



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City  
<http://www.dilg.gov.ph>



**MEMORANDUM CIRCULAR**  
**NO. 2017-162**

December 8, 2017

**TO : ALL PROVINCIAL GOVERNORS AND THE ARM REGIONAL GOVERNOR, CITY MAYORS OF HIGHLY URBANIZED CITIES, DILG REGIONAL, PROVINCIAL AND CITY DIRECTORS AND ALL OTHERS CONCERNED**

**SUBJECT : ATTENDANCE OF PROVINCIAL AND HIGHLY URBANIZED CITIES LOCAL YOUTH DEVELOPMENT OFFICERS (LYDO) TO THE NATIONAL LOCAL YOUTH DEVELOPMENT OFFICERS' SUMMIT**

The National Youth Commission, in its thrust to lead the full implementation of the RA No. 10742 or Sangguniang Kabataan Reform Act of 2015, will conduct a **"National Local Youth Development Officers Summit"**, scheduled on **December 13-15, 2017**, within Metro Manila.

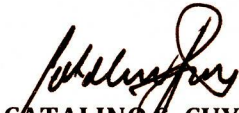
The said event is a complementary preparation for the Sangguniang Kabataan Mandatory Training after the SK Elections on May 2018. Specifically, it aims to re-orient the LYDOs on their roles and functions and to discuss the challenges and proposed solutions on the issues faced by LYDOs. The activity also seeks to build a strong partnership between the DILG, NYC and the LYDOs.

In view of the above, all Provincial Governors and Highly Urbanized City (HUC) Mayors are encouraged to allow the participation of their respective LYDO to the abovementioned activity. Expenses for accommodation, food and transportation of the participants shall be shouldered by the NYC, provided in accordance with the attached Advisory from the Commission.

All clarifications and inquiries shall be directed to the NYC, through Mr. Amerson Aguinaldo and Mr. Raymund Arcilla, at telephone/(02) 426-8760/(02) 426 8475 or cellphone nos: (0998)8850818/(0975)0640903 or through email at [sanggunian.nyc@gmail.com](mailto:sanggunian.nyc@gmail.com).

All DILG Regional Director and Field Officers are hereby directed to cause the widest dissemination of this Memorandum Circular.

For compliance and guidance of all concerned.

  
**CATALINO S. CUY**  
Officer-in-Charge, DILG





Office of the President of the Philippines

# NATIONAL YOUTH COMMISSION

**"The Voice and Advocate of the Youth"**

December 1, 2017

## ADVISORY

**FOR : ALL LOCAL YOUTH DEVELOPMENT OFFICERS OF PROVINCES AND HIGHLY URBANIZED CITIES**  
**SUBJECT : NATIONAL LOCAL YOUTH DEVELOPMENT OFFICERS' SUMMIT**

The National Youth Commission shall pay for all meal, accommodation, and transportation expenses incurred in relation to their participation to the National Youth Development Officers' (LYDO) Summit on 13-15 December 2017.

### A. MEALS

All meals will be provided during the entire event. Snacks and meals will be served starting morning of 13 December until lunchtime of 15 December.

Date	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner
13 Dec		X	X	X	X
14 Dec	X	X	X	X	X
15 Dec	X	X	X		

Please inform the SK Secretariat of any food restrictions not later than 8 December 2017.

### B. ACCOMODATION

The final venue for the activity will be announced once confirmed. However, this will be done in a hotel within Metro Manila.

The rooms to be assigned to participants will be twin sharing. Internet access will be available. Check-in time will be at 2:00 pm on 13 December 2017 and Check-out time is 12:00 pm on 15 December 2017. Luggage may be left at the concierge.

### C. TRANSPORTATION

All participants must submit their Tentative Itinerary of Travel to [sangguniang.nyc@gmail.com](mailto:sangguniang.nyc@gmail.com) not later than 8 December 2017. This will be used in estimating the total reimbursable amount for each delegate. Only expenses with the original copy of the official receipt will be reimbursed.

#### 1. Airfare

- a. The Local Youth Development Officers are in charge of booking their respective flights.

- b. Once flight is booked, send e-ticket or booking confirmation to [sanggunian.nyc@gmail.com](mailto:sanggunian.nyc@gmail.com) with the subject "LYDO Summit: Name of LGU" (example: LYDO Summit: Quezon City) on or before 8 December 2017. Only cost of economy class airfare is reimbursable.
- c. Terminal Fees will be reimbursed.
- d. There will be no shuttle service from airport to the hotel and vice versa. Participants may take a taxi from the airport to the hotel.

## 2. Bus Fare

- a. Those taking land transportation should confirm to the SK Secretariat the schedule of their trips providing at least the estimated time of departure and estimated time of arrival at the venue.

## 3. Taxi Fare

- a. Only the following taxi fares shall be reimbursed:
  - 1. Those incurred from the LGU to the venue (for nearby LGUs); and
  - 2. Those incurred from airports and bus terminals.
- b. Other unnecessary taxi fares shall not be paid for by NYC.

## 4. Reimbursement

- a. During registration, the valid original copy of the following documents should be submitted to the SK Secretariat:
  - i. Printed copy of e-ticket and receipt (airplane)
  - ii. Flight boarding pass (place of origin to Manila)\*
  - iii. Terminal Fee receipt (airplane)
  - iv. Original receipts of taxi fare and bus fare
  - v. Approved Travel Order (Photocopy)
  - vi. Appointment/Designation Paper (Photocopy)
  - vii. Accomplished Itinerary of travel
  - viii. Certificate of travel completed

*\*Electronic copy of the boarding pass (Manila-place of origin) shall be sent to [sanggunian.nyc@gmail.com](mailto:sanggunian.nyc@gmail.com)*

Keenly coordinate with **Mr. AMERSON R. AGUINALDO**, SK Technical Staff, regarding your transportation and other travel concerns through cp number (0918) 561 3564 or email [sanggunian.nyc@gmail.com](mailto:sanggunian.nyc@gmail.com)

  
**ASEC. JAMES CESAR A. VENTURA**  
Commissioner-at-Large 