



**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT (DILG)
COMMISSION ON ELECTIONS (COMELEC)
NATIONAL YOUTH COMMISSION (NYC)**

JOINT MEMORANDUM CIRCULAR NO. 2017-01

DATE: June 23, 2017

TO : ALL PROVINCIAL GOVERNORS, CITY/MUNICIPAL MAYORS, PUNONG BARANGAYS, SANGGUNIANs, DILG REGIONAL DIRECTORS, ARMM REGIONAL GOVERNOR, DILG CITY DIRECTORS, CITY/MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICERS, AND ALL OTHERS CONCERNED

SUBJECT : GUIDELINES ON THE CONDUCT OF SANGGUNIANG KABATAAN (SK) PEDERASYON ELECTION; AND RULES GOVERNING TERMS OF OFFICE, SUSPENSION AND REMOVAL OF ALL SK PEDERASYON OFFICERS

I. PRELIMINARIES

SECTION 1. RATIONALE. - Cognizant of the vital role of the youth in nation-building, Republic Act 10742, otherwise known as the "SK Reform Act of 2015", was signed into law. This promotes and protects moral, spiritual and social well-being of the youth and instill among the youth a sense of patriotism, nationalism and other desirable values.

The SK Reform Act of 2015 encourages the involvement of youth in public and civic affairs through the establishment of effective, responsive and enabling mechanisms in forging youth participation in local governance.

Section 21(b) of RA 10742, provides that the Pederasyon ng mga Sangguniang Kabataan at all levels, shall elect from among themselves the president, vice-president, treasurer, secretary and such other officers as they may deem necessary.

Further, Section 21(c) of the said law states that the manner of election, suspension and removal of the officers of the Pederasyon at all levels and the term of office of the other officers of the Pederasyon shall be governed by the guidelines to be jointly issued by DILG, COMELEC and NYC.

Hence, this *Joint Memorandum Circular*.

SECTION 2. PEDERASYON NG SANGGUNIANG KABATAAN. - All SK Chairpersons throughout the country shall be sequentially federated in every political unit, starting from the city/municipal level to the provincial level with the following guidelines:

(a) Organization and Composition:

1. The SK Pederasyon organized at the municipal level shall be known as the ***Pambayang Pederasyon ng mga Sangguniang Kabataan***, composed of all the SK Chairpersons of the barangays of the concerned municipality;
2. The SK Pederasyon organized at the city level shall be known as the ***Panlungsod na Pederasyon ng mga Sangguniang Kabataan***, composed of all the SK Chairpersons of the barangays of the concerned city. (Component, Independent Component and Highly-Urbanized Cities); and
3. The SK Pederasyon organized at the provincial level shall be known as ***Panlalawigang Pederasyon ng mga Sangguniang Kabataan***, composed of all the elected SK Pederasyon Presidents of the municipalities and component cities of the province concerned.

(b) Elective Officers/Positions.- The Pederasyon ng mga Sangguniang Kabataan, at all levels, shall elect its officers, but not limited to the following positions:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Auditor
6. PRO
7. Sergeant-at-Arms

SECTION 3. SCHEDULE AND VENUE. The orientation and elections of officers of the Pederasyon ng mga Sangguniang Kabataan, at all levels, shall be conducted for two (2) days in accordance with the following:

(a) Programme Flow¹;

Day 1 – Orientation on the Roles of SK Pederasyon Officers

Day 2 – Elections and Mass Oath Taking

(b) Panlungsod/Pambayang Pederasyon Election – The SK Pederasyon Election at the city/municipal level shall be held at the designated venue within the city/municipality ***on or before November 7, 2017***; and

(c) Panlalawigan Pederasyon Election – The SK Pederasyon election at the provincial level shall be conducted at the designated venue within the province ***on or before November 22, 2017***.

(d) As much as practicable, the above-mentioned activities be conducted in a public building.

¹Annex “A”-Programme Flow Template

II. PREPARATORY ACTIVITIES

SECTION 4. NOTIFICATION. –Notices pertaining to the conduct of the Pederasyon Elections at all levels shall be sent to all SK Chairpersons who have completed the Mandatory Training as prescribed under Chapter V, Section 27 of Republic Act 10742, on the following manner:

- (a) **Panlungsod/Pambayang Pederasyon Election.**-The City Director (CD)/City/Municipal Local Government Operations Officers (C/MLGOOs) shall notify in writing² all concerned SK Chairpersons stating briefly the purpose, the place, date, time thereof, and amount of registration, at least five (5) days before the scheduled undertaking; and
- (b) **Panlalawigang Pederasyon Elections.**- The Provincial Director (PD) shall notify in writing³ all the duly elected SK Pederasyon Presidents of cities and municipalities stating briefly the purpose, the place, date and time thereof, and amount of registration at least five (5) days before the scheduled undertaking.

SECTION 5. CONSTITUTION OF BOARD OF ELECTION SUPERVISORS (BES) - There shall be a BES at every level to be composed of the following:

(a) Panlungsod/Pambayang Pederasyon Elections (City/Municipal Level)

1. Chair: City Director/City/Municipal Local Government Operations Officer
2. Members: City/Municipal COMELEC Officer; and
Secretary to the Sangguniang Panlungsod/Bayan

(b) Panlalawigang Pederasyon Elections (Provincial Level)

1. Chair: DILG Provincial Director
2. Members: Provincial Election Supervisor; and
Secretary to the Sangguniang Panlalawigan

- (c) No person shall serve as chairman or member of the BES if he/she is related within the fourth (4th) civil degree of consanguinity or affinity to any member of the same board or to any nominee to be voted for or his/her spouse;
- (d) In the absence of any of the designated chair or members of the BES at any level, his/her duly authorized representative shall sit in the Board, for and in his/her behalf. The authorization must be in writing;
- (e) The Board shall be the final arbiter in all election controversies within its level. Its decision on the matter shall be final and executory;

² Annex "B" – Notification Template, City/Municipal Level

³ Annex "C" – Notification Template, Provincial Level

- (f) The Chair and members of the BES shall have one vote each. A majority vote is required in all election controversies; and
- (g) A notification letter⁴ shall be sent by the concerned DILG Field Officer to the concerned members of the BES.

