

k) Election of LYDC Sectoral Chairperson as Co-Chair — The representatives from the youth organizations or youth serving organizations shall vote among themselves a Sectoral chairperson who shall act as co-chair with the SK President and who shall serve a term of one year. No Sectoral chairperson shall serve for more than 3 consecutive terms. The Sectoral Co-chairperson shall coordinate with the SK President in all matters relating to sectoral concerns. The SK President shall be the official representative of the LYDC.

l) Convening of the LYDC — Any of the Co-chairpersons (SK Chairperson and the Sectoral Chairperson) with the concurrence of one another may call a meeting. The SK Pederasyon President, or in her/his absence, the Vice-President shall initially convene the council and shall be given preference to preside over the meeting.

m) Meetings and Quorum — The LYDC shall schedule a meeting every quarter, and as often as needed. However, if the President, the Vice President of the SK or the Sectoral Chairperson fails to convene the LYDC as scheduled, at least one-third of the total membership of the LYDC may call for a meeting. In both instances, a written notice shall be sent either through traditional or non-traditional means, to all members setting the date, time, place and agenda of the meeting which must be received at least two (2) days in advance. The presence of the majority (50% + 1) of all members of the LYDC shall constitute a quorum.

n) Duties and Functions of the LYDC — The LYDC shall discharge the following duties and functions:

(1) Serve as the core of the advocacy on youth participation in nation-building and youth empowerment;

(2) Finalize the three (3) year LYDP that is anchored in the Provincial Youth Development Plan, Philippine Youth Development Plan and the development plans of the Municipality of Roxas;

(3) Monitor and evaluate the implementation of the Local Youth Development Plan;

(4) To receive, evaluate, modify, and approve youth-related project proposals and accordance with the approved plans and programs of the LYDO;

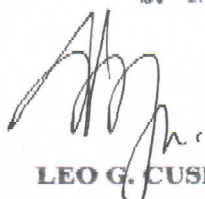
(5) To formulate and approve the internal rules and regulations of the Council including policies addressing representation, substitution, absence and delinquency of council members; and

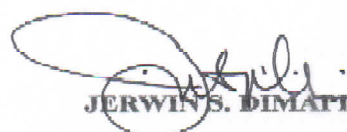
(6) Perform such other functions as may be provided by law or ordinances.

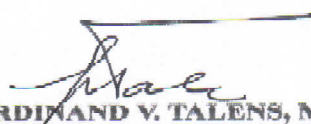
o) Special Bodies and Committees — The members of the LYDC shall designate among themselves the alternate representatives of the SK President in all committees or special bodies in which the SK President is an official sitting member subject to the Council's internal rules. If the SK President is not available during a meeting of a committee or special body, the alternative representative shall represent the SK President and report to the latter and to Council all matters that have transpired during the meeting.

p) Advisory Group - The following shall be resource persons whom the Local Youth Development Council may invite to shed light and advise the body on pertinent issues affecting the youth:

- a. Area Representative from the National Youth Commission
- b. Municipal Planning and Development Officer


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- c. Municipal Social Welfare and Development Officer
- d. Municipal Budget Officer
- e. Municipal Health Officer
- f. Municipal Environment and Natural Resources Officer
- g. Schools District Supervisor
- h. SB Chair of the Committee on Youth and Sports Development
- i. SB Chair of the Committee on Barangay Affairs
- j. SB Chair of the Committee on Education
- k. SB Chair of the Committee on Health and Social Services
- l. SB Chair of the Committee on Environment
- m. SB Chair of the Committee on Livelihood
- n. Municipal Local Government Operations Officer
- o. SB Chair of the Committee on Legal Matters, Rules, Laws, and Internal Procedures
- p. Representative from the Municipal Disaster Risk Reduction and Management Office.

SECTION 7. Youth Center. The Council may establish a Youth Center which shall be located in the municipal proper. The Youth Center shall operate as multi-purpose center or a one-stop shop facility.

SECTION 8. The Internal Rules and Procedure. The LYDC shall provide for the following:

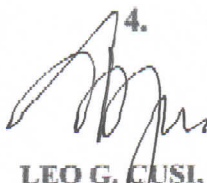
- 1. Regular and Special Meetings;
- 2. Quorum;
- 3. The order and calendar of business for each session;
- 4. Parliamentary procedures which shall include the conduct of all its members during the session;
- 5. Disciplinary actions
- 6. The manner of approving resolutions; and
- 7. Such other measures as the Council may adopt.

