



Republic of the Philippines
 Province of Iloilo
MUNICIPALITY OF OTON
 OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT from the Minutes of Session of the Sangguniang Bayan ng Oton, Iloilo recorded during its Regular Session held at the SB Session Hall on **November 03, 2023** at 9:00 in the morning.

PRESENT: Vice Mayor Jose Neil Portugalete Olivares
 Hon. Jimmy Robles Olivares
 Hon. Ma. Lorna Tumambo Geonigo
 Hon. Dennis Quillo Geroche
 Hon. Ernesto Cordova Ticao
 Hon. Grace Marie Escanlar-Cruz
 Hon. Rodolfo Zurita Alconga, Jr.
 Hon. Antonio Prias Masculino, Jr.
 Hon. Ella Mae Seguiza Yeoh

ON OFFICIAL BUSINESS: None.
ABSENT: Hon. Lee Cereneo Alison – Bretaña
 Hon. Vanessa Turita Salinas

Vice Mayor and Presiding Officer
 SB Member
 SB Member
 SB Member
 SB Member
 SB Member
 SB Member
 SB Member (LNB Representative)
 SB Member (PPSK Representative)

SB Member
 SB Member



ORDINANCE NO. 2023 – 428

AN ORDINANCE CREATING THE LOCAL YOUTH DEVELOPMENT OFFICE OF THE MUNICIPALITY OF OTON, ILOILO.

AS REQUESTED by the Local Chief Executive, **ON MOTION** of Hon. Ella Mae S. Yeoh Chair Committee on Youth and Sports Development together with Hon. Dennis Q. Geroche and Rodolfo Z. Alconga Jr. and **DULY SECONDED** by Hon. Ma. Lorna T. Geonigo,

BE IT ORDAINED by the Sangguniang Bayan of Oton, that;

SECTION 1. RATIONALE AND LEGAL BASES –

- a. Section 13, Article II of the 1987 Philippine Constitution declares that the State recognizes the vital role of the youth in nation – building and shall promote and protect their physical, moral, spiritual and social well – being, inculcate patriotism and nationalism, and encourage involvement in public and civic affairs;
- b. Pursuant to Republic Act No. 10742, otherwise known as “The Sangguniang Kabataan Reform Act of 2015” particularly on Chapter III, Section 23 thereof, in relation to Rule III, Section 24 of its Implementing Rules and Regulations, it is provided, among others, that to ensure wide and multi – sectoral youth participation in local governance, there shall be in every province, city and municipality a Local Youth Development Council “which shall be called, Provincial Youth Development Council, City Youth Development Council and Municipal Youth Development Council, respectively. The LYDC shall be composed of representatives of youth and youth-serving organizations in the provincial, city, and municipal levels. The LYDC shall assist the planning and execution of projects and programs of the Sangguniang Kabataan, and the Pederasyon in all levels;
- c. Pursuant to Republic Act No. 10742, otherwise known as “The Sangguniang Kabataan Reform Act of 2015” particularly on Chapter IV, Section 25 thereof, in relation to Rule IV, Section 26 of its Implementing Rules and Regulations, it is provided, among others, that there shall be created in every province a youth development office which shall be headed by a youth development officer with a rank of at least a Division Chief. Such office may be placed under the Office of the Local Chief Executive, the Office of the Planning and Development, the Office of the Social Welfare or any other office deemed appropriate by the local government unit. If the funds of the local government unit are sufficient, it can be a separate department with divisions and units for policy and planning, administration and finance, and programs and operations. In the event when the local government unit has exceeded the prescribed personal services limitations, the local chief executive may designate existing personnel whom he or she deems fit to serve this purpose until such time that the local government unit can already create this office;

- d. The creation of Oton Local Youth Development Office and Oton Local Youth Development Council will be the enabling mechanism for a meaningful youth participation through mutual coordination with the Local Government Unit of Oton, Sangguniang Kabataan in the Municipality of Oton, and youth and youth-serving organizations.
- e. Section 447 of Local Government Code a (1) vii and 1(1) viii the Sangguniang Bayan has the power to determine the powers and duties of officials and employees of the municipality and determine the positions and salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from the municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services and activities of the municipal government.

