PO20CC-476

80th Regular Session

ORDINANCE NO. SP-2803, S-2018

AN ORDINANCE CREATING THE QUEZON CITY YOUTH DEVELOPMENT OFFICE (QCYDO), PROVIDING FOR ITS ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN, DUTIES, FUNCTIONS AND RESPONSIBILITIES, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES.

Introduced by Councilor RODERICK M. PAULATE.
Co-Introduced by Councilors Noe Lorenzo B. Dela Fuente III, Donato C. Matias, Elizabeth A. Delarmente, Victor V. Ferrer, Jr., Estrella C. Valmocina, Allan Benedict S. Reyes, Franz S. Pumaren, Eufemio C. Lagumbay, Raquel S. Malañgen, Karl Edgar C. Castelo, Godofredo T. Liban II and Alfredo S. Roxas.

WHEREAS, the State recognizes its responsibility to enable the youth to fulfill their vital role in nation building and commits to the promotion and protection of the physical, moral, spiritual, intellectual and social well-being of the Filipino Youth, inculcating in them patriotism and nationalism, and encourage their involvement in public and civic affairs;

WHEREAS, Section 25, Chapter IV, of Republic Act No. 10742, otherwise known as the "Sangguniang Kabataan Reform Act of 2015", states that "There shall be in every province, city and municipality a Youth Development Office which shall be headed by a Youth Development Officer with the rank of at least division chief. Such may be put under the Office of the Local Chief Executive, the Office of the Planning and Development, the Office of the Social Welfare, or in 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";

WHEREAS, the State shall protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all and Republic Act No. 7160 and its Implementing Rules and Regulations, specifically provides that among the powers of the Sangguniang Panlungsod is to establish a scholarship fund for deserving students in schools located within its jurisdiction or for students residing within the City;

WHEREAS, it is the policy of the State to establish and maintain a system of scholarship grants, student loan programs, subsidies and other incentives which shall be available to deserving students in both private and public schools especially to the underprivileged;

WHEREAS, on 22 March 1991, the "Quezon City Government Scholarship Program" was launched and designed to extend financial assistance to poor but deserving students from indigent families of Quezon City and for the past twenty seven (27) years, the program has evolved and is now known as the Scholarship and Youth Development Program (SYDP);

WHEREAS, various ordinances, resolutions and policies were issued providing for additional mandates to SYDP to adapt to the emerging needs of the City's youth;

WHEREAS, the approval of the "Sangguniang Kabataan Reform Act of 2015" provided legal basis and mandate for the establishment of a Local Youth Development Office (LYDO) to institutionalize the programs and services for the City youth;

WHEREAS, to strengthen, expand and sustain the existing services, programs and intervention for the City youth, there is a need to create the QC Youth Development Office (QCYDO) that will formulate and implement effective programs and services attuned to the issues and concerns of the sector.

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED:

SECTION 1. TITLE – This Ordinance shall be known and cited as the "Quezon City Youth Development Office (QCYDO) Ordinance."

SECTION 2. FUNCTIONS OF QCYDO – The QCYDO shall have the following functions:

2.1 Coordinate with the Barangay and Community Relations Department, the implementation of a system of continuing registration and verification of bonafide youth and youth-serving organizations in accordance with the Youth Organizations' Registration Program guidelines of the National Youth Commission;

2.2 Coordinate with the City Planning and Development and Social Services and Development Departments, the provision of technical assistance to the Local Youth Development Council (LYDC) in the formulation of the Local Youth Development Plan;

2.3 Facilitate the election of the Local Youth Development Council Representatives every three (3) years thereafter, upon the approval of this Ordinance;

2.4 Serve as secretariat to the Local Youth Development Council;

2.5 Apply for accreditation with the National Youth Commission (NYC) and the Department of the Interior and Local Government (DILG), in order to conduct the mandatory and continuing training of SK officials and LYDC members;

2.6 Provide technical, logistical and other support in the conduct of mandatory and continuing training programs and to such other programs of the NYC and the DILG, subject to the availability of funds for the purpose;

