



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>



**ROLES OF LOCAL OFFICIALS AND DILG FIELD OFFICERS AND THE UPDATED
FORMS, TEMPLATES AND FIELD GUIDE ON THE CONDUCT OF THE SANGGUNIANG
KABATAAN (SK) PEDERASYON ORIENTATION AND ELECTIONS AT THE
PROVINCIAL, CITY AND MUNICIPAL LEVELS**

Memorandum Circular No. 2018-64
May 8, 2018

1.0 LEGAL BASES

- Section 21 of Republic Act 10742, or the SK Reform Act of 2015
- Republic Act 10952, an Act Postponing the Barangay and Sangguniang Kabataan Elections (BSKE) from October 2017 to May 14, 2018
- DILG-COMELEC-NYC Joint Memorandum Circular (JMC) No. 2017-1, Series of 2017
- DILG Memorandum Circular (MC) No. 2018-07 dated 25 January 2018

2.0 PURPOSE

This MC is issued to provide the following:

- 2.1 Guide to concerned local officials and DILG field officers on their roles in the conduct of the SK Pederasyon Orientation and Elections at the Provincial, City and Municipal levels; and
- 2.2 Updated forms and templates for the conduct of the SK Pederasyon Orientation and Elections.

3.0 COVERAGE

This Circular shall cover all Provincial Governors, City/Municipal Mayors, Punong Barangays, Representatives of the Liga ng mga Barangay City/Municipal/Provincial Chapters, Presiding Officers of the Sanggunians, Secretary to the Sangguniang Panlalawigan, Panlungsod and Pambayan DILG Regional, Provincial and City Directors, City/Municipal Local Government Operations Officers, ARMM Regional Governor, Philippine National Police and all others concerned.

4.0 POLICY CONTENT

The SK Reform Act mandates that the Panlungsod/Pambayang Pederasyon Election ng mga Sangguniang Kabaatan shall be conducted within **15 days** from the BSKE

while the Panlalawigang Pederasyon ng mga Sangguniang Kabataan Election shall be conducted within 30 days from the BSKE.

In this connection, all concerned are directed to perform their respective duties and functions set forth under the DILG-COMELEC-NYC JMC No. 2017-1, Series of 2017 and in DILG Memorandum Circular (MC) No. 2018-07 dated 25 January 2018 on the Conduct of SK Pederasyon Orientation and Elections, and shall undertake the following:

4.1 PROVINCIAL GOVERNOR

- Ensure that all elected Presidents of the Panlungsod and Pambayang Pederasyon ng mga SK shall attend the Provincial SK Pederasyon Orientation and Election.
- Send representative/s who shall be part of the Training Management Team of the SK Pederasyon Orientation and Election at the Provincial level.
- Provide support funds for payment of hotel accommodation and other incidental expenses of the concerned LGU representative/s, subject to existing laws and the usual accounting and auditing procedures.
- Direct the LGU representative/s to collaborate with the concerned DILG Provincial Director to discuss implementation strategies.
- Provide financial assistance, if necessary, for payment of registration fee of the concerned SKs in barangays with depleted or insufficient funds.
- Administer the Oath of Office of the elected officers of the Panlalawigang Pederasyon ng mga SK.

4.2 CITY/MUNICIPAL MAYOR

- Ensure 100% attendance and participation of all SK chairpersons within the City/Municipality in the conduct of the Orientation and Election of the Panlungsod/Pambayang Pederasyon ng mga Sangguniang Kabataan.
- Send representative/s to attend the said activity as part of the Training Management Team.
- Direct the LGU representative/s to collaborate with the concerned DILG City Director/C/MLGOO to discuss implementation strategies.
- Provide support funds for payment of hotel accommodation and other expenses of the concerned LGU representative/s, subject to existing laws and the usual accounting and auditing procedures.
- Provide funds to cover the registration fee of concerned SK Chairpersons from the component barangays with depleted or insufficient funds.
- Ensure the successful, peaceful and orderly conduct of the activity.
- Administer the Oath of Office of the elected officers of the Panlungsod/Pambayang Pederasyon ng mga SK.

4.3 PUNONG BARANGAY

- Ensure that the participant SK Chairperson to the Panlungsod/Pambayang Pederasyon has undergone mandatory training.

- Ensure the attendance and participation of the elected SK Chairperson in the City/Municipal Pederasyon Orientation and Election.
- Provide funds to cover for registration and incidental expenses for the Orientation and Election of the Panlungsod/Pambayanag Pederasyon ng mga SK.
- If necessary, seek assistance from the Provincial Governor and/or the City/Municipal Mayor in case barangay budget is depleted or insufficient to cover the cost for the required registration fee of the concerned SK.

4.4 LIGA NG MGA BARANGAY CITY/MUNICIPAL/PROVINCIAL CHAPTER REPRESENTATIVE

- Attend and be part of the Training Management Team.
- Collaborate with the concerned DILG Provincial/City Director/C/MLGOO to discuss implementation strategies.
- Issue Official Receipt for payment of registration fee amounting to Three Thousand Five Hundred Pesos [Php 3,500] per SK Chairman/elected City/Municipal/Provincial Pederasyon President.
- Determine the venue for the conduct of the City or Municipal Pederasyon Orientation and Election, within the Region in the case of HUCs and ICCs and within the Province in the case of component Cities and Municipalities, *in cases where there is no available venue within the City or Municipality that can accommodate huge number of participants.*
- Ensure the successful, peaceful and orderly conduct of the activity.

