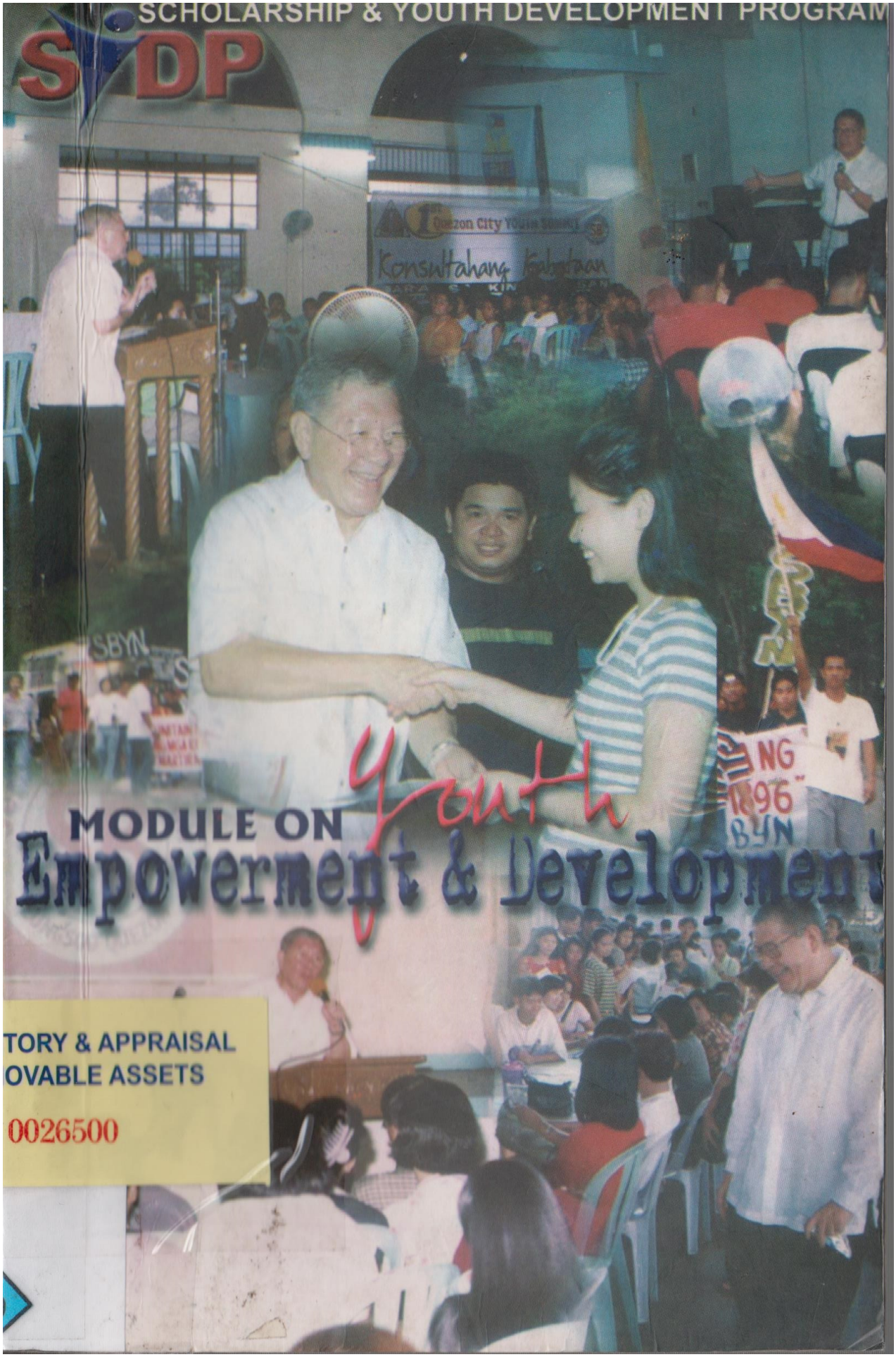

MODULE ON Youth Empowerment & Development

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MENSAHE



SA KABATAAN NG LUNGSOD QUEZON

Sa pamamagitan ng ***1st Quezon City Youth Summit: Konsultahang Kabataan para sa Kinabukasan*** *na ginanap* noong May 11,2002, nabatid ko ang mga problema at usaping inyong kinakaharap. Bihirang pagkakataon ang ganitong pagpupulong at konsultasyon, kung saan ang mga lider-kabataan ng ating lungsod ay nagtipon-tipon at sama-samang tumukoy ng mga problema at posibleng solusyon sa mga suliraning kinakaharap ng sektor.

Kinikilala natin ang halaga at importansya ng sektor ng kabataan sa pag-unlad ng ating lungsod. Dahil dito, ang inyong mga pananaw at saloobin ang magiging gabay ng ating Pamahalaang Lungsod sa pagpaplano at pagpapatupad ng mga proyekto at programang pangkabataan.

Bilang paunang tugon, inatasan ko ang tanggapan ng ***Scholarship and Youth Development Program (SYDP)*** na magbalangkas ng isang literatura na makakatulong sa pagpapaunlad ng kamulatan at kakayahan ng kabataan. Ang bunga nito ay ang ***"Module on Youth Empowerment and Development"*** – ito ay naglalaman ng maikling kasaysayan ng sektor ng kabataan, kalagayan ng kabataan sa lungsod Quezon at mga piling paksa hinggil sa pagtuturo ng "leadership skills".

Layunin ng *module* na ito na muling maipakilala ang sektor ng kabataan bilang mahalagang salik sa pag-unlad ng lungsod, mapag-aralan ang tunay na kalagayan ng mga kabataan at higit sa lahat, makatulong sa pagpapaunlad ng kasanayan sa epektibong pamumuno ng bawat organisasyong pangkabataan.

Naniniwala ako na magiging malaki ang ambag nito upang higit na maiangat ang antas ng kamulatan at kasanayan ng mga lider-kabataan ng ating lungsod.

Lubusin natin ang pagkakaisa, Isulong ang pangarap ng mga kabataan.

Mabuhay ang Kabataan ng Lungsod Quezon !!!

FELICIANO R. BELMONTE JR.
Punong Lungsod

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PAUNANG SALITA

"Ang kabataan ay may mahalagang papel na ginagampanan sa pagpapaunlad ng ating lipunan" – ito ay isa sa mga mahahalagang usapin na ibinunga ng kauna-unahang Konsultahang Kabataan.

Sama-samang nating nabatid na mayroong kagyat na pangangailangang kanlungin, hasain at ipaglaban ang mga karapatan at mithiin ng mga kabataan ng ating lungsod. Ang *module* na ito ay naglalayong makatulong sa pagsasapraktika ng mga napagkaisahang usapin noong konsultahan. Nilalaman nito ang mga karanasan ng mga lider-kabataan ng ating lungsod sa iba't-ibang porma at aspeto ng kanilang mga napagdaanan. Binubuo ng labindalawang paksa ang *module* na sumasaklaw sa mga pangunahing pagsasanay hanggang sa pagtalakay sa kalagayan ng mga kabataan ng ating lungsod at ng kabuuang sektor nito. Ang nilalaman ng mga kurso ay nakabulid sa mayamang karanasan nating mga kabataan kaya may kaunting pasada sa kasaysayan ng ating sektor na lubhang magpapadali para tuluyan nating maunawaan ang mga akda sa module. Ginamit ang pinaghalong wikang Filipino at English para mas makalapat sa pang-unawa ng mga lider-kabataan, kabataan sa simbahan, kabataang manunulat, kabataan sa komunidad at paaralan ang teksto nito. Ang *module* na ito ay maaaring magsilbing aralin at karagdagang babasahin na magagamit ng mga organisasyon sa lahat ng sulok ng lungsod.

Inaasahan namin na sa isang maliit na paraan na ito ay makapag-ambag kami sa pagpapatuloy ng mga pangarap ng lahat ng Kabataang Filipino para sa isang mapayapa at produktibong pamayanan para sa lahat.

SYDP

YOUTH EMPOWERMENT AND DEVELOPMENT



RATIONALE

NAPAKAPOTENSYAL ng kabataan, sa usapin ng bilang at kakayahan. Likas din sa kabataan ang pagiging masigasig, mapangahas, matanong, mga bagay na kapakipakinabang kung maayos na madereksyonan at magagamit.

Sa kasalukuyan ang Lungsod ng Quezon ay may populasyong 2.17 million, pinakamalaki sa National Capital Region[1] 53% nito ay kabataan sa pangkalahatan, ang populasyon ng lungsod ay napakabata, kung gayon punong-puno ng potensyal. Magiging isang kawalan di lamang sa lungsod maging sa buong bansa kung di mahusay na madedereksyunan ang potensyal na yaman na ito.

Gasgas na subalit nanatiling totoo, "ang kabataan ang pag-asa ng bayan" ayon nga kay Dr. Jose Rizal, ito ay isang katotohanang nanatili maging sa kasalukuyan. Napakahalaga di lamang para sa kalukuyan ang tamang direksyon para sa kabataan kundi maging sa mga susunod na henerasyon. Tunay na napaka halaga ng paghuhubog sa kabataan upang maging kapakipakinabang di lamang sa lungsod kundi para sa bayan.

MGA LAYUNIN

Nilalayon ng papel na ito na maglinaw at maglahad ng tamang pananaw kung ano ang kabataan ng kanyang potesyal at tungkulin. Ilan sa mga nilalayon ng papel na ito ay ang mga sumusunod.

- Makapagturo sa kabataan ng tamang pananaw at pagpapahalaga (views and values).
- Maarmasan ng karunungan ang mga kabataan sa mga pampulitikang larangan upang magamit para sa kanilang interes.
- Makapagpakilos para sa interes ng kabataan
- Makapag organisa sa hanay ng kabataan
- Makapagluwal ng mga bagong lider-kabataan

MGA NILALAMAN

- **Ang Kabataan**
- **Kalagayan ng Kabataan sa Lungsod Quezon**
- **Panawagan**
    - **Paglingkuran ang Sambayanan**
    - **Pamunuan ang kabataan, Pamunuan ang pamayanan**
    - **Empowerment**
    - **Pagpapaunlad ng Kasanayan**
        - **Leadership Formation/Organizing skills**
        - **Basic Parliamentary Practice and Procedures**
        - **Financial Management**
        - **Basic Journalism and Publication**
        - **Workshops**

PAMAMARAAN SA PAGTUTURO

Sa isang pormal na diskusyon o forum ang pamamaraan na dapat sa pagtalakay sa papel na ito. Maaring sa isang auditorium o classrooms gawin ang 3 araw ang na pag-aaral.

- **Ang Kabataan** — **30 minutes**
- **Kalagayan ng Kabataan sa Lungsod Quezon** — **30 minutes**
- **Panawagan** — **30 minutes**
    - Paglingkuran ang Sambayanan — 15 minutes
    - Pamunuan ang Kabataan; Pamunuan ang Pamayanan — 15 minutes
- **Empowerment** — **4 hours**
- **Pagpapaunlad ng Kasanayan**
    - **Leadership Formation/ Organizing skills** — **4 hours**
    - **Basic News Writing** — **4 hours**
    - **Speakers' Training** — **4 hours**
    - **Basic Parliamentary Practice and Procedures** — **4 hours**
    - **Financial Management** — **4 hours**



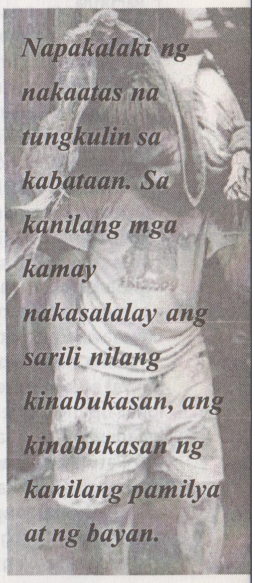
INTRODUKSYON

ANG KABATAAN

AYON SA REPUBLIC ACT 8044 o ang Youth in Nation-Building Act, ang ligal na depinisyon ng kabataan ay nasa edad na 15 hanggang 30[2]. Ayon sa mga datos, 76% mula sa 76 milyong populasyon ng bansa ay binubuo ng kabataan. Ngunit ano nga ba ang kabataan?