2.7 Coordinate with the NYC with regard to youth programs proposed to be implemented within Quezon City;

2.8 Implement the City's capability building program for the youth;

2.9 Prepare and submit annual plans, accomplishment reports and activity reports to the City Mayor;

2.10 Assist the Sangguniang Kabataan Federation in the observance of Annual Linggo ng Kabataan Celebration and support its youth development programs;

2.11 Provide technical assistance to the Sangguniang Kabataan in the preparation, formulation and implementation of the annual development plan for the youth in the barangay level;

2.12 Establish a consultative mechanism that shall provide a forum for continuing dialogue between the City and Sangguniang Kabataan, Katipunan ng Kabataan and youth in general;

2.13 Compile the Sangguniang Kabataan Case bank on Innovative and Exemplary Practices in Governance;

2.14 Coordinate with other government agencies and youth serving organizations in the implementation of youth development programs;

2.15 Provide youth welfare programs such as scholarship and financial assistance to deserving students;

2.16 Promote youth empowerment through various trainings and advocacies such as education, economic empowerment, environment, global mobility, governance, health, peace building and security and social inclusion and equity;

2.17 Establish and implement programs of the Youth Resource Center;

2.18 Propose plans and programs to the City Mayor concerning the needs and aspirations of the City youth;

2.19 Perform such other functions as may be prescribed by law, ordinance or as the chief executive, the DILG or the NYC may require.

SECTION 3. CREATION OF POSITIONS AND STAFFING PATTERN – The QCYDO shall be created with Three (3) Divisions, Administrative Staff and 110 plantilla positions. QCYDO shall be headed by a City Government Department Head III with Salary Grade 27 and a City Government Assistant Department Head III with Salary Grade 25. The divisions shall be known as follows:

3.1 Policy Research, Program Development and Planning Division
3.2 Youth Welfare Programs and Operations Division
3.3 Management Information System Division

3.4 Administrative Staff

SECTION 4. SUMMARY OF NEWLY CREATED PLANTILLA POSITIONS:

No. of Positions	Position Title	Salary Grade	Qualification Standards
1	City Government Department Head III	27	• Master's Degree or Certificate in Leadership and Management from CSC • 5 years of supervisory/management experience • 120 hours of supervisory/management learning and development interventions undertaken within the last 5 years • Career Service (Professional), Second Level Eligibility
1	City Government Assistant Dept. Head III	25	• Master's degree or Certificate in Leadership and Management from CSC • 5 years of supervisory/management experience • 120 hours of supervisory/management learning and development interventions undertaken within the last 5 years • Career Service (Professional), Second Level Eligibility
1	Information Technology Officer III	24	• Master's degree or Certificate in Leadership and Management from CSC • 4 years of supervisory/ management experience • 40 hours of supervisory/management learning and development interventions undertaken within the last 5 years • Career Service (Professional), Second Level Eligibility
1	Planning Officer V	24	• Master's degree or Certificate in Leadership and Management from CSC • 4 years of supervisory/management experience • 40 hours of supervisory/management learning and development interventions undertaken within the last 5 years • Career Service (Professional), Second Level Eligibility

1	Youth Development Officer V	24	• Master's degree or Certificate in Leadership and Management from CSC • 4 years of supervisory/ management experience • 40 hours of supervisory/ management learning and development interventions undertaken within the last 5 years • Career Service (Professional), Second Level Eligibility
1	Information Technology Officer II	22	• Bachelor's degree relevant to the job • 3 years of relevant experience • 16 hours of relevant training • Career Service (Professional), Second Level Eligibility
1	Planning Officer IV	22	• Bachelor's degree relevant to the job • 3 years of relevant experience • 16 hours of relevant training • Career Service (Professional), Second Level Eligibility
1	Youth Development Officer IV	22	• Bachelor's degree relevant to the job • 3 years of relevant experience • 16 hours of relevant training • Career Service (Professional), Second Level Eligibility
2	Information Technology Officer I	19	• Bachelor's degree relevant to the job • 2 years of relevant experience • 8 hours of relevant training • Career Service (Professional), Second Level Eligibility
1	Administrative Officer V (Administrative Officer III)	18	• Bachelor's degree • 2 years of relevant experience • 8 hours of relevant training • Career Service (Professional), Second Level Eligibility
2	Planning Officer III	18	• Bachelor's degree • 2 years of relevant experience • 8 hours of relevant training • Career Service (Professional), Second Level Eligibility
2	Project Development Officer III	18	• Bachelor's degree • 2 years of relevant experience • 8 hours of relevant training • Career Service (Professional), Second Level Eligibility

