



PROVINCIAL GOVERNMENT OF ISABELA

Youth Development Control Procedure

ISO 9001:2015 QUALITY MANAGEMENT SYSTEM PROCEDURE

Document Number:	PGI-PYDO-QP-001
Revision Number:	∅
Number of Pages:	1 of 6

Effectivity Date	Revision No.	Revision Type	Details of Changes	Page Affected	Originating Dept.
	0	-	Newly established procedure in accordance with ISO 9001:2015 requirements.	-	

Prepared by:	Reviewed by:	Recommending Approval:	Approved by:
MICHELLE ANN D. MARQUEZ Administrative Officer II	RENELLIE C. ALBANO ISO Facilitator	REY MEL C. RESPOSO Provincial Youth Development Officer-In-Charge	RODOLFO T. ALBANO III Provincial Governor

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1.0 OBJECTIVE

This procedure describes the systematic process of the operations and establishing Youth Development Programs of the Provincial Youth Development Office of Provincial Government of Isabela.

2.0 SCOPE

This procedure covers the processes of accreditation of application/renewal of youth organization registration program, performance monitoring and evaluation of youth organization and provision of technical/financial assistance to the youth of the Province of Isabela.

3.0 DEFINITION OF TERMS

- 3.1 NYC – National Youth Commission
- 3.2 Youth – refers to persons whose ages range from fifteen (15) to thirty (30) years old.
- 3.3 Youth Organizations – refers to those organizations whose members are youth aged from fifteen (15) to thirty (30) years old.
- 3.4 Youth Serving Organization – refers to organizations or institutions whose principal programs, projects and activities are youth-oriented and youth-related
- 3.5 PYDO – Provincial Youth Development Office
- 3.6 National Organization – a youth or youth serving organization with regional, provincial, or municipal chapters nationwide and whose major programs are nationwide in nature.
- 3.7 Community Based Organization – refers to those youth organizations whose program are applied in their community
- 3.8 Religious Organization - refers to youth organization whose program are supervised by a religious organization
- 3.9 Young Professional/Young Entrepreneurs or Working Youth Organization – refer to a group of youth or organization of youth whose engage in business.

4.0 REFERENCE DOCUMENTS

- 4.1 Control of Documented Information Procedure
- 4.2 Republic Act 8044 – The Youth in Nation-Building Act
- 4.3 Philippine Youth Development Plan 2017-2022
- 4.4 Republic Act 10742 or the Sangguniang Kabataan Reform Act of 2015
- 4.5 Sangguniang Panlalawigan Ordinance Number 2020-03-2 Series of 2020 or the Isabela Youth Welfare and Development Code

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4.6 Revitalized YORP Guidelines 2017 – Policy Guidelines in the Registration of Youth Organizations and Youth-Serving Organizations

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The PYD Office shall be responsible for the implementation of this procedure.
- 5.2 The Provincial Governor shall be responsible for the approval of the Youth Development programs/ activities.
- 5.3 The Provincial Budget Office shall be responsible for the preparation and processing of fund needed for every project of Provincial Youth Development Office.
- 5.4 The PYDO Staff shall be responsible for the receiving and checking of list of requirements for the registration of youth and youth-serving organizations.
- 5.5 The PYD Officer shall be the person in-charge on research and preparation of youth development activities.

6.0 PROCEDURE

6.1 Accreditation of Application and Renewal of Youth Organization Registration Program

PROCESS FLOW	RESPONSIBLE	PROCESS DESCRIPTION	RECORDS
START			
↓ Secure Application Form	Client	Shall secure application via online website or personally at the office and submit requirements Note: For Renewal Shall submit the updated List of Members, Directory of Officers and accomplishment report.	Application Form, Youth Organization Registration Form Table 1 – List of Requirements for YORP
↓ Receiving of Requirements	PYDO Staff	Shall receive and record the application form in the logbook, reflecting the date received, name of organization and representative, and contact number.	YORP Application Log Book
↓ Checking of requirements	PYDO Staff/ YORP Focal Person	Shall check and verify the completeness of the requirements and application form submitted. Note: In case of incomplete requirements, shall notify the applicant.	YORP Form and requirements
↓ A			

