



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
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MEMORANDUM CIRCULAR

April 3, 2017

No. 2017-57

TO : ALL DILG REGIONAL, PROVINCIAL AND CITY DIRECTORS, CITY AND MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICERS, CITY AND MUNICIPAL MAYORS, PUNONG BARANGAYS, SANGGUNIANG BARANGAY MEMBERS AND ARMM REGIONAL SECRETARY

SUBJECT : COMELEC MINUTE RESOLUTION NO. 17-0128 ENTITLED "IN THE MATTER OF THE OPERATIONAL GUIDELINES ON THE UTILIZATION OF THE SANGGUNIANG KABATAAN FUNDS FOR FY 2017"

A. LEGAL BASES:

1. Pursuant to Section 8 of Republic Act No. 10923, the Commission on Elections (COMELEC) is mandated to promulgate the rules and regulations necessary to implement the said Act.
2. COMELEC, in compliance with Republic Act No. 10923, issued Resolution No. 10168, providing for Rules and Regulations to implement RA 10923.
3. Section 7 of COMELEC Resolution No. 10168, states that **"until the new set of SK Officials shall have been duly elected and qualified, the sangguniang barangay shall not use the SK Funds except for youth development and empowerment programs and projects as provided for under RA No. 10742 or the SK Reform Act of 2015."**
4. The Commission, in COMELEC Minute Resolution No. 17-0128, dated 28 February 2017, "IN THE MATTER OF THE OPERATIONAL GUIDELINES ON THE UTILIZATION OF THE SANGGUNIANG KABATAAN FUNDS FOR FY 2017" approved to adopt the guidelines drafted by the Department of the Interior and Local Government (DILG) in coordination with the National Youth Commission (NYC), and the Commission on Elections (COMELEC).

B. SK FUND UTILIZATION


Pending the election and qualification of the new set of SK officials, all Punong Barangays and Sangguniang Barangay Members are directed to use the 10% SK Funds in accordance with the attached guidelines. (Annex A "Excerpts from the Minutes of the Regular En Banc Meeting of the Commission on Elections Held on February 28, 2017)

C. REPORTING COMPLIANCE

All concerned DILG Field Officers are directed to accomplish and submit the prescribed *TFYD Monitoring Forms No. 1*, not later than **30 April 2017**, for FY 2016 Utilization of SK Funds, to the National Barangay Operations Office at email address capddnboodilg@gmail.com, copy furnish the National Youth Commission at email address info.nyc.gov.ph (*Annex B "TFYD Monitoring Forms"*)

All Regional Directors and the ARMM Regional Secretary are hereby directed to cause the immediate and widest dissemination of this Memorandum Circular within their respective areas of jurisdictions and provide the necessary technical assistance to ensure compliance of the barangay officials concerned.

For information, guidance and compliance of all concerned.


ISMAEL D. SUENO
Secretary 
 
DILG-05EC 07012016-1847



EXCERPT FROM THE MINUTES OF THE REGULAR EN BANC
MEETING OF THE COMMISSION ON ELECTIONS
HELD ON FEBRUARY 28, 2017

RECORDED
MAR 17 2017
BY: [Signature]
TIME: 7

Present:

- Chairman J. Andres D. Bautista
- Commissioner Christian Robert S. Lim
- Commissioner Luie Tito F. Guia
- Commissioner Arthur D. Lim
- Commissioner Ma Rowena Amelia V. Guanzon
- Commissioner Sheriff M. Abas

On Official Business:

- Commissioner Al A. Parreño

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17.0128. IN THE MATTER OF THE OPERATIONAL GUIDELINES ON THE
UTILIZATION OF THE SANGGUNIANG KABATAAN FUNDS FOR FY 2017

This pertains to the Memorandum dated February 21, 2017 of Director Maria Norina S. Tangaro-Casingal, Law Department, submitting the Operational Guidelines on the Utilization of the Sangguniang Kabataan Funds for FY 2017, with the recommending approval of Deputy Executive Director for Operations Bartolome J. Sinocruz, Jr.

