas System: Simplified Handbook of Parliamentary Procedure

Motions

- A proposal to bring a subject to a group for its consideration and action. When the motion is talked about and discussed, it is often called "the question". Motions are not all the same. They fall within certain classes, and some take priority over others.

Classes of motions:

1. Privileged Motions: Privileged motions do not relate to the pending business but deal with special matters of immediate and overriding importance. Privileged motions may interrupt debate before the assembly.
2. Subsidiary Motions: Subsidiary motions assist the assembly in treating or disposing of a main motion. Since they relate to the question before the house, it is in order to propose a subsidiary motion when a main motion is still before the assembly. The vote on the subsidiary motion is taken before the action is taken on the main motion.
3. Incidental Motions: Incidental motions are motions incidental to another motion pending or incidental to other business at hand, such as suspending the rules or closing nominations. No order of precedence is required of incidental motions. These motions arise incidentally and are decided immediately.
4. Motions That Bring a Question Again Before the Assembly: These motions bring a question that has already been considered by the assembly back before the assembly, as in the case of the motions to rescind or take from the table.
5. Main Motions: A main motion is a motion whose introduction brings before the assembly a question or business for consideration when no other business is pending. Only one main motion can be considered at a time, and no other main motion may be introduced until the first one is disposed of in some manner. These motions are listed in order of precedence.

Determining When Each Motion Is in Order

- In the chart below , the privileged, subsidiary, incidental, and main motions are listed in order of rank. The motion at the top takes precedence over all the others, and each of the remaining motions takes precedence over all those below it. A main motion is in order only when no other motion is pending.
- When one of the motions listed is immediately pending, then:
 - (a)any other motion appearing above it in the list is in order, unless a condition stated opposite the other motion causes that motion be out of order; and
 - (b)motions listed below the given motion, which are not already pending, are out of order (except for the application to amend or to question certain motions ranked above the motion).

	In order when another has the floor	Requires a second	Debatable	Vote required
PRIVILEGED MOTIONS (Can Quinton Really Afford a Ferrari? – ranking order)				
To fix the time to which to adjourn	No	Yes	No	Majority
To adjourn	No	Yes	No	Majority
To recess	No	Yes	No	Majority
To rise to a question of privilege	Yes	No	No	Chair rules
To call for the order of the day	Yes	No	No	None
SUBSIDIARY MOTIONS (Pearls Are Classy, Pretty Lady, Pretty Lady – ranking order)				
To lay on the table	No	Yes	No	Majority
To call for the previous question	No	Yes	No	Two-thirds
To limit or extend limit of debate	No	Yes	No	Two-thirds
To postpone to a definite time	No	Yes	Yes	Majority
To refer to a committee	No	Yes	Yes	Majority
To amend	No	Yes	Yes	Majority
To postpone indefinitely	No	Yes	Yes	Majority
INCIDENTAL MOTIONS (Non-ranking motions)				
To suspend the rules	No	Yes	No	Two-thirds
To withdraw a motion	Yes	No	No	Majority
To call for reading of papers	Yes	Yes	No	Majority
To object to consideration	Yes	No	No	Two-thirds (opposed)
To rise to a point of order	Yes	No	No	Chair rules
To rise to a parliamentary inquiry	Yes	No	No	Chair responds
To appeal from the decision of the Chair	Yes	Yes	No (if relates to priority business or decorum)	Majority (in negative)
To call for a division of the house	Yes	No	No	None
To call for a division of the question	No	Yes	No	Majority
MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE HOUSE				
To reconsider (see definition, Most Used Motions)	No	Yes	Yes	Majority
To rescind	No	Yes	Yes	Majority (previous notice)
To take from table	No	Yes	No	Majority
MAIN MOTIONS				
	No	Yes	Yes	Majority

³¹Robert's Rule of Order of Motions Chart

Making a Motion

To properly make a motion, the following procedures are followed:

1. Member rises and addresses the Chair. "Mr. / Madam President or Chairperson."
2. Chair recognizes the member.
3. Member: "I move that _____ (states motion)."
4. Second to motion (not necessary to stand). "I second the motion." If the motion comes as a recommendation from two or more members, the motion does not need a second.
5. Chair states motion: "It has been moved by (name) and seconded that _____."
6. Discussion: If the motion is debatable, every member has the right to debate; the Chair refrains from debate while presiding. The Chair carefully determines the order in which members are recognized to speak, giving first opportunity to the proposer of the motion. Care should be given to ensure that discussion is related to the question.
7. The Chair says, "If there is no further discussion, the motion is _____ (restate motion)."
8. Vote: The Chair says, "All those in favor of _____ (the motion stated) say 'yes'. Those opposed say 'no'."
9. Result of the vote is stated by the Chair. "The motion is carried" or "the motion is lost."