SECTION 6. CONSTITUTION OF PANEL OF OBSERVERS.- A Panel of Observers in each level shall be constituted at least five (5) days before the scheduled date of the elections and shall only be allowed to observe the election proceedings. The BES shall notify⁵ and select the members of the panel of observers to be composed of the following:

1. One (1) CSO/NGO representative;
2. One (1) representative from the academe, preferably the school principal of a private or public educational institution; and
3. The City/Municipal/Provincial Police Chief or PNP Provincial Director, as the case may be.

SECTION 7. ELECTION PARAPHERNALIA. -Election paraphernalia shall be prepared and kept in accordance with the following:

- (a) **PREPARATION.** - The DILG Officer concerned shall cause the preparation of the forms such as the registration form⁶, official ballots⁷, tally sheets⁸ and certificates of proclamation of elected officers and may secure, for the use of the Pederasyon, the needed ballot box and portable voting booth from the treasurer of the city or municipality where the Pederasyon election is held; and
- (b) **CUSTODY.** -Before and after the Pederasyon elections, the ballots, ballot boxes, tally sheets and other election forms shall be under the exclusive custody of the respective Chairperson of the Board of Election Supervisors, at all levels, which shall be kept in a place safe enough where it could not be tampered.

III. ORIENTATION

SECTION 8. REGISTRATION. -All participating SK Chairpersons shall register, using the prescribed registration forms, upon arrival at the designated venue on the scheduled date of the activity. Participants shall pay the authorize registration fees to cover accommodation, honoraria, supplies, and other election-related expenses, for two (2) days, chargeable against the barangay's 10% SK fund, subject to the usual accounting and auditing rules and regulations, such as:

⁴ Annex "D" - Notification Letter, Constitution of the BES

⁵ Annex "E" - Invitation Letter for the Constitution of the Panel of Observers

⁶ Annex "F" - Registration Forms (F-1,F-2,F-3, F-4)

⁷ Annex "G"- Sample Ballots

⁸ Annex "H" - Sample Tally Sheets

- (a) For the SK City and Municipal Pederasyon participants, an amount of **THREE THOUSAND FIVE HUNDRED PESOS** (Php3,500.00) per participant;
- (b) For the SK Provincial/Highly Urbanized City Pederasyon participants, the same amount of **THREE THOUSAND FIVE HUNDRED PESOS** (Php 3,500.00) shall be collected; and
- (c) Other authorize expenses incurred by the concerned SK during the above-mentioned activities shall be reimbursed chargeable against the 10% SK Fund of the concerned barangay.

SECTION 9. ORIENTATION PROGRAM. –There shall be a *One-Day* Orientation before the conduct of SK Pederasyon Election at all levels, with the following conditions:

- (a) The concerned DILG Officer shall spearhead the conduct of the orientation/briefing; and
- (b) All participating SKs shall be required to attend and complete the scheduled orientation/briefing. Failure to complete the orientation/briefing shall bar the concerned SK to participate in the Pederasyon Election in any level.

IV. ELECTION PROPER

SECTION 10. REGISTRATION FOR PURPOSES OF ELECTION. (a) The participating SK Chairpersons shall be required to register for purposes of participating in the Pederasyon Election at the City/Municipal level, and shall provide the following:

1. Certificate of Proclamation from COMELEC; and
 2. Certificate of Completion of Mandatory Training
- (b) All elected Presidents of the Panlungsod/Pambayang Pederasyon ng mga Sangguniang Kabataan shall present the *Certificate of Proclamation*⁹ issued by the *Election Committee* at the city/municipal level in order to participate in the election at the Panlalawigang Pederasyon ng mga Sangguniang Kabataan:
 - (c) Only those who have completed the Mandatory Training as prescribed under Chapter V, Section 27 of Republic Act 10742 and the Orientation Program under Section 9 of this Circular shall be allowed to participate in the election proper.

SECTION 11. DETERMINATION OF QUORUM.– The concerned BES shall determine quorum to validly undertake the elections, under the following circumstances:

⁹ Annex "I" – Certificate of Proclamation by the Election Committee

- (a) **For Panlungsod/Pambayang Pederasyon Election** - the presence of the majority of all the SK Chairpersons who have been elected and qualified shall constitute a quorum; and
- (b) **For Panlalawigang Pederasyon Election** - the presence of the majority of all concerned elected Panlungsod/Pambayang Pederasyon Presidents shall constitute a quorum.

SECTION 12. CONSTITUTION OF THE ELECTION COMMITTEE. - There shall be an Election Committee to be constituted at every level, composed of a chairperson and two (2) members to be elected from among the members of the SK Pederasyon. The following shall be observed:

- (a) The concerned DILG Field Officer shall:
 - 1. Act as temporary presiding officer;
 - 2. Facilitate the nomination and election for the Chairperson and members of the Pederasyon Election Committee; and
 - 3. Declare the winners and turn over the floor to the Election Committee for the subsequent nominations and elections of the SK Pederasyon Officers.
- (b) The Election Committee shall:
 - 1. Not be eligible to run for any position in the Pederasyon in which he/she is to perform his/her duties, **except in city/municipality with less than 10 representations (for Panlungsod/Pambayang Pederasyon ng mga Sangguniang Kabataan only)**;
 - 2. Facilitate the nomination and votation of SK Pederasyon Officials in accordance with the succeeding provisions; and
 - 3. Ensure orderliness during the entire election proceedings.
- (c) No person shall serve as chairman or member of the Election Committee if he/she is related within the fourth (4th) civil degree of consanguinity or affinity to any member of the same Committee or to any nominee to be voted for or his/her spouse.

