



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>



**CONDUCT OF SANGGUNIANG KABATAAN MANDATORY TRAINING AND SK  
PEDERASYON ORIENTATION AND ELECTIONS AT THE MUNICIPAL, CITY AND  
PROVINCIAL LEVEL**

**DILG MEMORANDUM CIRCULAR NO. 2018-07  
January 25, 2018**

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**1.0 LEGAL BASES**

**1.1 REPUBLIC ACT 10742, OTHERWISE KNOWN AS “THE SANGGUNIANG  
KABATAAN REFORM ACT OF 2015**

1.1.1 Section 21(a) provides for the organization of the Pederasyon ng mga Sangguniang Kabataan chairpersons of barangays in the municipality, city and provincial level.

1.1.2 Section 21(b) mandates the concerned Local Government Operations Officer, in coordination with the election officer, shall facilitate the conduct of the SK Pederasyon elections which shall be held on the following schedules:

1.1.2.1 For the Pambayan and Panlungsod na Pederasyon – within fifteen (15) days from the Sangguniang Kabataan elections; and

1.1.2.2 For the Panlalawigang Pederasyon – within thirty (30) days from the Sangguniang Kabataan elections.

1.1.3 Section 27 provides that “any Sangguniang Kabataan official, whether elected or appointed, or any member of the LYDC must undergo the mandatory training programs before he or she can assume office”.

1.1.3.1 A separate Circular for the purpose shall be issued which will provide for the mechanism, schedule, venue and other details to implement the mandatory training program.

**1.2 DILG-COMELEC-NYC JOINT MEMORANDUM CIRCULAR NO. 2017-01,  
“GUIDELINES ON THE CONDUCT OF SANGGUNIANG KABATAAN  
PEDERASYON ORIENTATION AND ELECTION; AND RULES GOVERNING  
TERMS OF OFFICE, SUSPENSION AND REMOVAL OF ALL SK PEDERASYON  
OFFICERS”.**

1.2.1 Section 3 provides that the orientation and elections of officers of the Pederasyon ng mga Sangguniang Kabataan, at all levels, shall be conducted in two (2) days in accordance with the following:

### **1.2.1.1 Programme Flow**

1.2.1.1.1 Day 1 – Orientation on the Roles of SK Pederasyon Officers; and

1.2.1.1.2 Day 2 – Elections and Mass Oath Taking

### **1.2.1.2 Venue**

1.2.1.2.1 Panlungsod/Pambayang Pederasyon Election – shall be held at the designated venue within the city/municipality;

1.2.1.2.2 Panlalawigang Pederasyon Election – shall be conducted at the designated venue within the province; and

1.2.1.2.3 As much as practicable, the activity shall be conducted in a public building.

1.2.2 Section 8 provides for the payment of registration fees to cover accommodation, honoraria, supplies, and other election-related expenses for two (2) days, chargeable against the barangay's 10% SK fund, amounting to:

1.2.2.1 PhP 3,500 per SK City/Municipal Pederasyon participant;

1.2.2.2 PhP3,500 per SK participant of the Province/ Highly Urbanized City and Independent Component City; and

1.2.2.3 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.

## **1.3 REPUBLIC ACT 10952 AND ITS IMPLEMENTING RULES AND REGULATIONS (IRR), AN ACT POSTPONING THE 2017 BARANGAY AND SANGGUNING KABATAAN ELECTIONS**

1.3.1 Section 1 provides for the conduct of Barangay and Sangguniang Kabataan Elections on the second Monday of May 2018 (May 14, 2018);

1.3.2 Section 2, Rule 1 re Guidelines on the allocation and utilization of SK Funds, an integral part of the IRR of RA 10952, provides for the allocation of the 10% SK fund on specific menu of SK programs, projects and activities which include, among others, the allocation for:

1.3.2.1 Sangguniang Kabataan Mandatory Training; and

1.3.2.2 Conduct of SK Orientation and Pederasyon Elections.



## 2.0 PURPOSE

This Circular is issued to provide the mechanisms and activities with timelines in the conduct of SK Pederasyon Orientation and Elections at the City/Municipal and Provincial level.