Amending a Motion

To amend a motion is to alter or modify the wording of a motion that has already been made.

1. **Methods of Amending** - a. Insert; b. Add (at the end); c. Strike out; d. Strike out and insert (words only); e. Substitute (a paragraph)
An amendment must be germane to the main motion; it must relate to the same subject matter.
2. **Types of Amendments**
 - a. Primary - an amendment that applies directly to the main motion.
 - b. Secondary - an amendment that applies directly to the primary amendment only.

No amendment beyond the above is in order, and only one of each may be made at one time. It is possible to have a motion, an

amendment to the motion, and an amendment to the amendment before the assembly at one time.

3. Voting on Amendments (Some of the most often used motions)

- a. Discussion and vote on secondary amendment.
- b. Discussion and vote on primary amendment as amended (if amendment carried).

Discussion and vote on main motion as amended (if amendments carried).

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Glossary

A

Accountability - a situation in which someone is responsible for things that happen and can give a satisfactory reason for them. Responsibility to someone or for some activity

Accounting - art of recording, classifying, and recapitulation in a meaningful way about money, transactions, and events

Activity Report - an important resource in compliance with the requirements of donor/s especially when the program/project is externally funded

Adjournment - the temporary ending of a meeting or trial, or the period of time during which it is temporarily ended. The termination of a meeting

Agenda - a list of matters to be discussed at a meeting (<http://dictionary.cambridge.org/dictionary/english/agenda>)

Affinity - relationship, especially by marriage as opposed to blood ties

Annual Barangay Youth Investment Program (ABYIP) - the yearly program based on the Comprehensive Barangay Youth Development Plan (CBYDP). It contains the specific programs, projects and activities with corresponding project costs, including the needed fund flows to approximate the reasonable timing for the release of funds

Annual Program Accomplishment Report - annual generated report from all officers and committees containing program accomplishments and observations

Appointment - the act of putting a person into a non-elective position; e.g., appointment of SK Secretary and SK Treasurer

Arbitrary Detention - the arrest or detention of an individual in a case in which there is no likelihood or evidence that they committed a crime against a legal statute, or in which there has been no proper due process of law.

B

Bank Reconciliation Statement - In bookkeeping, a bank reconciliation is a process that explains the difference on a specified date between the bank balance shown in an organization's bank statement, as supplied by the bank, and the corresponding amount shown in the organization's own accounting records.

Bookkeeping - the job or activity of keeping a record

of money spent or received by a business or other organization

Budgeting - the process of calculating how much money you must earn or save during a particular period of time, and of planning how to spend it

C

Capital Outlay - large allocations for purchase of costly items or obligation for amortization

Cash Advances for Travel and other Special Purpose - the grant of cash advance to be liquidated by an official upon return to his/her official station

Code of Conduct and Ethical Standards for Public Officials - Republic Act 6713 provides guidelines on how public officials, including SK officials, are expected to conduct themselves

Commencement - a beginning or start

Commission on Audit - abbreviated as COA (Filipino: Komisyon ng Pagsusuri), is an independent constitutional commission established by the Constitution of the Philippines. It has the primary function of examining, auditing, and settling of all accounts and expenditures of the funds and properties of the Philippine government. (<http://www.coa.gov.ph/index.php/2013-06-19-13-06-03/constitutional-mandate>)

Committee - a small group of people chosen to represent a larger organization for the purpose of either making decisions or collecting information for the organization

Committee on Anti-Drug-Abuse and Social Protection - tasked to safeguard the welfare of the youth, the anti-drugs and social protection committee is created

Committee on education and culture - tasked to ensure that education is a priority and culture is kept alive among the youth and community

Committee on Environmental Protection, Climate Change Adaptation (CCA), and Disaster Risk Reduction and Resiliency (DRRR) - tasked to ensure that the youth are made aware of and capacitated to protect the environment and are prepared to appropriately respond in times of calamities

Committee on gender and development - committee manages all SK matters pertaining to gender and development

Committee on Health, Health Services and Reproductive

health - responsible for all SK matters related to the health of youth

Committee on sports development - in-charge of managing all SK matters related to sports development among the youth and the community as a whole

Committee on Youth Employment and Livelihood - responsible for all SK affairs promoting employment and livelihood opportunities for the youth

Community Organizing - the coordination of cooperative efforts and campaigning carried out by local residents to promote the interests of their community.