SECTION 13. NOMINATIONS. -Nominations for the positions of the SK Pederasyon at any level shall conform to the following guidelines:

- (a) The Election Committee shall accept nominations of candidates from President down to the last officer from the members of the Pederasyon.
- (b) Any SK Chairperson or Pederasyon President whose election as such, is under protest shall still be qualified for nomination and be voted for, without prejudice to the final result of such protest.

- (c) The nominee shall be given the right to identify and select his/her preferred registered name during the nomination process. Only one name shall be registered by the candidate and only his/her registered name shall be written on the ballot and be counted in his/her favor.
- (d) The name of each nominee shall be properly written on the specified board from which the nominees, upon proper motion, may correct the spelling of his/her name together with his/her nickname.
- (e) Once the nomination has been accepted, the nominee shall no longer be eligible to be nominated to other positions.
- (f) Each nominee shall be allotted equal time to speak, which shall not exceed five (5) minutes, before the Pederasyon members strictly on his qualifications, platforms and programs.
- (g) As soon as the last nominee for the last position shall have delivered his/her speech, the Pederasyon members shall then proceed to cast their votes.
- (h) No absentee nomination shall be allowed by the Election Committee.

SECTION 14. CASTING OF VOTES. - The concerned SK shall cast their votes in an orderly manner. The BES shall ensure that the following guidelines are properly observed:

- (a) **Seat Arrangement.**- Before the actual casting of votes, the following shall be observed:
 1. All concerned SK must be seated in at least one (1) seat apart from one another and in at least five (5) meters away from the voting area.
 2. Vacant seats to be used by a voter in casting his/her votes must be made available at the designated voting area. Seats/chairs must be arranged in at least two (2) meters away from one another.
 3. The number of aforesaid vacant seats in the Panlungsod/Pambayang Pederasyon elections shall be made available in the following:
 - i. For municipalities with less than fifty (50) barangay representations – **five (5) seats**;
 - ii. For municipalities/cities with fifty (50) but less than one hundred (100) barangay representations – **10 seats**; and
 - iii. For municipalities/cities with one hundred (100) barangay or more representations–**twenty (20) seats**.
 4. Vacant seats during the Panlalawigang Pederasyon elections are prescribed as follows:

- i. For provinces with less than ten (10) municipality/city representations – **three (3) seats**;
 - ii. For provinces with ten (10) but less than fifteen (15) municipality/city representations – **five (5) seats**; and
 - iii. For provinces with fifteen (15) or more municipality/city representations – **eight (8) seats**.
5. There shall be assigned seats for the members of the panel of observers who shall at least be seated five (5) meters away from the ballot box and from the voters.
 6. In all cases where the designated venue cannot accommodate the total number of participants following the required seat arrangement, the BES concerned or their duly authorized representative/s may accordingly reduce or modify the seat arrangement.

b) Voting.- Each participating SK shall:

1. Be entitled to a vote from President down to the last officer through secret ballot;
2. Orderly accomplish the ballot and drop the same in the designated drop boxes;
3. Proceed with the assigned seat after voting;
4. *No absentee voting shall be allowed.*

SECTION 15. COUNTING OF VOTES- As soon as all participating SKs have casted their votes, the Election Committee shall officially declare the voting closed, then proceed with the counting of votes casted under the following guidelines:

1. Counting of votes must be done in public using tally sheets and boards, and the like.
2. No ballot shall be counted in favor of a candidate whose name is not his/her duly registered name during the nomination process.
3. Votes shall be declared invalid in any ballot found to have been (a) *unduly marked and/or inscribed other than those properly made for the selections or the filling-up of names of candidates, as the case may be*; and (b) *Mutilated or defaced, rendering said ballot incomplete and not legible.*
4. The Election Committee shall declare invalid vote in any of the position, based on the above.
5. The decision of the committee on the invalidity of ballots shall be final unless reverse by the BES.

6. The Election Committee shall not postpone or delay the counting except for extreme necessity which should be approved by the majority of the members of the committee.
7. Rules on the Appreciation of Ballots, under Section 211 of the Omnibus Election Code of the Philippines, shall have suppletory application ; and
8. Ballot boxes, containing all the official ballots, shall be sealed and turned over to the Chairperson of the BES.

SECTION 16. PROCLAMATION OF WINNERS:

- (a) A plurality vote shall be necessary to elect a candidate to the position. In case of a "tie vote" for any office, the respective Election Committee shall prepare the candidates who garnered the same number of votes to "draw lots" or "toss coin", whichever is agreeable by concerned candidates. The winner thereof shall be declared and proclaimed as the one elected. No protest on the results of the toss-coin or draw-lots shall be allowed;
- (b) In the event that there is an unopposed candidate or there is only one (1) nominee/candidate for a position, he/she needs to have at least one (1) vote, sufficient to be declared him/her a winner.
- (c) Pre-proclamation of winners is strictly prohibited.

SECTION 17. OATH TAKING CEREMONY. – The elected SK Pederasyon Officials at all levels shall immediately take their oath of office. The DILG Field Officer concerned shall coordinate the schedule of the oath taking ceremony to the concerned city/municipal and provincial local chief executives who will administer the oath of office of the proclaimed winners.