SECTION 2. TITLE – This ordinance shall be known as the “OTON LOCAL YOUTH DEVELOPMENT OFFICE”.

SECTION 3. DECLARATION OF POLICY – It is the declared policy of the Municipality of Oton to recognize the vital role of the youth in nation – building, and thus, promotes and protects their physical, moral, spiritual, intellectual and social well – being, inculcates in them patriotism, nationalism, and other desirable values, and encourages their involvement in public and civic affairs.

SECTION 4. DEFINITION OF TERMS – The following terms shall mean:

- a. **Commission** – refers to the National Youth Commission created under Republic Act No. 8044;
- b. **Oton Local Youth Development Council (OLYDC)** – shall be composed of representatives of youth and youth-serving organizations in the municipal level to ensure wide and multi-sectoral youth participation in local governance. The OLYDC shall assist the planning and execution of projects and programs of the Sangguniang Kabataan and the Pambayang Pederasyon ng mga Sangguniang Kabataan.
- c. **Oton Local Youth Development Plan (OLYDP)** – refers to the municipal youth development plan as initially drafted by the Sangguniang Kabataan (SK) Pederasyon, finalized by the Oton Local Youth Development Council (OLYDC) and approved by the local Sanggunian. The Oton Local Youth Development Plan (OLYDP) shall be anchored on the Philippine Youth Development Plan (PYDP) and the local development plan of the Local Government Unit of Oton.
- d. **Local Sanggunian** – refers to the Sangguniang Bayan of Oton.
- e. **Local Chief Executive (LCE)** – refers to the municipal mayor.
- f. **Oton Local Youth Development Officer (OLYDO)** – refers to the duly designated head of the Oton Local Youth Development Office.
- g. **Youth** – refers to those persons whose ages range from fifteen (15) to thirty (30) years old as defined in Republic Act No. 8044. For the purpose of targeted programming for the youth, the age disaggregation shall be considered to wit:
 - 15-17 – child youth
 - 18-24 – core youth
 - 25-30 – adult youth;
- h. **Youth Organizations** – refer to those organizations whose membership or composition are youth.
- i. **Youth-Serving Organizations** – refer to those registered organizations whose principal programs, projects and activities are youth-oriented and youth-related, and whose compositions are not limited to the youth. The organization shall be duly recognized or accredited either by proper national or local government registering entities.

SECTION 5. CREATION AND FUNCTION OF THE OTON LOCAL YOUTH DEVELOPMENT OFFICE AND LOCAL YOUTH DEVELOPMENT OFFICER – There shall be created a Local Youth Development Office headed by a Local Youth Development Officer with SG 22 under the Office of the Municipal Mayor with the following functions:

5.1. In accordance with Section 24 (d) of these rules, register and verify youth and youth-serving organizations subject to the revitalized Youth Organizations' Registration Program (YORP) guidelines;

5.2. Provide technical assistance to the Oton Local Youth Development Council (OLYDC) of the Municipal Government in the formulation of the Local Youth Development Plans (OLYDP);

5.3. Facilitate the election of the Oton Local Youth Development Council (OLYDC) representatives;

5.4. Serve as secretariat to the LYDC;

5.5. Conduct the mandatory and continuing training of Sangguniang Kabataan (SK) officials and LYDC members, in accordance with the programs jointly designed and implemented by the National Youth Commission (NYC) and the Department of Interior and Local Government (DILG). The Local Youth Development Officer and/or his or her staff shall apply for accreditation from the NYC in order for them to conduct the mandatory and continuing training programs of SK officials and LYDC members, and LYDO's;

5.6. Provide technical, logistical and other support in the conduct of the mandatory and continuing training programs, and to such other programs of the NYC and DILG;