Complex Transactions – refer to requests or applications – submitted by clients and deemed complex by a receiving government office or agency – which transactions must be handled with discretion in their resolution.

Comprehensive Barangay Youth Development Plan - the three-year comprehensive youth development plan of the barangay that is formulated by the Sangguniang Kabataan (SK) in consultation and with concurrence of the Katipunan ng Kabataan (KK) and anchored on the Philippine Youth Development Plan (PYDP) and other Local Youth Development Plan (LYDP) at the provincial, city, and municipal level (R.A. 10742 or SK Reform Act of 2015)

Concurrence - to agree, approve, or consent to, especially regarding an action or opinion

Consanguinity - the condition of being blood relations (related to someone by birth, not marriage). See Affinity

Contextualize - to consider something in its context

Co-terminus - being of equal extent or scope or duration; ending at the same time (<https://www.vocabulary.com/dictionary/coterminous>)

D

Disbursement - payment from fund or account by cash, check, or voucher

E

En-cash (or encash) - to exchange a cheque or a financial product such as a bond for money

End-of-term Program Accomplishment Report - overview of program/s established and implemented by SK during its term of office

Erring - capable of making an error

Evaluate - to judge or determine the significance, worth,

or quality of; assess (<http://www.dictionary.com/browse/evaluate>)

Ex-officio - an ex officio member is a member of a body (board, committee, council, etc.) who is part of it by virtue of holding another office

Expenditure Portion - consists of estimated expenditures which are the total appropriations covering Current Operating Expenditures and Capital Outlays

Expense Classification in Budgeting – categorization into a group of an amount of money needed or used to do or buy something (<http://dictionary.cambridge.org/us/dictionary/english/expense>, <http://dictionary.cambridge.org/us/dictionary/english/classification>)

F

Federation - a group of organizations, states, etc., that have united to form a larger organization or government (<http://dictionary.cambridge.org/us/dictionary/english/federation>); see Sangguniang Kabataan Federation

Final Report - required on completion of all programs and projects

Financial Management - efficient and effective management of an organization's funds to enable the realization of the organization's objectives and goals

Financial Reporting - formal records of the financial activities and position of the organization. Important financial information should be presented in a structured manner and in a form easy to understand

Fiscal Autonomy - a guarantee given by the Constitution to certain units of the government. It is intended as a guarantee of separation of powers and of independence from political agencies.

Fundamental Principles - the most basic or most important thing - moral rule or standard of good behavior or fair dealing on which other things depend (<http://dictionary.cambridge.org/us/dictionary/english/fundamental>, <http://dictionary.cambridge.org/us/dictionary/english/principle>)

G

General Accounting Policies - effective tool not only in financial administration as well as in the evaluation of the performance of any organization relative to their financial targets

General Rule in Procurement - acquisition of supplies and

property of SK are governed by the pertinent provisions of the IRR

Governance - refers to "all processes of governing, whether undertaken by a government, market or network, whether over a family, tribe, formal or informal organization or territory and whether through laws, norms, power or language."

I

Implementation - the act of putting a plan into action or of starting to use something: implementation of a change/policy/program

Important Tasks of the Committees - specific tasks to be undertaken by committees

Income Portion - consists of the beginning balances which are the unappropriated and/or unexpended amounts of the revenues and receipts of prior calendar years carried forward to the budget year and estimates of income certified by the Barangay Treasurer (BT)

Incumbency - the period during which someone has a particular official position.

In-school Youth (ISY) - those who are either attending the formal school system or non-school-based educational programs under institutions recognized by the state.