SECTION 18. SUBMISSION OF ELECTION RESULTS. – Election results shall be certified and attested by the Election Committee and the BES, respectively, and shall be submitted by the concerned Committee in accordance with the following:

- (a) ***Municipal and component city*** - shall submit results within five (5) days after the elections to the DILG Provincial Office.
- (b) ***Highly Urbanized City, Independent Component Cities and DILG Provincial Office*** - shall submit results within 5 days after the elections to the DILG Regional Office concerned.
- (c) ***DILG Regional Office***- shall submit consolidated list of elected SK Pederasyon officers not later than December 15, 2017 to the DILG Central Office, through the

National Barangay Operations Office (NBOO), copy furnished the National Youth Commission (NYC), for reference and records purposes.

SECTION 19. MINUTES OF SK PEDERASYON ELECTION. - Minutes¹⁰ of the SK Pederasyon elections at all levels shall be certified and attested by the Election Committee and BES, respectively, and shall be transmitted to the concerned Secretary to the Sangguniang Panlungsod/Bayan/Panlalawigan, for safekeeping, reference and records purposes.

SECTION 20. PNP'S TASK. - The Philippine National Police (PNP) through the local command shall secure the venue of the election and ensure that only duly authorized personnel, and SK Chairperson and/or Pederasyon Presidents are allowed within the twenty (20) meter radius of the election venue.

SECTION 21. PROHIBITED ACTS. - Within five (5) days prior to and five (5) days after the conduct of the Pederasyon election, it is considered unlawful for any elective and appointive official, including the SK Chairperson, to engage in the following activities:

- (a) To campaign, directly or indirectly, for and against any candidate and/or to interfere with the conduct of the SK Pederasyon elections.

For the purpose of this Circular, *"to interfere"* shall refer to any act, through threat or intimidation or any offer of money or material consideration which would directly or indirectly, influence or tend to influence a Pederasyon member to vote for or against a particular candidate, not to participate in the SK Pederasyon elections or cause him to be disenfranchised, or would disturb the said election proceedings.

- (b) To allow the immediate members of the family by the concerned officials, such as: spouse, parent or child, brother or sister, grandparent or grandchild, uncle or aunt, nephew or niece, and guardian or ward, to campaign for or against a prospective candidate or in any manner interfere with the conduct of such elections, the elective official concerned may be administratively charged for abuse of authority and dereliction of duty, pursuant to applicable laws, rules and regulations.
- (c) Act of campaigning by the SK Chairperson or Pederasyon officials before the nomination and during election.
- (d) To post or distribute campaign materials and the use of traditional (advertisements and announcements on bulletin boards, newspapers, magazine, tabloids, periodicals, radio, televisions and other similar media) and non-traditional media (websites, short and multi-media messaging system, social

¹⁰ Annex "J" – Minutes of Election Proceedings

media platforms and other media not considered traditional) which would boost or tend to boost the candidacy of any Pederasyon official for such elections;

- (e) To give gifts, donations or promises or pledges of any kind, for any occasion, directly or indirectly, to any member of the Pederasyon or to any member of his family within the fourth degree of consanguinity or affinity;
- (f) To provide transportation, food or drinks, directly or indirectly, to any SK Chairperson/Pederasyon officials, before, during or after the election; and
- (g) Holding of organizational meeting/orientation seminar or other similar activities for the SK Chairperson and Pederasyon members on dates and places other than those specified therein.

The foregoing, notwithstanding, any elective and appointive official, including the SK Chairperson who violates any provision of this Circular may be administratively charged for abuse of authority before the concerned sanggunian.

SECTION 22. ELECTION PROTESTS – An election protest contesting the results of the election shall be filed by any of the concerned SK, in accordance with the following;

- (a) Election protest shall be filed with the BES immediately after the proclamation.
- (b) The protest shall be decided by the BES within three (3) working days after its filing.
- (c) Decision of the BES shall be final and executory.
- (d) The officer/s of the SK Pederasyon at all levels, whose election is/are contested shall assume the function of the office to which he/they was/were elected. In the event that the BES decides in favor of the protestant, the incumbent shall relinquish the position.

V. POWERS AND FUNCTIONS

SECTION 23. POWERS AND FUNCTIONS OF THE PEDERASYON. - The Panlalawigan, Panlungsod and Pambayang Pederasyon shall have the following functions:

1. Formulate policies as may be necessary to carry out the goals and objectives of the Pederasyon;
2. Formulate and adopt its own Internal Rules of Procedures (IRP) which shall prescribe a set of rules to serve as guidelines of the Pederasyon Officers and the Committees in the discharge of their official functions, duties and responsibilities,

particularly on internal organization; date, time and venue of regular or special session or meeting; parliamentary procedures; payment of pederasyon dues and such other rules and regulations that may be adopted by the pederasyon that are not contrary to existing laws, ordinance, this JMC and other government issuances;

3. Formulate, implement and coordinate programs, projects and activities particularly those that are beneficial to the members of the Pederasyon and/or the general welfare of the youth;
4. Initiate and implement programs designed to enhance the social, political, economic, cultural, intellectual, moral, spiritual and physical development of the SK and Katipunan ng Kabataan (KK) members;
5. Create committees as it may deem necessary to effectively carry out its powers and functions and implement its programs and objectives;
6. May conduct fund raising activities, if necessary;
7. Establish liaison and linkages to different youth organization and youth serving organizations in their respective jurisdiction for collaborative efforts towards youth development;
8. Undertake fund-raising projects and activities to support the Pederasyon programs;
9. Strengthen the rapport and camaraderie among the members of the Pederasyon, SK and KK;
10. Discuss and decide vital issues affecting the Pederasyon;
11. Appropriate and administer its own funds; and
12. Ensure that the Sangguniang Kabataan officials within their jurisdiction undergo the mandatory and continuing capacity development trainings as mandated by Section 27 of Republic Act No. 10742.