## 3.0 COVERAGE

This Circular shall cover all **PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS, PRESIDING OFFICERS OF THE SANGGUNIAN, PUNONG BARANGAYS, DILG REGIONAL DIRECTORS AND FIELD OFFICERS, ARMM REGIONAL GOVERNOR AND ALL OTHERS CONCERNED.**

## 4.0 POLICY CONTENT

Pursuant to DILG-COMELEC-NYC Joint Memorandum Circular No. 2017-01 dated 23 June 2017 and this Circular provide the following:

### 4.1 MAJOR ACTIVITIES WITH TIMELINES

ACTIVITIES	TIMELINES
4.1.1 <i>Sending of written notices<sup>1</sup> to all elected SK Chairpersons by the concerned DILG Field Officer for the the conduct of Panlungsod/Pambayang Pederasyon Orientation and Election</i>	Not later than 23 May 2018 <sup>2</sup>
4.1.2 <i>Conduct of Panlungsod / Pambayang Pederasyon Orientation and Election; and Mass Oath Taking</i>	Not later than 29 May 2018
4.1.3 <i>Sending of written notices<sup>3</sup> to all elected Panlungsod/ Pambayang Pederasyon Presidents by the concerned DILG Field Officer for the the conduct of Panlalawigang Pederasyon Orientation and Election; and Mass Oath Taking</i>	Not later than 7 June 2018 <sup>4</sup>
4.1.4 <i>Conduct of Panlalawigang Pederasyon Orientation and Election; and Oath Taking</i>	Not later than 13 June 2018
4.1.5 <i>Submission of the Election Results (List of Elected Pederasyon Officers) by the concerned Election Committee to:</i> <ul style="list-style-type: none"><li>• <i>DILG Provincial Office, in case of City/Municipal Pederasyon Election</i></li><li>• <i>DILG Regional Office, in the case of HUC/ICC and Provincial Pederasyon Election</i></li></ul>	Within 5 days after the election
4.1.6 <i>The DILG Regional Office shall submit to the DILG Secretary, through the National Barangay Operations Office, the Consolidated List of elected SK Pederasyon Officers at all levels</i>	Not later than 15 July 2018

### 4.2 CONSTITUTION OF THE BOARD OF ELECTION SUPERVISORS (BES)

#### 4.2.1 COMPOSITION

##### 4.2.1.2 BES City/Municipal Level

Chair: DILG City Director/City/Municipal Local Government Officer

Members: City/Municipal COMELEC Officer

Secretary to the Sangguniang Panglungsod/Bayan

<sup>1</sup> Sample Notice Template - Annex "B" of JMC No. 2017-01 dated 23 June 2017

<sup>2</sup> Section 4(a) of JMC No. 2017-01 dated 23 June 2017

<sup>3</sup> Sample Notice Template - Annex "C" of Section 4(a) of JMC No. 2017-01 dated 23 June 2017

<sup>4</sup> Section 4(b) of JMC No. 2017-01 dated 23 June 2017

#### **4.2.1.3 BES Provincial Level**

Chair: DILG Provincial Director

Members: Provincial Election Supervisor

Secretary to the Sangguniang Panlalawigan

#### **4.2.2 QUALIFICATION/DISQUALIFICATION**

4.2.2.1 No person shall serve as chairman or member of the BES if he/she is related within the fourth (4<sup>th</sup>) 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.

4.2.2.2 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 his/her behalf.

#### **4.2.3 AUTHORITY AND DUTIES OF THE BES AT ALL LEVELS**

4.2.3.1 Serve as the final arbiter in all election controversies within its level. Its decision on the matter shall be final and executory.

4.2.3.2 The Chair and members of the BES shall have one vote each. A majority vote is required in deciding all election controversies.