Sa kanilang tunay na esensya ang kabataan ay isang sector na transisyon lamang, hindi permanente. Ito ay ang bahagi ng buhay ng tao kung saan pinaghahandaan ang kanyang patutunguhan. Sa ganitong antas nahuhulma ang kanyang bukas at ng kanyang pamayanan.

Sila din ang pinakamalaking sector na tumatagos sa lahat ng saray sa lipunan sa kanayunan man o lungsod, makikita sa lahat pamayanan at kabahagi sa lahat ng ito. Maaring sila'y estudyante, manggagawa, magsasaka, propesyunal, o out-of-school youth kung ano pa man babae man o lalaki sila ang tagapagmana ng kinabukasan. Sa kanila magmumula ang mga mamamayan ng kinabukasan, ang mga lider na tagapaghubog ng bayan. Ayon nga sa isang matandang pantas "...ang daigdig ay sa inyo ay sa amin din naman. Ngunit sa huling pagsusuri, ito ay sa inyo..kayong mga kabataan na lipos ng sigla ay tulad ng sikat ng araw sa ika-9 ng umaga. Ang kinabukasan ay sa inyo nakasalalay."



Napakalaki ng nakaatas na tungkulin sa kabataan. Sa kanilang mga kamay nakasalalay ang sarili nilang kinabukasan, ang kinabukasan ng kanilang pamilya at ng bayan. Kung gayon, napakahalaga ng paghahanda upang maging mahusay at maganda ang kanilang kinabukasan. Ang lahat ng tulong at pagkakataon ay nararapat lamang na di ipagkait, bagkus lubusang suporta at tulong.

Isipin na lang natin ang kinabukasan kung ang mga kabataan ng kasalukuyan ay nasuportahan ng lubos at naalagaan ng tunay.... ngayon!

ANG KABATAAN NG QUEZON CITY

ANG LUNGSOD NG QUEZON ay may populasyong 2.17 million, pinakamalaki sa National Capital Region 53% nito ay kabataan.[3] Sa pangkalahatan, ang populasyon ng lungsod ay napakabata, kung gayon punong-puno ng potensyal. Magiging isang kawalan di lamang sa lungsod maging sa buong bansa kung di mahusay na madireksyunan ang potensyal na yaman na ito.

Batay sa 2000 population data ng Quezon city 2,145,361 ang kabuoang populasyon ng lungsod 32% o 701,190 ay school age population (6-21yrs old) 30% nito ay out of school youth o 109,953.[4]

	Total Population	Num. of households
NCR	9,932,560	2,132,989
Quezon City	2,173,831	480,624
Manila	1,581,082	333,547
Caloocan	1,177,604	249,567
Pasig	505,058	107,835
Valenzuela	485,433	106,382
Las Piñas	472,780	97,962
Taguig	467,375	102,723
Parañaque	449,811	94,109
Makati	444,867	98,225
Marikina	391,170	80,160
Muntinlupa	379,310	78,016
Pasay	354,908	78,180
Malabon	338,855	74,137
Mandaluyong	278,474	59,682
Navotas	230,403	49,450
Pateros	57,407	12,029

source: National Statistics Office (as of May 1, 2000)

Quezon City population (2000)	2,145,361
School age population (6-7 yrs. old)	701,190
Out of School Youth	109,953

source: Social Services Development Department, Quezon City

Sa kasalukuyan, ang mga datos na ating nakalap sa kalagayan ng mga kabataan sa lungsod ay hindi sapat upang ganap na maunawaan ang tunay nilang kalagayan.

Ang naganap na kauna-unahang **Youth Summit** ay ang inisyal at konkretong hakbang na ginawa ng ating pamahalaang lokal upang obhetibong maisalarawan at maitala ang tunay na kalagayan ng mga kabataan sa Quezon City.

Patuloy na pagyayamanin ang dokumento at mga datos na naunang nailathala sa pamamagitan ng tuloy-tuloy na pananaliksik at pag-aaral upang matiyak na may tunay at sapat na kaalaman upang maging gabay ng ating alkalde sa pagsasagawa at pagpapatupad ng mga programang pangkabataan.



PANAWAGAN

Paglingkuran ang Sambayanan!

Paglingkuran ang sambayanan. Ito ang dapat na panawagan sa kabataan.

Napakalaki ng suliraning kinakaharap ng ating bayan. Ang mga suliraning ito sa kasalukuyan ay tuluyan lamang malulunasan sa pagbabago ng lipunang makasarili at mapagsamantala. Sa pagbabago nito kinakailangan ang marubdob na kasiguruhan upang isagawa ang tunay na pagbabago. Isang malinis na intensyon ng kabataan upang makapaglingkod sa bayan ang kailangan upang maputol ang tanikala ng suliraning panlipunan. Kailangan kung gayon na maisaisip at maisapuso ng bawat kabataan ang paglilingkod sa bayan. Dapat maisabuhay ang pagbabago, kasabay ng pagbabago ng lipunan.

Bagamat tungkulin ng lahat ang paglilingkod sa bayan may mas mabigat na naka-atas sa tagapagmana ng kinabukasan.

Ang paglilingkod sa bayan ay nangangailangan ng matinding sakripisyo at disiplina. Ang oras, panahon at pagod ang tunay na iaalay upang makamit ang mga interes para sa bayan. Mga gawain, proyekto o mga aktibidad na tunay na makakatulong sa nakararami sa pamayanan.

Ang pagiging tapat at masigasig sa ano mang gawain para sa bayan ay paglilingkod na maging gaano man ito kalaki o kaliit. Di mahalaga ang posisyon o kasikatan bawat partisipasyon, bawat bahagi mahalaga.

Pamunuan ang kabataan, Pamunuan ang pamayanan!

Nararapat na tanggapin ng kabataan ang hamon sa paglilingkod, di lang bilang kabahagi ng pagbabago bagkus namumuno dito. Ang pagiging lider sa hanay ng kabataan ay pamumuno sa mamamayan ng bukas. Ganito kahalaga ang

pamumuno sa hanay ng kabataan.

Maging ano mang organisasyon, kapulungan o grupong kabahagi o pinamumunuan ng isang kabataan ang kanyang pagkilos para sa interes ng nakakarami ay isang ambag upang makamit ang tunay na pagbabago. Subalit ang pagbabago ay di maisusulong ng kabataan kung nag-iisa lamang, kailangang nyang makipagkaisa sa nakakaraming mamamayan upang maisulong ang tunay at ganap na pagbabago.

Ang kabataan bilang bahagi ng lipunan ay hindi makakapagsulong ng pagbabago sa kanyang pagsasarili. Kinakailangan nyang malaman at madama hindi lang ang kanyang kalagayan at interes bagkus ang kalagayan at interes ng kanyang mga magulang at lipunan. Dapat nyang maisadiwa at maisapuso ang kanyang kakalagyan sa darating na panahon. Nararapat kung gayon ang malinaw na pagkaunawa sa lipunan at sa mga problema at isyung kinakaharap nito.

"EMPOWERMENT"

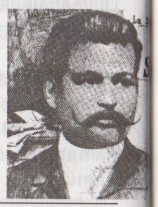
Kung ang kinabukasan ay nasa kabataan nararapat lamang na matutunan nya ng maaga ang paraan ng pamumuno at pakikibahagi sa pamayanan. Nararapat na maging handa ang kabataan upang humarap sa mga pangkaraniwang suliranin sa komunidad. Sa pamamagitan ng pag-alam sa mga pangpamayanang usapin, pakikibahagi sa mga usapin at pakikiisa upang masolusyunan ang mga suliraning ito.

Empowerment; ito ang pagbibigay sa mga kabataan ng kapangyarihan at kaalaman na magpasya para sa kanilang sarili. Kung gayon, ang pamumuno sa mga organisasyon ay di lamang pagsasanay bagkus ito ay pagtanggap na ng tungkuling hulmahin at bigyan ng hugis ang isang usapin, programa na may pananaw, hugis at laman ng kabataang pananaw.

Sa kasaysayan naging napakahalaga ng naging ambag ng kabataan upang ang bayan ay maging malaya at demokratiko. Makikita sa kasaysayan ang pagtangan ng kabataan sa dakilang tungkulin nila sa lipunan. Maaring hatiin ang kasaysayan ng pagkilos ng mga kabataan sa pampulitika sa mga sumusunod;



Unang kilusang propaganda
Ikalawang kilusang propaganda
- First Quarter Storm
Kabataang Baranggay
Sanggunian Kabataan



Unang Kilusang Propaganda



Sa panahon ng kolonyang espanya, lumuwal ang mga kabataang mulat sa pananamantala ng dayuhang kastila. Nakapag-aral at kadalasay mayaman o ilustrado, sila ang nanguna sa pagmumulat at nanawagan laban sa di pantay na pagtrato ng kastila sa mga Filipino. Bunga na din ng kahirapan at pambubusabos sa bayan, pinilit nilang inilarawan sa pamamagitan ng pagsulat at pagpinta ang kalagayan ng bayan; ito ang unang kilusang propaganda.

Ang unang kilusang propaganda ay ang pagkilos ng mga kabataang ilustrado para reporma sa bayan. Sa panahong ito lumabas ang mga bayaning nagmula sa hanay ng kabataan. Jose Rizal, Marcelo H. del Pilar, Gregorio Lopez Jaena at iba pa,[5] sila ay ilan lamang sa mga kabataang estudyante na namuno sa pagpapalaganap ng kamulatang mapagpalaya.

Bagamat di nagtagumpay sa kanilang mithiing reporma di naman nagtapos ang kanilang laban, dumagundong ang kanilang panawagan at nagbigay ng ibang porma...Rebolusyon! Paghawak ng armas ang tanging nakitang paraan ng mga kasapi ng Katipunan pagkatapos mabigo ng kilusang propaganda at mapatay si Dr. Rizal. Isang kabataan din ang namuno sa Katipunan, si Andres Bonifacio. Lumawak at lumalim ang kilusan sa buong bansa, hanggang sa tuluyang magapi ang kolonyang Espanya. Subalit di pa rin lubusan ang tagumpay, dumating ang bagong mananakop... ang kolonyalistang Amerikano.

Ikalawang kilusang propaganda

Bagamat di naman tumigil ang paghahangad ng kalayaan para sa bayan, ang pamumuno ng amerikanong kolonyal ang



namayagpag, pinalaganap ang edukasyon at kulturang kolonyal. Ang kabataan ay nagsilbing tagasuporta sa dayuhang pananaw, naligaw ang kabataan at ang bayan[6]. Nagdaan man ang ikalawang digmaaang pandaigdig di natigil ang pagnanasa ng bayan para sa kalayaan.[7] Sa tulong at gabay ng mga dating kasapi ng Katipunan, ng Hukbalahap at mga aktibistang kabataan iniluwal ang ikalawang kilusang propaganda

Ang ikalawang kilusang propaganda o mas kilala sa katawagang First Quarter Storm (FQS), ang panahon bago ang Martial Law. Sa pamamagitan ng pagsulat ng awit, tula, dula, sayaw, pagpinta at iba, minulat ng mga makabayang kabataan ang bayan laban sa diktadurang Marcos at sa mala-kolonyang Amerika. Nanguna ang organisasyong Kabataang Makabayan (KM), Samahan ng Demokratikong Kabataan (SDK), Molave at pinangunahan ang kilusang masa sa lungsod at kanayunan.

Naging maingay at malawak ang pagkilos ng kabataan. Mula sa ibat-ibang antas sa lipunan, sa ibat-ibang sector at saray, sa halos lahat ng panig ng kamaynilaan at ng bansa. Naging daluyong ang ingay at nayuga ang gobyernong Marcos at nagdeklara ng Martial law.

