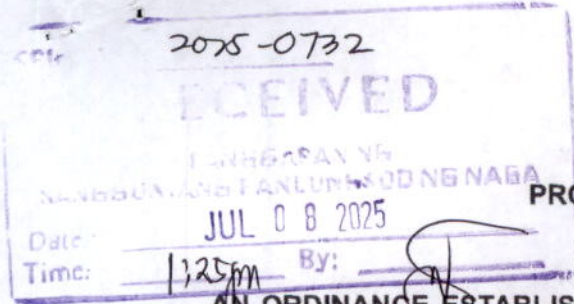


Republic of the Philippines  
City Government of Naga

PROPOSED ORDINANCE NO. 2025-\_\_



**AN ORDINANCE ESTABLISHING THE BARANGAY YOUTH DEVELOPMENT COUNCIL (BYDC) IN NAGA CITY AS THE GRASSROOTS COUNTERPART OF THE NAGA CITY COUNCIL FOR YOUTH DEVELOPMENT (NCCYD), DEFINING ITS STRUCTURE, COMPOSITION, FUNCTIONS, AND COORDINATIVE RELATIONSHIP WITH THE SANGGUNIANG KABATAAN (SK), PROVIDING FUNDING, IMPLEMENTATION MECHANISMS, AND OTHER PURPOSES TO STRENGTHEN YOUTH PARTICIPATION IN LOCAL GOVERNANCE:-**

Authored by: Hon. Jefson Romeo B. Felix

**WHEREAS**, the 1987 Philippine Constitution, particularly Article II, Section 13, mandates the State to promote and protect the physical, moral, spiritual, intellectual, and social well-being of the youth and encourage their involvement in nation-building, recognizing their critical role as partners in governance and community development;

**WHEREAS**, the Sangguniang Kabataan Reform Act of 2015 (RA 10742), as amended by RA 11768, institutionalized the Naga City Council for Youth Development (NCCYD) at the city level to ensure a multi-sectoral and participatory approach to youth development, yet lacks a structured mechanism to ensure direct, consistent, and meaningful grassroots representation at the barangay level;

**WHEREAS**, the youth sector possesses immense potential to drive change, given their unique perspectives, innovative ideas, and lived experiences within their communities, making their active participation in governance essential in crafting policies and programs that are responsive, inclusive, and sustainable;

**WHEREAS**, the Barangay Youth Development Council (BYDC) shall serve as the institutional mechanism to strengthen youth representation, empowering young leaders and youth organizations at the barangay level to engage in policy formulation, governance, and program implementation, ensuring that their voices are heard and their contributions are recognized;

**WHEREAS**, the recognition of youth-led innovations and initiatives shall further amplify the role of young people as catalysts for change, allowing them to conceptualize and implement impactful projects that address the pressing concerns of their communities through the structured support of the SK, NCCYD, and the Naga City Youth Development Office (NCYDO);

**WHEREAS**, the Youth Innovation Competition, as mandated in this ordinance, institutionalizes a mechanism for the discovery, funding, and execution of groundbreaking youth initiatives, ensuring that their ideas do not remain theoretical but are transformed into tangible, community-driven solutions, further promoting the culture of creativity, problem-solving, and leadership among the youth;



**WHEREAS**, the integration of youth-led data collection and participatory policymaking ensures that governance is evidence-based, locally contextualized, and youth-responsive, reinforcing the principle that young people are not merely beneficiaries of development programs but active partners in shaping them;

**WHEREAS**, the institutionalization of the BYDC strengthens the commitment of Naga City to inclusive and participatory youth governance, where the youth sector is recognized, supported, and empowered to take an active role in decision-making, leadership, and community transformation from the barangay level and beyond;

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

**SECTION 1. TITLE.** This ordinance shall be known as the *"Barangay Youth Development Council (BYDC) Ordinance of Naga City."*

**SECTION 2. DECLARATION OF POLICY.** The City Government of Naga upholds the youth's vital role in governance and is resolute in institutionalizing their participation at the grassroots level. The Barangay Youth Development Council shall be established in every barangay as the official coordinating and advisory body for youth organizations, ensuring their active engagement in policymaking, governance, and community development. It shall serve as a strategic support mechanism for the Sangguniang Kabataan, amplifying youth representation and ensuring that development programs are inclusive, data-driven, and impactful.

The BYDC shall be fully integrated into the Local Youth Development Plan (LYDP) to align barangay youth initiatives with citywide and national priorities, fostering evidence-based, sustainable, and responsive programs. To guarantee broad representation, it shall actively engage out-of-school youth, working youth, and marginalized sectors, ensuring that all young people have a voice in governance. The City Government shall allocate funding and technical assistance to strengthen BYDC capacity-building programs, while the SK shall spearhead an annual Youth Innovation Competition, providing resources for youth-led solutions to pressing local issues. Through these mechanisms, Naga City reaffirms its unwavering commitment to youth empowerment, inclusive governance, and transformative leadership at the barangay level.

**SECTION 3. SCOPE AND COVERAGE.** This ordinance shall apply to all youth organizations (YOs) and youth-serving organizations (YSOs) operating within their respective barangays in Naga City, ensuring their inclusion in youth governance, development planning, and decision-making processes. It shall cover all recognized and accredited youth-led and youth-focused groups, including but not limited to:

1. Zone Youth Organizations (ZYO), structured at the sitio or zone level, to facilitate localized youth engagement and representation;
2. Student councils and campus-based youth organizations in academic institutions;



3. Community-based youth groups actively engaged in local development initiatives;
4. Faith-based youth organizations affiliated with religious institutions and movements;
5. Interest-based and volunteer groups focusing on various advocacies such as environmental sustainability, digital literacy, and social welfare;
6. Sports and cultural organizations promoting youth engagement in athletics, the arts, and creative industries;
7. Organizations representing out-of-school youth (OSY) and working youth, ensuring their participation in governance and policy discussions;
8. Youth groups advocating for special sectors, including but not limited to persons with disabilities (PWDs), indigenous youth, LGBTQ+ youth, and other marginalized communities.

