



## ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

(1) NAME OF DEPARTMENT/AGENCY/LGU: PROVINCIAL GOVERNMENT OF ISABELA - PGO-PROVINCIAL YOUTH DEVELOPMENT OFFICE

(2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: [ ] Yes [ ] No

(3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) <sup>1</sup>	Specific Provision in the Governing Law(s) as Basis <sup>2</sup>	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
1. BRO for EDUCATION (College Scholarship)		.	Sangguniang Panlalawigan Ordinance No. 2020-04-01, Series of 2020. An Ordinance Further Amending Ordinance No. 04, Series of 2008 Titled "An Ordinance Establishing a Revised Provincial Scholarship Program"	Feb. 11, 2020	

<sup>1</sup> Number and short title of the governing law which mandates and gives power to the agency or LGU to regulate and/or offer the service

<sup>2</sup> Cite section number and quote provision identified in the governing law



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2. YOUTH ORGANIZATION REGISTRATION PROGRAM (Registration of Youth Organizations and Youth-Serving Organizations)	RA 10742 – Sangguniang Kabataan Reform Act of 2015	Chapter III, Sec. 23. <i>Creation.</i> 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 (LYDC) “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 level. The LYDC shall assist the planning and execution of projects and programs of the Sangguniang Kabataan, and the Pederasyons in all levels.	National Youth Commission’s Policy Guidelines in the Registration of Youth Organizations and Youth-Serving Organizations (2017 Revitalized Youth Organization Registration Program (YORP) Guidelines)	2017	



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3. Financial Assistance or Logistical Support for youth Programs, Projects, Activities (PPAs); Provision of Free Trainings and Seminars for the Youth; Endorsement and Promotion of youth PPAs	RA 10742 – Sangguniang Kabataan Reform Act of 2015 (IRR)	Rule III, Sec. 23 (m.2) <i>Duties and Functions of the LYDC</i> . Finalize the three (3) year Local Youth Development Plan that is anchored in the Philippine Youth Development Plan and the development plans of the local government units.	DILG MC No. 2019-151. Guidelines on Local Youth Development Planning, Comprehensive Barangay Youth Development Planning and Annual Barangay Youth Investment Programming of National Youth Commission	Sept. 10, 2019	



(4) SERVICE INFORMATION PER GOVERNMENT SERVICE<sup>3</sup>

GOVERNMENT SERVICE: <u>BRO for EDUCATION (College Scholarship)</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
a. BRO-Ed Scholarship Application Form b. 2x2 ID Picture c. Original/Authenticated Certificate of Academic Rank signed by the Principal (with Highest Honor, with High Honors and with Honors) <i>*For Academic Scholars</i> d. Barangay Certification/Certificate of Indigency e. Assessment of Fees/Enrollment Form		1. Submission of Requirements		15-25 minutes	NONE

<sup>3</sup> Please note that one table is to be filled-up per Government Service.

To fill up:

- a) List down all requirements applicable to the government service
- b) Per requirement, cite legal basis/rationale why requirement is essential
- c) Steps/Procedures should be listed in the Client's perspective
- d) If applicable, legal basis of each step/procedure may be indicated in column 4
- e) Input the total processing time for the service in working days and/or hours
- f) Input the sum of all fees paid for the service



<b>GOVERNMENT SERVICE: BRO for EDUCATION (College Scholarship)</b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>		<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>		
f. Senior High School Report Card (Form 137) or Certificate of Grades (COG) signed by the Registrar. g. Photocopy of Birth Certificate for 17 years old below or Voter's ID for 18 years old above.					
NONE		2. Issuance of Certificate of Scholarship		15-25 minutes	NONE
<b>TOTAL</b>				<b>50 minutes</b>	<b>None</b>



<b>GOVERNMENT SERVICE: <u>YOUTH ORGANIZATION REGISTRATION PROGRAM (Registration of Youth Organizations and Youth-Serving Organizations)</u></b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>		<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>		
a. Official YORP Registration Form b. Directory of Officers and Advisers of the organization c. List of Members in good standing d. Endorsement/Certification from highest authority e. Constitution and By-Laws of the organization		1. Submission of YORP Requirements.		20-30 minutes	NONE
NONE		2. Issuance of Certificate of Registration		20-30 minutes	NONE
<b>TOTAL</b>				<b>1 hour</b>	<b>None</b>



<b>GOVERNMENT SERVICE: FINANCIAL ASSISTANCE OR LOGISTICAL SUPPORT FOR YOUTH PROGRAMS, PROJECTS, ACTIVITIES (PPAS); PROVISION OF FREE TRAININGS AND SEMINARS FOR THE YOUTH; ENDORSEMENT AND PROMOTION OF YOUTH PPAS</b>					
<b>SERVICE INFORMATION</b>					
<b>LIST OF REQUIREMENTS</b>		<b>LIST OF STEPS AND PROCEDURES</b>		<b>Total Processing Time</b>	<b>Total Fees to be Paid</b>
<b>Requirement</b>	<b>Legal Basis</b>	<b>Client Steps/Procedures as indicated in the Citizen's Charter</b>	<b>Legal Basis</b>		
a. Request Letter addressed to the Governor thru the Provincial Youth Development Office		1. Submission of Requirements		15-20 minutes	NONE
b. Project Proposal/Project Design/Program of Work/Program of Activities					
a. Receiving Copy		2. Endorsement of Request Letter		1- 3 days	NONE
<b>TOTAL</b>				<b>3 days and 20 minutes</b>	<b>None</b>