The Memorandum of Director Tangaro-Casingal reads:

"Most respectfully submitted for the consideration of the Commission En Banc is the letter dated January 19, 2017 from Undersecretary Austere A. Panadero, Department of the Interior and Local Government (DILG) in relation with Section 7 of COMELEC Resolution No. 10168, Rules and Regulations to Implement Republic Act No. 10923, to wit:

'Section 7. Use of Sangguniang Kabataan Fund. -
Until the new sangguniang kabataan officials shall have been duly elected and qualified, the sangguniang barangay shall not use the sangguniang kabataan fund except for youth development and empowerment programs as provided in Republic Act No. 10742, otherwise known as 'The Sangguniang Kabataan Reform Act of 2015'.

In the letter of Secretary Panadero, he raised the following issues, and we quote:

'Neither Section 7, nor any other provisions of COMELEC Resolution No. 10168, mentioned how to access and who from the barangay shall have access to the SK funds, earmarking of certain amount from the 10% SK Funds to defray the expenses for the Mandatory Training of the newly elected SKs at the barangay level, and the Orientation and Election of the SK Pederasyon Officers at the municipal, city and provincial levels, as these fall under capacity building of the SK Reform Act.

As the same issues were likewise raised by a number of barangay officials and DILG field officers, the National Barangay Operations Office of DILG initiated the drafting of

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operational guidelines to implement Section 7 and presented the same in a workshop-meeting with agency partners COMELEC, National Youth Commission and the Local Government Academy of DILG on January 17, 2017. (Emphasis Ours)

Together with the said letter, DILG also forwarded an interagency proposed 'Operational Guidelines on the Utilization of the SK Funds for FY 2017' for the consideration of the COMELEC En Banc.

As a backgrounder, Republic Act No. 10632 entitled 'An Act to Postpone the Sangguniang Kabataan Elections on October 28, 2013, amending for the Purpose Republic Act No. 9340, and for Other Purposes', also provided the use of the Sangguniang Kabataan Fund. Therein, the COMELEC and the DILG were mandated to promulgate the Implementing Rules and Regulations (IRR)

Hence, COMELEC and DILG, through then Chairman Sixto [S.] Brillantes, [Jr.] and Sec. Mar Roxas, respectively, jointly signed the IRR of R.A. 10632 with provisions pertaining to the procedures on how to access the SK Funds and the necessary reporting.

However, in the new law (R.A. 10923) postponing once more the SK Elections, the COMELEC alone is mandated to promulgate the IRR necessary to implement the said act, prompting the DILG's present request.

The DILG already initiated the drafting of the guidelines in reference with the previous IRR and in agreement with other concerned agencies, in pursuance of its mandate to assist the President in the exercise of the general supervision over local governments, which included the Sangguniang Kabataan.

On January 17, 2017, a meeting was conducted by the DILG. Representatives from the Office of the Chairman, Office of the Deputy Executive Director for Operations (ODEDO), Law Department, and Elections and Barangay Affairs Department (EBAD) attended the said meeting, together with representatives from the National Youth Commission (NYC) and other agency partners, wherein said guidelines, among others, was included in the agenda

In relation to this, the herein subject letter from Usec. Panadero was received by the Law Department on January 30, 2017, including therein the Minutes of Meeting on January 17, 2017 and the discussed Operational Guidelines on the Utilization of the Sangguniang Kabataan Fund for FY 2017.

Considering that representatives from ODEDO and EBAD also attended the said meeting, said letter was similarly forwarded to them on January 31, 2017 for their final Comments.

On February 20, 2017, the Law Department received via facsimile the letter dated February 17, 2017 from OIC Director Leocardio T. Trovela, CESO IV, National Barangay Operations Office, DILG, with the herein attached **Operational Guidelines on the Utilization of the Sangguniang Kabataan Fund for FY 2017**.

After evaluating the initial proposal of the National Barangay Operations Office (NBOO) of the DILG and the inclusion of the recommendations of the concerned Agencies including that of the COMELEC, said Operational Guidelines of the SK Funds is in accord with the provisions of R.A. 10742.

**SUBJECT: OPERATIONAL GUIDELINES ON THE UTILIZATION OF
THE SANGGUNIANG KABATAAN FUNDS FOR FY 2017**

**RULE I
SANGGUNIANG KABATAAN FUNDS**

SECTION 1. The Use of SK Funds - The 10% of the general fund of the barangay allocated for the SK shall be used solely for youth development and empowerment programs and projects until the new set of SK officials shall have been duly elected and qualified.