This ordinance shall ensure that all youth organizations, regardless of size, affiliation, or scope of work, are given equal opportunities to participate in the Barangay Youth Development Council and contribute to the formulation and implementation of youth-centered policies, programs, and initiatives in their respective barangays.

**SECTION 4. ESTABLISHMENT OF THE BARANGAY YOUTH DEVELOPMENT COUNCIL (BYDC).** A Barangay Youth Development Council shall be established in every barangay in Naga City within three (3) months from the effectivity of this ordinance. It shall serve as the official consultative, coordinating, and advisory body for youth organizations, ensuring structured youth participation in barangay governance. The BYDC shall be formally constituted through a barangay resolution, ensuring its legal recognition and operational legitimacy.

To ensure its effective operation and long-term sustainability, the Barangay Council shall provide technical, logistical, and financial support for the BYDC, in addition to the resources allocated by the Sangguniang Kabataan. This ordinance mandates consistent support mechanisms to strengthen the BYDC's role in empowering youth organizations and fostering participatory governance.

**SECTION 5. NATURE OF THE BYDC.** In addition to the provisions stated under Section 4 of this Ordinance, the BYDC shall serve as a platform for youth sector representation, mobilizing organizations and youth-serving groups to contribute to barangay-level planning, decision-making, and community initiatives.

The BYDC shall not duplicate or override the functions of the Sangguniang Kabataan but shall work in complementary support, particularly in ensuring the effective localization of the Local Youth Development Plan and enhancing youth sector participation in barangay initiatives. It shall assist in policy formulation, program monitoring, and the mobilization of the barangay youth sector to ensure that development efforts are inclusive and reflective of the community's needs.



To ensure its sustainability and effectiveness, the BYDC shall operate in close coordination with the Naga City Council for Youth Development, the Naga City Youth Development Office, and the Barangay Council, ensuring that all programs and initiatives remain aligned with the city's youth development agenda.

## **SECTION 6. COMPOSITION OF THE BYDC.**

The BYDC shall be composed of:

1. Chairperson – The Sangguniang Kabataan (SK) Chairperson of the barangay, who shall preside over all BYDC meetings and represent the Council in official functions.
2. Vice-Chairperson – Elected by the accredited and recognized youth and youth-serving organizations during the BYDC's organizational meeting. The Vice-Chairperson shall assist the Chairperson and preside in their absence.
3. Secretary – Appointed by the Chairperson from among the BYDC members, responsible for documentation, record-keeping, and official communications.
4. Treasurer – Elected by the BYDC members from among themselves, responsible for managing fundraising activities, ensuring financial accountability, and submitting regular financial reports.
5. Regular Members shall include:
  - a. Presidents of all Zone Youth Organizations (ZYO) and the President of the SK Scholars Organization, where applicable.
  - b. At least one (1) representative from each accredited youth or youth-serving organization, whether registered under the Youth Organization Registration Program (YORP) of the National Youth Commission or accredited through other recognized city-level mechanisms.
  - c. At least one (1) representative from recognized youth organizations not yet accredited under YORP or city-level systems, provided they undergo local accreditation pursuant to Section 8 of this Ordinance. This includes:
    - i. Community-based youth groups
    - ii. Faith-based youth organizations
    - iii. Interest-based and volunteer groups
    - iv. Sports and cultural organizations
    - v. OSY- and working youth-led groups
  - d. At least one (1) representative from marginalized youth sectors, including but not limited to:
    - i. Youth with disabilities (PWDs)
    - ii. Indigenous youth
    - iii. LGBTQ+ youth
    - iv. Other underrepresented groups as identified in the barangay youth mapping.



- e. One (1) City Youth Official shall serve as an ex-officio BYDC member, limited to the highest-ranking official from the positions of City Youth Mayor, Vice Mayor, or Councilor residing in the barangay. If multiple officials qualify, they shall decide among themselves who will represent. If none reside in the barangay, any City Youth Department Head residing therein may be designated as representative through mutual agreement among those eligible.
- f. One (1) Barangay Council representative, appointed by the Punong Barangay, who shall serve as an ex-officio non-voting member to support coordination and alignment with barangay governance.
- g. One (1) youth representative from a private educational institution within the barangay, if such exists and is actively engaged in youth development or civic engagement programs.

**SECTION 7. QUORUM AND DECISION-MAKING RULES.** A majority of the accredited member-organizations of the Barangay Youth Development Council (BYDC) shall constitute a quorum for any regular or special meeting. Decisions shall be made by a simple majority vote of those present, unless otherwise specified in this Ordinance or in the Council's internal rules. In the event of a tie, the Chairperson shall cast the deciding vote.

**SECTION 8. ELECTORAL PROCESS AND INTERNAL GOVERNANCE OF THE BYDC.** This section governs the internal electoral and governance processes of the Barangay Youth Development Council (BYDC), including the conduct of elections for internal officers, term of office, filling of vacancies, and mechanisms for removal and leadership transition. All provisions herein shall be interpreted to uphold participatory leadership, merit-based selection, and transparency.

- 1. **INTERNAL OFFICERS SUBJECT TO ELECTION.** Immediately upon its constitution, the BYDC shall elect from among its accredited member-representatives the following internal officers:
  - a. Vice-Chairperson
  - b. Secretary
  - c. Treasurer
  - d. Additional officers as may be created by the Council through a resolution, provided that the scope of duties is defined and necessary for Council operations.

The SK Chairperson shall serve as ex-officio Chairperson of the BYDC and is not subject to election. No internal officer shall concurrently hold any elected or appointed position in the SK Council to preserve autonomy and avoid conflicts of interest.



2. **ELECTORAL COMMITTEE.** An Electoral Committee shall be formed by the SK Chairperson and composed of three (3) members of the BYDC who are not candidates for any internal position. The Committee shall:
- a. Issue official calls for nomination and candidacy
  - b. Determine and announce the election calendar at least seven (7) days in advance
  - c. Validate eligibility of nominees
  - d. Conduct and supervise the election process
  - e. Tabulate and certify the results
  - f. Submit a post-election report to the SK Chairperson and NCYDO for documentation

The Electoral Committee shall be automatically dissolved within seven (7) days after the successful conduct of elections and turnover to elected officers.