SECTION 24. POWERS AND FUNCTIONS OF THE PEDERASYON OFFICERS. - The functions and duties of the Panlalawigan, Panlungsod and Pambayang Pederasyon officers at all levels shall be as follows:

1. **The President** - He/she shall be the highest officer of the Pederasyon in his/her respective jurisdiction. As such, he/she shall:
 - a. Implement, execute and enforce the objectives and goals of the Pederasyon

- b. Render annual report before the end of January of each year to the Panlalawigan, Panlungsod or Pambayan na Pederasyon ng mga SK, as the case may be;
- c. Sign contracts, agreements, acts and deeds for and in behalf of the Pederasyon with the concurrence of a majority of all the Pederasyon officers;
- d. Preside over regular and/or special session or meeting of the Pederasyon at least once in every quarter, or as often as necessary at a date, time and place as specified in the IRP of the Pederasyon;
- e. Convene the Local Youth Development Council (LYDC) and preside over its meetings, as prescribed under RA 10742 and its IRR;
- f. Take the lead in the initial drafting of the Local Youth Development Plan (LYDP) and upon finalization by the LYDC, submit the LYDP to the concerned Local Chief Executive for inclusion in the Local Development Plan and subsequent endorsement to the concerned Sanggunian for approval;
- g. Ensure that LYDP gives priority to the programs, projects and activities for the youth, especially, anti-drug abuse programs, as well as those that promote meaningful youth participation in nation building, sustainable youth development and empowerment, equitable access to quality education, environmental protection, climate change adaptation, disaster risk reduction and resiliency, youth employment and livelihood, health, gender sensitivity, social protection, capability building and sports development;
- h. Certify and endorse all Panlalawigang/ Panlungsod/ Pambayang Pederasyon activities. Provided, that if the president will not certify and endorse such activity, the accrued expenses of the participants during the said activity cannot be charged to the SK Pederasyon funds; and
- i. Perform such other functions as may be authorized by law, ordinances and other issuances.

2. **Vice President** –The next highest officer of the Pederasyon. As such, he/she shall:

- a. Discharge the functions of the President in case the latter dies, resigns, becomes physically incapacitated or is suspended or removed from the office;
- b. Assist the President in the implementation of programs, projects, and activities of the Pederasyon;

- c. Perform such other functions as may be assigned to him/her by the President.

3. **Secretary** – The Secretary shall:

- a. Certify officers and members of the Pederasyon;
- b. Record the minutes of the Pederasyon meetings;
- c. Keep all administrative records and official documents of the Pederasyon, as well as, the updated record or profile of all the Pederasyon officers and members, copy furnished DILG and NYC, containing the following information:
 - i. Name;
 - ii. Address;
 - iii. Place and date of birth;
 - iv. Sex;
 - v. Civil status;
 - vi. Citizenship;
 - vii. Occupation; and
 - viii. Other information as may be prescribed by laws or ordinances.
- d. Send notice of regular and special session or meeting of the Pederasyon;
- e. Cause the posting of all resolutions and actions of the Pederasyon in conspicuous places and/or through non-traditional media i.e. Facebook, Twitter, etc.; and
- f. Perform such other duties and functions as may be assigned to him/her by the President.

4. **Treasurer** – The Treasurer shall:

- a. Keep custody of all financial documents and inventory of all properties of the Pederasyon;
- b. Receive, collect and disburse funds and dispose the properties of the Pederasyon, under the authority of the President, in accordance with the Local Government Code of 1991 and existing rules of the Commission on Audit (COA);
- c. Issue official receipts for any sum of money or properties received by the Pederasyon;
- d. Maintain depository accounts with banks, in the name of the Pederasyon, preferably government-owned, located in or nearest to their respective areas of jurisdiction;

- e. Maintain separate books and depository accounts, respectively, for each fund in their custody or administration under the prescribed rules and regulations of the Commission on Audit;
- f. Prepare and submit to their respective Pederasyon Presidents, on or before the fifteenth (15th) day of July of each year, a certified statement, covering the income and expenditures of the preceding fiscal year, the actual income and expenditures of the first two (2) quarters of the current year, and the estimated income and expenditures for the last two (2) quarters of the current year;
- g. Render a written accounting report of all Pederasyon funds and properties under his custody and other accountable officers of the Pederasyon at the end of each calendar year;
- h. Ensure that the accounting report, as well as the books of accounts, financial documents and cash shall at all times be made available to the members of Pederasyon and shall be open for inspection by COA; and
- i. Perform other official duties assigned by the President and such other functions as may be authorized by law, ordinance and government issuances.

5. **Auditor** – The Auditor shall:

- a. Examine and audit periodically the books of the SK Pederasyon, its assets and liabilities and require the production of the supporting documents;
- b. Inform the Pederasyon Officers immediately of any transaction inimical to the Pederasyon, and do such acts or propose such measures that shall protect the interest of the Pederasyon; and
- c. Perform such other official duties as may be assigned by the President, existing laws or government issuances.

6. **Public Relation Officer (PRO)** – The PRO shall:

- a. Establish relations or contacts with mass media, NGOs, Youth and Youth Serving Organizations;
- b. Disseminate information about the objectives and activities of the Pederasyon and other information beneficial to the youth; and
- c. Perform such other official duties as may be assigned to him by the President.

7. **Sergeant-at-Arms:** The Sergeant-at Arms shall:

- a. Maintain order and discipline during sessions/meetings and activities of the Pederasyon; and
- b. Perform such other functions and duties assigned by the President.