4.2.3.3 Attest to the certification issued by the Election Committee on results of the election and the Minutes of SK Pederasyon Election.

4.2.3.4 Ensure the smooth and orderly conduct of the election.

4.2.3.5 Observe proper seat arrangement during the casting of votes

4.2.3.6 See to it that the ballot boxes, containing all the official ballots, are sealed.

4.2.3.7 Decide on any election protest within three (3) working days upon receipt. Its decision is final and executory.

#### **4.3 ROLES AND RESPONSIBILITIES**

##### **4.3.1 LOCAL CHIEF EXECUTIVES OR PRESIDING OFFICERS**

In the conduct of SK Mandatory Training and Pederasyon Orientation and Elections, the LCEs of the Province, City and Municipality or the Presiding Officer of the Sangguniang Panlalawigan, Panlungsod or Pambayan are enjoined to provide:

4.3.1.1 Appropriate assistance for the smooth and orderly conduct of the mentioned activities; and



- 4.3.1.2** Provide, by ordinance, an augmentation fund in case the SK funds of their component barangays are insufficient to defray payment of registration fee of SKs and other expenses necessary for the said activities, subject to existing laws and the usual accounting and auditing rules and regulations.

**4.3.2 PUNONG BARANGAY**

All Punong Barangays shall:

- 4.3.2.1** Ensure the inclusion in the 2018 Barangay Annual Budget the allocation for the conduct of SK Mandatory Training and Pederasyon Orientation and Elections;

- 4.3.2.2** Set aside actual funds for the conduct of SK Mandatory Training and Pederasyon Orientation and Election, based on the following computation:

**4.3.2.2.1** For SK Mandatory Training – PhP 12,800  
(1 day activity @ PhP 1,600/SK x 8 SK)

**4.3.2.2.2** For Panlungsod/Pambayang Pederasyon Orientation Election – PhP 3,500 (2 day live-in activity. Participant: SK Chairperson)

**4.3.2.2.3** For Panlalawigang Pederasyon Orientation and Election – PhP 3,500 (2 days live-in activity only for the elected Panlungsod/Pambayang Pederasyon President)

- 4.3.2.3** Ensure that funds for abovementioned activities remain intact.

**4.3.3 DILG REGIONAL DIRECTORS AND ARMM REGIONAL GOVERNOR**

- 4.3.2.1** Cause the widest dissemination of this Circular in their respective regional territories;

- 4.3.2.2** Ensure compliance of the concerned local officials and the concerned DILG Field Officers with this Circular;

- 4.3.2.3** Provide appropriate assistance to concerned DILG field officers in the conduct of the SK Pederasyon Orientation and Elections;

- 4.3.2.4** Ensure a smooth and orderly conduct of SK Pederasyon Elections at all levels; and

- 4.3.2.5** Submit Consolidated List of elected SP Pederasyon Officers to the DILG Secretary, through NBOO, not later than 15 July 2018.

**4.2.3 PROVINCIAL AND CITY DIRECTORS AND C/MLGOOS**

- 4.2.3.1** Disseminate this Circular to the concerned local officials;

- 4.2.3.2 Perform the mandated roles and functions pursuant to DILG-COMELEC-NYC Joint Memorandum Circular No. 2017-01 dated 23 June 2017;
- 4.2.3.3 Ensure to undertake the major activities as stated in Item 4.1 of this Circular;
- 4.2.3.4 Ensure the smooth, orderly and successful conduct of the Pederasyon Elections in their respective areas of responsibility; and
- 4.2.3.5 Submit the list of the concerned Elected SK Pederasyon Officers to the concerned DILG Regional Offices, in the case of Provinces, HUCs and ICCs; and the concerned DILG Provincial Offices in the case of Component Cities and Municipalities.


## 5.0 REPEALING CLAUSE

The provisions in DILG-COMELEC-NYC JMC No. 2017-01 are still in effect, except for the dates/schedules on the conduct of the SK Pederasyon Orientation and Elections at all levels and the submission of the requested reports that are modified accordingly in this Circular in line with the passage of Republic Act 10952.