3. **NOMINATION AND VOTING PROCEDURE. NOMINATION AND VOTING PROCEDURE.** Nominations must be submitted in writing within the designated nomination period. Each accredited youth organization or sectoral group shall be entitled to one (1) vote, cast through its official BYDC representative.

Voting shall be conducted via secret ballot. Candidates receiving the highest number of valid votes shall be declared winners. In the event of a tie, a run-off election between tied candidates shall be conducted immediately.

A candidate may only run for one position. Any violation of this rule shall result in disqualification from both positions.

4. **TERM OF OFFICE.** All internal officers shall serve a term of two (2) years, beginning from the date of official assumption into office and subject to only one re-election. Midterm replacements due to vacancy shall serve only the unexpired term of their predecessors and may still be eligible for one full term.
5. **VACANCIES AND SPECIAL ELECTIONS.** In case of vacancy due to resignation, removal, incapacity, or disqualification, the BYDC shall conduct a special election within thirty (30) calendar days to fill the position. The same Electoral Committee procedures shall apply, and the winner shall assume office immediately after proclamation.
6. **GROUNDINGS AND PROCEDURE FOR REMOVAL.** Any elected internal officer of the BYDC may be removed from office for any of the following grounds:
- a. Gross misconduct
  - b. Abuse of authority
  - c. Dereliction or consistent negligence of duty



- d. Three (3) consecutive unexcused absences in regular BYDC meetings
- e. Misuse of funds or falsification of records

The removal process shall observe due process, including:

1. Submission of a formal written complaint to the Chairperson or Vice-Chairperson
2. Notification to the respondent with opportunity to respond
3. Conduct of a deliberation by the Council, excluding the respondent
4. A two-thirds (2/3) vote of all present and voting BYDC members in a duly constituted meeting shall be required to effect removal

Removed officers shall be disqualified from running for any BYDC position for the remainder of the current term.

**SECTION 9. FUNCTIONS OF THE BARANGAY YOUTH DEVELOPMENT COUNCIL (BYDC).** This body shall serve as a consultative, coordinating, and advisory body dedicated to strengthening youth governance, sectoral representation, and participatory policymaking at the barangay level. In line with this, the BYDC shall perform the following functions:

1. Formulate and develop the Comprehensive Barangay Youth Development Plan (CBYDP), ensuring that it is aligned with the Local Youth Development Plan (LYDP) and the Sangguniang Kabataan Federation's Advocacy Directional Areas, while addressing the specific needs of the barangay youth sector.
2. Monitor, evaluate, and assess youth programs and initiatives at the barangay level to ensure transparency, accountability, and effectiveness, providing recommendations for program improvement and sustainability.
3. Advocate for youth rights and welfare, engaging in legislative lobbying, policy formulation, and program development, particularly in areas concerning youth protection, education, health, employment, and social inclusion.
4. Ensure active representation of all youth sectors, including but not limited to in-school youth, out-of-school youth, working youth, PWD youth, Indigenous youth, LGBTQ+ youth, and other marginalized groups, ensuring that youth governance is inclusive and participatory.
5. Facilitate the registration and accreditation of youth organizations not only under the Youth Organization Registration Program (YORP) but also through city-level accreditation mechanisms, ensuring their active involvement in barangay governance and youth development initiatives.
6. Conduct research, surveys, and youth consultations to generate evidence-based policies, programs, and initiatives, allowing the barangay youth sector to play an informed and proactive role in decision-making.



7. Serve as an advisory body to the Sangguniang Kabataan (SK) and the Barangay Council, ensuring that youth concerns, perspectives, and sectoral needs are effectively integrated into barangay development planning, policymaking, and program implementation.

The BYDC shall continuously engage with stakeholders, youth organizations, and government agencies to ensure that youth-related policies and programs remain relevant, responsive, and impactful in promoting holistic youth development at the barangay level.\

**SECTION 10. PARTICIPATION IN THE FORMULATION OF THE ANNUAL BARANGAY YOUTH INVESTMENT PROGRAM (ABYIP).** The Barangay Youth Development Council shall actively participate in the formulation of the ABYIP by reviewing draft proposals and submitting formal recommendations to the Sangguniang Kabataan. These recommendations must reflect the priorities, needs, and sectoral inputs of the youth organizations and groups represented in the BYDC.

The Sangguniang Kabataan shall consider and incorporate the endorsed recommendations of the BYDC prior to finalization of the ABYIP. The final ABYIP shall then be presented to the Katipunan ng Kabataan for participatory ratification in accordance with applicable laws and guidelines.

**SECTION 11. PARTICIPATORY YOUTH RESEARCH AND MAPPING.** The BYDC, in partnership with the Sangguniang Kabataan and the NCYDO, shall conduct periodic participatory youth research and mapping to ensure that development plans and programs respond to the actual needs of the barangay youth. These activities may include youth profiling, surveys, focus group discussions, issue mapping, and other context-appropriate tools.

Findings shall inform the Comprehensive Barangay Youth Development Plan, the ABYIP, and the agenda of Katipunan ng Kabataan (KK) Assemblies, in line with the KK Standardization Framework Ordinance. The NCYDO shall provide technical assistance and tools, and may also allocate financial support. Expenses may be charged to the SK budget, with possible augmentation from the Barangay Council or external partners, subject to existing rules and guidelines.

**SECTION 12. MEMBERSHIP REQUIREMENTS, APPLICATION, AND ACCREDITATION.** All youth organizations and youth-serving organizations seeking participation in the Barangay Youth Development Council shall undergo an accreditation process every two (2) years to ensure active engagement, proper representation, and accountability in barangay youth governance. This accreditation process shall be open, inclusive, and transparent, ensuring equal opportunities for all qualified organizations.