VI. RIGHTS, PRIVILEGES AND DUTIES OF PEDERASYON MEMBERS

SECTION 25. RIGHTS AND PRIVILEGES.- The members of the Pederasyon at all levels who are in good standing shall have the following rights and privileges:

1. The right to participate in the Pederasyon activities;
2. The right to avail oneself of the services of the Pederasyon;
3. The right to vote, and if qualified for a position, to be voted upon;
4. The right to use the facilities, if available, of the Pederasyon ; and
5. The right to avail such rights and privileges as may be prescribed by law, this Joint Memorandum Circular and their respective IRPs.

SECTION 26. DUTIES.- All members of the Pederasyon at all levels shall perform the following:

1. To actively participate in the activities of the Pederasyon;
2. To disseminate by word and by deed the principles, objectives and programs of the Pederasyon;
3. To conduct oneself in a manner befitting a member of the Pederasyon; and
4. Such duties as may be prescribed under existing laws and the IRP of the concerned Pederasyon.

SECTION 27. INTERNAL RULES OF PROCEDURE (IRP)- The Pederasyon ng mga Sangguniang Kabataan Officers at all levels shall formulate its IRP, and shall adhere to the following:

- a. Conduct the first regular session following the elections of the Pederasyon Officers and within ninety (90) days thereafter, the Pederasyon concerned shall formulate its IRP;
- b. The rules of procedure shall consist, but not limited to the following:

1. Organization or creation of committees, such as committee on sports, advocacy, livelihood program, and other youth related committees;
 2. Date, time and place of session or meeting;
 3. The order and calendar of business for each session or meeting;
 4. Disciplinary actions or penalty for disorderly behavior and absences during session or meeting;
 5. Payment of pederasyon dues; and
 6. Such other rules as the Pederasyon may adopt, in accordance with existing laws, ordinances and government issuances.
- c. Furnish the Sangguniang Panlungsod/Bayan or Panlalawigan, as the case may be, with a copy of the IRP.

SECTION 28. SESSIONS OR MEETINGS. – On the first day of the session or meeting immediately following the election, the Pederasyon at all levels shall, by resolution, fix the day, time and place of its regular sessions or meetings. Conduct of session or meeting shall be in accordance with the following:

1. The Panlalawigang, Panlungsod and Pambayang Pederasyon Officers and members shall convene at least once in every quarter, or as often as necessary, at the date, time and place as specified in the IRP of the concerned Pederasyon;
2. Special session or meeting of the Pederasyon at all levels may be called by the President or by a majority of the Officers of the Pederasyon, in which case, the Pederasyon Officers shall be notified through a written notice or through non-traditional media like text message, facebook, twitter or other social-media platforms, at least twenty-four (24) hours before the special session or meeting is held; and
3. Each Pederasyon shall keep a journal and record of its proceedings which may be published upon resolution of the Pederasyon.

SECTION 29. QUORUM. A quorum is the number of members required to be able to transact official business. To determine quorum, the following shall be observed:

1. A majority of all the Officers of the Pederasyon shall constitute quorum to transact official business and to validly act on every decision that the Pederasyon shall make;
2. No business shall be transacted by the Pederasyon if there is no quorum;

3. No resolution shall be passed unless approved by a majority of the members present;
4. Should a question of quorum be raised during session, the Pederasyon President concerned shall immediately proceed to call the roll of the officers and thereafter announce the results; and
5. The President of the Pederasyon at all levels, upon proper motion duly approved by the officers present, shall declare the session or meeting adjourned for lack of quorum.

SECTION 30. PEDERASYON CONGRESS/ASSEMBLY. - There shall be a Pederasyon Congress/Assembly at all levels once a year to be composed of the following:

- a. ***SK Panlalawigang Pederasyon Congress/Assembly*** composed of all the concerned SK Panlungsod/Pambayang Pederasyon officers; and
- b. ***SK Panlungsod/Pambayang Pederasyon Congress/Assembly*** composed of all the SK Chairmen of the concerned city/municipality.

VII. DISCIPLINARY ACTIONS

SECTION 31. GROUNDS FOR DISCIPLINARY ACTIONS

- a. Any SK Pederasyon Officer may be disciplined, suspended, or removed from office, after due notice and hearing, on any of the following grounds:
 1. Abuse of authority;
 2. Commission of any offense involving moral turpitude or an offense punishable by at least *prision mayor* (6 years and 1 day to 12 years) imprisonment;
 3. Failure to perform official duties and functions as Pederasyon Officer;
 4. Commission of any violations cited in the respective IRP of the concerned Pederasyon; and
 5. Such other grounds as may be provided under the Local Government Code of 1991, this JMC and all other applicable general and special laws.
- b. In addition to the above-mentioned grounds, the Pederasyon President in any level, may be disciplined or suspended from the office, on any of the following grounds:
 1. Failure to conduct regular Pederasyon session or meeting, as specified in the respective IRP of the Pederasyon, without a justifiable cause;

2. Failure to hold regular meeting with the LYDC for at least once in every quarter without a justifiable cause;
3. Removal as president of the lower Pederasyon shall automatically result to his/her removal as officer of the higher Pederasyon; and
4. Any SK Pederasyon President, who is validly removed as such, shall likewise be removed as an ex-officio member of the Sangguniang Panlungsod/Bayan or Sangguniang Panlalawigan, as the case may be. Conversely, removal of any SK Pederasyon President as ex-officio member in the sanggunian in which he/she sits in such capacity shall ipso facto result in the loss of his/her presidency in the SK Pederasyon.