5.7. Coordinate with the NYC with regard to the youth programs within its jurisdiction; and

5.8. Collaborate, provide logistical, financial and other support to the Pambayang Pederasyon ng mga Sangguniang Kabataan and the Oton Local Youth Development Council for the implementation of the Local Youth Development Plan such as the annual conduct of the Linggo ng Kabataan and other programs and activities for the youth;

5.9. 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 Chief Executive's attention including annual and periodic reports;

5.10 Create a pool of trainers, volunteers and training modules and manuals in the different fields of youth development and leadership;

5.11 Promote and assist the accreditation of civil society organizations, youth and youth – serving organizations in the Local Government Unit of Oton;

5.12 Submit Quarterly Report on the status of the implementation of the local youth development plan, youth programs, regulations in force and other pertinent information and recommendations to the Municipal Mayor, Committee on Youth Affairs and Sports Development in the Sangguniang Bayan, OLYDC, and to other relevant agencies;

5.13 Subject to the approval of the Municipal Mayor and recommendation from the Council, arrange for donations, grants, gifts, and to implement sport plan, programs, and policies;

5.14 Undertake such action projects as may be necessary to promote the attainment of the objectives and purposes of this ordinance;

5.15 Perform such other functions as may be prescribed by law, ordinance, or as the LCE, the DILG or the Commission may require.

5.16 The Local Youth Development Office staffing position and functions;

1. Youth Development Officer I – SG 10

a. For Policy and Planning Unit

i. Conduct research for the continuous improvement of the youth sector in the respective zone or area 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 resilience, youth employment and livelihood, health and anti-drug abuse, gender sensitivity, social protection, capability building and sports development;

ii. Submit Quarterly Report on the status of the implementation of the local youth development plan, youth programs, regulations in force in the municipality and other pertinent information and recommendations to the OLYDO;

iii. Assist the Oton Local Youth Development Officer for the implementation of policies and planning for Sangguniang Kabataan officials and Oton Local Youth Development Council representatives and members;

- iv. Gather needed information and statistics from different local and national government agencies necessary in the development of project, plans, programs and activities;
 - v. Assist in the planning and coordination of youth programs and projects to the accredited youth and youth – serving organizations;
 - vi. Assist in developing project plans or programs whenever necessary;
 - vii. Prepare preliminary evaluation of all reports received in the progress of project, plans and activities;
 - viii. Undertake access and establishes networks in the provincial, regional, national, and international levels on youth development;
 - ix. Perform other duties or functions that the Oton Local Youth Development Officer may assign.
- b. For Programs and Operations Unit
- i. Organize programs and activities that will promote a broad understanding of the problems affecting the youth in the municipality;
 - ii. Responsible for organizing training programs, and such other youth programs of the Local Government Unit of Oton, SK Municipal Federation, and youth and youth-serving organizations;
 - iii. Coordinate and provide technical, logistical and other support for the implementation of youth programs and projects to accredited youth and youth – serving organizations;
 - iv. Provide technical, logistical and other support for the implementation of programs and trainings to Sangguniang Kabataan officials;
 - v. Disseminate information to Sangguniang Kabataan officials and youth organizations in each barangay about youth programs and services of the municipality;
 - vi. Provide pertinent information in relation to available programs and services for the youth such as but not limited to the following:
 - Scholarship grants which include the submission of application, updating of documents, and queries.
 - Job Opportunities
 - Medical Assistance
 - Mental Health Support
 - Persons With Disability (PWD) Benefits
 - Youth Trainings and/or Seminars
 - Application for Civil Service Examination, Certificate of Eligibility under PD 907, and other Licensure Examinations
 - SSS application and inquiries
 - Youth Hotline and Facebook Page for concerns and follow-up.
 - vii. Performs other duties the Oton Local Youth Development Officer may assign.