Institution - an organization that exists to serve a public purpose such as education or support for people who need help

Invoice - a statement listing goods or services provided and their prices, used in business as a record of sale

J

Jurisdiction - politics & government — the official authority to make (esp. legal) decisions and judgments

K

Kabataang Barangay - a group of young people with a role in community activities that provides the government with a way to actively engage young people in the development efforts of the country see Sangguniang Kabataan

L

Legislative - politics & government; relating to the making

of laws

Lingga ng Kabataan - activity includes the election of youth counterparts of all local elective and appointive officials, as well as heads of national offices or agencies stationed or assigned in the territorial jurisdiction of the local government unit

Local Youth Development Plan - 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

M

Maintenance and Other Operating Expenses (MOOE) - used for operational expenses like supplies and materials, rental of offices, trainings and seminars and other operating expenses

Mandatory and Continuing Training Program - based on Section 27 of RA 10742, stating that all SK officials, whether elected or appointed, or any member of the LYDC must undergo mandatory training before she or he can assume office

Manner of Election - the way election is held

Meeting Facilitation – guiding the process of meeting discussion without getting directly involved in the process, discussion, etc. (<http://dictionary.cambridge.org/us/dictionary/english/facilitation>)

Meetings - an occasion when people come together (<http://dictionary.cambridge.org/us/dictionary/english/meeting?q=meetings>)

Minutes of the Meeting - contains a complete record of what happened, including every motion whether lost or carried, and the names of the persons making and seconding them

Mobilization - to organize people to support something or to make a part of an organization ready for a special purpose. (<http://dictionary.cambridge.org/dictionary/english/mobilize?q=mobilization>)

Modes of Disbursement - the mode of paying out money, especially from an amount that has been collected for a particular purpose (<http://dictionary.cambridge.org/us/dictionary/english/disbursement?q=disbursements>)

Monitoring - The act of observing something (and sometimes keeping a record of it). (Sage VII Dictionary and Thesaurus)

N

National Youth Commission (NYC) - is a government agency in the Philippines that specifically addresses issues surrounding the Filipino youth. NYC is the sole policy-making body on youth affairs. NYC also coordinates and implements some programs designed to help the youth to be more aware of the issues surrounding them

O

Office of the Ombudsman - government office principally tasked to investigate on its own or upon complaint by any person, in any form or manner, any act or omission of any public officer or employee, including those in government-owned or controlled corporations, which appears to be illegal, unjust, improper or inefficient.

Order of Business - a task assigned or a matter to be addressed. see also Agenda

Ordinance - a law set forth by a governmental authority; specifically: a city/municipal regulation

Out-of-school Youth (OSY) - those not enrolled in any formal or vocational/technical school, not employed, and who are not college or technical/vocational graduates.

P

Pambansang Katipunan ng Kabataang Barangay - established for the Creation of a Youth Development Training Program that develops the values and skills of young people to develop them into productive leaders

Parliamentary Procedure - A rule that defines how a particular situation is to be handled or a particular outcome achieved, in a legislature or deliberative body.

Participatory Development Planning - involves community-based planning process spanning one to two weeks (1-2 weeks) using the available resources for

Pederasyon - a group of organizations, states, etc., that have united to form a larger organization or government (<http://dictionary.cambridge.org/us/dictionary/english/federation>); see Sangguniang Kabataan Federation

Planning - the act of deciding how to do something (<http://dictionary.cambridge.org/us/dictionary/english/planning>)

Policies and Procedures - a set of policies are principles, rules, and guidelines formulated or adopted by an organization to enable the organization to reach its long-term goals (<http://www.businessdictionary.com/definition/policies-and-procedures.html>)

Preparation - the state of being ready for something that will happen, or an action taken to become ready (<http://dictionary.cambridge.org/us/dictionary/english/preparation>)

Presidential Council for Youth Affairs (PCYA) - serves as the convergence point of all youth organizations, and works for the creation of SK representation

Privileges - a special advantage or authority possessed by a particular person or group (<http://dictionary.cambridge.org/us/dictionary/english/privilege?q=privileges>)

Procurement - the process of acquiring supplies (<http://dictionary.cambridge.org/us/dictionary/english/procurement>)

Program Development -an organized activity for the realization of a plan of action — includes strategies for achieving the objectives and goals of an organization

Program Management - the application of knowledge, tools, and techniques in order to meet the requirements and control not available from managing projects individually

Progress Report - presents the status of program/project implementation and that decisions or actions necessary for successful implementation have been or are being taken and documented in a timely manner

Q

Qualifications - knowledge, skill, or some other characteristic that gives a person the ability or the right to do or have something (<http://dictionary.cambridge.org/us/dictionary/english/qualification?q=qualification>)

Quorum - a quorum is the minimum number of members of a deliberative assembly (a body that uses parliamentary procedure, such as a legislature) necessary to conduct the business of the group

R

Reimbursement - the act of paying back, or the money that is paid back.