1	Training Specialist III	18	• Bachelor's degree • 2 years of relevant experience • 8 hours of relevant training • Career Service (Professional), Second Level Eligibility
2	Youth Development Officer III	18	• Bachelor's degree • 2 years of relevant experience • 8 hours of relevant training • Career Service (Professional), Second Level Eligibility
3	Scholarship Affairs Officer II	16	• Bachelor's degree • 1 year of relevant experience • 4 hours of relevant training • Career Service (Professional), Second Level Eligibility
2	Administrative Officer IV (Budget Officer II)	15	• Bachelor's degree • 1 year of relevant experience • 4 hours of relevant training • Career Service (Professional), Second Level Eligibility
1	Administrative Officer IV (Human Resource Management Officer II)	15	• Bachelor's degree • 1 year of relevant experience • 4 hours of relevant training • Career Service (Professional), Second Level Eligibility
1	Information Officer II	15	• Bachelor's degree • 1 year of relevant experience • 4 hours of relevant training • Career Service (Professional), Second Level Eligibility
2	Planning Officer II	15	• Bachelor's degree • 1 year of relevant experience • 4 hours of relevant training • Career Service (Professional), Second Level Eligibility
2	Project Development Officer II	15	• Bachelor's degree • 1 year of relevant experience • 4 hours of relevant training • Career Service (Professional), Second Level Eligibility

1	Psychologist II	15	• Bachelor's degree • 1 year of relevant experience • 4 hours of relevant training • Career Service (Professional), Second Level Eligibility
2	Training Specialist II	15	• Bachelor's degree • 1 year of relevant experience • 4 hours of relevant training • Career Service (Professional), Second Level Eligibility
1	Senior Administrative Assistant II (Computer Operator IV)	14	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course • 3 years of relevant experience • 16 hours of relevant training • Career Service Sub professional; • (MC 11, S. 96 – Cat. I), First Level Eligibility
6	Youth Development Officer II	14	• Bachelor's degree • 1 year of relevant experience • 4 hours of relevant training • Career Service (Professional), Second Level Eligibility
6	Scholarship Affairs Officer I	13	• Bachelor's degree • Experience: None required • Training: None required • Career Service (Professional), • Second Level Eligibility
2	Administrative Officer II (Budget Officer I)	11	• Bachelor's degree relevant to the job • Experience: None required • Training: None required • Career Service (Professional), • Second Level Eligibility
2	Planning Officer I	11	• Bachelor's degree relevant to the job • Experience: None required • Training: None required • Career Service (Professional), • Second Level Eligibility
2	Project Development Officer I	11	• Bachelor's degree relevant to the job • Experience: None required • Training: None required • Career Service (Professional), • Second Level Eligibility