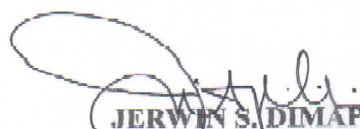
ARTICLE IV. ACCREDITATION, RIGHTS, DUTIES & OBLIGATIONS, AND INCENTIVES

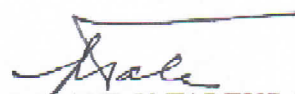
SECTION 9. Accreditation.

a) Only those youth organizations or associations which exist in the Municipality of Roxas shall be accredited by the Local Sanggunian. The requirements for accreditation are as follows:

- 1. Letter expressing intent for accreditation;
- 2. Duly accomplished Application Form for Accreditation;
- 3. Duly approved Board Resolution signifying intention for accreditation for the purpose of representation in a local special body;
- 4. Constitution and By-Laws; if none, at least organizational policies and guidelines;


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5. Certificate of Registration or existing valid Certificate of Accreditation from any NGA (or in the case of IPOs, certification by NCIP);
6. Plan and budget of activities for the current year;
7. List of officers and members.
8. Minutes of Annual Meetings of immediately preceding year as certified by the organization's board secretary or Certification from the board secretary certifying the annual meeting's conduct, including the date, location, attendees and agenda;
9. Annual Accomplishment Report for the immediately preceding year;
10. Financial Statement, at the minimum, signed by the executive officers of the organization, of the immediately preceding year and indicating therein other information such as revenue, expenses and the source (s) of funds.

b) To
assist the youth organizations in their accreditation, the Local Youth Development Office shall provide accreditation forms to interested applicants. All documents should be forwarded to and received by the Local Youth Development Office, and if qualified based on the requirements passed by the respective youth organization, the LYDO will recommend to the Sangguniang Bayan for accreditation.

SECTION 10. Rights, Duties, and Obligation of Member or Accredited Youth Organizations.

a) Members or accredited youth organizations shall have the following rights:

1. The right to participate in all LYDC activities;
2. The right to avail of the services of the Local Government Unit;
3. The right to vote and if qualified, to be voted upon;
4. The right to use the facilities of the Local Government Unit.

b) The following are the duties and responsibilities of members or accredited youth organizations:

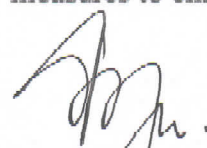
1. To actively participate in the activities of the Council; and
2. To propagate by word and deed the principles, objectives, and programs of the Council.

SECTION 11. Incentives. Any youth organization/association existing within the Municipality of Roxas who failed to register or accredit are not entitled to any benefit that the Municipality may provide and are not entitled to representation in the Council.

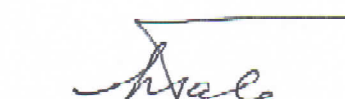
SECTION 12. Appropriation. There is hereby authorized appropriation for the establishment of the Local Youth Development Council.

SECTION 13. All other policies or laws creating organizations, councils or boards in the municipality which exist having similar program with the Local Youth Development Council are hereby repealed.

SECTION 14. Non-Partisan Nature of the Roxas LYDC. The Local Youth Development Council of Roxas shall not allow itself to be used for the purposes of partisan politics and shall adopt measures to ensure that it is adequately shielded from any political partnership or influence.


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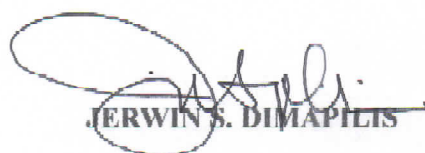

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ARTICLE V. THE LOCAL YOUTH DEVELOPMENT OFFICE

SECTION 15. Creation.