4.5 PRESIDING OFFICER OF THE SANGGUNIAN (PROVINCIAL/CITY/MUNICIPAL LEVEL)

- Ensure attendance and participation of the concerned Sanggunian Secretary.
- Provide support funds for payment of hotel accommodation and other expenses of the Sanggunian Secretary, subject to existing laws and the usual accounting and auditing procedures.

4.6 SANGGUNIANG KABATAAN CHAIRPERSONS/ELECTED CITY/MUNICIPAL SK PEDERASYON PRESIDENTS

- Attend the Pederasyon Orientation and Election in the concerned level.
- Present the Certificate of Proclamation from COMELEC and the SK Mandatory Training Certificate of Completion or Certificate of Attendance or Certificate of Participation.
- Pay the registration fee amounting to Php 3,500 for the City/Municipal SK Pederasyon Orientation. For the elected C/M SK Pederasyon President, he/she shall pay the same amount of Php 3,500 registration fee in the conduct of SK Provincial Pederasyon Orientation and Election.

4.7 SECRETARY TO THE SANGGUNIANG PANLALAWIGAN/PANLUNGSOD/PAMBAYAN

- Attend the SK Pederasyon Orientation and Election in the concerned level.
- Perform the duties and functions as member of the Board of Election Supervisors (BES).
- Collaborate with the concerned DILG City Director/C/MLGOO to discuss implementation strategies.
- Ensure the successful, peaceful and orderly conduct of the activity.

4.8 PHILIPPINE NATIONAL POLICE/LOCAL CHIEF OF POLICE

- Collaborate with the concerned DILG Provincial/City Director/C/MLGOO to discuss implementation strategies.
- Act as panel of observer during the SK Pederasyon Election. In his/her absence, send representative to attend the activity.
- Provide assistance to secure the venue of the activity.
- Ensure the successful, peaceful and orderly conduct of the Pederasyon Election.

4.9 DILG REGIONAL DIRECTOR AND ARMM REGIONAL SECRETARY

- Cause the widest and immediate dissemination of this Memorandum Circular to all local government units under their jurisdictional territory.
- Ensure strict compliance by the concerned local officials.
- Provide necessary support especially to the concerned DILG Field Officers with huge number of barangays/SK Chairpersons.
- Ensure that the concerned Field Officers perform their respective roles, duties and functions.
- Ensure smooth and orderly conduct of the activity.
- Submit Regional Report to SILG/Undersecretary for Barangay Affairs, through NBOO at nboo.dilgco2018@gmail.com, on the List of Elected Provincial, City and Municipal SK Pederasyon Officers not later than 15 July 2018.

4.10 DILG PROVINCIAL DIRECTOR

- Provide the concerned local officials copy of this Circular.
- Act as Training Manager of the Training Management Team.
- Chairperson of the BES in the conduct of the SK Panlalawigang Pederasyon Election.
- Convene the Training Management Team (TMT) composed of the representatives of the Provincial government and the Liga ng mga Barangay Provincial Chapter.
- Discuss with the TMT the preparatory arrangements on hotel accommodation, venue of the orientation and election and other administrative requirements of the activity.
- Collaborate with the concerned City Directors and C/MLGOOs on the schedules/dates of the City/Municipal SK Pederasyon Orientation and Elections.
- Collaborate with the Local PNP to secure the venue of the activity.
- Ensure smooth and orderly conduct of the activity
- Submit the List of the elected officials of the Panlalawigang Pederasyon ng mga Sangguniang Kabataan to the concerned Region.

4.11 CITY DIRECTOR AND C/MLGOO

- Provide the concerned local officials copy of this Circular.
- Act as Training Manager of the Training Management Team.
- Chairperson of the BES in the conduct of the SK Panlungsod/Pambayang Pederasyon Election.
- Convene the TMT composed of the representatives of the City/Municipal government and the Liga ng mga Barangay City/Municipal Chapter.
- Discuss with the TMT the preparatory arrangements on hotel accommodation, venue of the orientation and election and other administrative requirements of the activity.
- Collaborate with the concerned Provincial Director on the schedules/dates of the conduct of City/Municipal SK Pederasyon Orientation and Elections.
- Collaborate with the Local PNP to secure the venue of the activity.
- Discuss with the concerned Punong Barangays re schedule of the activity, the required registration fee for SK Chairperson, for elected SK City/Municipal Pederasyon President and the schedule of payment.
- Ensure smooth and orderly conduct of the activity.
- Submit the List of the elected officials of the Panlalawigang Pederasyon ng mga Sangguniang Kabataan to the concerned Province/Region.

5.0 ATTACHMENTS

The forms/templates attached in DILG-COMELEC-NYC JMC No. 2017-1, Series of 2017 and in DILG Memorandum Circular (MC) No. 2018-07 dated 25 January 2018 are modified accordingly in this Circular, such the following:

- Annex "A" - Programme of Activities
- Annex "B" - Notification for SK C/M Chair
- Annex "C" - Notification for SK C/M Pederasyon President
- Annex "D" - Notification/Letter for the Constitution of BES
- Annex "E" - Notification/Letter for the Constitution Panel of Observers
- Annex "F-1" - Registration form - SK C/M Pederasyon Orientation
- Annex "F-2" - Registration form - SK C/M Pederasyon Election
- Annex "F-3" - Registration form - SK Provincial Pederasyon Orientation
- Annex "F-4" - Registration form - SK Provincial Pederasyon Election
- Annex "G" - Sample Ballot
- Annex "H" - Sample Tally Sheet
- Annex "I" - Sample Form-Certificate of Canvass and Proclamation
- Annex "J" - Sample Minutes of the Election Proceedings
- Annex "K" - Panunumpa sa Katungkulan/Oath of Office

In addition to the above-stated sample forms and templates, attached are Annexes on the following:

- Annex "L" - Sample ID of Participants
- Annex "M" - Field Guide on the Conduct of SK Pederasyon Orientation and Elections


The above sample forms and templates can be modified or translated in any preferred dialect/vernacular, except for the amount of the registration fee to be collected from the SK Chairperson at **Php 3,500 each** and **Php 3,500** per elected SK City/Municipal Pederasyon President. There shall be no other fees to be collected from the concerned participants.