#### **A. APPLICATION PROCESS**

1. Filing of Application – Interested organizations shall submit a Letter of Intent addressed to the BYDC Chairperson (SK Chairperson), along with the following documents:
  - a. Organization Profile and Constitution & By-Laws (if applicable)



- b. List of Active Members and Officers
  - c. Previous and Current Projects, Programs, or Activities
  - d. Endorsement Letter from a Barangay Official or SK Council
2. Validation and Screening – The BYDC, in coordination with the Sangguniang Kabataan (SK), shall conduct background verification, sectoral assessment, and community validation to ensure the organization's legitimacy and active engagement in youth affairs.
3. Approval of Accreditation – Organizations that pass the screening shall be formally accredited through a Barangay Resolution and entered into the official BYDC Roster. No application shall be denied or delayed on the basis of political affiliation, personal bias, or other non-merit-based considerations. The accreditation process shall adhere strictly to the principles of fairness, inclusivity, and meritocracy, ensuring that all qualified youth organizations are given equal opportunity to participate in barangay youth governance.

## **B. MAINTENANCE OF ACCREDITATION**

1. All accredited organizations must submit an Annual Accomplishment Report detailing their activities, initiatives, and engagements in youth development programs.
2. Failure to submit the required report or demonstrate continued inactivity shall subject the organization to review and assessment, which may result in:
  - a. Probationary status with a compliance period to meet accreditation requirements.
  - b. Revalidation of membership through additional screening and justification.
  - c. Removal from the BYDC roster after due consultation with the BYDC Officers and SK.

The accreditation process shall be facilitated in close coordination with the Barangay Council and the NYCDO to ensure inclusivity, fairness, and proper governance in youth representation.

## **C. IN CASES OF CIRCUMSTANCE**

1. If a BYDC fails to accredit a sufficient number of youth organizations necessary to meet the quorum requirement, as defined in Section 7 of this Ordinance as a majority of all duly accredited and recognized member-organizations, the NCCYD and the NYCDO shall intervene by:
  - a. Conducting mobilization efforts to encourage active participation from unregistered or emerging youth organizations within the barangay;
  - b. Providing technical assistance and awareness campaigns to educate youth groups on the importance of accreditation and their role in youth governance;



- c. Coordinating with the Sangguniang Kabataan and Barangay Council to identify potential youth organizations that can be engaged in the BYDC; and
- d. Establishing a temporary advisory mechanism composed of existing youth leaders, sectoral representatives, and community advocates to assist in BYDC operations until quorum can be satisfied through proper accreditation.

**2. SPECIAL CONSIDERATION FOR SMALL BARANGAYS.** For the purposes of this Ordinance, a small barangay shall refer to any barangay that meets at least one of the following criteria:

- a. Has a registered youth population of fewer than three hundred (300) individuals based on the latest youth profiling or barangay records;
- b. Has fewer than five (5) active or accredited youth or youth-serving organizations, whether under NYC YORP, city-level accreditation, or local recognition; or
- c. Is officially classified as a small barangay by the City Government of Naga under applicable ordinances or local development classifications.

If a barangay falls under any of the above and is unable to independently constitute a functional BYDC—due to a lack of officers, accredited members, or sufficient organizational activity—it may request to form or join a joint BYDC with one or more adjacent barangays.

- a. Inter-Barangay BYDC Merging:
  - i. Geographically adjacent small barangays that share common youth concerns may propose the creation of a joint BYDC, subject to the approval of the NCCYD and the NCYDO.
  - ii. Each participating barangay shall adopt a formal resolution endorsed by the Barangay Council and the Sangguniang Kabataan, expressing intent to join the joint BYDC and outlining the agreed terms of coordination, representation, and shared governance.
  - iii. The joint BYDC shall operate under a unified structure composed of the SK Chairpersons of the participating barangays. From among themselves, they shall select a presiding officer, to serve on a rotational basis every six (6) months or as stipulated in their internal agreement. Each barangay shall retain one (1) official vote in all decisions, to be cast by the SK Chairperson or a formally designated BYDC officer.
  - iv. Decisions shall be made by a simple majority of participating barangays. In the event of a tie, the presiding officer shall cast the deciding vote. Meetings shall be convened alternately in each participating barangay to ensure inclusivity and community visibility.



- v. A barangay that lacks sufficient officers or accredited member-organizations may still participate in a joint BYDC, provided it has formally expressed intent to organize and is represented by at least one designated youth focal person. The NCCYD and NCYDO shall assist such barangays in building their internal capacity to eventually transition into an independent BYDC.
  - vi. If any barangay formally withdraws or becomes inactive, the joint BYDC may continue to operate as long as quorum is maintained, with written notification submitted to the NCCYD and NCYDO. All participating barangays shall be guaranteed equitable participation in discussions, programs, and leadership responsibilities, as reflected in their approved joint agreement.
- b. Individual Youth Representation:
- i. In the absence of enough organizations, qualified individual youth leaders may be accredited as interim members, provided they undergo a simplified accreditation process supervised by the NCCYD and NCYDO, as discussed under Section 12.3 of this Ordinance.
  - ii. These youth representatives shall hold temporary seats until more organizations are formed or mobilized in their barangay.
- c. Community-Based Youth Organizing:
- i. The BYDC, in collaboration with the SK and Barangay Council, shall actively initiate the formation of youth organizations through recruitment drives, leadership training, and community engagements to build a sustainable youth sector within the barangay.

**3. SIMPLIFIED ACCREDITATION PROCESS FOR INDIVIDUAL YOUTH REPRESENTATIVES IN SMALL BARANGAYS.** In cases where a BYDC lacks sufficient accredited youth organizations due to a small youth population or inactive groups, a Simplified Accreditation Process shall be implemented for individual youth representatives to ensure inclusive participation in youth governance.

The NCCYD and the NCYDO shall oversee the accreditation of individual youth representatives, following these streamlined requirements and procedures:

To qualify for BYDC membership under this provision, an individual must:

- a. Be a resident and registered voter of the barangay and between 15 to 30 years old at the time of application.
- b. Be actively involved in community service, youth advocacy, or volunteer initiatives within the barangay.
- c. Demonstrate a strong commitment to youth development, leadership, and civic engagement.



- d. Not hold an elected position in the Sangguniang Kabataan (SK) to avoid overlapping roles.
- e. Undergo endorsement from the Barangay Council or the existing SK, if applicable.

