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WHEREAS, RA 10742 as amended by RA 11768 mandates the conduct of regular mandatory training programs for all SK officials to enhance their capabilities in governance, leadership, and community development;

WHEREAS, the Local Government Code of 1991 highlights the importance of empowering youth leaders through training and education to ensure effective local governance and community involvement;

WHEREAS, the holistic development of the SK officials includes not only their political and administrative skills but also their ethical standards, leadership capabilities, financial management, and community engagement skills;

WHEREAS, the active involvement and capacitation of SK officials ensure that the youth sector is effectively represented and their issues are addressed at the local government level;

WHEREAS, well-trained SK officials can significantly contribute to the development and implementation of programs, projects, and activities (PPAs) that address the needs and aspirations of the youth in their respective communities;

WHEREAS, the collaborative efforts of the Naga City Youth Development Office (NCYDO), academic institutions, the SK Federation, the Naga City Youth Development Council, the Department of the Interior and Local Government (DILG), and the National Youth Commission (NYC) are crucial in delivering high-quality and relevant training programs;

NOW, THEREFORE, be it ordained by the Sangguniang Panlungsod of the City of Naga, in session assembled, that:

SECTION 1. TITLE. This ordinance shall be known as the "Enhanced Sangguniang Kabataan Mandatory Training Ordinance of Naga City."

SECTION 2. OBJECTIVES. The objectives of this ordinance are:

- Sangguniang*
- a) **To Institutionalize Continuous Learning:** Establish a formal and structured training program that ensures all Sangguniang Kabataan officials in the City of Naga receive continuous education and skill development throughout their term.
 - b) **To Enhance Governance and Leadership Capacities:** Equip SK officials with the knowledge and skills necessary for effective governance, strategic planning, policy development, and leadership to enhance their capacity to serve their communities.
 - c) **To Promote Effective Fiscal Management:** Provide training on financial management, budgeting, accounting principles, and procurement processes to ensure SK officials can responsibly manage public funds and resources.
 - d) **To Foster Community Engagement and Relations:** Develop the ability of SK officials to engage with community stakeholders, organize social actions, communicate effectively, and manage public relations to build strong, supportive community networks.
 - e) **To Develop Ethical and Accountable Leaders:** Instill a deep understanding of ethical standards, transparency, and accountability in local governance to foster integrity and public trust in SK officials.
 - f) **To Facilitate Collaboration and Partnership:** Promote collaborative efforts between the City Youth Development Office, academic institutions, the SK Federation, the Naga City Youth Development Council, the DILG, and the NYC to deliver high-quality training programs.
 - g) **To Align with National and Local Policies:** Ensure the training programs are consistent with national and local government policies, including the Local Government Code of 1991 and the SK Reform Act of 2015, to achieve coherent and unified governance.
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SECTION 3. SCOPE. This ordinance shall apply to all duly elected Sangguniang Kabataan officials and members of the Naga City Council for Youth Development (NCCYD) in the City of Naga.

SECTION 4. TRAINING CURRICULUM. Apart from the modules or topics identified and implemented by the NYC and DILG, the Sangguniang Kabataan Mandatory Training Curriculum of Naga City shall include, but not be limited to, the following subjects:

a) STRATEGIC PLANNING AND GOVERNANCE

- Sustainable Development Goals
- Philippine Youth Development Plan
- Systems Thinking

- Understanding of Local Government Structure
- The Executive and Legislative Role of Every Sangguniang Kabataan in Achieving the Local Youth Development Plan and the SK Federation's Vision
- The Roles of Standing Committees in the SK Federation, Barangay, and SK
- Bridging Leadership Framework
- Positive Youth Development

b) LEGISLATIVE FUNCTIONS

- Parliamentary Procedures
- The Internal Rules of Procedures
- Policy Development: Drafting Resolutions and Ordinances
- Preparation of Order of Business, Minutes, and Archiving

c) EXECUTIVE FUNCTIONS

- Needs Assessment
- Issue and Stakeholder Identification
- Programs, Projects, and Activities Development and Management
- Monitoring and Evaluation
- Diversity, Equity, and Inclusion (DEI)
- Team Management
- Conflict Resolution
- Stress Management and Resilience