The National Barangay Operations Office shall provide the Regional Offices and the concerned Field Officers soft copies of the above-mentioned forms and templates upon approval of this Circular.

6.0 EFFECTIVITY

This Circular shall take effect upon its approval.

7.0 APPROVING AUTHORITY


EDUARDO M. AÑO jr
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***.



SANGGUNIANG KABATAAN PEDERASYON ELECTIONS
Programme of Activities

Day 1 (_____, 2018) ORIENTATION		
Time	Activity	OPR
7:30am-9:30am	Arrival and Registration of Participants	Secretariat
9:30 am - 10:15am	Preliminaries	AVP
	Opening Prayer	
	National Anthem	
	Introduction of Participants	DILG
	Welcome Remarks	
	Objectives of the Activity	
	Reading of House Rules	
Expectation Setting		
10:15am-10:30am	AM Snacks	
10:30am-12noon	Lecture on Legal Bases of SK Pederasyon	DILG
12noon - 1:30pm	Lunch Break	
1:30pm-1:40pm	Energizer	
1:40-3:30pm	Lecture on the Powers and Functions of SK Pederasyon Officers	
3:30pm-3:45pm	PM Snacks	DILG
3:45pm-5pm	Continuation: Lecture on the Powers and Functions of SK Pederasyon Officials	
5pm-5:30pm	Open Forum [Q and A]	
5:30-5:40pm	Message/Reminders	
5:40pm onwards	Dinner	
Day 2 (_____, 2018) ELECTION PROPER		
7:30am-8:30am	Registration	Secretariat
8:30am-8:35am	Prayer	AVP
8:35am-8:45am	Recap of Day 1	
	Determination of Quorum	
8:45am-9:30am	Reading of Election Policy/Reminders	DILG/BES
	Constitution of the Election Committee	
9:30am-10:15am (10am- Working Snacks)	Nominations, votation, proclamation	EC
	Nominations: SK Pederasyon Candidates	
10:15am-12noon	5-minute Speech per candidate	
12noon-1:30pm	Casting of Votes	
1:30pm - 4pm	Lunch Break	
4pm-5pm	Counting of Votes	Mayor/Gov
	Proclamation	
5 pm	Oath Taking	DILG
	Distribution of Certificates	
	Closing Remarks	
-END-		



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 SK Mandatory Training *Certificate of Completion* or *Certificate of Attendance* or *Certificate of Participation* for you to be able to join and participate in the said activity. Likewise, a Registration Fee of Php 3,500.00 (for 2 days), shall be collected to defray hotel accommodation and other expenses 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 Pederasyon Orientation and 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
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 3,500.00 (for 2 days), shall be collected to defray hotel accommodation and other expenses chargeable against your barangay/SK fund, subject to the usual accounting and auditing rules and regulations.

For confirmation, you are encouraged to coordinate with the undersigned 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 _____



Date: _____

MR./MS. _____

(C/M/Provincial) COMELEC Officer
or Secretary to the Sangguniang (Panlungsod/Pambayan/Panlalawigan)
Address: _____

Dear Sir/Madam:

Greetings!

Republic Act 10742, otherwise known as the "Sangguniang Kabataan (SK) Reform Act of 2015", specifically, Section 21 thereof, mandates the organization and election of the Pederasyon ng Sangguniang Kabataan at the city/municipal and provincial levels.

In this connection, the Department, together with the Commission on Elections and the National Youth Commission formulated Joint Memorandum Circular (JMC) No. 2017-01, dated 23 June 2017, on "Guidelines on the Conduct of SK Pederasyon Orientation and Elections, and Rules Governing Terms of Office, Suspension and Removal of all SK Pederasyon Officers at all levels".

Section 5(a)/5(b) of the said JMC provides for the **CONSTITUTION OF BOARD OF ELECTION SUPERVISORS (BES) at the (city/municipal)/(provincial) level**, composed of the following: [note: for C/M Level choose (a) and for the Provincial Level choose (b)]

(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"

In this regard, may we invite you for a meeting on _____, 2018 at _____ AM/PM, at the _____ (venue) _____, to discuss our roles and responsibilities and other details pertaining to the conduct of SK Pederasyon Orientation and Elections which is scheduled on _____, 2018.

Thank you and warm regards.

Very truly yours,

DILG Field Officer Concerned

Copy furnished: (Mayor/Governor and Vice Governor)



Date: _____

(Chief of Police/CSO/NGO/School Principal)

Address: _____

Dear _____:

Greetings!

Republic Act 10742, otherwise known as the "Sangguniang Kabataan (SK) Reform Act of 2015", specifically, Section 21 thereof, mandates the organization and election of the Pederasyon ng Sangguniang Kabataan at the city/municipal and provincial levels.

In this connection, the Department, together with the Commission on Elections and the National Youth Commission formulated Joint Memorandum Circular (JMC) No. 2017-01 dated 23 June 2018, on "Guidelines on the Conduct of SK Pederasyon Orientation and Elections, and Rules Governing Terms of Office, Suspension and Removal of all SK Pederasyon Officers at all levels".