Accreditation Process for Individual Youth Representatives:

1. Application Submission

- a. The interested individual shall submit a Letter of Intent to the Barangay Council and BYDC (if already formed), outlining their motivation for joining and their proposed contributions to youth development.
- b. The letter must be co-endorsed by at least two (2) barangay officials or a recognized community leader to confirm their active engagement in youth-related initiatives.

2. Validation and Endorsement

- a. The Barangay Council, SK, and existing BYDC members (if applicable) shall review the application and conduct a brief consultation or interview to assess the applicant's qualifications and intentions.
- b. Upon validation of the individual's youth leadership involvement, the barangay shall issue an endorsement resolution recognizing the applicant as an accredited youth representative.

3. Approval by NCCYD and NYCDO

- a. The endorsed application shall be submitted to the NCCYD and NYCDO for final evaluation and official accreditation.
- b. Once approved, the applicant shall take an oath of commitment before the Sangguniang Kabataan Chairperson of the barangay, who shall serve as the administering officer. A representative from the NYCDO or the NCCYD may be present as a witness to ensure procedural integrity and alignment with city-wide youth development protocols.

The accreditation of individual representatives shall not be used for political appointments or to circumvent proper youth representation processes.

Barangay officials, SK officials, or government personnel shall not interfere in the selection of individual representatives, except for their endorsement as part of due diligence.

**SECTION 13. PERFORMANCE EXPECTATIONS AND DELIVERABLES.** The Barangay Youth Development Council shall maintain consistent and measurable performance standards to ensure its effectiveness in youth governance. It shall develop and submit an



Annual BYDC Action Plan aligned with the Local Youth Development Plan (LYDP) and Sangguniang Kabataan initiatives, ensuring that youth organizations actively support and complement SK programs.

The BYDC shall convene at least three (3) times per year, or once every four (4) months, to conduct planning sessions, policy advisory discussions, progress evaluations, and capacity-building activities to strengthen participatory governance at the barangay level.

The Naga City Youth Development Office shall prepare a standardized template for the Annual BYDC Action Plan to guide its formulation and promote consistency across all barangays. The Action Plan shall be submitted alongside the SK's Annual Budget Proposal to ensure that BYDC programs and initiatives are considered in the SK's resource allocation and planning process.

All individual youth representatives accredited under Section 12 of this Ordinance shall undergo an annual revalidation process to confirm continued eligibility and active participation in community-based youth initiatives. This revalidation shall be conducted by the Naga City Council for Youth Development and the Naga City Youth Development Office, in coordination with the Barangay Council and SK. Individuals who fail to meet minimum engagement criteria may be disqualified or placed under probationary status, subject to due process.

**SECTION 14. PRIVILEGES AND INCENTIVES FOR BYDC MEMBERS.** Sitting members of the BYDC shall be entitled to non-transferable SK scholarships or educational assistance, ensuring their continued academic and professional growth while serving in youth governance. They shall have exclusive access to leadership training, governance workshops, and skills development programs facilitated by the NYCDO and the NCCYD to enhance their competencies in policymaking, project management, and youth advocacy. Upon completion of their term, members shall be issued a Certificate of Service and Recognition, acknowledging their contributions to youth development and local governance. Furthermore, exceptional and high-performing members shall be eligible for endorsement to higher leadership roles, including potential membership in the NCCYD or representation in national youth councils and policy-making bodies, further expanding their opportunities for leadership and civic engagement.

**SECTION 15. GRIEVANCE AND ACCOUNTABILITY MECHANISM.** A Grievance and Accountability Mechanism shall be institutionalized within the Barangay Youth Development Council to address complaints, ethical concerns, conflicts of interest, or violations of BYDC principles, and to maintain a culture of transparency, integrity, and respectful engagement among members. This mechanism shall be consistent with the standards of the SK Reform Act, relevant DILG issuances, and barangay grievance procedures.

- 1. DESIGNATION OF GRIEVANCE AND ACCOUNTABILITY OFFICER (GAO).** The SK Chairperson, in consultation with the Barangay Council, shall designate a GAO from among the accredited BYDC representatives, subject to the following conditions:



- a. The GAO must not be holding any other internal BYDC position (such as Vice-Chairperson, Secretary, or Treasurer);
  - b. The GAO shall not be directly related to the SK Chairperson or any Barangay Council member up to the third degree of consanguinity or affinity;
  - c. The term of the GAO shall be co-terminus with the calendar year, or until a successor is appointed. Mid-year replacement may be made in cases of resignation, incapacity, or upon a two-thirds (2/3) vote of the BYDC membership for just cause.
2. **FILING OF COMPLAINTS.** Any member of the BYDC or stakeholder in the barangay may file a written complaint addressed to the GAO, indicating the nature of the grievance, the parties involved, relevant supporting documents, and the relief sought. Anonymous complaints will be accepted only if they contain substantial verifiable evidence. All parties involved shall be entitled to fair hearing and representation.
3. **CONFLICT OF INTEREST AND INHIBITION.** In cases where the subject of the grievance is the GAO, the SK Chairperson, or any party with authority over the mechanism, the complaint shall automatically be referred to the NCYDO and the NCCYD for independent facilitation. The GAO shall inhibit from handling any grievance involving themselves or close relations, and a temporary GAO shall be designated for such cases.
4. **RESOLUTION TIMELINE AND PROCESS.** All grievances shall be resolved within fifteen (15) working days from receipt, unless extended for justifiable reasons. The GAO shall facilitate the resolution process through any or a combination of the following:
- a. Peer mediation or internal dialogue;
  - b. Fact-finding with documentation review;
  - c. Recommendation of sanctions;
  - d. Referral to the Barangay Council or NCYDO for further action.

All outcomes, including dismissed or resolved complaints, shall be documented and submitted to the NCYDO. Confidentiality shall be observed throughout the process, unless disclosure is required to prevent harm or comply with legal obligations.