1	Administrative Officer I (Supply Officer I)	10	• Bachelor's degree • Experience: None required • Training: None required • Career Service (Professional), • Second Level Eligibility
2	Youth Development Officer I	10	• Bachelor's degree • Experience: None required • Training: None required • Career Service (Professional), • Second Level Eligibility
9	Administrative Assistant II	8	• Completion of two (2) years studies in college • 1 year of relevant experience • 4 hours of relevant training • Career Service (Sub-professional), First Level Eligibility
1	Administrative Assistant II (Artist-Illustrator II B)	8	• Completion of two (2) years studies in college • 1 year of relevant experience • 4 hours of relevant training • Career Service (Sub-professional), First Level Eligibility
3	Administrative Assistant II (Public Relations Assistant)	8	• Completion of two (2) years studies in college • 1 year of relevant experience • 4 hours of relevant training • Career Service (Sub-professional), • First Level Eligibility
4	Administrative Assistant IV (Computer Operator III)	8	• Completion of two (2) years studies in college • 1 year of relevant experience • 4 hours of relevant training • Career Service Sub-professional; • Data Encoder (MC 11, S. 96 – Cat. I), • First Level Eligibility
3	Project Development Assistant	8	• Completion of two (2) years studies in college • 1 year of relevant experience • 4 hours of relevant training • Career Service (Sub-professional), • First Level Eligibility

2	Training Assistant	8	• Completion of two (2) years studies in college • 1 year of relevant experience • 4 hours of relevant training • Career Service (Sub-professional), • First Level Eligibility
6	Youth Development Assistant	8	• Completion of two (2) years studies in college • 1 year of relevant experience • 4 hours of relevant training • Career Service (Sub-professional), • First Level Eligibility
4	Administrative Assistant I (Computer Operator I)	7	• Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course • Experience: None required • Training: None required • Career Service Sub-professional; • Data Encoder (MC 11, S. 96 – Cat. I), • First Level Eligibility
10	Administrative Aide VI (Clerk III)	6	• Completion of two (2) years studies in college • Experience: None required • Training: None required • Career Service (Sub-professional), • First Level Eligibility
6	Administrative Aide IV (Driver II)	4	• Elementary School Graduate • Experience: None required • Training: None required • Driver License (MC 11, S. 96 – Cat. II)
2	Administrative Aide IV (Reproduction Machine Optr. II-B)	4	• Elementary School Graduate • Experience: None required • Training: None required • Eligibility: None Required (MC 11, S. 96 – Cat. II)
4	Administrative Aide III (Utility II-A)	3	• Elementary School Graduate • Experience: None required • Training: None required • Eligibility: None Required (MC 11, S. 96 – Cat. II)
2	Administrative Aide II (Messenger)	3	• Elementary School Graduate • Experience: None required • Training: None required • Eligibility: None Required (MC 11, S. 96 – Cat. II)
110	TOTAL		

SECTION 5. FUNCTIONS AND SERVICES – The Office Head shall manage the over-all office processes and supervise the entire operations of the QCYDO such as technical and administrative. The sections' mandates are defined as follows:

5.1 - Policy Research, Program Development and Planning Division

This Division shall provide technical assistance in formulating programs/projects or services that may be implemented by the City Government:

5.1.1 Coordinate with the City Planning and Development and Social Services and Development Departments, the provision of technical assistance to the Local Youth Development Council (LYDC) in the formulation of the Local Youth Development Plan;

5.1.2 Facilitate the election of the Local Youth Development Council Representatives every three (3) years thereafter, upon the approval of this Ordinance;

5.1.3 Serve as secretariat to the Local Youth Development Council;

5.1.4 Apply for accreditation with the National Youth Commission (NYC) and the Department of the Interior and Local Government (DILG), in order to conduct the mandatory and continuing training of SK officials and LYDC members;

5.1.5 Provide technical, logistical and other support in the conduct of mandatory and continuing training programs and to such other programs of the NYC and the DILG, subject to the availability of funds for the purpose;

5.1.6 Propose plans and programs to the City Mayor concerning the needs and aspirations of the City youth;

5.1.7 Provide technical assistance to the Sangguniang Kabataan in the preparation, formulation and implementation of annual development plan for the youth in the barangay level;

5.1.8 Compile the Sangguniang Kabataan Case bank on Innovative and Exemplary Practices in Governance;

5.1.9 Collate statistical data from Management Information System Section and generate office reports;

5.1.10 Prepare and submit annual plans, accomplishment reports and activity reports to the City Mayor;

5.1.11 Recommend policies, plan of actions and developmental interventions for youth welfare programs and development to the City Mayor;