Section 6 of the said JMC provides for the **CONSTITUTION OF PANEL OF OBSERVERS** at the **(city/municipal)/(provincial)** level, 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

In this regard, may we invite you for a meeting on _____, 2018 at ____ AM/PM, at the _____ (venue) _____, to discuss our roles and responsibilities and other details pertaining to the conduct of SK Pederasyon Orientation and Election which is scheduled on _____, 2018.

Thank you and warm regards.

Very truly yours,

DILG Field Officer Concerned



SANGGUNIANG KABATAAN PANLUNGSOD/PAMBAYANG PEDERASYON ORIENTATION

REGISTRATION

_____, 2018

City/Municipality: _____

NAME OF SK CHAIR	BARANGAY	HOME ADDRESS	AGE	BIRTH DATE	SEX	SIGNATURE
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						



SANGGUNIANG KABATAAN PANLUNGSOD/PAMBAYANG PEDERASYON ELECTION

REGISTRATION

_____, 2018

City/Municipality: _____

NAME OF SK CHAIR	BARANGAY	HOME ADDRESS	AGE	BIRTH DATE	SEX	SIGNATURE
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						



SANGGUNIANG KABATAAN PANLALAWIGANG PEDERASYON ORIENTATION

REGISTRATION
_____, 2018

Province: _____

NAME OF SK C/M PEDERASYON PRESIDENT	BARANGAY/CITY/MUNICIPALITY	HOME ADDRESS	AGE	BIRTH DATE	SEX	SIGNATURE
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						



SANGGUNIANG KABATAAN PANLALAWIGANG PEDERASYON ELECTION

REGISTRATION

_____, 2018

Province: _____

NAME OF SK CHAIR	BARANGAY/CITY/MUNICIPALITY	HOME ADDRESS	AGE	BIRTH DATE	SEX	SIGNATURE
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						

Annex "G"
Sample Ballot

Republic of the Philippines
Sangguniang Kabataan Pederasyon
_____ Chapter

2018 SK
Panlalawigang/Panlungsod/Pambayang
Pederasyon Elections

For President:

For Vice President:

For Secretary:

For Treasurer:

For Auditor:

For PRO:

For Sergeant-at-Arms:

Voter's Signature

Right Thumbmark

Republic of the Philippines
Sangguniang Kabataan Pederasyon
_____ Chapter

2018 SK
Panlalawigang/Panlungsod/Pambayang
Pederasyon Elections

For President:

For Vice President:

For Secretary:

For Treasurer:

For Auditor:

For PRO:

For Sergeant-at-Arms:

Voter's Signature

Right Thumbmark



TALLY SHEET
SANGGUNIANG KABATAAN PANLALAWIGANG/PANLUNGSOD/PAMBAYANG
PEDERASYON ELECTION
_____, 2018

Province/City/Municipality: _____

	COUNT	TOTAL
For President:		
1.		
2.		
3.		
4.		
For Vice President:		
1.		
2.		
3.		
4.		
For Secretary:		
1.		
2.		
3.		
4.		

TALLY SHEET
SANGGUNIANG KABATAAN PANLALAWIGANG/PANLUNGSOD/PAMBAYANG
PEDERASYON ELECTION
_____, 2018

	COUNT	TOTAL
For Treasurer:		
1.		
2.		
3.		
For Auditor:		
1.		
2.		
3.		
For PRO:		
1.		
2.		
3.		
For Sergeant-at-Arms		
1.		
2.		
3.		

Republic of the Philippines

Sangguniang Kabataan (SK) Panlalawigang/Panlungsod/Pambayang Pederasyon

Province/City/Municipality of _____

**CERTIFICATE OF CANVASS AND PROCLAMATION
2018 SK PEDERASYON ELECTION**

FOR PRESIDENT:

Name of Candidate	Total Number of Votes	Total Number of Votes in Words

FOR VICE PRESIDENT:

Name of Candidate	Total Number of Votes	Total Number of Votes in Words

FOR SECRETARY:

Name of Candidate	Total Number of Votes	Total Number of Votes in Words

FOR TREASURER:

Name of Candidate	Total Number of Votes	Total Number of Votes in Words

FOR AUDITOR:

Name of Candidate	Total Number of Votes	Total Number of Votes in Words

FOR PRO:

Name of Candidate	Total Number of Votes	Total Number of Votes in Words

FOR SERGEANT-AT-ARMS

Name of Candidate	Total Number of Votes	Total Number of Votes in Words

Based on the foregoing **CANVASS** of the **RESULTS** of the **ELECTIONS**, the following are hereby **PROCLAIMED**.

PRESIDENT : _____
 VICE PRESIDENT : _____
 SECRETARY : _____
 TREASURER : _____
 AUDITOR : _____
 PRO : _____
 SERGEANT-A-ARMS : _____

We **HEREBY CERTIFY** that all the entries as recorded above are true and correct.