Render - provide or give (a service, help, etc.).

Replicability - property of an activity, process, or test result that allows it to be duplicated at another location or time.

Resource - a stock or supply of money, materials, staff, and other assets that can be drawn on by a person or organization in order to function effectively.

Resource Mobilization - the process of acquiring a resource from a resource provider, using different mechanisms, to implement the organization's work in order to achieve the organization's pre-determined organizational goals.

S

Sangguniang Barangay - the legislative body of a barangay, the lowest elected government in the Philippines. It passes ordinances and resolutions for the effective administration of the barangay. (Local Government Code of 1991)

Secretariat - the officials or office entrusted with administrative duties, maintaining records, and overseeing or performing secretarial duties, especially for an international organization

Signatories - a person, organization, or country that signs an agreement

Simple Transactions – refer to requests or applications submitted by clients and deemed by a receiving government office or agency as only requiring ministerial action or as involving only inconsequential issues for resolution by an officer or employee of the said government office or agency. (<https://www.dole.gov.ph/files/RA%209485.pdf>)

Specific Youth Groups (SYG) - those marginalized by existing societal forces, thereby needing special care, attention, and protection. i.e. (1) youth in indigenous cultural communities, (2) abused and exploited youth, (3) youth with disabilities/differently-abled youth, (4) youth in conflict with the law and juvenile delinquents, (5) youth victims of natural and human-made tragedies, and (6) abandoned and street youth.

Stakeholder - a person, group or organization that has interest or concern in an organization. Stakeholders can affect or be affected by the organization's actions, objectives and policies.

Sustainability – environment, natural resources - the idea that goods and services should be produced in ways that do not use resources that cannot be replaced and that do not damage the environment

T

Timeline - a way of displaying a list of events in chronological order, sometimes described as a "project artifact"

Transparency - action, method, or procedure that lacks hidden agendas and conditions, and complies with the disclosure requirements of transparency in word and

intention.

U

Unsolicited - not requested or asked for.

V

Values - the principles that help you to decide what is right and wrong, and how to act in various situations (<http://dictionary.cambridge.org/dictionary/english/values>)

Veto - the power to refuse to allow something to be done, or such a refusal.

Volunteer - a person who does something, especially helping other people, willingly and without being forced or paid to do it (<http://dictionary.cambridge.org/dictionary/english/volunteer>)

Voucher - written instrument that serves to confirm or witness (vouch) for some fact such as a transaction. Commonly, a voucher is a document that shows goods have been bought or services have been rendered, authorizes payment, and indicates the ledger account(s) in which these transactions have to be recorded.

W

Working Youth (WY) - those either employed, self-employed, under-employed, or belonging to specific employable job-seeking youth groups (such as graduates of tertiary/vocational schools or those previously employed and are actively looking for work) both in the formal and informal sectors of the economy

Y

Youth- in the Philippines, Republic Act No. 8044 or the "Youth in Nation Building Act of 1995", defines the youth as those belonging to ages 15 to 30 years old. (The youth definition overlaps with the definition of children, which is 0 to below 18 as provided for in the United Nations Convention on the Rights of Children (UNCRC.) The definition of youth age across countries depends on socio-cultural/institutional/economic/political factors

1. Local Youth Development Plan

FORM 1: LOCAL YOUTH DEVELOPMENT PLAN (LYDP)
2017-2019

Region : _____
 Province / City : _____
 Municipality : _____

PYDP Objective / Area / Agenda (1)	Issues (2)	Objective/s (3)	Activity (4)	Location (5)	Schedule (6)	Person Responsible (7)	Budget (8)	Remarks (9)

Note:

- (1) **PYDP Objective / area / agenda** – identify PYDP objective /area/agenda that will be addressed by the activity
- (2) **Issues and Concerns** – identify key issues and concerns which need to be addressed and group each with corresponding PYDP and LYDP objective / area / agenda
- (3) **Objectives** – identify overall objective determined to address issues and concerns presented
- (4) **Activity** – using the objectives as basis, determine activities that would respond to the identified issues and concerns
- (5) **Location** – identify where the activity will be done (e.g. barangay hall, barangay school etc.)
- (6) **Schedule** – identify specific date when the activity will be done
- (7) **Person Responsible** – identify the person responsible / who will lead the said activity / do the specific task
- (8) **Budget** – identify amount needed to accomplish the activity based on the approved budget
- (9) **Remarks** –identify / place notation that needs to be clarified regarding the said project