## 6.0 EFFECTIVITY

This Circular shall take effect upon its approval.

## 7.0 APPROVING AUTHORITY

  
**EDUARDO M. AÑO** *ju*  
Officer-In-Charge, DILG



## 8.0 FEEDBACK

For related inquiries and clarification kindly contact the National Barangay Operations Office at telephone numbers 925-1137 and 925-0328, or at gmail address [nboo.dilgco2018@gmail.com](mailto:nboo.dilgco2018@gmail.com).





## NOTIFICATION

Date: \_\_\_\_\_

HON./MR./MS. \_\_\_\_\_  
Sangguniang Kabataan (SK) Chairman  
Barangay \_\_\_\_\_  
City/Municipality of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear SK Chair \_\_\_\_\_:

Greetings!

In line with the implementation of Republic Act 10742, otherwise known as the "Sangguniang Kabataan Reform Act of 2015", specifically, Section 21(a)(b) thereof, which provides for the organization of the Pederasyon ng mga Sangguniang Kabataan and the election of the Pederasyon officials at the city/municipal and provincial levels.

In this connection, you are hereby directed to attend the scheduled orientation and election of SK Pederasyon officials on \_\_\_\_\_ (date) at \_\_\_\_\_ (address).

You are hereby advised to bring a photocopy of your Certificate of Proclamation issued by COMELEC and the Certificate of Completion of the Mandatory Training for you to be able to join and participate in the said activity. Likewise, a Registration Fee of Php 2,000 (for 2 days), shall be collected upon registration chargeable against your barangay/SK fund, subject to the usual accounting and auditing rules and regulations.

For confirmation, you are encouraged to coordinate with us, immediately upon receipt of this Notification. Please be informed that failure to attend the SK Orientation and Pederasyon Election may be a ground for possible administrative offense for neglect of duty, as provided for under RA 10742 and other applicable laws and issuances.

Thank you.

Very truly yours,

\_\_\_\_\_  
DILG Field Officer Concerned

Copy furnished:

PB \_\_\_\_\_  
Barangay \_\_\_\_\_  
City/Municipality of \_\_\_\_\_  
\_\_\_\_\_



**NOTIFICATION**

**Date:** \_\_\_\_\_

**HON./MR./MS.** \_\_\_\_\_  
SK Panlungsod/Pambayang Pederasyon President  
and Sangguniang Kabataan (SK) Chairman  
Barangay \_\_\_\_\_  
City/Municipality of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dear SK President** \_\_\_\_\_:

Greetings!

In line with the organization and election of Panlalawigang Pederasyon ng mga Sangguniang Kabataan as mandated under Section 21 (a)(b) of Republic Act 10742 or the SK Reform Act of 2015, you are hereby directed to attend the scheduled orientation and election of SK Pederasyon officials at the provincial level on \_\_\_\_\_ (date) \_\_\_\_\_ at \_\_\_\_\_ (address) \_\_\_\_\_.

You are hereby advised to bring a photocopy of your Certificate of Proclamation issued by City/Municipal Election Committee and attested by Board of Election Supervisors, that city/municipality. Likewise, a Registration Fee of Php 2,400 (for 2 days), shall be collected upon registration chargeable against your barangay/SK fund, subject to the usual accounting and auditing rules and regulations.

For confirmation, you are encouraged to coordinate with us, immediately upon receipt of this Notification. Please be informed that failure to attend the SK Orientation and Pederasyon Election may be a ground for possible administrative offense for neglect of duty, as provided for under RA 10742 and other applicable laws and issuances.

Thank you.

Very truly yours,

\_\_\_\_\_  
DILG Field Officer Concerned

Copy furnished:

**PB** \_\_\_\_\_  
**Barangay** \_\_\_\_\_  
**City/Municipality of** \_\_\_\_\_  
\_\_\_\_\_