SECTION 32. FORM AND FILING OF COMPLAINTS. – A verified complaint against any Pederasyon Officer shall be initiated only by any officer or member of the concerned Pederasyon and shall be filed before the following:

- a. ***Office of the President***, in the case of the Panlalawigan, Panlungsod/Bayan Pederasyon Presidents who are ex-officio members of the Sangguniang Panlalawigan, *Panlungsod (HUC, ICC or Component City)*, and the Pederasyon President of Pateros, *NCR*, respectively; or
- b. ***Sangguniang Panlalawigan***, in the case of the Pambayang Pederasyon President who is an ex-officio member of the Sangguniang Bayan (*municipality*), whose decision may be appealed to the Office of the President; or
- c. ***Sanggunian*** concerned, in the case of other officers of the concerned Pederasyon, whose decision shall be final and executory.

SECTION 33. NOTICE OF HEARING

- a. Within seven (7) days after the verified complaint is filed, the Office of the President or the sanggunian concerned, as the case may be, shall require the respondent to submit his/her verified answer within fifteen (15) days from receipt thereof, and commence the investigation of the case within ten (10) days after receipt of such answer of the respondent.
- b. When the respondent is a Pederasyon President of a province or highly urbanized city, such hearing and investigation shall be conducted in the place where he/she renders or holds office. For all other Pederasyon officers, the venue shall be the place where the sanggunian concerned is located.
- c. No investigation shall be held within ninety (90) days immediately prior to any local election, and no preventive suspension shall be imposed within the said period. If preventive suspension has been imposed prior to the 90-day period

immediately preceding local election, it shall be deemed automatically lifted upon the start of the aforesaid period.

- d. Non-appearance of either party may have the following effects:
1. Non-appearance of the complainant, without justifiable cause, shall result in the dismissal of the complaint
 2. Non-appearance of the respondent, without justifiable cause, shall constitute a waiver of his/her right to present his/her side.

SECTION 34. PREVENTIVE SUSPENSION:

- a. Preventive suspension may be imposed:
1. By the President, if the respondent is a Pederasyon Officer of a province, a highly urbanized or an independent component city or the Pederasyon officer of Pateros, NCR; or
 2. By the governor, if the respondent is a Pederasyon officer of a component city or municipality;
- b. Preventive suspension may be imposed any time against any SK Pederasyon Officer at all levels, under the following conditions:
1. After issues are joined;
 2. When the evidence of guilt is strong; and
 3. Given the gravity of the offense, there is a great probability that the continuance in the office of the respondent could influence the witnesses or pose a threat to the safety and integrity of the records and other evidence.
- c. Any single preventive suspension of the Pederasyon officer shall not exceed sixty (60) days.
- d. In the event that several complaints/cases are filed against the Pederasyon officer, he/she cannot be preventively suspended for more than ninety (90) days within a single year on the same ground or grounds existing and known at the time of the first suspension.
- e. Preventive suspension cannot be imposed within ninety (90) days preceding any local election. If preventive suspension has been imposed prior to the 90-day period immediately preceding local election, it shall be deemed automatically lifted upon the start of aforesaid period.

- f. Upon expiration of the preventive suspension, the suspended Pederasyon officer shall be deemed reinstated in his position without prejudice to the continuation of the proceedings against him.
- g. Any abuse in the exercise of the power of preventive suspension shall be penalized as abuse of authority.

SECTION 35. SUSPENSION AND REMOVAL FROM OFFICE. - Any elected SK Pederasyon officer at all levels, after due process, may be suspended for not more than six (6) months, or *removed from the office of the concerned Pederasyon*, by a majority vote of all the members of the Sangguniang Panlungsod/Bayan or Panlalawigan concerned, or by the higher authorities, on grounds stated in Section 31 (a)(b) of this JMC.

SECTION 36. RIGHTS OF THE RESPONDENT. - The respondent shall be accorded full opportunity to appear and defend himself in person or by counsel, to confront and cross-examine the witnesses against him, and to require the attendance of witnesses and the production of documentary evidence in his favor.

SECTION 37. DECISION. - The decision shall be rendered by the Office of the President or the sanggunian concerned within thirty (30) days after the termination of the investigation of the case against any Pederasyon Officer. The concerned authority shall:

- a. Render decision in writing, stating clearly and distinctly the facts and the reasons for such decision.
- b. Copies of the said decision shall immediately be furnished the respondent and all interested parties.
- c. The penalty of suspension shall not exceed the unexpired term of the respondent or a period of six (6) months for every offense, nor shall said penalty be a bar to the candidacy of the respondents so suspended to any elective SK office.
- d. The penalty of removal from office as a result of said investigation shall be considered a bar to the candidacy of the respondent to any elective SK office.

SECTION 38. APPEAL. - Decisions of the concerned sanggunian may, within thirty (30) days from receipt of said decision be appealed to the following:

- a. The sangguniang panlalawigan, in the case of decisions of the sangguniang panglungsod of component cities and sangguniang bayan; or
- b. The Office of the President, in the case of decisions of the sangguniang panlalawigan, the sangguniang panlungsod of highly urbanized cities and independent component cities, including the decision of the sangguniang bayan of Pateros, NCR. Decisions of the Office of the President is final and executory.