ELECTION COMMITTEE

 Chairman
 Thumbmark

Members:

 Thumbmark

 Thumbmark

BOARD OF ELECTION SUPERVISORS

 Chairman
 Thumbmark

Members:

 Thumbmark

 Thumbmark



SANGGUNIANG KABATAAN (SK)
PANLUNGSOD/PAMBAYANG / PANLALAWIGANG PEDERASYON ELECTION
_____ , 2018

MINUTES OF THE ELECTION PROCEEDINGS

PARTICULAR	DETAIL
I. DATE AND VENUE	The Panglungsod/Pambayang/Panlalawigang Pederasyon Election was conducted on _____, 2018, at _____
II. PARTICIPANTS	<p>The activity was attended by a total of ____ SK Chairmen/Pederasyon Presidents from the ____ barangays of the city/ municipality/ province of _____, with the Board of Election Supervisors (BES) and the Panel of Observers, composed of the following:</p> <p>BES: _____ _____ _____</p> <p>PANEL OF OBSERVERS: _____ _____ _____</p>
III. HIGHLIGHTS OF THE ACTIVITY	
(A) Constitution of the Election Committee	<p>Before the constitution of the Election Committee, PD/CD/C/MLGOO _____ discussed the rules/policies for an orderly and successful conduct of the activity. As the temporary presiding officer, PD/CD/C/MLGOO _____ officially opened the nominations of the Election Committee Chair and its 2 members.</p> <p>He/She cleared that, as a policy, those who will be elected are no longer eligible to run in any position/office in the SK Pederasyon. He added that in choosing the 2 committee members, the candidates who garnered the first 2 highest votes shall be declared as the members of the Election Committee.</p> <p>The following SK Chairmen were nominated for the following positions:</p> <p>Chairman : 1. 2. 3. 4.</p>

	<p>Members: 1. _____ 5. _____ 2. _____ 6. _____ 3. _____ 7. _____</p> <p>Each nominee was given a 5-minute speech to introduce him/herself and other personal details. Immediately followed by the casting and counting of votes per nominee.</p> <p>As a result, the following were declared winners, to compose the Election Committee:</p> <p>Chairman : _____ Members: 1. _____ 2. _____</p>
<p>(B) Nominations for the SK Pederasyon Positions/ Officers</p>	<p>PD/CD/C/MLGOO instantaneously turned over the floor to the newly elected committee chair to facilitate the nominations for President, Vice President, Secretary, Treasurer, _____, _____, _____, etc...</p> <p>Mr. <u>(Committee Chair)</u>, first read the rules on nominations. He stressed that an SK who is nominated in any of the positions, he/she may deny such nomination and provide reason/s for such denial, and, an SK can be nominated in 1 position only.</p> <p>Nominations followed right away. Starting from President down to Sergeant -at-Arms, namely:</p> <p>President: _____ _____</p> <p>Vice-President: _____ _____</p> <p>Secretary: Treasurer: Auditor: Sergeant-at-Arms:</p> <p>Above-mentioned nominees were each given 5 minutes to speak.</p>
<p>(C) Casting of Votes</p>	<p>The rules and regulations in casting of votes were discussed by the Election Committee Chair. Casting of votes started at ____ AM/PM. It was done in an alphabetical order.</p> <p>[No problems were encountered during the casting of votes]</p>

	<p>[There were some issues/problems encountered during the casting of votes. However, it was addressed by the Election Committee and the BES]</p> <p>All participating SKs have casted their votes at ____AM/PM.</p>																																																																					
(D) Counting of Votes	<p>Before proceeding with the opening of ballots, the Committee Chair reminded all SKs to remain seated and observed silence as the official counting of votes will officially start.</p> <p>Around ____AM/PM, as all ballots were opened, the Election Committee, under the Supervision of the BES, tallied all votes casted per candidate per position.</p> <p>The summary of votes garnered by each candidate per position are as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 30%;">POSITION</th> <th style="width: 40%;">CANDIDATE</th> <th style="width: 30%;">TOTAL NO. OF VOTES</th> </tr> </thead> <tbody> <tr> <td rowspan="5"><i>PRESIDENT</i></td> <td>1.</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> <tr> <td>3.</td> <td></td> </tr> <tr> <td>4.</td> <td></td> </tr> <tr> <td>5.</td> <td></td> </tr> <tr> <td rowspan="5"><i>VICE PRESIDENT</i></td> <td>1.</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> <tr> <td>3.</td> <td></td> </tr> <tr> <td>4.</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td rowspan="5"><i>SECRETARY</i></td> <td>1.</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> <tr> <td>3.</td> <td></td> </tr> <tr> <td>4.</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td rowspan="5"><i>TREASURER</i></td> <td>1.</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> <tr> <td>3.</td> <td></td> </tr> <tr> <td>4.</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td rowspan="5"><i>AUDITOR</i></td> <td>1.</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> <tr> <td>3.</td> <td></td> </tr> <tr> <td>4.</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td rowspan="5"><i>OTHERS.....</i></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table> <p>The winning candidates were invited to stay in front for the proclamation ceremony. The Oath taking immediately conducted, administered by [Mayor/Governor/_____].</p>	POSITION	CANDIDATE	TOTAL NO. OF VOTES	<i>PRESIDENT</i>	1.		2.		3.		4.		5.		<i>VICE PRESIDENT</i>	1.		2.		3.		4.				<i>SECRETARY</i>	1.		2.		3.		4.				<i>TREASURER</i>	1.		2.		3.		4.				<i>AUDITOR</i>	1.		2.		3.		4.				<i>OTHERS.....</i>										
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(E). Issues/Concerns	(If any)																																																																					
(F). Concluding Ceremony	The DILG Field Officer concerned requested Mayor/Governor _____ to deliver his/her message.																																																																					

	<p>The Mayor/Governor congratulated the newly elected/proclaimed Panlungsod/Pambayang/Panlalawigang Pederasyon Officers.</p> <p>[Add message of the Mayor/Governor].</p> <p>PD/CD/C/MLGOO _____ facilitated the distribution of Certificate of Attendance to all the participants. [Additional message]</p> <p>The activity was finally concluded at _____.</p>
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CERTIFIED BY:

Election Committee Chair

Election Committee Member

Election Committee Member

ATTESTED BY:

BES Chair

BES Member

BES Member

PANUNUMPA SA KATUNGKULAN (Oath of Office)

AKO, si _____ ng _____ na nahalal sa katungkulan bilang _____ ng Panlungsod/ Pambayang/ Panlalawigang Pederasyon ng mga Sangguniang Kabataan, ay taimtim na nanunumpa na tutuparin kong buong husay at katapatan, sa abot ng aking kakayahan ang mga tungkulin ng aking kasalukuyang katungkulan at ng mga iba pa, pagkaraan nito'y gagampanan ko sa ilalim ng Republika ng Pilipinas, na aking itataguyod at ipagtatanggol ang Saligang batas ng Pilipinas: na tunay na mananalig at tatalima ako rito: na susundin ko ang mga batas, mga kautusang legal, at mga dekreto ng pinaiiral ng mga sadyang itinakdang maykapangyarihan ng Republika ng Pilipinas, at kusa kong babalikatin ang pananagutang ito, nang walang ano mang pasubali o hangaring umiwas.

KASIHAN NAWA AKO NG DIYOS.

(Lagda)

ID/Sedula Blg. _____
Kinuha sa _____
Petsa _____

Nilagdaan at pinanumpa sa harap ko ngayong ika___
ng _____ 2018 A.D sa Lungsod/ Bayan/ Lalawigan ng
_____, Pilipinas.

(Lagda sa ibabaw ng Pangalan ng Mayor/Governor/ _____)

Magdikit ng
dokumentaryo

Annex "L"
Sample Participant's I.D.

For SKs

SK Panlalawigang/Panlungsod/Pambayang
Pederasyon Orientation and Elections
Province/City/Municipality of _____
[Date and Venue]

SK Chairperson/Pederasyon President

Barangay/City/Municipality

For Other Participants

SK Panlalawigang/Panlungsod/Pambayang
Pederasyon Orientation and Elections
Province/City/Municipality of _____
[Date and Venue]

[Name]

[Training Management Team/Board of Election Supervisor/ Panel of
Observer]

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2018 SK PEDERASYON ORIENTATION AND ELECTIONS
AT THE CITY/MUNICIPAL AND PROVINCIAL LEVELS**

ACTIVITY	TIMELINE	ROLE AND RESPONSIBILITY			REMARKS
		PD/CD/C/MLGOO	PARTICIPANTS [SK]	ELECTION COMMITTEE	
PREPARATORY		<ol style="list-style-type: none"> 1. Convene the Training Management Team (TMT) 2. Discuss strategies/action plan for the successful conduct of the activity. 3. The CD/C/MLGOO shall inform all Punong Barangays and Barangay Treasurer re schedule of the SK Pederasyon Orientation and Elections and the required funds for the registration fee 4. Prepare the Training/ Activity Design 		N/A	<ul style="list-style-type: none"> • The TMT shall arrange hotel accommodation of participants and other administrative requirements necessary for the activity • The LnB representative shall determine the venue for the conduct of the City/ Municipal Pederasyon Orientation and Election in cases where there is no available venue that can accommodate huge number of participants but it shall be within the Region in the case of HUCs and ICCs or within the Province in the case of component Cities and Municipalities
Section 4. NOTIFICATION	<ul style="list-style-type: none"> • <i>NLT 23 May 2018 for City/Municipal Level</i> • <i>NLT 7 June 2018 for Provincial Level</i> 	<ol style="list-style-type: none"> 1. Send Notice to the concerned SK Chair/SK Pederasyon Presidents at least 5 days before the C/M/Provincial Pederasyon Elections 2. Prepare List of SK Chair/ SK Pederasyon Presidents 3. Ensure 100% confirmation of the elected SK Chairmen 4. Participants shall be in business attire 	<ul style="list-style-type: none"> • Coordinate with the concerned DILG Field Officers • Confirm attendance 	N/A	
Section 5. CONSTITUTION OF BOARD OF ELECTION SUPERVISORS (BES)	<i>Before the Conduct of the SK Pederasyon Orientation and Election at all levels</i>	<ol style="list-style-type: none"> 1. Invite and inform the concerned COMELEC Officer and the concerned Secretary to the Sanggunian on the SK Pederasyon Election 2. Discuss the Roles of BES 3. Designate in writing the authorized representative in his /her behalf 	N/A	N/A	<ul style="list-style-type: none"> • The concerned COMELEC Officer and Secretary to the Sanggunian concerned shall attend the meeting and shall ensure attendance during the SK Pederasyon Orientation and Election • Above concerned shall send representative in his/her absence • The authorized representative shall present