5.1.12 Develop training modules and youth related information materials;

5.2 - Youth Welfare Programs and Operations Division

This Division shall provide various programs and services for the welfare and continuous development of City youth. It shall:

5.2.1 Coordinate with the Barangay and Community Relations Department, the implementation of a system of continuing registration and verification of bonafide youth and youth-serving organizations in accordance with the Youth Organizations' Registration Program guidelines;

5.2.2 Implement the City's capability building program for the youth;

5.2.3 Coordinate with the NYC with regard to youth programs proposed to be implemented within Quezon City;

5.2.4 Assist the Sangguniang Kabataan Federation in the observance of Annual Linggo ng Kabataan Celebration and support its youth development programs;

5.2.5 Establish a consultative mechanism that shall provide a forum for continuing dialogue between the City and Sangguniang Kabataan, Katipunan ng Kabataan and youth in general;

5.2.6 Coordinate with other government agencies and youth serving organizations in the implementation of youth development programs;

5.2.7 Establish and implement programs of the Youth Resource Center;

5.2.8 Provide youth welfare programs such as scholarship and financial assistance, student loan programs, study grants, subsidies and other incentives to deserving students;

5.2.9 Screen, review and endorse qualified applicants for scholarship and financial assistance to the Scholarship Screening Committee;

5.2.10 Ensure regular monitoring of scholars' welfare program and services;

5.2.11 Coordinate with the Schools Division Office-Quezon City (SDO-QC) and QC Public Employment Service Office (QCPESO) in the conduct of career advocacy activities;

5.2.12 Promote youth empowerment through trainings and advocacies such as education, economic empowerment, environment, global mobility, governance, health, peace building and security and social inclusion and equity;

5.2.13 Develop and implement a monitoring mechanism for the welfare program beneficiaries;

5.2.14 Ensure youth participation in City initiated activities;

5.2.15 Provide venue for youth participation such as assemblies, summits, forums and other activities;

5.2.16 Conduct community youth profiling and organizing;

5.2.17 Develop and build a network to create a pool of volunteers for resource mobilization;

5.2.18 Evaluate regularly youth welfare programs and services;

5.2.19 Identify gaps in the implementation of youth welfare programs and recommend plan of actions to the Office Head.

5.3 - Administration and Finance Staff Division

This Division shall assist in the administration and management of the operations of the office. It shall:

5.3.1 Serve as the administrative arm and support for office operations;

5.3.2 Prepare payroll of scholars for tuition and stipend/allowance as well as office staff payroll.

5.3.3 Prepare the budget and logistical requirements of the youth welfare programs;

5.3.4 Identify training needs of the staff;

5.3.5 Arrange and conduct capability training needed;

5.3.6 Coordinate with the Human Resource Management Department in the implementation of its Capacity Development Agenda;

5.3.7 In charge of procurement of office supplies, property and equipment;

5.3.8 Manage all office documents, records, supplies, furniture and equipment;

5.3.9 Prepare detailed office budgetary requirements and present to the Office Head for approval;

5.3.10 Monitor staff compliance on the existing rules and regulations of the City Government and other government agencies.

5.4 - Management and Information System Division

This Division shall manage the office information system and database. It shall:

5.4.1 Over-all in-charge of the office database system;

5.4.2 Process/analyze data or information on various youth welfare programs, services and activities;

5.4.3 Generate statistical data of the office programs;

5.4.4 Track and monitor the program beneficiaries such as scholars' alumni, accredited/registered youth organizations and youth serving organizations/institution;