SECTION 2. Allocation of SK Funds. - The SK funds shall be allocated in accordance with Republic Act. No. 10742, as follows:

- a) Mandatory Training and SK Pederasyon Elections - there shall be an amount appropriated for registration, accommodation and other necessary expenses for the conduct of the Mandatory Training and the SK Pederasyon Orientation and Elections
- b) Youth Development and Empowerment Programs and Projects that will promote and ensure:
 1. Equitable access to quality education
 2. Environmental protection
 3. Climate change adaptation and disaster risk reduction and resiliency
 4. Youth employment and livelihood
 5. Health
 6. Anti-drug abuse
 7. Gender sensitivity
 8. Sports development
 9. Capability building which give emphasis on leadership training
 10. Linggo ng Kabataan celebration

SECTION 3. Posting. The Annual Barangay Youth Investment Program (ABYIP) executed in accordance with these guidelines and the report on Disbursements/Expenses made in accordance thereto, shall be posted on the bulletin board in the barangay hall, in three (3) conspicuous places or public places in the barangay and on the official barangay website, if any.

SECTION 4. Reporting. - The annual report on the utilization of FY 2016 SK funds shall be submitted to the Department of the Interior and Local Government (DILG) not later than March 15, 2017 and every year thereafter, until a new set of SK officials shall have been elected and qualified.

A copy of the annual report shall be furnished the National Youth Commission (NYC).

**RULE II
COMMITTEE AND TASK FORCE**

SECTION 5. Composition of the Task Force on Youth Development (TFYD). -There shall be a Task Force on Youth Development (TFYD) in every barangay nationwide to be composed of a Chairperson and four (4) members.

SECTION 6. Designation and Qualifications of Chairperson of the Task Force on Youth Development. The Chairperson of the TFYD shall come from the members of the Sangguniang Barangay, preferably the Chairperson of the Committee on Women and Family.

The Chairperson shall be designated through a barangay resolution and shall have the following functions:

- a. Ensure the implementation of the youth development and empowerment programs, projects and activities in conformity with Section 2 hereof;
- b. Oversee/Monitor the implementation of the youth development and empowerment programs and projects; and
- c. Prepare reports on the utilization of SK Funds.

SECTION 7. Designation and Qualifications of Four (4) Members of the Task Force on Youth Development. - The four (4) members of the TFYD shall come from the list of nominees of the Katipunan ng Kabataan and other youth organizations operating within the barangay and shall also be designated through a resolution of the sangguniang barangay.

The members of the TFYD shall have the following qualifications:

- a. A citizen of the Philippines;
- b. A resident of the barangay for not less than one (1) year before the date of the designation;
- c. At least eighteen (18) years of age but not more than twenty-four (24) years of age on the date of designation as member of the Task Force;
- d. Able to read and write Filipino, English or the local dialect;
- e. Must not be related within the second (2nd) civil degree of consanguinity or affinity to any incumbent elected national, regional, provincial, city, municipal or barangay official, in the locality where he/she is to be designated;
- f. Must not have been convicted by final judgment of any crime involving moral turpitude; and
- g. Preferably a sectoral representative from the youth.

SECTION 8. Procedure for the Organization of Task Force on Youth Development. Subject to the following procedures, the TFYD shall be organized in every barangay within thirty (30) days from the effectivity of these guidelines:

1. The Sangguniang Barangay shall, through a resolution, designate the Chairperson person within the first three (3) days of the thirty (30) day period provided above.
2. Upon receipt of the official designation, the Chairperson shall announce and post in the bulletin board of the barangay hall and in at least three (3) conspicuous public places in the barangay, the date for the acceptance of nominees and the qualifications for the position of the four (4) members of the TFYD.

The deadline for the receipt of nominations shall not be less than five (5) days from the date of posting.

3. After the deadline for the submission of names of nominees, the list thereof shall be posted for five (5) consecutive days in at least three (3) other conspicuous public places in the barangay.

Within the said period, the Chairperson may receive any issue/concern favorable or unfavorable to the nominees.

The list shall indicate the date, place and time of the hearing where the qualifications of the nominees shall be evaluated.

4. After the hearing, the Chairperson shall recommend to the Sangguniang Barangay the designation of the four (4) members of the TFYD based on the list of the nominees and in accordance with Section 7 hereof.