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ACTIVITY	TIMELINE	ROLE AND RESPONSIBILITY			REMARKS
		PD/CD/C/MLGOO	PARTICIPANTS [SK]	ELECTION COMMITTEE	
					authorization letter to the BES Chair and/or BES member/s
Section 6. CONSTITUTION OF PANEL OF OBSERVERS		<ol style="list-style-type: none"> 1. Send notice of meeting to CSOs/NGOs/Academe/COP/Faith-based Organization 2. Discuss the schedule and activities re SK Pederasyon Election 3. Constitute the Panel of Observers 	N/A	N/A	<ul style="list-style-type: none"> • Representatives of the said organization shall attend the meeting/briefing • Ensure/confirm attendance during the SK Pederasyon Election [Day 2]
Section 8. REGISTRATION		<ol style="list-style-type: none"> 1. Designate Secretariat 2. Act as Training Manager 3. Ensure completeness of and training materials 4. Ensure availability of venue 	<ul style="list-style-type: none"> • Accomplish the Registration Form • Pay registration fee • Ensure 100% attendance and participation during the Orientation and Elections 	N/A	<ul style="list-style-type: none"> • The Secretariat shall be in charge with the registration of participants and the collection of registration fee • SKs are not allowed to leave the training venue for the entire duration of the activities.
Section 9. ORIENTATION PROGRAM (Day 1)	<ul style="list-style-type: none"> • <i>NLT May 28, 2018 - City and Municipal Level</i> • <i>NLT June 12, 2018- Provincial Level</i> 	<ol style="list-style-type: none"> 1. Prepare AVPs/materials for the preliminary activities 2. Discuss House Rules 3. Overview of the activity 4. Roll Call 5. Discuss Guidelines on Manner of Elections 6. Discuss duties and functions of SK Pederasyon Officers 7. Facilitate "Getting-To-Know" activity 	<ul style="list-style-type: none"> • Accomplish Registration Form <p><i>At the City/Municipal level, present the following:</i></p> <ul style="list-style-type: none"> • Certificate of Proclamation by the COMELEC; and • Certificate of Completion of Mandatory Training <p><i>At the Provincial Level:</i></p> <ul style="list-style-type: none"> • All elected presidents shall present 	N/A	The Members of the BES shall act as resource speakers and/or assist the DILG Field Officers concerned

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ACTIVITY	TIMELINE	ROLE AND RESPONSIBILITY			REMARKS
		PD/CD/C/MLGOO	PARTICIPANTS [SK]	ELECTION COMMITTEE	
			Certification of Proclamation issued by the Election Committee • Proceed to the designated seat • Attend, actively participate and complete the orientation session		
Section 10. ELECTION PROPER (Day 2)	<ul style="list-style-type: none"> • <i>NLT May 29, 2018 - City and Municipal Level</i> • <i>NLT June 13, 2018 - Provincial Level</i> 	1. Supervise the Registration 2. Ensure that the required seat arrangement is observed	<ul style="list-style-type: none"> • Accomplish Registration Form • Proceed to the designated seat 	N/A	<u><i>The Panel of Observers shall:</i></u> <ul style="list-style-type: none"> • Accomplish attendance sheet • Observe the election proceedings • Not allowed to interfere at any stage of the proceedings and shall maintain their non-partisanship • Immediately inform the BES in case any misconduct committed by the concerned SK is noticed
Section 11. DETERMINATION OF QUORUM		<u><i>At the City/Municipal Level:</i></u> 1. Check the number of registrants 2. Declare quorum if the number of registrants is 50% plus 1 of the total number of elected SK Chairmen /elected Panlungsod/Pambayang Pederasyon Presidents 3. Proceed with Program of Activities	N/A	N/A	
Section 12. CONSTITUTION OF		1. Recapitulation of Day 1 2. Provide introduction on the policies of election and the	<ul style="list-style-type: none"> • Observe proper decorum 		

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ACTIVITY	TIMELINE	ROLE AND RESPONSIBILITY			REMARKS
		PD/CD/C/MLGOO	PARTICIPANTS [SK]	ELECTION COMMITTEE	
THE ELECTION COMMITTEE		<p>composition of the Election Committee, as well as the offices/positions to be voted for the SK Pederasyon</p> <ol style="list-style-type: none"> 3. As the temporary presiding officer, declare the "table open for nominations" for the Chairmanship 4. List down the names of nominees 5. Call the nominees and give each a maximum of three (3) minutes to introduce oneself 6. Proceed to votation and counting of votes 7. Declare the winner as the committee chair 8. Proceed with the nominations for the committee membership following steps 4, 5 & 6 9. Declare the first two (2) nominees who garnered the highest votes as winners 10. Turn over the floor to the committee 	<ul style="list-style-type: none"> • Participate in an orderly manner • Accept or deny nomination • If nomination is accepted, provide introduction not exceeding 3 minutes • Vote only once per position 	N/A	
Section 13. NOMINATIONS		<ol style="list-style-type: none"> 1. Observe the proceedings and provide assistance to the committee 2. Ensure orderliness of the proceedings 3. Record important details, such as occurrence of objection/s for nomination/s, and other details 	<ul style="list-style-type: none"> • Observe proper decorum • Nominate potential candidates • May accept or object nominations <p><u>For those who want to object the nomination shall:</u></p> <ul style="list-style-type: none"> • Immediately raise his/her hand and state 	<ul style="list-style-type: none"> • Facilitate the entire nomination proceedings • Reiterate nomination policies • Declare the nominations open in every position • Accept nominations from the president down 	<p><u>The BES shall:</u></p> <ul style="list-style-type: none"> • Supervise the Committee • Document the proceedings. • Ensure that guidelines in nominations are properly observed.