d) FISCAL ADMINISTRATION AND FINANCIAL MANAGEMENT

- Developing CBYDP, ABYIP, and Annual Budget in Alignment With Community Needs and Goals
- The Local Procurement Process
- Tax Compliances with the Bureau of Internal Revenue
- Understanding Basic Accounting Principles
- SK Handbook on Financial Transactions
- Proposals and Grant Writing
- Recordkeeping, Documentation, and Report Writing

e) COMMUNITY ENGAGEMENT AND RELATIONS

- Advocacy Communication
- Community Organizing for Social Action
- Content Creation and Social Media Management

f) TECHNOLOGY AND DATA MANAGEMENT

- Media and Information Literacy
- Data Privacy and Cybersecurity

SECTION 5. TECHNICAL WORKING GROUP. There shall be established a Technical Working Group (TWG), Chaired by the Head of Office of the Naga City Youth Development Office, Co-Chaired by the Area Officer of the National Youth Commission, and composed of the following members:

- a) City Local Government Operations Officer, DILG
- b) President, Sangguniang Kabataan Federation

- c) President, Liga ng mga Barangay
- d) City Youth Mayor
- e) Representative, Naga City Youth Development Council
- f) Youth Sector Representative, Naga City People's Council
- g) Invited representatives from the academe

SECTION 6. DUTIES AND RESPONSIBILITIES. The TWG shall be responsible for:

- a) **Curriculum and Module Development:** Develop modules and periodically update the Sangguniang Kabataan Mandatory Training Curriculum in consultation with relevant stakeholders, ensuring alignment with national and local youth development priorities, including but not limited to strategic planning, governance, fiscal administration, community engagement, leadership, ethics, and technology.
- b) **Training Program Planning:** Plan and organize monthly mandatory training sessions for Sangguniang Kabataan officials, ensuring that topics are relevant, engaging, and responsive to the current needs and challenges faced by youth leaders in Naga City.
- c) **Monitoring and Evaluation:** Monitor the implementation and effectiveness of the training curriculum and sessions, collect feedback from participants, and conduct regular evaluations to assess learning outcomes and identify areas for improvement.
- d) **Recommendations and Adjustments:** Based on monitoring and evaluation results, recommend improvements and adjustments to the training program to enhance its relevance, effectiveness, and impact on the capacity building of SK officials.
- e) **Meetings:** The TWG must meet quarterly or as necessary to fulfill its responsibilities effectively.

SECTION 7. SELECTION OF RESOURCE PERSONS. Resource persons for the mandatory training lectures shall be selected based on their expertise, experience, and knowledge in areas relevant to the duties and responsibilities of Sangguniang Kabataan (SK) officials. The NCYDO, in coordination with the NYC and the DILG, shall be responsible for identifying and inviting these resource persons.

They may also receive an honorarium or compensation for their services, the amount of which shall be determined by the NCYDO in accordance with relevant government policies.

SECTION 8. CONDUCT OF MONTHLY MANDATORY TRAINING. At least a day every month, from the start of their term, mandatory training must be conducted for all Sangguniang Kabataan Chairpersons in the City of Naga. If the training topic aligns with the duties and

responsibilities of Sangguniang Kabataan Councilors, Secretary, or Treasurer, they shall also be required to attend these sessions.

The training shall be conducted in accessible venues within the city, ensuring that all SK officials can participate. Virtual training platforms may also be utilized to accommodate officials from remote areas or during extraordinary circumstances such as public health emergencies.