2. Individual Activity Design

Objectives	Program-Activities	Actual Accomplishment	Evaluation	Person/s Responsible
•		•	•	•

3. Monitoring Template for Youth Development Office

A. Programs and Projects accomplished

MONITORING TEMPLATE FOR YOUTH DEVELOPMENT OFFICE (YDO)	
NAME OF PROVINCE:	YEAR/ PERIOD OF ACCOMPLISHMENT:
NAME OF YOUTH DEVELOPMENT OFFICER:	CONTACT DETAILS: (PHONE) EMAIL ADDRESS:

CENTER	PROGRAMS / PROJECTS	BRIEF DESCRIPTION	NUMBER OF YOUTH BENEFICIARIES (15-30 YEARS OLD)			BUDGET		REMARKS
			MALE	FEMALE	TOTAL	BUDGET ALLOCATED	BUDGET SPENT	
1. HEALTH								
Strat. 1.1								
Strat. 1.2								
2. EDUCATION								
Strat. 2.1								
Strat. 2.2								
3. ECONOMIC EMPOWERMENT								
Strat. 3.1								
Strat. 3.2								
4. SOCIAL INCLUSION AND EQUITY								
Strat. 4.1								
Strat. 4.2								
5. PEACE-BUILDING AND SECURITY								
Strat. 5.1								
Strat. 5.2								
6. GOVERNANCE								
Strat. 6.1								
Strat. 6.2								
7. ACTIVE CITIZENSHIP								
Strat. 7.1								
Strat. 7.2								
8. ENVIRONMENT								
Strat. 8.1								
Strat. 8.2								
9. GLOBAL MOBILITY								
Strat. 9.1								
Strat. 9.2								

B. Policies

CENTER	POLICIES IMPLEMENTED / PASSED (Municipal/City/Provincial Ordinance, Executive Order)	Title and Background of the Ordinance / Executive Order	Remarks
HEALTH			
EDUCATION			
ECONOMIC EMPOWERMENT			
SOCIAL INCLUSION & EQUITY			
PEACE BUILDING & SECURITY			
GOVERNANCE			
ACTIVE CITIZENSHIP			
ENVIRONMENT			
GLOBAL MOBILITY			

COMPREHENSIVE BARANGAY YOUTH DEVELOPMENT PLAN (CBYDP)

Year: 2017 - 2019

Region _____
 Province / City _____
 Municipality _____
 Barangay _____

PYDP Objective /Areal Agenda	LYDP Objective /Areal Agenda	Issues and Concerns	Objective/s	Activity	Location	Schedule	Lead Committee and Person Responsible	Budget	Remarks
(1)									
(2)									

Note:

- (1) **PYDP Objective / area / agenda**—identify PYDP Objective /area/agenda that will be addressed by the activity
- (2) **LYDP Objective / area / agenda** – identify LYDP Objective / area / agenda that will be addressed in the activity
- (3) **Issues and Concerns** – as a group, identify key issues and concerns that needs to be addressed that can be cluster on the identified PYDP and LYDP Objective / area / agenda
- (4) **Objectives** – identify overall objective determined to address issues and concerns presented
- (5) **Activity** – using the objectives as basis, determine activities that would respond to the identified issues and concerns
- (6) **Location** – identify where the activity will be done (e.g. barangay/hall, barangay/school etc.)
- (7) **Schedule** – identify specific date when the activity will be done
- (8) **Lead Committee and Person Responsible** – identify the committee that will lead the activity and person responsible / who will do the specific task
- (9) **Budget** – identify amount needed to accomplish the activity based on the approved budget
- (10) **Remarks** – please identify / place notation t at needs to be clarified on the said project

ANNUAL BARANGAY YOUTH INVESTMENT PROGRAM (ABYIP)
Year ____

Program / Project / Activity	Brief Program / Project Description	Budget (in PhP)	Schedule (Month)

Note: The ABYIP will be based / culled from the CBYDP



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