Kabataang Baranggay

Bilang tugon ng dikdaturyang Marcos sa napakalawak na pagkilos ng bayan na pinangunahan ng mga kabataan at sa pagkakita sa napakalaking potensyal nito, itinatag ang Kabataang Baranggay (KB).



Politika ang pangunahing dahilan ng pagtatatag ng KB. Ginamit ang KB upang iligaw ang kabataan sa tunay na suliranin ng bayan[7]. Naging pampulitikang makina ang kabataan ng mga politiko, at nagsilbi namang training grounds ng mga batang pulitiko na nagbunga naman ng mga politikong tradisyunal

Natali naman sa mga Sports activities at ilang mga mapangligaw na mga programa ang kabataan. Di tunay ang paglinang sa potensyal ng kabataan nagsilbi lamang sa pampulitikang interes ng mga nasa poder ang KB. Walang tunay na empowerment at development ang ibinigay sa mga kabataan.

Di naman natigil ang paglakas ng kabataang upang tuligsain ang rehimeng Marcos. Naging laman muli ng kalye at plaza ang mga kabataan kasama ang iba't-ibang sektor upang patalsikin ang diktaduryang Marcos.



Sanggunian Kabataan

Matapos ang pagpapatalsik kay Marcos, gumawa ang bagong pamahalaan ng mga pamamaraan upang mapakilos ang mga kabataan. Inilunsad ang Konsultahang Kabataan sa buong bansa upang alamin ang kalagayan ng mga kabataan ito naman ay nagbunga ng mga batas para sa kabataan, ang Executive Order 274 o ang Philippine Commission on Youth Affairs (PCYA). Pangunahing tungkilin nito ay maging uganay ng pamahalaan sa kabataan, gumawa ng mga proyekto para sa kabataan at ipatupad ito. 1995 naman ng maisabatas ang Republic Act 8044 o ang Youth in Nation Building Act, na nagluwal naman ng National Youth Commission (NYC). Ang NYC ang nagsisilbing policy making at coordinating body ng pamahalaan para sa kabataan. Ang Sangguniang Kabataan naman ay bunga ng Local Government Code of 1991 ay nagsisilbing komprehensibong organisasyong ng kabataan. Ang Sangunian Kabataan (SK) ay isang komprehensibong pampolitikang organisasyon na ang pangunahing tungkulin ay mag-inisyatiba ng mga programa upang mapaunlad ang sosyal, political, economic, cultural, intellectual, moral, spiritual, at physical development ng mga kasapi.[8]

CHAPTER 8- SANGGUNIANG KABATAAN

Section 423 Creation and Election. (a) There shall be in every barangay a sanggunian kabataan to be composed of a chairman, seven (7) members, a secretary, and a treasurer.

(b) A sanggunian kabataan official who, during his term of office, shall have passed the age of twenty-one (21) years shall be allowed to serve the remaining portion of the term for which he was elected.

Section 424 Katipunan ng Kabataan - The Katipunan ng Kabataan shall be composed of Filipino citizens actually residing in the barangay for at least six (6) months, who are fifteen (15) but less than eighteen years of age on the day of the election, and who are duly registered in the list of the Sanggunian Kabataan or in the official baranggay list in the custody of the Baranggay Secretary[9]

MGA TUNGKULIN NG SK OFFICIALS:

Section 425 Meetings of the Katipunan ng Kabataan. The katipunan ng kabataan shall meet at least once every three (3) months, or at the call of the chairman of the sangguniang kabataan or upon written petition of at least one-twentieth (1/20) of its members, to decide on important issues affecting the youth of the barangay.

Section 426 Powers and Function of the Sangguniang Kabataan. The sangguniang kabataan shall:

(a) Promulgate resolutions necessary to carry out the objectives of the youth in the barangay in accordance with the applicable provisions of this Code;

(b) Initiate programs design to enhance the social, political, economic, cultural, intellectual, moral, spiritual, and physical development of the members;

(c) Hold fund-raising activities, the proceeds of which shall be tax-exempt and accrue to the general fund of the sangguniang kabataan; *Provided, however*, that in the appropriation thereof, the specific purpose for which such activity has been held shall be first satisfied;

(d) Create such bodies or committees as it may deem necessary to effectively carry out its programs and activities;

(e) Submit annual and end-of-term reports to the sangguniang barangay on their projects and activities for the survival and development of the youth in the barangay;

(f) Consult and coordinate with all youth organizations in the barangay for policy formulation and program implementation;

(g) Coordinate with the appropriate national agency for the implementation of youth development projects and programs at the national level;

(h) Exercise such other powers and perform such other duties and functions as the sangguniang barangay may determine or delegate; and

(i) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

TUNGKULIN DIN NG BAWAT OPISYAL NG SK ANG MGA SUMUSUNOD

Section 427 Meetings of the Sangguniang Kabataan. The sangguniang kabataan shall meet regularly once a month on the date, time, and place to be fixed by the said sanggunian. Special meeting may be called by the sangguniang kabataan chairman or any three (3) of its members by giving written notice to all members of the date, time, place, and agenda of the meeting at least one (1) day in advance. Notices of regular or special meetings shall be furnished the punong barangay and sangguniang barangay.

A majority of the members of the sangguniang kabataan shall constitute a quorum .

Section 428 Qualifications- an elective official of the Sanggunian Kabataan must be a Filipino citizen, a qualified voter of the Katipunan ng Kabataan, a resident of the barangay for at least one (1) year immediately prior to the election, at least fifteen (15) years but less than eighteen (18) years of age on the day of the election, able to read and write Filipino, English, or the local

dialect, and must not have been convicted of any crime involving moral turpitude.

Section 429 Term of Office. The sangguniang kabataan chairman and members shall hold office for a period of three (3) years, unless sooner removed for cause as provided by law, permanently incapacitated, die or resign from office.

Section 430 Sangguniang Kabataan Chairman. The registered voters of the katipunan ng kabataan shall elect the chairman of the sangguniang kabataan who shall automatically serve as an *ex-officio* member of the sangguniang barangay upon his assumption to office. As such, he shall exercise the same powers, discharge the same duties and functions, and enjoy the same privileges as the regular sangguniang barangay members, and shall be the chairman of the committee on youth and sports development in the said sanggunian.

Section 431 Powers and Duties of the Sangguniang Kabataan Chairman. In addition to t he duties which may be assigned to him by the sangguniang barangay, the sangguniang kabataan chairman shall:

(a) Call and preside over all meetings of the katipunan ng kabataan and the sangguniang kabataan;

(b) Implement policies, programs, and projects within his jurisdiction in coordination with the sangguniang barangay;

(c) Exercise general supervision over the affairs and activities of the sangguniang kabataan and the official conduct of its members, and such other officers of the sangguniang kabataan within his jurisdiction;

(d) With the concurrence of the sangguniang kabataan, appoint from among the members of the sangguniang kabataan, the secretary and treasurer, and such other officers as may be deemed necessary; and

(e) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

Section 432 Sangguniang Kabataan Secretary. The sangguniang kabataan secretary shall:

(a) Keep all records of the katipunan ng kabataan and sangguniang kabataan;

(b) Prepare and keep the minutes of all meetings of the katipunan ng kabataan and sangguniang kabataan;

(c) Prepare all forms necessary for the conduct of registrations, elections, initiatives, referenda, or plebiscites, in coordination with the barangay secretary and the Comelec; and

(d) Perform such other duties and discharge such other functions as the chairman of the sangguniang kabataan may prescribe or direct.

Section 433 Sangguniang Kabataan Treasurer. The sangguniang kabataan treasurer shall:

(a) Take custody of all sangguniang kabataan property and funds not otherwise deposited with the city or municipal treasurer:

(b) Collect and receive contributions, monies, materials, and all other resources intended for the sangguniang kabataan and katipunan ng kabataan;

(c) Disburse funds in accordance with an approved budget of the sangguniang kabataan;

(d) Certify to the availability of funds whenever necessary;

(e) Submit to the sangguniang kabataan and to the sangguniang barangay certified and detailed statements of actual income and expenditures at the end of every month; and

(f) Perform such other duties and discharge such other functions as the chairman of the sangguniang kabataan may direct.

Section 434 Privileges of Sangguniang Kabataan Officials. The sangguniang kabataan chairman shall have the same privileges enjoyed by other sangguniang barangay officials under this Code subject to such requirements and limitations provided herein. During their incumbency, sangguniang kabataan officials shall be exempt from payment of tuition and matriculation fees while enrolled in public tertiary schools, including state colleges

and universities. The national government shall reimburse said college or university the amount of the tuition and matriculation fees: *Provided*, That, to qualify for the privilege, the said officials shall enroll in the state college or university within or nearest their area of jurisdiction.

Section 435 Succession and Filling of Vacancies. (a) In case of sangguniang kabataan chairman refuses to assume office, fails to qualify, is convicted of a felony, voluntarily resigns, dies, is permanently incapacitated, is removed from office, or has been absent without leave for more than three (3) consecutive months, the sangguniang kabataan member who obtained the next highest number of votes in the election immediately preceding shall assume the office of the chairman for the unexpired portion of the term, and shall discharge the powers and duties, and enjoy the rights and privileges appurtenant to the office. In case the said member refuses to assume the position or fails to qualify, the sanggunian member obtaining the next highest number of votes shall assume the position of the chairman for the unexpired portion of the term.

(b) Where two (2) or more sangguniang kabataan members obtained the same next highest number of votes, the other sangguniang kabataan members shall conduct an election to choose the successor to the chairman from among said members.

(c) After the vacancy shall have been filled, the sangguniang kabataan chairman shall call a special election to complete the membership of said sanggunian. Such sangguniang kabataan member shall hold office for the unexpired portion of the term of the vacant seat.

(e) In case of suspension of the sangguniang kabataan chairman, the successor, as determined in subsections (a) and (b) of this section shall assume the position during the period of such suspension.

Section 436 Pederasyon ng mga Sangguniang Kabataan. (a) There shall be an organization of all the pederasyon ng mga sangguniang kabataan to be known as follows:

(1) in municipalities, pambayang pederasyon ng mga sangguniang kabataan;

(2) in cities, panlungsod na pederasyon ng mga sangguniang kabataan;

(3) in provinces, panlalawigang pederasyon ng mga sangguniang kabataan;

(4) in special metropolitan political subdivisions, pangmetropolitang pederasyon ng mga sangguniang kabataan; and

(5) on the national level, pambansang pederasyon ng mga sangguniang kabataan.

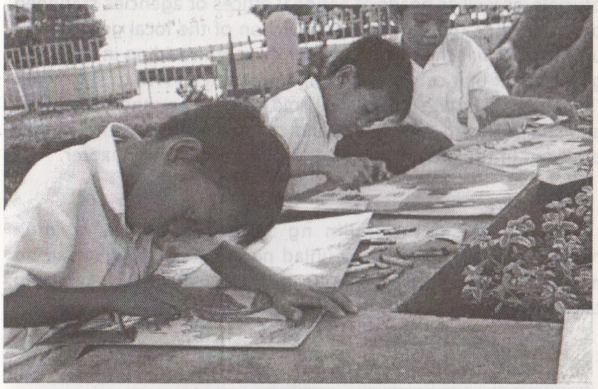
(b) The pederasyon ng mga sangguniang kabataan shall, at all levels, elect from among themselves the president, vice-president and such other officers as may be necessary and shall be organized in the following manner:

(1) The panlungsod and pambayang pederasyon shall be composed of the sangguniang kabataan chairmen of barangays in the city or municipality, respectively;

(2) The panlalawigang pederasyon shall be composed of presidents of the panlungsod and pambayang pederasyon;

(3) The pangmetropolitan pederasyon shall be composed of the panlungsod and pambayang pederasyon;

(c) The elected president of the pederasyon at the provincial, highly urbanized city, and metropolitan political subdivision levels shall constitute the pambansang katipunan ng mga sangguniang kabataan.



Section 437 Constitution and By-Laws. The term of office, manner of election, removal and suspension of the officers of the pederasyon ng mga sangguniang kabataan at all levels shall be governed by the constitution and by-laws of the pederasyon in conformity with the provisions of this Code and national policies on youth.