SECTION 39. RESIGNATION

- a. Resignation of any SK Pederasyon officer at all levels shall be deemed effective only upon acceptance by the following authorities:
 1. *Presiding Officer of the Sangguniang Panlalawigan*, in the case of Panlalawigang Pederasyon President;
 2. *Presiding Officer of Sangguniang Panlungsod/Bayan*, in the case of Panlungsod/Pambayang Pederasyon President; and
 3. *President of the Pederasyon* concerned, in the case of other officers of the Pederasyon.
- b. The resignation shall be deemed accepted if not acted upon by the authority concerned within fifteen (15) days from receipt thereof.
- c. Irrevocable resignations by any Pederasyon Presidents or other Pederasyon officer be deemed accepted upon presentation before an open session of the sanggunian or the concerned Pederasyon, as the case may be, and duly entered in its records.
- d. Copies of the resignation letters, together with the action taken by the aforesaid authorities, shall be furnished the Department of the Interior and Local Government;

SECTION 40. LEAVE OF ABSENCE:

- a. Leave of absence of the Pederasyon President at any level, as an ex-officio member of the sanggunian panlungsod/bayan or panlalawigan, shall be approved by the city/municipal vice mayor or by the vice governor, as the case may be.
- b. Leave of absence by other Pederasyon Officers shall be approved by the concerned Pederasyon President.
- c. Whenever the application for leave of absence hereinabove specified is not acted upon within five (5) working days after receipt thereof, the application for leave of absence shall be deemed approved.
- d. Any leave of absence for a period of more than one (1) month must be properly accompanied with a certification by the Pederasyon Secretary.

VIII. FILLING UP OF VACANCIES AND SUCCESSION

SECTION 41. FILLING UP OF VACANCY IN THE OFFICE OF THE PEDERASYON PRESIDENT

a. **PERMANENT VACANCY.**- In case the Pederasyon President voluntarily resigns, dies, is permanently incapacitated, is removed from office, or has been absent without leave for more than three consecutive months, the ***Vice President*** of the concerned Pederasyon shall:

1. Automatically assume the office for the unexpired portion of the term;
2. Discharge the powers and duties of the pederasyon president;
3. Enjoy the rights and privileges appurtenant to the office including representation in the local sanggunian and the receipt of the corresponding monetary remuneration for the services concerned; and
4. Special election shall be held to elect the ***Vice President*** of the Pederasyon from among the other ***officers of the Pederasyon***.

b. **TEMPORARY VACANCY.**- In case the Pederasyon President is suspended as a result of an administrative case or has taken any form of authorized leave of absence either as a Pederasyon President or an ex-officio member of the Sangguniang Panlungsod/Bayan or Panlalawigan for more than one month, ***the Vice President of the Pederasyon shall:***

1. Automatically assume the office of the concerned Pederasyon President in an ***acting capacity*** until such time that the concerned Pederasyon President reassumes his/her office;
2. Discharge the powers and duties of the Pederasyon President;
3. Enjoy the rights and privileges appurtenant to the office including representation in the local sanggunian; and
4. Entitled to a corresponding monetary remuneration for the services concerned.

SECTION 42. FILLING UP OF PERMANENT OR TEMPORARY VACANCY IN OTHER POSITIONS/OFFICE OF THE PEDERASYON. - Vacancies in other position shall be filled up through an appointment by the Pederasyon President upon concurrence of the majority of all the Pederasyon officers.

SECTION 43. PEDERASYON PRESIDENT ELECTED AS PRESIDENT OR OFFICER OF HIGHER PEDERASYON.

a. In case the Panlungsod/Pambayang Pederasyon President who is elected as President of the Panlalawigang Pederasyon, shall be succeeded by the concerned Panlungsod/Pambayang Pederasyon Vice President, who shall then discharge the powers and duties, and enjoy the rights and privileges appurtenant to the office.

- b. The other Officers of the Panlungsod/Pambayang Pederasyon shall elect from among themselves the Vice President.
- c. In the event that the Panlalawigang Pederasyon President resigned, suspended or removed from/in such office, by operation of law, he/she shall then assume the as the President of the lower Pederasyon.
- d. In case the Panlungsod/Pambayang Pederasyon President, elected as officer of Panlalawigang Pederasyon, is suspended or removed for a cause, he/she shall be automatically removed and can no longer perform his/her duties and functions as an officer of the higher Pederasyon.
- e. No SK Official shall serve as president of the Panlalawigang Pederasyon and Panlungsod/Pambayang Pederasyon at the same time.

IX. TRANSITORY PROVISIONS

SECTION 44. TERM OF OFFICE. - All officers of the Pederasyon ng mga Sangguniang Kabataan at all levels shall assume office immediately after proclamation and after rendering the oath of office.

They shall remain in office until such time that their legal successors shall have been duly elected and qualified or unless sooner removed from office for a cause, permanently incapacitated, dies or resigns from office.

Official records, including administrative documents, financial records and inventory of properties of the Pederasyon shall be properly turned-over to the incoming pederasyon officers.

X. FINAL PROVISIONS

SECTION 45. REPEALING CLAUSE. - Any provision or provisions of any circular or issuances which are or may be inconsistent herewith is hereby amended, repealed or modified accordingly.

SECTION 46. SEPARABILITY CLAUSE. - If, for any reason or reasons, any part of the provision of this Joint Memorandum Circular shall be held to be unconstitutional or invalid, other part or parts hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 47. LIABILITY CLAUSE. - All concerned elective and appointive local officials who have found to have violated any provisions of this Circular may be charged administratively.

SECTION 48. EFFECTIVITY CLAUSE. - This Joint Memorandum Circular shall take effect immediately upon its approval.

SECTION 49. DISSEMINATION. - The Regional and Field Officers of the Department of the Interior and Local Government and ARMM Regional Governor shall cause the immediate dissemination of this Circular in their respective areas of jurisdiction, for the guidance and strict compliance of all concerned.


E0004721 Pursuant to
ANDRES D. BAUTISTA Reso 17-280
Chairperson, COMELEC


CARIZAY. SEGUERRA
Chairperson and CEO, NYC


CATALINO S. CUY
OIC, DILG