5. **SANCTIONS AND DISCIPLINARY MEASURES.** The following sanctions may be imposed depending on the severity and frequency of the offense:
- a. Written Warning – For first-time minor offenses such as tardiness, unprofessional behavior, or failure to fulfill responsibilities.
  - b. Reprimand and Counseling – For repeated minor offenses or moderate conduct violations disrupting the Council's dynamics.
  - c. Suspension from BYDC Duties (not exceeding 60 days) – For acts of gross negligence, misuse of resources, or disobedience to Council resolutions.



- d. Removal from BYDC Position or Revocation of Accreditation – For major offenses such as abuse of authority, harassment, or breach of ethical standards. Removal must be approved by a two-thirds (2/3) vote of the BYDC and endorsed by the Barangay Council, with the concurrence of the NCYDO.
- e. Permanent Disqualification – For grave misconduct, confirmed misuse of public funds, or repeated violations. This shall include formal documentation submitted to the Barangay Council and NCYDO, rendering the individual ineligible for any future BYDC accreditation unless reversed upon appeal.

All sanctions involving suspension or removal shall be enforced by the BYDC Presiding Officer, or by the GAO in cases where the Presiding Officer is the subject of the grievance.

6. **APPEALS PROCESS.** All parties shall have the right to appeal a decision rendered by the designated Grievance and Accountability Officer. Appeals must be filed in writing within five (5) working days from receipt of the resolution, stating clear grounds such as denial of due process, conflict of interest, or gross procedural irregularity.

Appeals shall be submitted to a three-member Appeals Committee constituted as follows:

- a. One (1) designated representative from the NCCYD
- b. One (1) representative from the NCYDO
- c. One (1) disinterested SK or BYDC officer from another barangay, appointed by the NCCYD

The Appeals Committee shall deliberate based on the submitted grievance documents, conduct clarificatory interviews if necessary, and render a final and binding decision within ten (10) working days. If the SK Chairperson is the subject of the complaint, they shall recuse themselves from all stages of deliberation and decision-making.

All appeals proceedings must be documented and included in the official Grievance Resolution Report submitted to the NCYDO for archival and policy monitoring purposes.

7. **RESTORATIVE AND EDUCATIONAL MEASURES.** As part of resolution and community healing, the GAO may recommend non-punitive remedies such as:

- a. Written or public apology;
- b. Community service;
- c. Participation in ethics training or values formation programs facilitated by the NCYDO.

**SECTION 16. KK-BYDC FEEDBACK INTEGRATION MECHANISM.** In accordance with the Naga City KK Standardization Ordinance, the Barangay Youth Development Council shall formally recognize the Katipunan ng Kabataan Assembly as the barangay's highest



participatory youth platform. The BYDC shall treat all formal resolutions, documented feedback, and validated sectoral recommendations from KK Assemblies as institutional inputs to youth governance planning.

- A. **SUBMISSION AND REVIEW OF KK INPUTS.** All official outputs of the KK Assembly—including documented concerns, resolutions, declarations, and sectoral recommendations—shall be transmitted to the BYDC by the Sangguniang Kabataan Chairperson within five (5) working days from the conclusion of the assembly, in compliance with Section 10 of the KK Standardization Ordinance. Upon receipt, the BYDC shall include the KK inputs in the agenda of its next regular meeting for formal review and deliberation.
- B. **INTEGRATION INTO THE COMPREHENSIVE BARANGAY YOUTH DEVELOPMENT PLAN (CBYDP).** The BYDC shall assess the feasibility, alignment, and strategic value of KK inputs in the development or refinement of the CBYDP. Items deemed viable and responsive shall be incorporated into the corresponding programs, projects, or policy priorities of the youth sector. This process shall align with the BYDC's mandate to facilitate participatory youth planning as provided in this Ordinance.
- C. **WRITTEN RESPONSE AND FEEDBACK LOOP.** Within thirty (30) calendar days from the receipt of KK inputs, the BYDC shall prepare a written response addressed to the KK Assembly. This response, to be signed and issued by the Sangguniang Kabataan Chairperson in their capacity as ex-officio Chairperson of the BYDC, shall contain:
- Items that have been adopted and the corresponding actions taken within the CBYDP or ABYIP;
  - Items that were not adopted, with specific rationale and guidance for possible future improvement or refinement.

The response shall be presented at the next KK Assembly, posted on official barangay or youth information channels, and submitted to the NCYDO and the NCCYD for tracking and documentation purposes.

- D. **INTERPRETATION CLAUSE.** This Section shall be construed in full harmony with the Naga City KK Standardization Framework Ordinance and shall not diminish the powers or procedural responsibilities of the Katipunan ng Kabataan or the Sangguniang Kabataan as defined therein.

**SECTION 17. ROLE OF THE BARANGAY COUNCIL IN YOUTH GOVERNANCE.** The Barangay Council shall serve as an enabling and consultative partner of the Sangguniang Kabataan, the Barangay Youth Development Council (BYDC), and the Katipunan ng Kabataan (KK) Assembly. It shall extend technical, administrative, and logistical support to youth development processes in the barangay, including access to facilities, issuance of necessary documentation, and coordination assistance for youth meetings, assemblies, and related activities. Such support shall be exercised in line with the barangay's general welfare function as provided under Section 17 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991.



The Barangay Council may recognize resolutions, recommendations, and validated action points from the BYDC or KK Assembly, particularly those aligned with barangay development goals and youth welfare. It may also integrate appropriate youth sector proposals into barangay ordinances or executive issuances, in line with its legislative and executive functions.

The Barangay Council shall not interfere in the internal deliberations, elections, or operational decisions of the Sangguniang Kabataan, the KK Assembly, or affiliated bodies such as the BYDC, except in cases involving legal or ethical violations, or upon formal request for advisory assistance. While the Punong Barangay exercises general supervision over the Sangguniang Kabataan under Section 389(b)(k) of the Local Government Code, such supervision is limited to ensuring legality and does not extend to control over youth-led mechanisms and decisions.

This prohibition on interference affirms the institutional independence and participatory mandate of youth governance bodies, consistent with the principles of local autonomy and people's participation in Section 384 of the Local Government Code, and further reinforced by Republic Act No. 10742, as amended by Republic Act No. 11768.