SECTION 9. Term of Office. -The members of the TFYD shall remain in office until such time that the SK officials shall have been duly elected and qualified.

The Task Force previously constituted by virtue of the Implementing Rules and Regulations of R.A. 10656 shall be replaced by the task force constituted under this Joint Memorandum Circular.

SECTION 10. Inventory and Turn Over of TFYD Financial Records and Properties. - In furtherance of transparent and accountable youth governance and to ensure the smooth transition to the incoming SK officials, the TFYD shall conduct the inventory of all properties, finances and documents of the Task Force.

RULE III

ANNUAL BARANGAY YOUTH INVESTMENT PROGRAM (ABYIP)

SECTION 11. Procedure. - The following shall be observed in the formulation of the ABYIP:

- a. The Task Force shall formulate the ABYIP for one fiscal year which shall contain its programs, activities and projects, including allocation for Mandatory Training and SK Pederasyon Orientation and Elections, with corresponding project costs and the necessary fund flows to approximate the reasonable timing in the release of funds.

b. The Task Force shall submit the ABYIP and the corresponding budget to the Punong Barangay or the Appropriations Committee of the Sangguniang Barangay.

c. The Punong Barangay shall review the ABYIP to determine compliance with Section 20 of Republic Act No. 10742 and Section 2 hereof.

If the ABYIP was ascertained to be non-compliant with Section 20 of RA No. 10742 and Section 2 hereof, it shall not be disapproved outright but shall be returned to the TFYD, accompanied by a statement in writing indicating the necessary corrections to be made.

d. The Punong Barangay may, in the exercise of supervisory function over the TFYD, ask clarifications or recommend adjustments to improve the ABYIP.

e. The Sangguniang Barangay shall approve the ABYIP within ten (10) working days from receipt thereof.

If the above period lapsed, without any action from the Sangguniang Barangay, the ABYIP shall be deemed approved.

RULE IV ACCESS TO FUNDS

SECTION 12. Access to Funds. - After approval of the ABYIP, the TFYD shall prepare the activity design detailing the processes involved and the funds needed for each of the project included in the ABYIP.

The design shall be signed by a majority of the TFYD members before submission thereof to the Punong barangay.

The funds for each project shall be released to the TFYD within a reasonable period of time after submission of its design to the Punong Barangay.

The funds disbursed for each activity shall be subject to the usual auditing rules and regulations of the Commission on Audit (COA).

RULE V FINAL PROVISIONS

Section 13. Repealing Clause - Any issuances inconsistent with the provisions and/or purposes of these guidelines are hereby repealed, amended or modified accordingly.

Section 14. Effectivity- These guidelines shall take effect immediately upon approval.

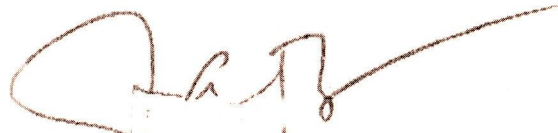
With this, the Law Department most respectfully recommends that the herein attached proposed **Operational Guidelines on the Utilization of the Sangguniang Kabataan Fund for FY 2017** drafted by the DILG in coordination with COMELEC, NYC and other Agency Partners, be **ADOPTED**, for the implementation of the DILG.

For Your Honors, consideration, please."

Considering that the Operational Guidelines on the utilization of SK Funds is in accord with the provisions of Republic Act 10742, the Commission **RESOLVED**, as it hereby **RESOLVES**, to **approve** the foregoing recommendation of Director Maria Norina S. Tangaro-Casingal, Law Department, as concurred in by Deputy Executive Director for Operations Bartolome J. Sinocruz, Jr., to **adopt** the hereto attached proposed **Operational Guidelines on the Utilization of the Sangguniang Kabataan Fund for FY 2017** drafted by the DILG in coordination with COMELEC, NYC and other Agency Partners, for the implementation of the DILG.

Let the Deputy Executive Director for Operations and the Law Department implement this Resolution.

SO ORDERED.