Section 438 Membership in the Sanggunian. (a) A sangguniang kabataan chairman shall, upon certification of his election by the Comelec and during his tenure of office is elected as pederasyon president, serve as an ex-*officio* member of the sanggunian panlalawigan, sangguniang panlungsod, and sangguniang bayan as the case may be, without need of further appointment.

(b) The vice-president of the pederasyon whose president has been elected as president of a higher pederasyon shall serve as *ex-officio* member of the sanggunian concerned without need of further appointment.

(c) The pederasyon president or vice-president, as case may be, shall be the chairman of the committee on youth and sports development of the sanggunian concerned.

Section 439 Observance of Linggo ng Kabataan. (a) Every barangay, municipality, city and province shall, in coordination with the pederasyon ng mga sangguniang kabataan at all levels, conduct an annual activity to be known as the Linggo ng Kabataan on such date as shall be determined by the Office of the President.

(b) The observance of the Linggo ng Kabataan shall include the election of the counterparts of all local elective and appointive officials, as well as heads of national offices or agencies stationed or assigned in the territorial jurisdiction of the local government unit, among in-school and community youth residing in the local government unit concerned from ages thirteen (13) to seventeen (17). During said week, they shall hold office as boy and girl officials and shall perform such duties and conduct such activities as may provided in the ordinance enacted pursuant to this chapter.

Pangunahing tungkulin ng SK ang paggawa ng mga resolusyon para sa pagpapa-unlad ng kabataan, maglunsad ng mga komprehensibong programa upang mapaunlad ang kabataan partikular ang kabataan ng baranggay.

IBA PANG LARANGAN NG KABATAAN

Sa kasalukuyan ang kabataan ay may iba't ibang larangang maaaring kilusan upang isulong ang kanyang kapakanan at interes. Maaring ito ay ang mga sumusunod;

Konseho ng Mag-aaral/Student Councils

Sangguniang Kabataan

Academic Organizations

Socio/Political Organizations

Varsitarians

Sports Organizations

Fraternities/Sororities

Cooperatives

Religious Organizations

Cultural Organizations

Civic Organizations

SKILLS TRAINING

Leadership Formation/Organizing skills in community based organization

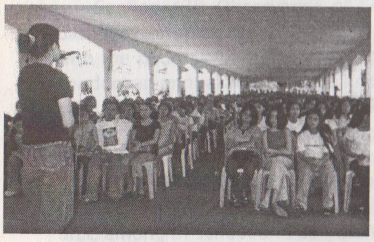
ON LEADERSHIP

The word leadership could be defined in different ways. The dictionary simply defines it as 'being at the head". However, for many of us, leadership entails a lot more than heading something. Indeed, leadership can mean a lot of different things to different people.

This training aims to provide a framework of looking at leadership. This also aims to equip the student leaders with practical education as to how to lead efficiently and effectively.

We believe that each of us has potentials of becoming a good leader and that these potentials are yet to be unleashed given the opportunity and proper venue.

LEADERSHIP DEFINED



Leadership is said to be an art or a process of influencing people so that they will willingly and enthusiastically achieve the goals of the organization. It is an art because there are no hard and fast rules in leadership. Leadership employs creativity, flexibility and scientific analysis depending on what the condition calls for. It is also a process since it is a continuous and dynamic activity. The more we engage ourselves to committed leadership, the more we give ourselves the opportunity to grow and develop leaders.

There are different types of leaders. The most common leadership employed by a youth leader is the bureaucratic type of leadership. This leadership is confined to bureaucratic processes and administrative work, and is characterized by hierarchy in which the power of a leader depends on the position one stands for. Another kind of leadership is nominal leadership in which one's position in the organization or student council is merely for name's sake. Some

would treat leadership in the youth organization as a merely extra-curricular activity to add up to their resume.

What kind of leadership then is beneficial and significant? In our point of view, when we speak of leadership, we are addressing the following fundamental questions.

HOW DID WE GET INTO LEADERSHIP?

Who are our constituents and what are their objective interests? To what direction or goal are we leading them? How could we mobilize them to reach those goals and directions?

The leadership that we speak of is one that is rooted in the objective interests of our members who are the youth. It is therefore imperative that the goals of the youth organization are defined according to the sentiments and the needs of the youth. And one of the most arduous tasks of a youth leader is how to propel the youths to realize these goals.

CONTEXTUALIZING LEADERSHIP

No leadership can be of utmost significance other than the one that is responsive to the demands of the objective condition of the youth and the Philippine society at large. It is not enough that we identify the what, where and when of our society. Our leadership must be critical of addressing the why of our society. It is advantageous to our members to be vigilant at all times. We must lead the youth to get involved and participate on people's issues and concerns that affects the interests of the marginalized sectors. Our leadership must be therefore patriotic and democratic. In this context, the concept of leadership must be therefore more functional and more concrete.

BASIC PRINCIPLES IN EFFECTIVE LEADERSHIP

Having set the correct framework of leadership, our next concern as student leaders is how to lead efficiently and effectively.

a. Collective Leadership

Collective leadership is the type of leadership that we want to cultivate to ensure democratization of decision-making and tasking of work. To lead collectively is to coordinate the thought and action of those who form the group. It is to derive the greater return in the accomplishment of the group's tasks, within the limits of their competence and in the framework of the activities and the interests of our constituents.

Concretely, collective leadership must result in unity in all aspects, maximum democratic participation and teamwork. However, division of labor, initiatives and personal responsibilities and accountability must be observed in the implementation.

The committee-formation is a vital action to ensure collective leadership and to avoid the monopoly of any individual or selective group in the organization. It promotes unity in the fundamental principles and analysis of problems that are necessary prerequisites for united action.

b. Trust on the strength and capabilities of our constituents and of the masses.
This means firming up of the organization and to give full play on the potentials, initiatives and creativity of the members of the organization. This principle also teaches us to act according to the objectives, interests and capacity of the masses.

c. Scientific Analysis
Correct leadership is guided by decisions based on the concrete condition. Scientific analysis ensures that every endeavor undertaken by the organization is realistic and relevant. The policies and programs should always be based on the actual conditions and events and not dictated by chance or hasty and emotional whims.

WHAT MAKES A GOOD LEADER?

Leadership requires committed and determined leaders. By committed, we refer to the unwavering stance to uphold the democratic aspirations of the youths and the people. And determined, we refer to the consistency and willingness of a leader to realize by all means the goals set by the council/ organization which are in consonance to the said commitment.

A youth leader can only be considered of quality when he/she is service oriented. He/She never loses contact with the youth and he/she does not permit power and prestige to be over and above the commitment to serve. A good leader is one who works along with the youths and never above them. Being 'above them' is a sign that we are losing grasp of the fundamental principle of 'leading is serving'.

In particular, a youth leader:

1. Has confidence in his/her own capacity especially in the collective capacity of the organization. He/She trusts the youths and relies on their collective action at all times;
2. Puts the interests of the organization above personal interests;
3. Strives to relate well with all the members and leaders of the organization without compromising the basic principles of the organization;
4. Is courageous and unwavering in his/her stand to promote the protection and advancement of the genuine student's interests;
5. Trains other members who have the potential to lead;
6. Accepts criticisms and rectify errors.

METHOD FOR EFFECTIVE LEADERSHIP

1. Listening - the first skill needed is the ability to listen carefully, picking out both positive aspects and problems and difficulties in the situation.
2. Observation - the ability to pick up information about the situation; being sensitive to non-verbal cues.
3. Helpful Questions - sympathetic questioning enables the leader to see through the surface level of a situation.
4. Encouragement - the leader needs to build up the confidence of the group by affirming the positive aspects of the work done by showing appreciation for the commitment given and by helping them recognize the negative aspects by themselves, thinking of alternative ways of doing things.
5. Synthesizing - the leader needs to be able to summarize the information from the situation and relate it to the other relevant situations.
6. Mutual Learning - leaders who think they know all the answers are not helpful. Willingness to learn from the group is important in a learning climate.
7. Flexibility - every program needs to be adapted to the special needs and circumstances of the people.
8. Timing - the leader needs a sense of timing when to encourage, when to pose a challenge, and when to give support.
9. Planning - the role of the leader will demand a certain amount of planning.

RESPONSIBILITIES OF A LEADER

The leadership provides the proper guidance to the membership by coming up with policies and programs corresponding to the student's objective interests and situation. It should:

1. Promote unity in stand and action;
2. Protect the youth's interests against all negative forces;
3. Educate the youth to be self-reliant and to trust in their collective strength to attain their democratic aspirations.
4. Know the condition of the members.
5. Conduct research and investigation. All sides of the issue or problem at hand must be studied and discussed to decide on the correct solution.
6. Immediately disseminate among the members the policies and programs.
7. Ensure the implementation of its policies and programs.
8. Devise a sound and effective feedback mechanism for the members' reaction/responses.
9. Conduct regular assessments on implementation of its programs and feedback of the members.

BRING OUT THE LEADER IN YOU!

At this point, we may ask who can be considered youth leaders. Having elected as an officer does not make us a leader. Only when we grasp the fundamental belief of 'leading is serving' and commit ourselves to serve the students and the people can we consider ourselves as leaders. Only when we have earned the trust of our constituents can we consider our leadership functional. To do this, we must show first that we trust and rely on their collective strength at all times.

To become a leader, one need not to search for abstract pre-requisites and pre-conceived ought to be qualities of a leader. All you need is a vision that clearly mirrors the objective condition



of our society and an unwavering stand to promote the protection and advancement of the democratic rights and welfare of the youth and the Filipino people.

Serve the people and you will surely bring out the leader in you!

PAGTATATAG NG ORGANISASYONG PANGKABATAAN SA KOMUNIDAD

Ang pag-oorganisa ay isang kasangkapan (tools) ng isang lider kabataan upang makapagsimula sa pagbubuo at pamumuno ng organisasyon. Sa sama-samang pagkilos lamang maisusulong ang interes ng kabataan.

Nararapat muna na maging malinaw sa indibidwal at organisasyon ang kanilang layunin at interes upang malinaw at maayos na mapatakbo ang organisasyon.

Dapat alam ng organisasyon at ng mga indibidwal ang kanilang kalakasan at kahinaan. At higit sa lahat alam na ang pakikipagkaisa sa iba pang sektor tanging mapapaunlad ang kalagayan ng kabataan.

A. Know your Area of Responsibility
   a. Total voting population
   b. Bgy. Officials and their structure
   c. SK Officials and their structure
   d. Different Youth Organizations present in the bgy.
   d.1 Types of Organization their activities
   d.2 Their officers and number of members

B. Build as many contact persons as you can
   a. Reliable and Trust-worthy
   b. Believes in the organization's programs and principles
   c. Active in barangay
   d. A good leader in the community

C. Recruit them to the organization by;
   a. Introducing the organization by presenting the organization's orientation
      a.1 Thru formal orientation
      a.2 Signing of application form
      a.3 Oath taking
   b. Grouping them
   c. Giving immediate and particular task

CHAPTER BUILDING

A. At least 5-10 members
B. Responsible in their area
C. Appoint a Chairperson
   a. The chairperson will facilitate every meeting
   b. The chairperson will eventually become the leader and coordinator
D. Hold a regular meeting and assessment
E. Make a weekly or monthly plan
F. Continuously recruit and expand

PLANNING

A. All plans must gear towards and in parallel with organization's programs

B. A good plan must be;
   a. Realistic and uncomplicated
   b. Clear with its goals and objectives
   c. Clear with its responsibility and accountability
   d. Flexible
   e. Clear in time and scheduling
   f. Agreed by all concerned
   g. Within the budget

C. Before planning always make sure that;
   a. Participants should be ready
   b. Data and other information must be ready
   c. You know the strength and weakness of the organization
   d. You know the past plans and assessment in relation to present plan

D. During planning;
   a. Participants should focus on the direction and goals of the plan
   b. Free ideas should be encouraged and opinion, listened to and discussed
      b.1 Weigh the pros and the cons

MOBILIZING

After recruiting and planning comes the mobilization. It is where we show our force and how active we are. It is also a way of morale booster to all the members.