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ACTIVITY	TIMELINE	ROLE AND RESPONSIBILITY			REMARKS
		PD/CD/C/MLGOO	PARTICIPANTS [SK]	ELECTION COMMITTEE	
			reason/s for such objection • Be eligible for nomination in other position <i>For those who accepted the nomination shall:</i> • Provide full name or preferred name/nickname to be written in the ballot • Ensure correctness of spelling of his/her name • Deliver his/her 5-minute speech • No longer eligible for nomination to any other positions	to the last office/position to be voted • Acknowledge those who want to deny nominations • List the names (full names and/ or nicknames) of the nominees in every position • Record issues and concerns, including the reasons of those who denied the nominations • Call each nominee per position to deliver his/her speech not exceeding 5 minutes • Prepare documentation	
Section 14. CASTING OF VOTES		1. Observe the proceedings and provide assistance to the committee 2. Ensure orderliness of the proceedings	• Observe silence during the entire election proceeding • Avoid talking to anyone • Stay in the assigned seat • Wait for the name to be called • Proceed to the voting area once name is called	• Prepare the Election Paraphernalia • Guide the voters in the holding area • Give cue to voters to proceed to the voting area • Give the official ballot • Ensure that each voter affixed	<i>The BES shall:</i> • Facilitate the preparation of the designated area for the casting and counting of votes • Supervise the arrangement of seats • Ensure an orderly casting of votes

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ACTIVITY	TIMELINE	ROLE AND RESPONSIBILITY			REMARKS
		PD/CD/C/MLGOO	PARTICIPANTS [SK]	ELECTION COMMITTEE	
			<ul style="list-style-type: none"> • Get the official ballot • Affix signature and thumb mark in the Voter's List • Proceed to the designated seat • Accomplish the official ballot • Write legibly the full name and/or the nickname of candidate • Vote only one candidate per position • May have an option not to vote in a particular candidate/ position • Drop the accomplished ballot in the designated drop box • Return to the assigned seat. 	<ul style="list-style-type: none"> his/her signature and thumb mark in the Voters' List • Guide the voter to his/her designated seat • Declare voting time "CLOSED" after all SKs have casted their votes 	
Section 15. COUNTING OF VOTES		<ol style="list-style-type: none"> 1. Observe the proceedings and provide assistance to the committee, if necessary 2. Ensure orderliness of the proceedings 3. Ensure that the ballot box/es is/are sealed 4. Safekeep ballot box/es 	<ul style="list-style-type: none"> • Witness the counting of votes • Remain seated • Observe the markings made in the tally sheet • May pose objection in case marking of votes is inaccurate 	<ul style="list-style-type: none"> • Open the ballot box • Get one (1) ballot at a time • Read the name of candidate as written in the official ballot from the president down to the last position • Ensure that one ballot is one vote for the concerned candidate/ position 	<ul style="list-style-type: none"> • The BES shall also document the proceedings • Supervise and provide assistance, if necessary to the Election Committee

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ACTIVITY	TIMELINE	ROLE AND RESPONSIBILITY			REMARKS
		PD/CD/C/MLGOO	PARTICIPANTS [SK]	ELECTION COMMITTEE	
				<ul style="list-style-type: none"> • Accurately mark the tally sheet • Declare a vote void (per position) in accordance with Sec. 15 (3) • Finalized the tally sheet • Seal the ballot box/es and turnover the same to the BES Chair. 	
Section 16. PROCLAMATION OF WINNERS		<ol style="list-style-type: none"> 1. Witness the ceremony 2. Ensure an orderly conduct of the Proclamation Ceremony 	<ul style="list-style-type: none"> • May file protest, in case of uncertainty 	<ul style="list-style-type: none"> • Proclaim the candidates who garnered the highest number of votes • Facilitate drawing of lots or toss coin, in case of a tie vote • Prepare the Certificate of Canvass and Proclamation 	<ul style="list-style-type: none"> • Accept complaint/ protest • Decide on the protest filed within 3 working days upon its receipt
Section 17. OATH TAKING	<ul style="list-style-type: none"> • <i>May 29, 2018 - for City and Municipal SK Pederasyon Officers</i> • <i>June 13, 2018 - Provincial Level</i> 	Coordinate with the concerned LCE to administer oath to the newly elected SK Pederasyon Officers	<ul style="list-style-type: none"> • Accomplish Oath of Office Form 	<ul style="list-style-type: none"> • Witness the oath taking ceremony 	The BES shall assist the LCE in the conduct of the Oath Taking Ceremony
SUBMISSION OF REPORT (DILG MC No. 2018-07)	<i>NLT 15 July 2018</i>	<ol style="list-style-type: none"> 1. Prepare a list/profile of all Elected SK Pederasyon Officers with the following details: <ul style="list-style-type: none"> • Name • Sex 			<ul style="list-style-type: none"> • The City Directors of HUCs and ICCs, and the MLGOO of Pateros, NCR shall submit to the concerned Regional Director the List of Elected

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ACTIVITY	TIMELINE	ROLE AND RESPONSIBILITY			REMARKS
		PD/CD/C/MLGOO	PARTICIPANTS [SK]	ELECTION COMMITTEE	
		<ul style="list-style-type: none"> • Birthdate • Complete Address • Telephone number and/or CP number. • Educational Attainment <p>2. Submit the consolidated list of the elected SK Pederasyon Officers based on the following:</p> <ul style="list-style-type: none"> • DILG, thru NBOO - Regional Consolidated List of Elected SK Officers • DILG Regional Office - in case of HUCs, ICCs and Provinces • DILG Provincial Office - in case of Component Cities and Municipalities 			<p>SK Panlungsod/ Pambayan na Pederasyon Officers</p> <ul style="list-style-type: none"> • The C/MLGOO shall submit to the concerned Provincial Director the List of the elected SK Pambayan or Panlungsod na Pederasyon Officers • The Provincial Director, thru the concerned staff, shall consolidate the List of City/Municipal Pederasyon Officers and submit the same to the Regional Director • The Regional Director shall officially transmit to SILG/USBA, thru NBOO the Regional Consolidated List of the Elected Officers of the Pambayan, Panlungsod and Panlalawigang Pederasyon ng mga Sangguniang Kabataan.