**SECTION 18. RELATIONSHIP WITH THE NCCYD.** The BYDC shall serve as a platform for consolidating grassroots youth perspectives to help shape citywide youth development policies and programs. It shall work in close coordination with the NCCYD to ensure that barangay-level youth initiatives contribute to the broader goals of youth governance and development in the city.

The NCCYD, in collaboration with the NCYDO, shall provide leadership training, capacity-building programs, and technical assistance to strengthen the competencies of BYDC officers. The BYDC shall assist in gathering local youth insights, community data, and documentation of best practices, contributing to the continuous improvement of youth policies and programs at the city level.

To ensure alignment and sustainability, the NCCYD and NCYDO shall engage with the BYDCs through structured monitoring, periodic consultations, and policy discussions, fostering an inclusive and participatory approach to youth development in Naga City. The NCCYD and NCYDO shall also maintain a consolidated database of BYDC reports, action plans, resolutions, and sectoral recommendations, which may be utilized for inter-barangay collaboration, evidence-based planning, and the formulation of citywide youth development strategies.

**SECTION 19. INSTITUTIONAL MEMORY AND KNOWLEDGE TRANSFER.** To ensure continuity, institutional integrity, and sustained program implementation, all outgoing BYDC officers shall conduct a formal turnover process prior to the assumption of newly elected officers. This shall include the documentation and submission of the following:

1. Status of ongoing and pending projects;



2. Official records such as resolutions, financial and activity reports, and communications;
3. Key challenges encountered and strategic recommendations;
4. Inventory of assets, materials, and digital files related to BYDC operations.

The turnover must be completed within fifteen (15) working days after the BYDC internal elections. Copies of the turnover documents shall be submitted to the SK Chairperson, the Barangay Council, and the NCYDO for archiving and institutional tracking.

A Leadership Transition and Turnover Workshop shall be conducted prior to the assumption of duties by the newly elected internal officers. To optimize resources and foster shared learning, this activity shall be organized per SK district, with technical support from the NCCYD and the NCYDO. The workshop shall orient new officers on governance roles, continuity strategies, planning tools, and standard procedures aligned with city youth development frameworks.

The Youth Governance Handbook, developed and regularly updated by the NCCYD and NCYDO, shall serve as the primary reference for policies, functions, protocols, and best practices in barangay-level youth governance.

**SECTION 20. YOUTH INNOVATION COMPETITIONS AND FUNDING OF WINNING INITIATIVES.** The Sangguniang Kabataan shall be mandated to conduct an annual Youth Innovation Competition in their respective barangays to encourage creative and impactful solutions addressing youth-related issues and community development challenges. This initiative aims to foster innovation, active citizenship, and problem-solving among young people, allowing them to propose projects that align with the Local Youth Development Plan and the Annual Barangay Youth Investment Program (ABYIP). The competition shall consist of three key phases: Selection, Mentorship and Capacity-Building, and Project Implementation.

1. Selection Phase – The SK shall launch a call for proposals and invite individuals and youth organizations to submit project ideas addressing priority youth concerns in areas including but not limited to Good Governance, Adolescent and Youth Health, Quality Education, Active Citizenship, Economic Empowerment, Arts and Culture, Agriculture and Environment, Sports Development, Peace-Building and Security, Diversity, Equity, and Inclusion (DEI), and Spiritual Formation. Entries shall undergo a rigorous selection process, and the top three (3) winning initiatives shall be chosen based on feasibility, innovation, and impact.
2. Mentorship and Capacity-Building Phase – The SK shall conduct its own mentorship program for the winning teams, equipping them with the necessary skills to refine and implement their initiatives effectively. This phase may include technical guidance, leadership training, project management, and financial planning workshops facilitated by the SK and external experts if necessary. The SK may partner with local professionals, entrepreneurs, government offices, or non-government organizations to enhance the mentorship experience, but the program shall remain under the full management of the SK. Each winning team shall be assigned a mentor from the



Sangguniang Kabataan, preferably the committee chairperson relevant to the project's focus area, who shall guide the alignment of the initiative with the barangay's youth development priorities and assist in its implementation.

3. Project Implementation Phase – The SK shall allocate funding from its annual budget to support the implementation of the top three winning initiatives. The winning teams, in collaboration with the SK and BYDC, shall execute their projects following the guidelines set during the mentorship phase. The SK shall monitor the progress and impact of each initiative, ensuring that the projects meet their intended objectives. A final assessment shall be conducted to evaluate sustainability and scalability, allowing successful initiatives to be expanded or replicated in future youth development programs.

**SECTION 21. STANDARDIZED SELECTION CRITERIA AND PROJECT IMPLEMENTATION.** The Sangguniang Kabataan shall establish a standardized set of criteria for evaluating entries in the Youth Innovation Competition, ensuring that projects are impactful, feasible, and aligned with the barangay and city's youth development priorities. The evaluation shall be based on the following weighted criteria:

1. Potential for Community Impact (30%) – The project identifies a clear and pressing youth or community concern, sets measurable goals, and demonstrates the potential to create meaningful, positive, and sustainable change in the barangay.
2. Innovation and Creativity (25%) – The proposal offers a unique or original approach to problem-solving, integrating creative strategies and out-of-the-box thinking to maximize available resources and provide fresh, impactful solutions.
3. Volunteer Engagement and Mobilization (20%) – The project includes a detailed plan for recruiting, training, and engaging volunteers, emphasizing collaboration and inclusivity in youth participation.
4. Alignment with Advocacy Directional Areas (10%) – The initiative must align with at least one of the Advocacy Directional Areas of the SK, integrating relevant principles and setting measurable objectives that contribute to its goals.
5. Sustainability and Long-Term Benefits (10%) – The proposal must include a clear plan for continuity beyond the initial implementation phase, outlining strategies for partnerships, resource generation, and long-term impact.
6. Community Vote (5%) – Community support shall be factored into the evaluation, reflecting the project's relevance and desirability among local residents.