J. ANDRES D. BAUTISTA
Chairman


CHRISTIAN ROBERT S. LIM
Commissioner

(On Official Business)
AL A. PARREÑO
Commissioner


LUE TITO F. GUIA
Commissioner
ARTHUR D. LIM
Commissioner
MA. ROWENA AMELIA V. GUANZON
Commissioner
SHERIFF M. ABAS
Commissioner

- cc
- Chairman
 - All Commissioners
 - Executive Director
 - Deputy Executive Director for Operations
 - Deputy Executive Director for Administration
 - Law Department
 - Election and Barangay Affairs Department
 - Finance Services Department

UP

2017 TFYD Monitoring Form 1

REGIONAL CONSOLIDATED REPORT
ON THE ORGANIZATION OF TASK FORCE ON YOUTH DEVELOPMENT (TFYD) AND UTILIZATION OF SK FUNDS

(Pursuant to COMELEC Minute Resolution No. 17-0128 in relation to RA 10923 and RA 10742)

As of _____

Regional Office No. _____

PROVINCE	TOTAL NO. OF BARANGAYS	BARANGAYS THAT ORGANIZED TFYD		BARANGAYS THAT UTILIZED SK FUNDS		PERCENTAGE OF ALLOCATION ON YOUTH DEVELOPMENT AND EMPOWERMENT PROGRAMS AND PROJECTS										REMARKS	
		NO.	%	NO.	%	Sec.	Sec.	Sec.	Sec.	Sec.	Sec.	Sec.	Sec.	Sec.	Sec.		
						2(a)	2(b)(1)	2(b)(2)(3)	2(b)(4)	2(b)(5)	2(b)(6)	2(b)(7)	2(b)(8)	2(b)(9)	2(b)(10)		
TOTAL																	
Sec. 2(a) - Mandatory Training and SK Pederasyon Orientation and Elections		Sec. 2(b)(6) - Anti-Drug Abuse								Sec. 2(b)(7) - Gender Sensitivity							
Sec. 2(b)(1) - Equitable Access to Quality Education		Sec. 2(b)(7) - Gender Sensitivity								Sec. 2(b)(8) - Sports Development							
Sec. 2(b)(2)(3) - Environment Protection, Climate Change Adaptation and Disaster Risk Reduction and Resiliency		Sec. 2(b)(9) - Capability Building (which give emphasis to leadership training)															
Sec. 2(b)(4) - Youth Empowerment and Livelihood		Sec. 2(b)(10) - Linggo ng Kabataan Celebration															
Sec. 2(b)(5) - Health																	

Prepared by:

Noted by:

(Designation)

(Designation)

**CITY/MUNICIPAL CONSOLIDATED REPORT
ON THE ORGANIZATION OF TASK FORCE ON YOUTH DEVELOPMENT (TFYD) AND UTILIZATION OF SK FUNDS**

(Pursuant to COMELEC Minute Resolution No. 17-0128 in relation to RA 10923 and RA 10742)

As of _____

Regional Office No. _____

Province of _____

Municipality of _____

BARANGAY	BARANGAYS THAT ORGANIZED TFYD		BARANGAYS THAT UTILIZED SK FUNDS		PERCENTAGE OF ALLOCATION ON YOUTH DEVELOPMENT AND EMPOWERMENT PROGRAMS AND PROJECTS										REMARKS	
	NO.	%	NO.	%	Sec. 2(a)	Sec. 2(b)(1)	Sec. 2(b)(2)(3)	Sec. 2(b)(4)	Sec. 2(b)(5)	Sec. 2(b)(6)	Sec. 2(b)(7)	Sec. 2(b)(8)	Sec. 2(b)(9)	Sec. 2(b)(10)		
1.																
2.																
3.																
4.																
5.																
6.																
7.																
8.																
9.																
10.																
TOTAL																
Sec. 2(a)	-	Mandatory Training and SK Pederasyon Orientation and Elections									Sec. 2(b)(6)	-	Anti-Drug Abuse			
Sec. 2(b)(1)	-	Equitable Access to Quality Education									Sec. 2(b)(7)	-	Gender Sensitivity			
Sec. 2(b)(2)(3)	-	Environment Protection, Climate Change Adaptation and Disaster Risk Reduction and Resiliency									Sec. 2(b)(8)	-	Sports Development			
Sec. 2(b)(4)	-	Youth Empowerment and Livelihood									Sec. 2(b)(9)	-	Capability Building (which give emphasis to leadership training)			
Sec. 2(b)(5)	-	Health									Sec. 2(b)(10)	-	Linggo ng Kabataan Celebration			

Prepared by:

Noted by:

(Designation)

(Designation)