Mobilizing our members is one manifestation of the status of our organization. It may show how far we are and how far we must still go. This is a product of painstaking planning and recruitment. The more members we mobilized the better our standing.

A. Suggested activities
   a. Rally in support for SB
   b. Assemblies
   c. Leadership Training
   d. Film-bio showing
   e. Cleanliness and environmental activities
   f. Fora and symposium
   g. Street dance party

ASSESSMENT

After every activity an immediate, careful and objective assessment is needed. This will help us see our strength and weaknesses thereby guiding us in our future endeavors.



END NOTES

[1] The other members of the ***Millionaires' Club*** (or cities with populations exceeding 1 million) are Manila (1.58 million) and Caloocan City (1.18 million)

[2] Philippine Medium-Term Youth Development Plan 1999-2004. National Youth Commission, Phillipines

[3] The other members of the ***Millionaires' Club*** (or cities with populations exceeding 1 million) are Manila (1.58 million) and Caloocan City (1.18 million)

[4] Quezon City Planning and Development Office data

[5] Jose P. Abletez. Sangguniang Kabataan, The Youth in Service.1996

[6] Renato Constantino. Mis-education of the Filipino People.

[7] Aquilino Q. Pimentel Jr., *The Local Government Code of 1991* The Key to National Development.1993

[8] *Ibid*

[9] R.A. 9164 An Act providing for the synchronized baranggay and sanggunian Kabataan elections, amending Republic Act No. 7160, as amended, otherwise known as the "Local government Code of 1991", and for other purposes.

STUDENT COUNCIL ORIENTATION AND MANAGEMENT

The students' right to participate and to vote in campus elections are not limited to just casting the ballots and be informed of the election results. As elected leaders, we also tend to think that our responsibilities end after we are proclaimed the winners. Most of the time, running for a post in the student council becomes a venue for some students to seek fame inside the campus — a stepping stone for their careers, an added list to resumes. If this consciousness is perpetuated, the student council then becomes similar to the corrupt agencies and organizations in the government. If allowed to breed in such young age, student leaders become no different to the corrupt politicians in our country.

The student council, therefore, should always strive to stand up for the democratic aspirations of the whole student body it represents. It should always be armed with the correct orientation of serving the students and the Filipino people. This then sets the path for students to genuinely champion their rights and to help shape the aspirations of the Filipino people.

Student Council Leadership

The yearly campus elections must be venues wherein students exercise their right to choose who will lead them in pursuing their democratic interests and aspirations. So instead of inflating their resumes and exchanges tirades against fellow candidates, student council elections should serve as venues for the students to discuss particular problems in their school. From poor facilities, excessive tuition and miscellaneous hikes to exploitative administration policies, these issues should reflect the present conditions of the students. The platforms and speeches, therefore, should be concentrated on providing solutions to these problems.

As a legitimate governing body, a student council is the only student organization that receives a majority vote from the students. It goes through a legitimate process of choosing student representatives through popular elections. Student representation through the student council is therefore highly regarded and recognized by the academe and society in general as the voice of the students.

The student council is an effective vehicle in upholding and representing the democratic interests and welfare of the students.

The student council serves as the center of student organizations and individuals to consult with regarding problems that beset them. In order to inform and to encourage participation and action of students on their problems in schools, the council plays an effective role in propagating political issues and educating students of their democratic rights. It also plays an important role in upholding the democratic interests and rights of the Filipino people.

Student councils have been known to lead thousands of students to pursue student demands from school and street protests against school administration and government agencies that extol these exploitative policies on them. They have been also known as effective training grounds for student leaders as well as leaders in other fields. Many former student leaders from student councils have also figured in leading different sectors in society in espousing more meaningful changes in society. Mr. Edgar Jopson, former NUSP National President, has served as a trade union organizer after his term in the Union. Cherrith Dayrit-Garcia, former chairperson of St. Scholastica's College Student Council, has scoured the rural area and organized peasants for their rights and welfare. Ferdinand Gaite, former student council officer from the Lyceum of the Philippines, currently heads the organization of government employees nationwide.

The Functions of the Student Council

The student council is an important venue in raising the consciousness of students and in forwarding their rights and interests. Student council leaders should be accountable to the students who have voted for them in the belief that they can further their rights and welfare. However, their failure to address the problems of the students is also a failure to grasp the real nature and function of student leadership that is serving the students and the Filipino people.

As the highest governing body in campus, the student council should uphold and pursue the democratic aspirations of the broad masses of students they represent. This means effectively leading the students in their struggle against continued repression and commercialization in education. The student council also serves as the venue for students to link arms with the teachers, employees and other sectors within the campuses in their campaigns against exploitative administration practices and policies.

The student council should have its own constitution that outlines

the rights and welfare of the students. This constitution should be free from intervention and manipulation of school administrations as it should serve the interests of the students. Officers should be bound to, but not fully restricted to, the responsibilities outlined in the constitution. Along with this, the student council should annually provide plans and execute its own program of action.

The student council should provide venues to discuss political and social issues through symposia, fora, lectures, seminars, teach-ins, and other creative forms. In this way, students become aware of their conditions in schools and are exposed to student organizations that can provide different points of view on issues affecting students. This should also be the venue to hear grievances of students and to unite them through resolutions, policies and programs.

The council should create desks and committees to systematize the action on specific concerns. This should help in raising the awareness of students on issues and encourage them to act on these. These committees and desks are tasked to research information pertaining to these issues and to propagate such information and issues in pamphlets, newsletters and other propaganda materials to aid students in learning of the issues.

It should be decisive in spearheading/forming alliances to unite the broad number of students to take a stand in student and national issues and to actively participate in student politics. It should lead in consultations and conferences with school administration so that it can forward the demands of the students.

If campus politics fail, student leaders are challenged to lead their constituents to take their demands outside campuses. The student council should lead in the democratic exercise of free expression. Students should link arms with fellow youth and students from different schools, communities and workplaces to understand their specific and shared experiences.

The council should also serve as a link of the students to reach other marginalized sectors in society such as teachers, workers, peasants, urban poor, women, indigenous people etc. Student councils should provide programs for students to integrate with the marginalized people by visiting workers in factories, urban poor communities, peasants in rural areas, etc.

Methods in Council Management

Student leaders and officers of councils must know how to effectively lead and serve the students with the simplest methods and styles needed in council management.

1. Maintaining leadership

The student council must hold true to its orientation of providing genuine service to the students. This then must be embodied from the leadership down to student organizations and individuals that directly participate in student council governance. Student leadership, therefore, is not only manifested by issuing orders but in concretely carrying out the responsibility in effectively leading the whole student body in their struggle for student rights and welfare.

The leadership in the council must provide guidance to all the members to be able to unite them in the council's plans, programs and other decisions of the councils. Council members, on the other hand, should exercise their right to take part in discussions, to pose inquiry and criticisms, to present suggestions to colleagues and to participate in decision-making. The rights of student council leaders goes hand in hand with the responsibility of raising their own level of consciousness and practical knowledge, to be responsible for all statements they have issued, and to uphold the integrity of the student council.

In order to unite the members, the student council should adopt a committee system that embodies the dynamics of collective leadership and decision-making. It is the best guard against monopoly of individuals or selective groups in the distribution of tasks and formulation of policies and decisions. The student council should at least have these working committees: education, finance, campaign and publicity, rights and welfare, among others. In order to have an effective committee system each member should have definite tasks and grasp of the adopted program of action for a given time frame, so that each one would be guided by the overall thrust of the student council.

2. Develop expertise in technical work.

Student council work, more often than not, involves workloads of writing and other technical works such as staffing, filing of papers, providing written materials and proper handling of meetings. Arousing interests of students will require us to print position papers, statements and newsletters. In organizational

work, we need venues for meetings, assemblies and means of communication. Also, finance work should also be considered for it is essential in fulfilling the technical and logistical requirements of these lines of work.

a. Data gathering

Systematizing technical aspects of work includes efficient data-gathering for reportage, program evaluation, assessment, summing-up and program planning. It includes ensuring timely communication between members and officers; between central and colleges or departmental councils; between the student council (SC) and the student organizations; and between the SC and national student alliances such as the National Union of Students of the Philippines.

The worth of technical work should not be underestimated. Neglecting the technical aspect of SC work creates snags in the process of task implementation. When these snags persist, inefficiency is wrought which can frustrate particular plans or even entire programs of actions. Do not be content with devising short-term program for procuring technical needs; rather, fulfillment of technical requirements should be seen as an integral part of a long-range and self-sustaining plan. Due to the importance of this line work, council officers should be equipped with these knowledge.

b. Staffing

Staffing involves filling and keeping filled the positions in the student council. This can be done by identifying resource requirements, identifying available members, recruiting, selecting and training. The student council however cannot do all the work alone. Volunteers must be invited and recruited to encourage involvement of the students in governance, while systematizing the workload of the student council.

Strengths and weaknesses of SC members must be identified to place them in an appropriate position suited for her/him. It is the aim of an organization to place people in positions where they can maximize their personal strengths and overcome their weaknesses by getting experience or training in those skills in which they need improvement.

Knowing the organization's human resources also gives direction to recruitment and training activities.

c. Proper handling of meetings

Meetings are the most commonly used method in communication. It is the venue for sharing information and ideas, decision-making and planning, etc.

Meetings, whether they be regular or non-periodic, should be conducted with ample prior preparation. Agenda should come in forms of crucial problems to be analyzed or resolved. Participant in the meeting should be provided beforehand a notice on the agenda, the needed position papers, reports, relevant data and the time and place of the meeting. In this way, participants can prepare their positions on issues or problems to be presented.

It is the task of the presiding officer to be time conscious. Approximate the time allotment for each item on the agenda and avoid concentrating on one item while sacrificing time and quality of discussion on other matters. Sum up essential points agreed upon after the discussion of each item.

Use persuasive approaches instead of an imposing or highly emotional posture. Avoid going into the traditional type of discussion which is characterized by intrigue, name-calling and threats. We should respect the opinion of others and we should unite with our colleagues who have contrary views.

When discussion has been exhausted while the situation warrants immediate decision, controversy may be resolved by encouraging the minority members to unite the majority. But if there is no need for crisis decision, the committee may resort to consultation with other officers or more time could be devoted to further research and discussion.

TIPS ON HANDLING MEETINGS

Before the meeting:

- Plan the meeting carefully: who, what, when, where, why
- Prepare agenda and send it out in advance
- Reports, documents and other preparations required from the members must be prepared beforehand

During the meeting:

- Start on time
- Make an expectation check and level off with the members by stating the objectives of the meeting
- Review, revise, rearrange the agenda if necessary
- Set clear time limits. Thoroughly discuss top priority items first, then the next priority items first, then the next priority item, and so on

At the end of the meeting:

- Review resolutions, plans and tasks
- Set date, place tentative agenda for the next meeting
- Close the meeting positively

After the meeting:

- Prepare the minutes of the meeting
- Follow up action items

d. Regular planning/programming

Planning/Programming involves selecting objectives and the actions to achieve them. It reflects the orientation and tasks of the student council at a particular period or condition.

Regular planning is necessary for student council to work effectively. It serves as a guide to student council to perform its tasks and responsibilities.

STEPS IN PLANNING AND PROGRAMMING

1. Analyze the issue/topic to be discussed and the conditions of the student council and its members.
2. Set up the main and secondary objectives.
3. Design activities/projects to achieve the objectives.
4. Tasking, depending on the capabilities of student council and its members.
5. Phasing/Scheduling and realistic target setting.
6. Documentation.

e. Assessment/Summing Up

Assessment is the process of analyzing the implementation of a particular plan. Through assessments, the organization can discover the results and reasons why it has achieved, exceeded or failed.

Assessment will help the student council to identify the current level of the organization, the problems and weaknesses of the implementation and to draw a better solution.