SECTION 9. CREATION AND MAINTENANCE OF A LEARNING MANAGEMENT SYSTEM

- 1) **Development and Implementation.** The Naga City Youth Development Office (NCYDO), in coordination with the Information Technology Office (ITO) and relevant stakeholders, shall develop and implement a comprehensive Learning Management System (LMS) to support the continuous education and training of Sangguniang Kabataan (SK) officials. The LMS shall be designed to provide an accessible online platform for training modules, learning resources, and assessments.
- 2) **Content and Resources.** The LMS shall host a variety of training materials, including video lectures, reading materials, interactive modules, quizzes, and assessments. Content shall cover the mandatory training curriculum as outlined in this ordinance, ensuring comprehensive coverage of all relevant topics. The LMS shall also include supplementary materials to provide in-depth knowledge and skill-building opportunities beyond the mandatory curriculum.
- 3) **User Access and Management.** All SK officials shall be granted access to the LMS upon the start of their term. User accounts shall be managed by the NCYDO, ensuring secure and personalized access for each official. The LMS shall support role-based access to ensure that users only have access to relevant content based on their specific roles and responsibilities.
- 4) **Technical Support and Maintenance.** The ITO shall provide ongoing technical support and maintenance for the LMS to ensure its smooth operation and accessibility. Regular updates and enhancements shall be implemented to keep the LMS up-to-date with the latest technological advancements and training needs. A dedicated helpdesk or support team shall be established to assist users with technical issues and queries.
- 5) **Monitoring and Evaluation.** The NCYDO shall monitor the usage and effectiveness of the LMS, collecting data on user engagement, course completion rates, and feedback. Regular evaluations shall be conducted to assess the impact of the

LMS on the learning and development of SK officials. Based on the evaluations, necessary adjustments and improvements shall be made to enhance the LMS's effectiveness and user experience.

- 6) **Integration with In-Person Training.** The LMS shall be integrated with in-person training sessions to provide a blended learning experience. Online modules and assessments shall complement in-person training, allowing SK officials to reinforce their learning and track their progress. The LMS shall also serve as a repository for training materials from in-person sessions, making them accessible for future reference.

SECTION 10. CERTIFICATION. Upon successful completion of every mandatory training, SK officials shall receive a certificate of completion issued by the NCYDO, duly signed by the representatives of the NYC and DILG.

SECTION 11. AUTHORITY TO ENTER INTO MEMORANDUM OF AGREEMENT WITH STAKEHOLDERS. The City Mayor, under this Ordinance, is hereby authorized to enter into Memorandum of Agreement, subject to ratification, in order to expedite, enhance and/or maximize the implementation of this Ordinance and achieve the policy and purposes hereunto stated.

SECTION 12. INCLUSION IN THE ANNUAL INVESTMENT PLAN (AIP). The full implementation of this ordinance, including all activities, programs, and initiatives outlined herein, shall be included in the Annual Investment Plan (AIP) of the City of Naga. Sufficient funding and resources shall be allocated each fiscal year to ensure the effective and sustainable execution of this ordinance. The Naga City Youth Development Office (NCYDO), in coordination with the City Budget Office and other relevant departments, shall ensure the proper integration of these provisions into the AIP.

SECTION 13. APPROPRIATION. The necessary funds for the implementation of this ordinance, including the development, organization, and conduct of the Sangguniang Kabataan Mandatory Training Curriculum, shall be lodged under the annual budget of the Naga City Youth Development Office (NCYDO).

SECTION 14. REPEALING CLAUSE. All ordinances and resolutions or parts thereof inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.

SECTION 15. SEPARABILITY CLAUSE. Should any provision of this ordinance be declared unconstitutional or illegal by any court of competent jurisdiction, the remainder thereof shall not be affected by such declaration and shall be in full force and effect.

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SECTION 16. EFFECTIVITY. This ordinance shall take effect immediately upon its approval.

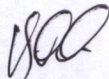
ENACTED: September 10, 2024

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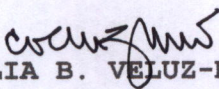
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WE HEREBY CERTIFY to the correctness of the foregoing ordinance.

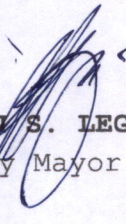


GIL A. DE LA TORRE
Secretary to the
Sangguniang Panlungsod



CECILIA B. VELUZ-DE ASIS
City Vice Mayor
& Presiding Officer

APPROVED:



NELSON S. LEGACION
City Mayor 9/10/24