Winning teams shall be required to submit a project implementation report and participate in an SK-led evaluation of outcomes, ensuring transparency and accountability. To further promote innovation and youth leadership, the City Government, through the SK Federation and the NCYDO, may establish a citywide Youth Innovation Showcase, where the best barangay-level initiatives shall have the opportunity to compete for additional funding, mentorship, and citywide recognition.



**SECTION 22. FUNDING AND SUPPORT MECHANISMS.** The Barangay Youth Development Council shall receive financial support from multiple sources to ensure its effective operation and sustainability. The Sangguniang Kabataan must allocate a portion of its annual budget to fund the administrative, operational, and programmatic activities of the BYDC, ensuring that it has the necessary resources to fulfill its mandate. The Barangay Government may also allocate funds for the BYDC's programs, activities, and capacity-building initiatives as part of its Barangay Development Fund (BDF).

The City Government of Naga shall allocate funding specifically for the capacity-building programs of the BYDC, alongside the NCCYD. This funding shall be used for leadership development, governance training, project management, youth policy education, and other relevant programs that will enhance the competencies of BYDC officers and members. The NCCYD and NCYDO shall oversee the design and implementation of these programs, ensuring that every BYDC across the city receives the necessary support to effectively contribute to local youth governance.

Additionally, the BYDC may seek external grants, partnerships, and sponsorships from non-government organizations, private sector entities, and other development partners, provided that all financial transactions adhere to existing transparency and accountability standards. The SK, Barangay Council, and NCCYD shall provide guidance in securing these additional resources to further expand the reach and impact of youth development initiatives.

**SECTION 23. IMPLEMENTING RULES AND REGULATIONS.** The NCYDO and the NCCYD, in coordination with the Sangguniang Kabataan Federation of Naga City, shall formulate and issue the necessary Implementing Rules and Regulations (IRR) within sixty (60) days from the approval of this Ordinance. The IRR shall outline the operational guidelines, funding utilization, monitoring mechanisms, and capacity-building initiatives for the effective implementation of this Ordinance.

**SECTION 24. IMPLEMENTATION GUIDELINES AND STANDARDIZED DOCUMENTS.** To ensure consistency, operational efficiency, and institutional integrity in the implementation of this Ordinance, the NCCYD and the NCYDO shall develop and officially disseminate a comprehensive set of standardized templates, tools, and forms. These shall serve as the operational backbone for all BYDCs across the city, including but not limited to:

1. Accreditation and Membership
  - a. Organizational Accreditation Form
  - b. Individual Youth Representative Accreditation Form
  - c. Endorsement Resolution Template (Barangay Council and SK)
  - d. BYDC Official Roster Template
  - e. Annual Revalidation Form for Individual Youth Representatives
2. Planning and Program Implementation
  - a. Annual BYDC Action Plan Template
  - b. CBYDP Input and Recommendation Form
  - c. ABYIP Feedback and Recommendation Template
  - d. KK Assembly Input Response Form



- e. Joint BYDC Agreement Template (for merging barangays)
- f. Annual BYDC Accomplishment Report Template
- g. Monitoring and Evaluation (M&E) Scorecard Template

3. Governance and Operations

- a. BYDC Internal Rules of Procedure (IRP) Template
- b. Internal Officer Election Result Form
- c. BYDC Meeting Minutes Template
- d. Attendance Sheet Template
- e. Barangay Resolution Template for BYDC Recognition

4. Grievance and Accountability Mechanisms

- a. Grievance Filing Form
- b. Investigation and Resolution Report Template
- c. Appeal Submission Form
- d. Disciplinary Action Record Form

5. Transition and Documentation

- a. Turnover Checklist
- b. Leadership Transition Report Form
- c. Asset and Document Inventory Template
- d. Leadership Transition and Orientation Workshop Standard Module

All documents listed above shall be officially transmitted to the barangays through the NCYDO and shall be mandatory for use. The Internal Rules of Procedure (IRP) shall be adopted by each BYDC using the official template, customized as needed without contradicting this Ordinance.

These documents shall be periodically reviewed, validated, and updated by the NCCYD and NCYDO based on implementation feedback and evolving best practices. Updates shall be issued via formal advisory or memorandum circular. The NCYDO shall provide technical assistance to all barangays for proper utilization of these tools, and ensure monitoring, compliance, and archival of all submitted documents.

**SECTION 25. TRANSITORY PROVISION.** All barangays in Naga City shall constitute their respective Barangay Youth Development Councils (BYDCs) within ninety (90) days from the approval of this Ordinance. The NCYDO and NCCYD shall provide technical assistance to ensure the proper organization, accreditation of youth organizations, and operational setup of the BYDC in every barangay.

**SECTION 26. COMPLIANCE REQUIREMENTS AND INTERVENTIONS FOR NON-PERFORMING BYDCs.** Barangays that fail to establish a Barangay Youth Development Council (BYDC) within ninety (90) days of this Ordinance's approval shall undergo a special review by the Naga City Council for Youth Development (NCCYD), the Naga City Youth Development Office (NYCDO), and the Department of the Interior and Local Government (DILG). They must submit a written justification and an action plan for



compliance to the Sangguniang Panlungsod within fifteen (15) days, detailing the reasons for non-compliance and a clear timeline for establishment.

The NCCYD and NYCDO shall intervene in non-performing BYDCs, implementing corrective capacity-building programs to improve engagement and functionality. A BYDC that remains inactive for two (2) consecutive years may be subject to restructuring, including the reorganization of officers and new elections, under the supervision of the SK, NCCYD, and Barangay Council to restore its effectiveness in youth governance.

To ensure sustained compliance, the NCCYD and NYCDO shall conduct periodic evaluations and provide direct support to struggling BYDCs, ensuring every barangay meets the standards set by this ordinance.

**SECTION 27. SEPARABILITY CLAUSE.** If any provision or part of this Ordinance is declared unconstitutional or invalid, the remaining provisions shall not be affected and shall continue to be in full force and effect.

**SECTION 28. REPEALING CLAUSE.** All ordinances, executive orders, and other local policies inconsistent with this Ordinance are hereby modified, amended, or repealed accordingly.

**SECTION 29. EFFECTIVITY CLAUSE.** This Ordinance shall take effect immediately upon its approval.