- a) There shall be a Local Youth Development Office which shall be housed within the operating structure of the Local Youth Center.
- b) Functions of the Local Youth Development Office — the office shall have the following functions:
1. In accordance with Section 5 (d) of this ordinance, register and verify youth and youth-serving organizations;
 2. Provide technical assistance to the LYDC in the formulation of the LYDP;
 3. Facilitate the election of the LYDC Representatives;
 4. Serve as secretariat to the LYDC and SK Municipal Federation;
 5. Conduct the mandatory and continuing training of the SK Officials and LYDC members, in accordance with the programs jointly designed and implemented by the National Youth Commission and the DILG. The Local Youth Development officer and/or his or her staff shall apply for accreditation from the Commission in order for them to conduct the mandatory and continuing training programs of the SK officials and LYDC members.
 6. Provide technical, logistical and other support in the conduct of the mandatory and continuing training programs, and to such other programs of the Commission and DILG;
 7. Perform such other functions as may be prescribed by law, ordinance or as the Local Chief Executive, the DILG or the Commission may require;
 8. To assist the LYDC in its duty as a drop-in and referral center for the youth with problems such as teenage pregnancy, teenage prostitution, sexually transmitted diseases/infection, hetero/homosexual relationship, parent-child relationship, substance abuse, vagrancy and other anti-social behavior such as truancy and vandalism, and other adolescent-related problems;
 9. To organize and implement programs and activities that will promote a broad understanding of the problems affecting the youth;
 10. To undertake such action projects as may be necessary to promote the attainment of the objectives and purposes of this ordinance;
 11. To promote and publish information and studies on the youth, especially in the municipality in all its aspects; and
 12. To coordinate with any department, division, office, or any instrumentality of the Municipal Government of Roxas or of the national government for such assistance as it may require in the performance of its functions.
- c) Qualifications of the Youth Development Officer and other staff of the office. - In addition to the requirements prescribed by the CSC and reasonable standards set by the Human Resource Office, the Youth Development Officer and other staff of the office shall:
1. Be preferably not more than thirty (30) years of age at the time of his/her appointment, or at least has a near age gap on thirty (30) years old;
 2. Be of good moral character;
 3. He or she shall be appointed by the Local Chief Executive through an executive order, but in no case is he or she be within the fourth civil degree of consanguinity or affinity of the appointing authority.


LEO G. QUSI, SR.


JERWIN S. DIMAPILIS


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- d) Personnel and functions of the Local Youth Development Office. - The following staff and their functions shall comprise the Local Youth Development office:

1) **Creation of Local Youth Development Officer (SG-15)** - He/She shall have the following functions:

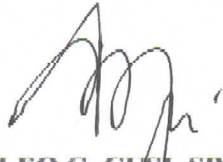
- i Direct all operations of the Office;
- ii Establish procedures for the effective operation of the Office;
- iii Submit to the Municipal Mayor rules and regulations, and other guidelines adopted by the Office and approved by the Council, which would require the Local Executive's attention including annual and periodic reports;
- iv Submit Quarterly Report on the status of the youth programs, regulations in force and other pertinent information and recommendations to the Council and to other relevant agencies;
- v Delegate any function and tasks to competent staff of the Office;
- vi Prepares and submits the annual and supplemental budgets of the Office following existing budgetary rules and regulations;
- vii Subject to the approval of the Municipal Mayor and recommendation from the Council, arrange for donations, grants, gifts, and to implement sports plans, programs, and policies;
- viii Performs such other functions as may be assigned by the office of the Municipal Mayor or the Council; and
- ix Represent Municipality of Roxas in any regional, national or international forum, meeting and functions related to youth development together with other youth representatives from the council.
- x Review technically and initially all the Comprehensive Barangay Youth Development Program (CBYDP) and Annual Barangay Youth Investment Programs (ABYIP) of the Sangguniang Kabataan.

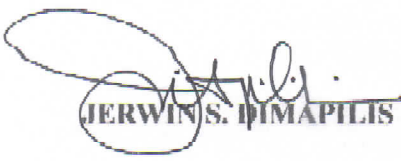
2) **Administrative Assistant** - shall have the following functions:

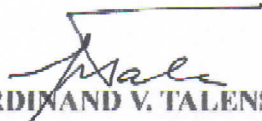
- i Oversees the preparation of the minutes, agenda and records the attendance and proceedings of all meetings of the Local Youth Development Council;
- ii Oversees the preparation of the office budget and other financial matters;
- iii Disseminates notices of all meetings;
- iv Responsible for the development of internal office procedures, office internal control, document inventory, office layout and other similar matters; and
- v Performs all duties incidental to the office and those that may be delegated or assigned to her/him by the Local Youth Development Officer.

3) **Assistant Youth Development Officer designate** - who shall act as the Program Coordinator for Policy and Planning shall have the following functions:

- i Conducts research for the continuous improvement of the youth sector with specific emphasis on youth participation in nation-building, sustainable youth development and empowerment, equitable access to quality education, environmental protection, climate change adaptation, disaster risk reduction and resiliency, youth employment and livelihood, health and anti-drug abuse, gender sensitivity, social protection, capability building and sports development;
- ii Undertakes access and establishes networks in the provincial, regional, international levels on youth development;
- iii Keeps records, updates, and database on youth-related researches;
- iv Periodically formulate policy-recommendations, which shall be forwarded to the
- v Council and other relevant offices for further action.; and
- vi Conducts regular needs assessments, focused group discussions, validations and other methodologies needed to guide and advice policy recommendations and strategic direction for the office and the council.


LEO G. CUSI, SR.


JERWIN S. DIMAPILIS


FERDINAND V. TALENS, MPA