STEPS IN CONDUCTING ASSESSMENT

1. Gather and collate all pertinent data on the program.
2. Analyze the gathered data.
   a. Review the plan, particularly the targets set.
   b. Compare with actual results.
   c. Identify the positive and negative results.
3. Formulate resolutions
4. Document and distribute the assessment.



NEWS WRITING

Definition.
"History in a hurry." (Nick Joaquin)
Derived, presumably, from cardinal directions, hence meaning coming from all sides, everywhere.
"Fresh info of something recent; new or strange." (Webster); From OF *nova* <LL, *noveles*, new.

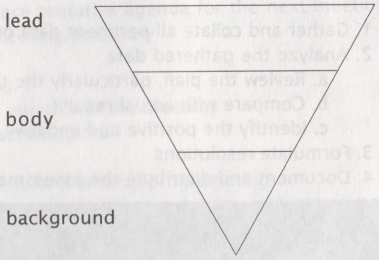
Types.

Verbal. grows out of speeches, interviews, press releases, documents; "story you listen to"

Visual. elements that are concrete, explicit; involves human struggle, action; typically sports and police stories; "story you can see"

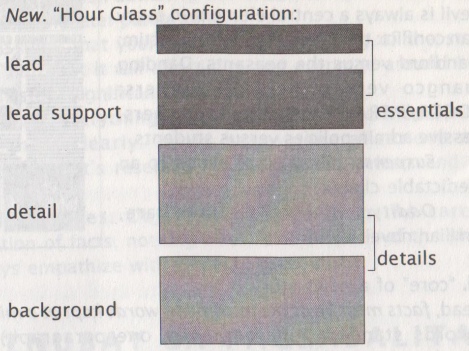
Structure.

Conventional. inverted pyramid:



Most of the time, this still works but is considered passé. It came from the time when reporters used to call in their stories. Sometimes, the transmission gets cut off so it was necessary to put everything important in the first few paragraphs. With the advent of fax machines and e-mail, complete stories can reach the desk on the fly and intact. Another reason is that it is too mechanical to order the importance of paragraphs in a story. It goes against the flow of natural thought.

New. "Hour Glass" configuration:



This structure lends itself flexible to the problem of natural flow. As always, the **lead** is the core of every news story. A reporter cannot cram all salient facts in the lead to drive the point in, so a **lead-support** is used to back it up. The lead-support can consist of as many as two to three paragraphs. **Details** can then follow, going through the natural flow of the story. **Background** material can be inserted to prop everything up and add spice.

The point is to **take care of the important points first**: what happened? (lead); why, how? (lead support); what does it mean? what makes it unique? (detail) Write a story as if you are telling it to a friend or a close associate.

Elements. What makes news news?

Immediacy. something that just happened, is happening, or is about to happen

Proximity. anything that directly or indirectly affects the audience, their families and friends, neighborhood or community; not just physical but psychological, mental as well as linear. How close is it?

Consequence. significance of the story for the readers. What will this bring about? What's it to me? closely related to immediacy and proximity.

Prominence. well-known people, events, places by virtue of achievements or notoriety.

Conflict. The struggle between good and evil is always a central element in every human conflict: the criminal versus his victim; the landlord versus the peasants; Danding Cojuangco versus the SMC workers; NAPOCOR/MERALCO vs. the consumers; repressive admin policies versus students.


KABATAAN
KONSULTAHANG KABATAAN, MATAGUMPAY!
NEO revealed QC youth stat

Suspense. piling up of action to an unpredictable climax

Oddity. anything strange, rare, unfamiliar, novel.

Lead. "core" of a news story.
In a lead, *facts must be at the maximum; words kept at a minimum.* (17 words standard; one sentence, one paragraph). More sentences means more words; more words, more relationships; more relationships, more effort by the reader; a greater chance of misunderstanding by the reader; the sooner he will quit reading.

Conventional. summary or capsule lead (5Ws, 1H)
Grammatical.
subject - emphasis on the individuals, events, places
phrase - prepositional (to)
clause - conditional (if), causal (because), substantive (what), concessive (although), temporal (time lapse after the event)
Teasers.
quotation - direct or indirect, usually forceful
allusion - coining a literary phrase
descriptive
staccato - build up of action
question - posing something to be answered in the succeeding paragraph or not at all

Tips.

Use natural language. Be comfortable with the reader—establish rapport. Use simple words. Avoid heavy phraseology—you are writing for the reader, not for your editor. Take pains in explaining terms, if jargon is unavoidable. Know the nuances of the language. Mind your grammar. Use appropriate tensing.

Establish meaning, context and perspective in your story. These can be inferred from the detail and background aspects.

Remember your ABCs: accuracy, brevity, coherence.

Attribute. If possible, reveal your source at the onset of the story to establish authority. For effect, delay introduction of the source in the later paragraphs.

Assume that your reader knows nothing of the story. Convince him that it will affect him and everyone around him. Make your story significant. Make it interesting.

Cover everything. Gather facts conscientiously and present them clearly. Avoid hasty generalizations and speculations—that's reserved for the opinion writers and the readers.

Take sides. Objectivity comes from the careful presentation of facts, nothing else. Take all sides of the story, but always empathize with the aggrieved party.

PATNUBAY SA PAGSASALITA



"Sa pamamagitan ng mahusay na pagsasalita, mapapalapit tayo sa estudyante at mamamayan."

Ang kahusayan sa pagsasalita ay maituturing na isa sa mahahalagang kasanayan na maaaring matutunan at matamo ng isang tao. Sa pamamagitan nito, mahusay tayong makapagbibigay ng mga impormasyon, makakapagtalas-tasan, magmulat at magbigay ng mga pag-aaral o magbigay-aliw sa tagapakinig. Gayundin, magagamit natin ito sa paghikayat at pagkumbinse sa ating tagapakinig.

Ang kahusayan sa pagsasalita ay isang kasanayan na mapapaunlad lamang natin sa tuluy-tuloy na pagsasanay. Layunin ng pagsasanay na ito ang makapagbigay ng 'tips' o payo para sa mahusay na pagsasalita. Gayundin, nais nating bigyang diin ang kahalagahan ng paglilinang ng ating kasanayan sa pagsasalita sa konteksto ng pagmulat, pag-organisa at pagpapakilos ng masang estudyante para sa pagsulong ng ating karapatan at

kagalingan. Mahalaga na sa praktika natin malinang ang kasayanang ito dahil dito natin direktang makikita kung gaano ka-epektibo ang ating pagsasalita.

Alamin ang Layunin

Sa anumang gawain na ating ginagampanan, napakahalagang mailatag natin ang ating mga layunin nang sa gayon ay malinaw nating makikita ang ating mga naging kahinaan at kalakasan. Sa pagsasalita sa publiko, napakahalagang malaman natin ang ating layunin ng sa gayon ay maiaangkop natin ito sa okasyon, oras at pangangailangan.

May iba't ibang tipo ang pagsasalita ayon sa layunin:

a. Pagpukaw o ahitasyon. Kadalasan itong ginagawa sa panahon ng mga aksyong masa katulad ng piket, welga, rali o boykot. Ang ating pagsasalita ay nakatuon sa kagyat na pagkuha ng atensyon ng tagapakinig at pagpukaw ng kanilang interes sa sangkot na isyung pinag-uusapan. Ito ay karaniwang isinasagawa lamang sa loob ng lima hanggang sampung minuto, o depend sa kakayahan nating isustine ang mga tagapakinig.

b. Pagbibigay ng impormasyon. Sa tipong ito, kailangang maayos nating maibigay ang wasto at tumpak na impormasyon. Maaari ring nangangailangan ng mas mahabang panahon ayon sa tipo ng impormasyong maibabahagi.

c. Pagpapaliwanag o pagbibigay ng edukasyon. Ang pagsasalitang ito ay nangangailangan ng puspsusang paghahanda. Layunin ng pagsasalitang ito na maglinaw ng mahahalagang isyu o topiko. Maaaring mangangailangan ito ng mas mahabang panahon sa pagpapaliwanag. Susi sa pagpapahusay ng pagsasalita ay ang paghahanda ng balangkas.

d. Kampanyang eleksyon o konseho. Ito ay ginagawa lamang sa isang takdang panahon. Sa ganitong tipo ng pagsasalita sa publiko, ang binibigyang diin natin ay pagpapakilala sa ating sarili at pagpapahayag ng ating dapat na hangaring pagsilbihan ang interes ng mga estudyante. Ito ay hindi dapat humigit sa limang minuto. Sa ganitong tipo, hangarin natin na maabot ang hindi bumaba sa 75% ng populasyon ng buong eskwelahan.

e. Pagbibigay ng 'inspirational talk'. May mga pagkakataong naaanyayahan tayo sa mga pagtitipon kung saan ang pangunahing layunin ay makapagbigay ng inspirasyon tayo sa iba't ibang larangan ng gawain. Maaaring pormal o di pormal ang ating magiging presentasyon. Ito ay pangunahing nakabatay

sa oryentasyon o katangian ng mga tagapakinig, uri ng okasyon o layunin ng tipong dadaluhan.

Sino ang mga Tagapakinig

Mahalagang alamin at kilalanin natin sng ating mga tagapakinig ng sa gayon, ay malaman natin kung anong porma o antas ng pagsasalita ang gagawin.

Ano ang mga dapat alamin sa ating tagapakinig? Mahalagang malaman natin kung ano ang pangkalahatang oryentasyon ng tagapakinig. Sila ba ay mga konserbatibo, liberal o may inisyal na kaalaman sa paksang pag-uusapan? Saang sektor sila nanggaling - estudyante, kabataan sa komunidad, empleyado, magsasaka o kaya'y manggagawa?

Upang maging epektibo ang ating pagpapahayag ng mensahe o pagsasalita, napakahalaga na gagap natin ang lengwahe ng ating tagapakinig. Pag sinabing lengwahe o wika ng tagapakinig, ang tinutukoy natin ay ang paggamit ng lengwahe na angkop sa kanilang katayuan o kamulatan, o kaya'y pamamaraan sa pagsasalita upang kayo'y magkaintindihan. Ibig sabihin pa, gumagamit lamang tayo ng termino na naiintindihan natin at nang ating tagapakinig. Walang saysay ang ating pagsisikap na pagandahin ang ating presentasyon kung ito ay hindi naman nauunawaan ng ating tagapakinig. Palagi nating tandaan na sa bawat pagsasalita natin, ito ay may kaukulang layunin na nais nating abutin.

Sa mga sitwasyong ang ating mga tagapakinig ay mga estudyante, mahalaga na alamin kung saang eskwelahan ang mga ito nanggaling. Malaking salik ang pag-alam natin sa katangian at oryentasyon ng mga eskwelahang pinanggalingan ng mga ito upang epektibo tayong makapangusap. Gayundin, makakatulong ito upang makaangkop tayo sa uri ng kultura ng ating tagapagkinig. Palagi nating isipin na mas simpleng representasyon, mas mabuti.

IBA'T-IBANG PAMAMARAAN SA PAKIKIPAG-USAP

May iba't-ibang paraan ng pagsasalita ayon sa uri at tipo ng ating tagapagkinig:

- Sa mga walang pakialam o walang alam sa isyu. Ang kailangang gawin ay ipakita kung paano sila direkta o

kongkretong naakpektuhan ng isyu. Gumamit ng mga halimbawa na tunay na nangyari. Iwasan na sumamo (appeal) sa emosyon ng nakikinig kundi sa kanilang pag-iisip (intellect).

- Sa mga salungat na opinyon. Hayaan mo munang sila magsalita. Idiin mo ang inyong magkasundong punto. Gumamit ng mga makatwirang argumento at huwag arogante ang iyong tono ng pagsasalita at itsura.
- Sa mga hindi pa kumbinsido o nagdududa. Makinig muna sa kanilang posisyon. Gumamit din ng makatwirang paliwanag at huwag maging mayabang.
- Para sa mga kumbinsido na. Ang kailangan dito ay kung paano sila pakikilusin. Pwedeng sumamo sa kanilang emosyon para maipakita ang pangangailangan na sila ay dapat kumilos.

