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REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 A. Francisco Gold Condominium II EDSA cor. Mapagmahal St.
 Diliman, Quezon City

April 30, 2007

**MEMORANDUM CIRCULAR
 NO. 2007 - 50**

**TO : ALL PROVINCIAL GOVERNORS, CITY/MUNICIPAL MAYORS,
 PUNONG BARANGAYS, SANGGUNIANG KABATAAN (SK), DILG
 REGIONAL DIRECTORS AND FIELD OFFICERS, AND OTHERS
 CONCERNED**

**SUBJECT : IMPLEMENTING GUIDELINES IN FILLING UP OF VACANCIES IN
 THE SANGGUNIANG KABATAAN (SK) AT THE BARANGAY
 LEVEL IN CASES WHERE NO SET OF SK OFFICIALS WERE
 ELECTED IN THE REGULAR OR SPECIAL SK ELECTIONS**

I. PREFATORY STATEMENT

The Local Government Code of 1991 and its implementing rules and regulations is silent with regard to the mode of appointment to fill-up existing vacancies in the Sangguniang Kabataan (SK) where no set of SK officials were elected in the regular and special elections.

The power to appoint may be exercised directly by the President or through his duly authorized delegate. Thus, Her Excellency President Gloria Macapagal-Arroyo, by virtue of Administrative Order No. 168, dated 12 January 2007, authorized the Secretary of Interior and Local Government (SILG) to exercise the power of appointment to fill-up the existing vacancies in the Sangguniang Kabataan (SK) at the barangay level.

In order to facilitate the orderly and prompt action in the issuance of appointment by the Secretary, the following guidelines and procedures are hereby set for the information and guidance of all concerned.

II. POLICIES AND GUIDELINES

1. **Coverage** – For purposes of filling up the vacancies in the Sangguniang Kabataan, the Secretary of Interior and Local Government (SILG) shall exercise the power of appointment only in the following instances:
 - a. In cases where no set of SK officials were elected in the July 15, 2002 Synchronized Barangay and SK elections, due to the fact that nobody filed a certificate of candidacy; *and*
 - b. In cases where despite the call for a special election to complete the set of SK officials pursuant to Section 435 (c) of the Local Government Code and DILG Memorandum Circular 2002-205 dated 23 December 2002, still nobody filed a certificate of candidacy.

2. Pre-Selection Activities

- a. The Punong Barangay, assisted by the DILG City or Municipal Local Government Operations Officer, shall convene the duly registered members of the Katipunan ng Kabataan (KK) in the official list of the barangay of his locality for the purpose;
- b. The Punong Barangay shall notify the KK five (5) days before the intended meeting by posting a notice in three (3) conspicuous places, stating its purpose, time, date and venue;
- c. The DILG City or Municipal Local Government Operations Officer shall extend the necessary technical assistance to ensure that the filling up of the SK vacancy is in accordance with the provisions of A.O. No. 168.

3. Selection of KK Recommendee(s)

- a. During the meeting, the Barangay Secretary (BS) shall determine the number of KK members present;
- b. The Punong Barangay shall preside over the selection process in choosing the KK recommendees to fill-up any SK vacancy;
- c. The KK members present shall choose from among themselves who shall be recommended to fill up any vacancy in SK. Any recommendee must possess all the qualifications under Sec. 428, as amended by R.A. 9164, and none of the disqualifications pursuant to the 1991 Local Government Code;
- d. All nominees must be Filipino citizens, have actually been residing in the barangay for at least one (1) year, and must be fifteen (15) but less than eighteen (18) years old on the date of nomination;
- e. The mode of selection to determine who among the KK members shall be recommended for appointment shall either be through viva voce or secret balloting;
- f. The Punong Barangay shall receive nominations from any of the KK members present starting with the SK chairman position, followed by the SK members;
- g. The nominee who garnered the most number of votes shall be recommended to fill up the SK vacant seat;
- h. The DILG C/MLGOO shall prepare a post activity report and submit the same to the DILG Regional Office copy furnished DILG Provincial Office.

4. Requisites for Appointment

- a. A KK Resolution duly signed by the majority of the KK members present, recommending the KK member chosen to fill up the vacancy in the SK;
- b. Recommendee's Letter of Intent to be appointed; *and*
- c. Certification from the Punong Barangay that the recommendee possesses all the qualifications under Sec. 428, as amended by R.A. 9164, and none of the disqualifications pursuant to the Local Government Code of 1991.

5. Submission of Documents

- a. The Punong Barangay shall ensure that all the documents mentioned herein are in order and shall submit the same to the C/MLGOO.

- b. The C/MLGOO shall receive the above documents from the punong barangay and shall ensure that the same are in order and shall endorse to the DILG Regional Office;
- c. Upon receipt of the documents, the DILG Regional Office shall certify that the documents are in order and recommend to SILG, through NBOO, the issuance of the appointment;
- d. NBOO shall ensure that the required documents under A.O. No. 168 and this Memo Circular are processed and complied with and prepare the appointment papers for SILG's signature;
- e. The appointment duly signed by SILG shall be sent to the appointee/s through the DILG Regional Offices;
- f. A copy of the Oath of Office of all appointees shall be furnished the DILG and other concerned agencies for record purposes.

6. Term of Office

- a. The appointee/s shall only serve the unexpired portion of the term of office of the vacant seat.

All DILG Regional Directors and Field Officers concerned shall ensure that the affected barangay within their jurisdiction are informed and the SK vacancies are filled-up pursuant to A.O 168.

This Circular shall take effect immediately.


RONALDO V. PUNO
Secretary 



Republic of the Philippines
DEPARTMENT OF THE INTERIOR
AND LOCAL GOVERNMENT

IN REPLYING, PLS CITE:
SILG07-040989