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A			
Interview and evaluate	PYD Officer	Shall interview and evaluate the applicants based on the submitted requirements.	YORP Form and requirements
Approval and Issuance	PYD Officer PYD Staff	Shall approve the certificate of accreditation. Shall issue the certificate of accreditation and record in the releasing logbook. Shall endorse the application to the National Youth Commission; upload copy of documents to the YORP Hub for the registration.	Certificate of Accreditation Certificate of Accreditation Releasing Logbook
END			

6.2. Performance Monitoring and Evaluation of Youth Organization

PROCESS FLOW	RESPONSIBLE	PROCESS DESCRIPTION	RECORDS
START			
Prepare List of Youth Organization	PYDO Staff	Shall Prepare List of YORP-Registered Organizations and Schedule of Evaluation	List of YORP-Registered Organizations and Schedule of Evaluation
Inform schedule	PYDO Staff	Shall inform the organization on their schedule of evaluation.	Letter of Schedule
Conduct Evaluation	PYD Officer	Shall conduct the evaluation of the Youth Organization	YORP Annual Accomplishment Report
Preparation of Report	PYD Officer	Shall prepare the summary report and submit to the Provincial Governor. Shall notify the Youth Organization on the result of the evaluation and recommendation.	Summary Report
END			

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6.3 Provision of Technical/Financial Assistance for Youth Projects and Programs Process

PROCESS FLOW	RESPONSIBLE	PROCESS DESCRIPTION	RECORDS
START			
↓ Receipt of Request	PYDO Staff	Shall receive request letter from the youth organization thru PYDO. Shall place receipt stamp and indicate date of receipt and affix initial/signature, and record in the Request for Technical/Financial Assistance Log Book.	Request Letter/ Project Proposal Request for Technical/Financial Assistance Log Book
↓ Review of Project Proposal/Design	PYD Officer PYDO Staff	Shall review the project proposal/design and interview the youth organization for the verification of the project proposal. Shall record the request letter in the log book before sending to the Office of the Provincial Administrator.	Request Letter/ Project Proposal Outgoing Communications Log Book
↓ Recommendation for Approval	Provincial Administrator	Shall recommend the approval of the Project Design to the Provincial Governor	Request Letter/ Project Proposal
↓ Approval	Governor	Shall approve the implementation and Budgetary requirement of the Project Proposal	Request Letter/ Project Proposal
↓ Preparation of resources	PYD Staff	Shall prepare necessary resources for the implementation of the Activity including coordination to other concerned departments. (See PGI-Admin-QP-003 Financial Documents Control Procedure)	List of resources needed in the Activity
↓ Implementation	PYD Office/ Concerned department	The PYD Office shall extend technical assistance to the recipient on the implementation of the training/seminar as planned and scheduled.	PGI Attendance Sheet
↓ Reporting	PYD Officer	Shall prepare Accomplishment report to be submitted to the office of the Governor.	Post Activity Report
↓ END			

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6.4 Reports

Title	Frequency	Responsible
Evaluation Sheet	Every evaluation	PYD Officer
Post Activity Report	Every end of projects	PYD Officer

7.0 PROCESS INDICATORS

7.1. All youth organization registration program applications and renewal are checked, interviewed and endorsed to NYC.

7.2. Youth Organization performance are monitored and evaluated on annual basis.

8.0 ATTACHMENTS AND FORMS

- 8.1 List of Requirements for Youth Organization Registration Program (External)
 - 8.1.1 YORP Official Registration Form
 - 8.1.2 Directory of Officers and Advisers
 - 8.1.3 List of Members in Good Standing
- 8.2 YORP Annual Accomplishment Report (External)
- 8.3 Youth Organization Registration Program of Isabela Application Log Book
- 8.4 Youth Organization Registration Program Certificate of Accreditation
- 8.5 Visitor’s Log Book
- 8.6 Incoming Communications Log Book
- 8.7 Youth Organization Registration Program Certificate of Accreditation Releasing Log Book
- 8.8 Outgoing Communications Log Book
- 8.9 Request for Financial/Technical Assistance Log Book

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