PAGHAHANDA PARA SA PAKSA

Isang susi sa mahusay na pagsasalita ay ang paghahanda para sa paksang tatalakayin. Ang mga sumusunod ay ilan sa mga dapat tandaan sa paghahanda ng paksa:

- Alamin ang paksa at mga kaugnay na usapin hinggil dito.
- Ihanda ang balangkas o outline ng daloy ng talakayan.*
- Tantiyahin at paghandaan ang mga usapin na posibleng itanong sa ating pagtatalakay ng paksa.
- Gumawa ng pananaliksik at/o interview kung kinakailangan upang mapaganda ang gagawing presentasyon o pagtatalakay.
- Gumawa ng visual aids para sa mas madulas na presentasyon.
- Tukuyin ang mga mamahalagang usapin na dapat bigyang diin habang nagsasalita.
- Maganda ring malaman ang pangkahalatang ekspektasyon mg ating magiging tagapagkinig.

** Ang balangkas ay paghahati-hati sa paksang talakayin ayon sa kahalagahan nito o pagkasunod-sunod ng topiko para sa mas madulas na presentasyon. Ginagawa natin ito para hindi natin makaligtaan ang mga mayor na punto na dapat nating talakayin. Gayundin, malaki ang maitutulong nito upang maunawaan ang ating tagapagkinig ang mensaheng gusto nating iparating.*

ILANG GABAY SA PANIMULANG PAGSASALITA

Normal ang makaramdam tayo ng takot lalo na sa kauna-unahang pagkakataon na magsalita tayo sa publiko. Karaniwan ng nanginginig ang boses o kaya'y nangangatog ang tuhod. Gayunpaman, ang mga ito'y kagyat na natatanggal sa proseso ng ating pagsasalita.

Sa pagsisimula ng pagsasalita, mag-isip ng pamamaraan kung paano makukuha ang atensyon ng mga nakikinig. Maaaring simulan ang pagsasalita sa isang tanong o kaya'y magbanggit ng ilang mga siping 'quotation' o salaysay.

Iwasang humingi ng paumanhin dahil sa kakulangan sa paghahanda sa paksang tatalakayin. Ito ay makakabawas sa ating kredibilidad bilang tagapagsalita. Hangga't maaari, kailangang maging kapani-paniwala tayo upang makuha natin ang atensyon ng mga tagapakinig.

Huwag magmadali sa pagsasalita. Sikaping maging normal at 'conversational' ang tono ng pagsasalita ng sa gayon ay maging kampante ang mga nakikinig. Maging malikhain sa pagsasalita. Gumamit ng visual aids kung kinakailangan. Magbigay ng napapanahon at mga popular na mga halimbawa ng maging masigla ang talakayan. Iwasang magbanggit ng anumang argumento na hindi naman natin maayos na maipaliliwanag. Mas simpleng presentasyon, mas maganda at mas madaling maintindihan.

Magkaroon ng pokus sa paksang tinatalakay. Gamitin ang balangkas na inihanda. Maging mapagmatyag tayo sa reaksyon ng mga nakikinig. Sila ba ay nakikinig pa o nakasusunod sa iyong tinatalakay?

Para madaig ang takot at hiya, huwag mag-atubiling gamitin ang mga kamay habang nagsasalita o kaya'y maglakad-lakad sa entablado. Sa ganitong paraan, nailalabas anitn ang mga labis na enerhiya at naililipat ito sa bawat kumpas ng kamay bilang pagdidiin sa mahahalagang punto ng paksang tinatalakay.

PAGSASANAY SA MALINAW NA PAGBIGKAS

Ugaliing magbasa ng malakas ng tatlo hanggang limang talata(paragraph) ng isang libro o dyaryo araw-araw o kaya'y bigkasin ang mga letra ng abakadang mabilis. Makakatulong din ang tongue-twister bilang pag-exercise ng dila.

Subukung bigkasin ang mga sumusunod na tongue-twister:

A twister of twist once twisted a twist
And the twist that he twisted was three twisted twists.
If the twist of the three twisted twists did untwist,
The twist that untwisted twist would untwist the twist.

Peter Piper picked a peck of pickled pepper.
If Peter Piper pick a peck of pickled pepper,
How many peck of pickled pepper
Did Peter Piper pick?

Wala nang mabisa pang pagsasanay para sa malinaw na pagbibigkas kesa sa aktwal na pagsasalita. Bilang lider-estudyante, dapat mapangahas tayo na matuto at kunin ang lahat ng pagkakataon na binibigay sa atin para makapagsalita.

Kaayusan sa Pananamit

Kapag tayo ay nagsasalita, kailangan ang ating damit at ayos ay hindi malayung-malayo o iba sa ating tagapakinig. Hindi dapat masyadong makaluma at hindi rin naman kailangang 'latest fashion'.

Ang dahilan nito ay para hindi yung damit natin ang mapansin ng mga tao kundi ang ating sinasabi o ang mensahe na ating gustong ipaabot. Hindi maaasahan, halimbawa, ng mga nakikinig na ibuhos ang kanilang atensyon sa sinasabi kung ang nagsasalita ay naka-'plunging-neckline' o naka-'walking shorts'.

Hindi rin kailangang magara, bago o mamahalin ang ating suot na damit. Ang mahalaga lang ay ito ay presentable at malinis.

Pagtitiwala sa Sarili

Paano ba natin binubuo ang tiwala sa sarili? Una, kailangang meron tayong positibong pagtingin sa anumang gawaing gagampanan. Gayundin, kailangang interesado tayong matuto. Walang pantas ng karunungan kesa sariling karanasan.

Sa pagsasalita sa publiko, malaking salik din ang ating pagtitiwala sa ating kawastuhan at katotohanan ng ating sinasabi. Kapag naniniwala tayong tama ang ating binabanggit, walang dahilan para tayo kabahan. Sa ganitong kalagayan, handa tayong harapin ang anumang katanungan na pwedeng mabanggit sa proseso ng ating pagsasalita.

Higit sa lahat, kailangang malinaw sa atin ang konteksto ng pagsasalita. Walang kabuluhan ang ating kasanayan at kagalingan sa pagsasalita kung ito'y hindi naman mapakikinabangan ng masang estudyante at ng sambayanang Pilipino.

PARLIAMENTARY PRACTICE AND PROCEDURE

This primer is designed to help you with the methods through which the effective meetings are conducted and by which representative decisions can be reached in your organization.

Parliamentary procedure is advocated for and practiced by organized groups throughout the world. There are so many reasons for this. Apart from the obvious advantages in leadership training and disciplined thinking, which come from concise debates and early-led discussions. The introduction of parliamentary procedures gives an objective lesson in working out democracy.

The advantage of parliamentary procedures include:

a. Orderly meetings
b. Opportunity for all to be heard
c. Decisions by the majority
d. Protection for the minority

There are many set of rules to effective action. Among these are Robert's Rules of Order. This manual does not attempt to give a complete picture of parliamentary procedures nor hopes to cover every situation that can come up in the meeting. It will, we hope, provide with good understanding of how proper meeting procedures can help your organizations in conducting its business sessions.

The important phrase of meeting techniques are set forth one by one and the stated examples can easily be adopted to fit the requirements of your organization.

The Number one Rule: Be Prepared

The leader or presiding officer should be well prepared before the meeting. HE/SHE SHOULD:

1. Draft an agenda - a list of matters to be covered in the order on which they will be discussed.
2. Know in advance what to expect from the reports and be sure that everyone who is going to deliver a report is well prepared.
3. Arrange the meeting place and be certain it is set up to enable him to see all present so that no one is ignored in the discussions. If this is for the first meeting, the

presiding officer should explain for the meeting and have the group adopt a set of parliamentary rules for orderly procedure, name its temporary officers and proceed with the business.

Speaking is accomplished by obtaining the floor. One should rise and address the presiding officer. He/She should be recognized as the person who rises first after the floor has been yielded by the previous speaker. It is discourteous to raise your hand or stand while another has the floor, and such person does not, therefore get the right to the floor next.

If more than a person properly requests the floor when the debate is on, certain rules apply: 1. the maker of the motion even though the last to raise - in order that he/she can explain his/her motion; 2. no one gets a second chance until everyone has had a chance to speak.; and 3. the chairperson should try to alternate speakers among all sides of an issue.

Order of Business

1. Opening of meeting
2. Reading and approval of minutes of previous meeting
3. Reports of board and standing committees
4. Reports of special committees
5. Special orders
6. Unfinished business and general order
7. New business
8. Closing of the meeting

Conducting the Meeting

At the exact hour named in the notice of the meeting, the presiding officer should call the meeting to order. He/She should determine that enough members (a quorum) are present to do business. A quorum is usually a majority (50% + 1) of the committee, a convention or group unless the group provides otherwise in its rules.

For a very large group, a smaller number should be set by the by-laws or the constitution, as it may be difficult to secure a necessary majority at the meeting. In no case should the meeting proceed without the quorum. This requirement is designed to ensure the group that its decisions will not be made by an unrepresentative minority. The next business should be the approval, as read, as

amended, by the group, of the minutes, of the previous meeting. This enables those present to know what has already been done so time is not wasted in repetition.

When motions are made, they immediately become the pending problem of the group and must be decided accordingly. Confusions will not result if the preceding officer keep the group well informed and explained what has happened, what is happening and what will happen next.

Motion

The motion is the means whereby the group takes action. It is a statement of what s to be done and how it is to be accomplished. It should be carefully stated to prevent misunderstandings. The wording should clearly channel discussions to the important aspects of the proposal. The motion is made by stating "I move that the ...name of the group)...what is to be done by whom when how, etc.)"

Normally, it should be seconded. This means the seconding party so believes that the motion should be discussed. On occasion, the purpose of the seconder is to ensure that the matter is at least sufficient interest to be presented to the group and thus prevents one person from wasting time.

It is done by merely stating, without rising "I second the motion.". However, if the types of minutes kept by the group requires the seconder's name to appear on the record, he/she should stand to facilitate recognition.

Parliamentary law is designed to ensure that the group considers only one motion at a time. This prevents confusion and speeds up action, and it is the presiding officer's duty to remind the group constantly which action is the main motion. However, the requirements of getting a job done and a small vociferous minority from keeping a group in session or wasting time on inconsequential matters demand that certain motion receive precedence. These have specific objectives which deserves early consideration by the group and are listed in the chart of parliamentary motions.

The presiding officer should have outlined at least in his/her own mind, if not on paper, the general direction and purpose of each item of business in the agenda. Sometimes, he/she will expect perfunctory approval (as to the minutes of the previous meeting),

and sometimes he/she may expect a prolonged discussion (as to the budget for the year's expense); but he/she should always have an idea to guide him/her; even though on many occasions the meeting will defer from plan.

Being prepared, however, will permit him/her to guide the group rather the permit it to drift aimlessly. Thus, he/she may help to increase the respect of those present not only for the protection of parliamentary law and democratic processes, but also for efficiency and practicability.

Members too, should prepare. Those who are to make reports should know what they would say. The respect should be concluded with a motion or statement on what new action should be taken.

Types of Motions

The use of parliamentary forms over a period of time has resulted in the establishment of certain terminology which itself has specific parliamentary meanings. The terms often vary as o the group using them.

Main Motion. A motion to accomplish a part of the business. Examples to adopt a project, approved a budget or report, create a committee, approved an appointment or the like. All other motions are in a way a procedural, while the main motion gets the work done.

General Motion. To bring before the assembly a subject for consideration.

To take from the table. To revise discussions or deliberation on a question previously laid on the table or laid aside temporarily.

To consider. To provide a brief time a means of discussing a matter that has previously been disposed of by vote and to take a new vote thereon.

To reconsider and have entered on the minutes. To suspend action on question that had been decided by a temporary majority.

To rescind or appeal. To render ineffective the vote formerly taken on a question.

To expunge. To express strong disapproval to an action taken by the assembly and leave it rescinded and stricken off from the records of the organizing.

To adopt a report. To accept or agree to report as an official act of the assembly.