5.4.5 Generate and maintain a comprehensive City Youth Database with Geographic Information System (GIS);

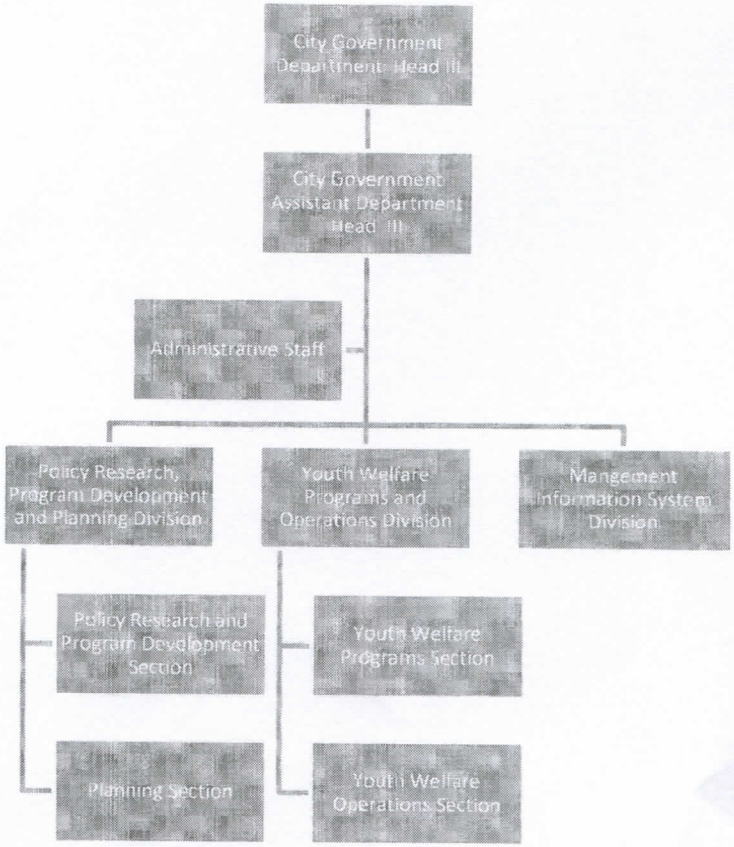
5.4.6 Coordinate with the Sangguniang Kabataan Federation and other agencies such as National Youth Commission (NYC), Department of the Interior and Local Government (DILG), Social Services Development Department (SSDD), City Planning Development Office (CPDO) for youth data and information;

5.4.7 Build directory and list of accredited Youth Organizations (YOs) and Youth Serving Organizations/institutions (YSOs);

5.4.8 Recommend policies, plan of actions and possible interventions based on gathered youth data.

5.4.9 Manage the official website and social media accounts of the office;

SECTION 6. ORGANIZATIONAL STRUCTURE – The QCYDO shall have the following organizational structure:



SECTION 7. LATERAL TRANSFER OF EMPLOYEES/STAFF – Existing qualified employees of this office shall be given preference in the filling up of vacancies. Provided, they shall meet the fitness and merit rule of the Civil Service Laws, Rules and Regulations.

SECTION 8. - REPEALING CLAUSE – All Ordinances, Executive Orders, Rules and Regulations and other issuances or parts thereof, which are inconsistent with the provisions of this Ordinance, are hereby repealed, revoked or modified accordingly.

SECTION 9. FUNDING – The funds to cover the Personal Services and other benefits relative to the newly created plantilla positions as well as the Maintenance and Other Operating Expenses and Property Plant and Equipment shall be included in the annual budget of the Quezon City Government in the amount of Two Hundred Fifteen Million Nine Hundred Forty-One Thousand Five Hundred Seventy-Six Pesos (P 215,941,576.00) and every year thereafter.

SECTION 10. SEPARABILITY CLAUSE – If any part of this ordinance is found unconstitutional or invalid for any reason by a court of competent jurisdiction, the remaining parts hereof which are unaffected shall continue to be in full force and effect.

SECTION 11. EFFECTIVITY – This Ordinance shall take effect immediately upon its approval.

ENACTED: December 3, 2018.

MA. JOSEFINA G. BELMONTE
City Vice Mayor
Presiding Officer

ATTESTED:

Atty. JOHN THOMAS S. ALFEROS III
City Secretary

APPROVED: 04 FEB 2019

HERBERT M. BAUTISTA
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on December 3, 2018 and was PASSED on Third/Final Reading under Suspended Rules on the same date.

Atty. JOHN THOMAS S. ALFEROS III
City Secretary