2. Youth Development Assistant I – SG 5

- a. Verify required documents and applications for the registration of youth and youth-serving organizations subject to the revitalized Youth Organizations' Registration Program (YORP) guidelines;
- b. Facilitate the logistics in the conduct of planning and research of the Oton Local Development Office;
- c. Prepare notice of meetings and letters;
- d. Maintain files of minutes of meetings;
- e. Disseminate communications and information to municipal youth development officers and youth community in each district/zone;
- f. Schedule/calendar OLYDO activities such as training and workshops, meetings/appointments of the Youth Development Officer with other offices and with staff, by calendaring, following up and confirming attendance to meetings;
- g. Provide assistance and administrative support to training and conferences as assigned;
- h. Maintain records and reports related to youth community development programs and projects;

- i. Prepare summary of reports and other development materials received and gathered;
- j. Performs other duties the Oton Local Youth Development Officer may assign.

SECTION 6. Qualifications of the Oton Local Youth Development Officer – The Local Youth Development Office (LYDO) shall be headed by a Local Youth Development Officer (LYDO) who shall be designated by the Municipal Mayor from existing personnel who he or she deems fit to serve as such and, in addition to the requirements prescribed by the Civil Service Commission (SC) shall possess the following qualifications

6.1. be preferably not more than thirty (30) years of age at the time of his/her designation;

6.2. be of good moral character;

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

6.4. he or she shall be designated by the Municipal Mayor but in no case he or she be within the fourth (4th) civil degree of consanguinity or affinity, with the said official.

The Municipal Government, upon the recommendation of the Local Youth Development Officer (LYDO), may provide additional staffing requirements in the Local Youth Development Office (LYDO) and shall be appointed by the Municipal Mayor in whatever status deemed appropriate and in accordance with civil service rules and regulations.

SECTION 7. Limitation On Filling Up Position - Vacant and newly created positions shall only be filled-up if the Budget for Personal Services does not exceed the 45% PS ceiling or otherwise provided for by RA 7160 or other pertinent laws on the percentage (%) of PS Ceiling limitation.

SECTION 8. Funding – The Local Government Unit of Oton shall set aside the amount necessary to cover the Personnel Services and other benefits relative to the newly created plantilla positions, Maintenance and Other Operating Expenses and Property Plant and Equipment, implementation of youth programs and projects, and convening the meetings of the concerned Pederasyon ng mga Sangguniang Kabataan and Oton Local Youth Development Council, as well as the operations and effective functioning of the office, starting Budget Year 2024 subject to Section 7 of this Ordinance.

SECTION 9. Separability Clause – In the event that any clause, sentence, paragraph or part of this Ordinance be declared invalid or void, the other provisions I not be affected thereby shall continue to be in full force and effect.

SECTION 10. Repealing Clause – All other ordinances, which are inconsistent with the provisions of this Ordinance are hereby repealed, amended or modified accordingly.

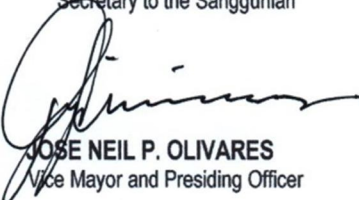
SECTION 11. Effectivity – This Ordinance shall take effect immediately upon approval of the LCE.


SECTION 12. Copies. This Ordinance shall be furnished to the Office of the Mayor; MTO, MBO, Acctg, HRMO, MPDC, MSWDO, LYDC, Liga ng mga Barangay, MLGOO, CSC Region VI and the Sangguniang Panlalawigan of Iloilo for information, guidance and review respectively.

UNANIMOUSLY APPROVED.

I HEREBY CERTIFY to the correctness of the foregoing Ordinance.

Concurred: 
JIMMY R. OLIVARES
 Vice Chair - Committee on Rules and Privileges

Attested: 
JOSE NEIL P. OLIVARES
 Vice Mayor and Presiding Officer


KERRY ANN T. LACIFICAR
 Secretary to the Sanggunian

Approved: 
SOFRONIO L. FUSIN, JR.
 Municipal Mayor

Date Approved: NOV 14 2023

Date Posted: NOV 14 2023