To create orders of the day. To assign a question to a definite future for considering by the assembly.

Subsidiary Motion. A motion generally designed to facilitate action on a main motion – a motion subsidiary to the main motion. Examples include motions to debate, amend, refer to the committee, lay on the table and the like.

To lay on the table. To lay aside the pending question to which the motion is applied for consideration at a later time.

To call for the previous question/s. To suppress debate upon a motion before the assembly or upon such other questions as may be specified in the demand or motion and to bring it to an immediate vote.

To limit or extend limits of debate. To limit debate: to restrict or limit discussions on a pending question. To extend limits: to afford more time of discussions of a pending question.

To postpone definitely. To suspend discussion on a question before the assembly at the same time fix a definite time for its considerations.

To commit or refer. To enable the assembly to secure a careful and thorough investigation of any question before it without loss of time or its right to finally decide the same.

To amend. To modify a question already presented in such a manner as to make it more satisfactory to the assembly.

Incidental Motions. These motions are incidental to the consideration of business and accomplish certain parliamentary purposes. Examples are questions of order and appeal, suspension of the rules objection to consideration of a question, etc.

To suspend rules. T o allow the assemble to set aside some already established rules which interfere with something the assembly desires to do.

To withdraw or modify a motion. To enable the proponent of a motion to withdraw from consideration of the assembly his/her own motion or to modify the same.

To read papers. To allow a member to read or to have another read any paper, document or book as part of his/her speech.

To object to consideration of a question. To enable the assembly to avoid questions that it deems unwise or improper to consider.

To raise a point of order. To correct a mistake in the observance or enforcement of the rules of parliamentary procedure or of the rules of the assembly.

To raise a parliamentary inquiry. To be informed on matters pertaining to parliamentary procedure.

To raise a point of information. To be informed on matters pertaining to parliamentary procedure.

To divide the assembly. To verify the vote taken on a question.

To appeal from the decision of the chair. To seek correction to decisions made by the chair.

To divide the divide the questions. To facilitate the consideration of long and complicated propositions.

Privileged Motions. A motion is privileged in the sense that with it, at certain times, goes the distinction of an immediate – or at least an earlier decision with regards to the subject matter of another motion which may have been on the floor.

(2) Using group identification. This means convincing the audience to do a particular act because they belong to a group, sector or class which must be united in its action in order to benefit from the proposed act.

(3) Using negative suggestion. Negative suggestion means " forbidding certain deeds or warning against them, but this is done in a way which actually compels the audience to do precisely that against which is apparently being warned..." In negative suggestion, no explanation is given why an act is prohibited and it is bad.

FINANCE WORK

Finance Management:

Two major objectives of Financial Management:

a. to help the administrators better communicate its financial activities and financial condition to interested parties

These interested parties are

1. the administrators themselves who use such information for planning and other purposes:
2. the board of directors, during Board Meetings;
3. members of the organization, during general assemblies
4. donors, whether foreign or local;
5. lending institutions, like banks and
6. state regulatory bodies representing the State and the general public, like SEC and BIR

The administrators should see to it that the following requirements of interested parties concerned are taken into account:

1. financial statement form-formats of financial reports should conform with that of the official budget, item by item
   - balance sheet
   - statement of income, expenses and charges in fund balances
   - cash flow statement (statement resulting from cash transactions)

2. financial statement presentation
   - cash basis or accrual basis
   - with comparative figures of previous periods financial reports;
   - with cumulative total figures from the start of the activities or from the time the organization started operations; or
   - other financial details required to be included

3. frequency reporting- i.e. whether monthly, quarterly, semi-annual or annually

4. external auditors certification of financial statements t beter manage its financial resources this includes:
   1. investment of excess funds
   2. safekeeping of cash, property and equipment;
   3. instituting an internal control mechanism of policies and procedures to prevent financial irregularities

Staffing requirements for an efficient and effective financial management

The administrator should see to it that only qualified personnel are appointed to positions, which are keys to an efficient and effective financial management. Such positions are the following:

1. Treasurer
2. Finance/accounting officer
3. Bookkeeper
4. Cashier

Job descriptions of the above mentioned personnel should tailor-made to meet the requirements of financial management.

BASIC PRINCIPLES OF FUND RAISING

1. **You have to ask**

Money is rarely given without being asked for. Volunteers and staff involved in fund raising have to be prepared to ask for contributions. That is their job.

2. **You have to have the people to do the asking**

Whether volunteers or staff, there must be sufficient people to undertake and carry out successfully the requirements of a fund raising campaign.

3. **Communicate the need and the program**

People who want to be assured that their money is going to meet a need that is important, and to an organization, what the organization has done or is doing, and needs to do, to meet them. Fund-raisers have to know the story and interpret it effectively to their prospective donors.

4. **Don't aim at too wide a donor target**

Volunteers and staff are to scarce and too valuable to waste in wide-spread and largely useless efforts. Too many "no's" and no answers discourage fund raisers. So be selective in choosing the target donors.

5. **Know what is needed**

If fundraisers don't know how much money is needed to run the kind of programme the organization requires, don't expect prospective donors to know.

6. **Be specific**

Know the overall goal; but let the prospective donors know how much of that goal they are expected to meet. Vague requests for money tend to get routine contributions. Set a definite sum to be raised.

7. **Be persistent**

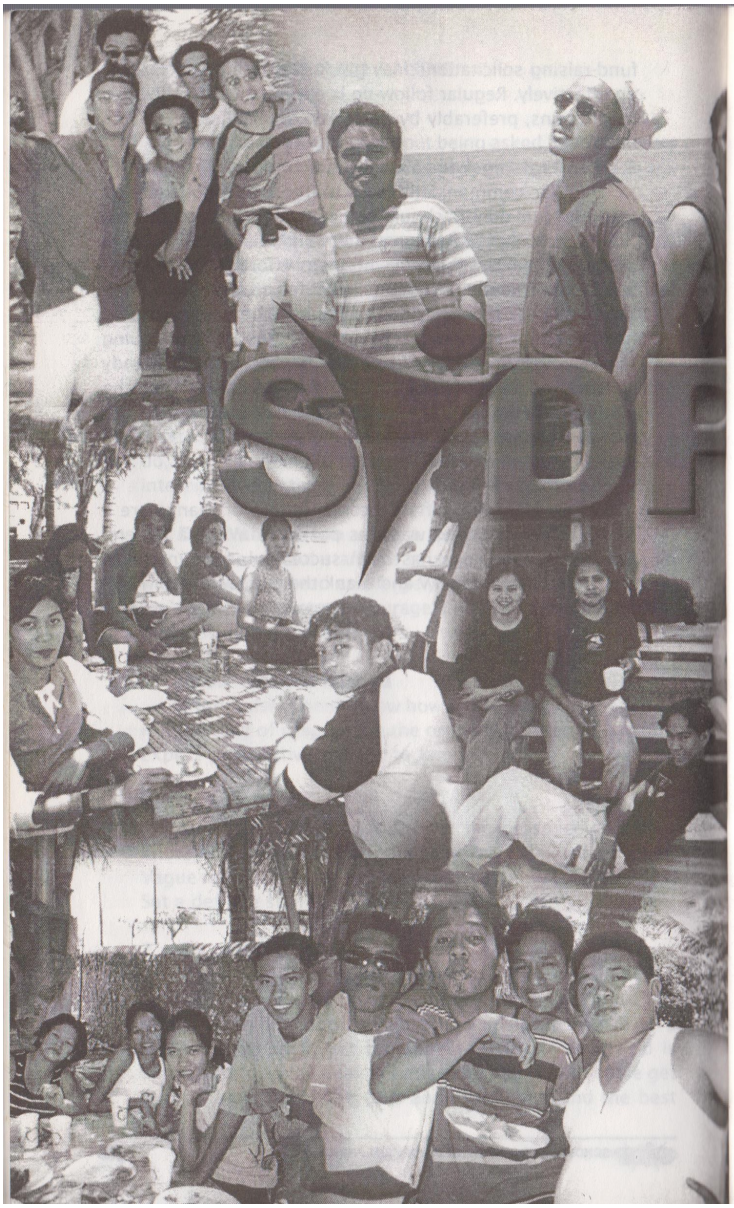
If the campaign is addressed to the general public, through the press, radio or TV, remember that a "one-shot" effort is rarely enough. Plan the campaign to run over a sufficient period to get the appeal across. If an appeal is addressed to an individual donor, remember that people get a lot of mail, telephone calls and even visits, and the best fund-raising solicitations may get lost unless it is followed-up effectively. Regular follow-up is essential to all individual solicitations, preferably by personal contact.

8. **Fund-raising knows no season**

Regular communications to the general public and to the individual donors should be maintained through out the year. Keep the organization and its fund raising campaign in the public eye. One fund-raising press effort report or letter to an individual donor is most likely t fall on deaf ears. Keep the public prospects up-to-date about the campaign and how it is going. Such regular communications are a continuing reminder of your financial need. If people have already contributed, these communications show them that the money is being well spent, and the way is paved for an increased contribution the following year.

9. **Say "Thank You"**

When individual gifts do come, letters of thanks are a must, as personal and warm as possible. When a general fundraising campaign has been successful, announce it in the press or on radio/TV and thank the public for their help.



SCHOLARSHIP AND YOUTH DEVELOPMENT PROGRAM

BACKGROUNDER

Scholarship and Youth Development Program (SYDP) is a special project of the office of the City Mayor was created under City Council Resolution no. 577, series of 1991. The program was launched primarily to extend financial assistance to deserving students among the underprivileged families of Quezon City. Also, it aimed to enhance educational opportunities for the city's poor constituents and to develop a pool of competent and skilled manpower under the city's development program.

SYDP, under the new administration of Mayor Feliciano R. Belmonte, Jr., does not only ensure the continuity of the implementation of Quezon City Scholarship Program but is also working on its development to become more scientific and responsive to the needs of its constituents in addressing the problem of the city's out-of-school youth. In addition, SYDP is exerting its effort for the attainment of the following:

- open the opportunities to quality education;
- minimize the number of displaced youth in the city;
- upgrade the literacy of the residents of the city;
- promote activities for youth development, such as trainings, projects, and seminars; and
- attain the objective of the Quezon City Government

in promoting the advancement of science and technology;

The aforesaid objectives can be made possible by our office through the institutionalization of scholars' support services and youth development programs.

ADVOCACY

Youth Education Youth Empowerment

VISION

SYDP envisions a city which is modernized and progressive wherein the interests of the youth have primary importance in the development program. A city wherein youth are empowered and educated.

MISSION

1. To help the city government in addressing and minimizing the out-of-school. SYDP shall spearhead the promotion and implementation of Quezon City Scholarship Program that will provide better services especially to the deserving students among the economically disadvantaged families.

2. SYDP shall also pursue youth empowerment through leadership and other related training and livelihood programs.

3. Organize the youth into broader network in order to promote active participation in governance.

VALUES

To become more service-oriented for the attainment of social justice.

I. SCHOLARSHIP PROGRAM

The fundamental aim of the aforesaid program is to extend financial assistance to the education of high school graduates and displaced students in college, especially those who are deserving but economically disadvantaged.

Financial assistance shall be in the form of grant-in-aid which will cover the following:

a. Tuition and other school fees...Php 8,000.00/year
b. Stipend per scholar.....Php 2,000.00/year
c. Book Allowance (1st year only) Php 1,000.00

Valedictorians
Salutatorians
1st, 2nd and 3rd Honorable mentions

II. SCHOLARS' SUPPORT SERVICES

A supplementary program which is intended to provide much needed support services to scholars to be at the competitive edge by train them to have a special skills on information and communication technology as required by the present knowledge-economy.

This aims to upgrade scholars' academic excellence and become a knowledge worker in the future - a high-end computer users.

The program consists mainly of the creation of *Scholars' Resource Center* - a computer learning school. It will develop special training on software applications such as desktop publishing, sound & video editing and web designing. It is a project-based learning that encourage the scholars to be creative and develop values as a team on each course of the curriculum.