



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. 2019-206**

29 NOV 2019

**TO :** ALL PROVINCIAL GOVERNORS, BARM CHIEF MINISTER, CITY/MUNICIPAL MAYORS, PUNONG BARANGAYS, DILG REGIONAL DIRECTORS AND FIELD OFFICERS, BARM MINISTER OF LOCAL GOVERNMENT, SANGGUNIANG KABATAAN FEDERATION CHAIRPERSONS AND MEMBERS, LOCAL YOUTH DEVELOPMENT COUNCIL OFFICERS AND MEMBERS AND OTHERS CONCERNED

**SUBJECT :** FIRST PILIPINAS BRIDGING UNDERSTANDING FOR KNOWLEDGE LINKS AND OPPORTUNITIES IN DIVERSITY (BUKLOD) YOUNG LEADERS EXCHANGE, 2020

Youthlead Philippines (YLP), a non-stock, non-profit, non-partisan, and non-government organization, will hold the **First Pilipinas Bridging Understanding for Knowledge Links and Opportunities in Diversity (BUKLOD) Young Leaders Exchange** on 28 January - 01 February, 2020 at the Eden Nature Park and Resort, Davao City.

The five-day exchange aims to enable peace through cross-cultural understanding of young leaders from Mindanao and their counterparts from Luzon and Visayas; foster harmony, bayanihan, and social transformation; and equip the ability of young leaders to assume the role of community peace weavers, peer facilitators, problem solvers, and transformational leaders. The program is in partnership with the National Youth Commission (NYC), National Anti-Poverty Commission, City Government of Davao, and the Sangguniang Kabataan (SK) Federation of Davao City.

Relative thereto, all the local chief executives are hereby enjoined to allow the participation of their respective SK Federation officers and members and SK Local Youth Development Council officers and members to the said activity, provided that it is within the Capability Development Agenda of the concerned local government unit (LGU). Payment of applicable registration fee and travelling expenses may be allowed chargeable against their respective local funds, subject to the availability thereof, and to the existing accounting and auditing rules and regulations.

DILG Regional and Field Officers are directed to cause the widest dissemination of this circular within their areas of jurisdiction.

For more information, you may email queries and concerns to the Youthlead Philippines' National Central Hub at [info@youthleadphil.com](mailto:info@youthleadphil.com) or contact numbers 0915-8974934, 0918-3094056, and 038-5010357

For compliance.

**USEC. EPIMACO V. DENING III**  
Officer-in-Charge





**PHILIPPINES**  
A Youth Development Organization  
on Transformational Leadership

# FIRST PILIPINAS BUKLOD YOUNG LEADERS EXCHANGE

28 JANUARY TO 1 FEBRUARY 2020; EDEN NATURE PARK AND RESORT, DAVAO CITY

**ACTIVITY INFORMATION GUIDE (AIG)**

UPDATE 7/11/11/2019

EXCHANGE  
ENGAGE  
TRANSFORM

A PROGRAM ON PEACE TRANSFORMATION AND CROSS-CULTURAL UNDERSTANDING OF YOUTHLEAD PHILIPPINES, INC.  
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# ACTIVITY OVERVIEW



## ***Pilipinas Buklod Program: Biyaheng Mindanao, Biyaheng Kapayapaan***

The ***Pilipinas Bridging Understanding for Knowledge Links and Opportunities in Diversity (BUKLOD)*** is a seven-year program of Youthlead Philippines (YLP) Inc. that aims to promote cross-cultural understanding and peace. It hopes to collectively raise harmony, *bayanihan*, and social transformation using six strategic approaches: youth development capital, training and empowerment, community-based localization, peace advocacy and networking, continuing alumni engagement, and outcome validation.

The BUKLOD Program serves as offshoot of the Padayon Mindanao, the widely applauded program of the United States Peace Corps in the Philippines and USAID that closed in December 2018. The program effectively helped in the building of peace through cross-cultural understanding among Alternative Learning System (ALS) educators, community youth leaders, and out-of-school youth and their communities in Mindanao.

The BUKLOD Program is composed of seven activity components, namely; Program Initialization, Young Leaders Exchange, Bayanihan Camp, Alumni Fellowship Conference, Monitoring, Evaluation, Accountability, and Learning; and Program Close-out. It is supported by the Department of Interior and Local Government, National Youth Commission, National Anti-Poverty Commission, and the City Government and the Sangguniang Kabataan (SK) City Federation of Davao.

Furthermore, the BUKLOD Program endeavors to contribute to I Transform! Campaign's work, specifically to Sustainable Development Goals 4 (Quality Education), 16 (Peace, Justice, and Strong Institutions), and 17 (Partnerships for the Goals). It will be implemented for a period of seven years until 2026 and targets to train a total of 3,360 young leaders and 6,720 ALS learners. The BUKLOD Program was launched in 22 September 2019 in the presence of 1,500 youth and adult leaders during the Eighth Philippines I Transform! Young Leaders Convention in Baguio City.

## ***The Young Leaders Exchange: Exchange, Engage, and Transform***

The Pilipinas BUKLOD Young Leaders Exchange Young Leaders Exchange (PBYLE) is the heart of the capacity development and empowerment component of the BUKLOD Program. It is a five-day intensive training that moves to heighten the awareness, appreciation, and ability of young leaders to become peace weavers, peer facilitators, problem solvers, and transformational leaders in their respective communities. The PBYLE targets to instill in young leaders the consciousness of being *maka-Diyos*, *maka-bayan*, *maka-kalikasan*, and *maka-tao* through bayanihan.

It further endeavors to cultivate life and leadership skills, increase appreciation of civic engagement, and strengthen cross-cultural understanding. The PBYLE endeavors to offer Mindanaoan youth and their counterparts the platform to gain valuable transferable life skills like team building, leadership development, and verbal communication. It also intends to raise awareness and respect for diversity, personal values, and collaborative engagement.

To attain the objectives of the program, the PBYLE will feature experiential and fun activities such as breakout sessions, workshops, pair discussions, wrap-up activities, morning exercises, teambuilding challenges, solidarity dances, and deepening pathways. A community-based leadership training (CBLT) will also be organized on the fourth day where the participants will be deployed to ALS learning centers to apply the learning gained from the program and as simulation of the Bayanihan activity.

Moreover, the breakout session topics on self-awareness, peer facilitation, conflict management, and problem solving and decision making will be handled by a pool of learning facilitators, who are alumni of Padayon Mindanao. A "*Primus Barangay*" will be declared before the end of the PBYLE. The members of the Primus Barangay will receive each the much-coveted Primus pin. Only 480 participants (240 from Mindanao and 240 from Luzon and Visayas) will be accepted per leg of the PBYLE to maintain the quality of the event's training content and methodology.



# GOALS AND PARTICIPANTS



## *What We Desire to Achieve*

The PBYLE aims to equip youth leaders with the right skills and values to foster harmony, bayanihan, and social transformation. Its goal is to raise their awareness, interest, and desire to become active stakeholders in the pursuit of peace and transformation, and enable in them the confidence to exhibit the following roles:

- **Peace Weavers.** Leaders who uphold peace and advance cross-cultural understanding. They tirelessly communicate and provide opportunities to members and others in the community to experience and appreciate the essence of peace through respect, acceptance, and openness. They also enable platforms that showcase the strength of diversity and the huge potential of collectiveness, collaboration, and convergence.
- **Peer Facilitators.** Leaders who support their members and others work through their problems by offering emotional support as well as guidance regarding different situations. They use their life experiences to help relate to others facing similar circumstances. They ultimately help their communities grow by cultivating empathy, compassion, and kindness.
- **Problem Solvers.** Leaders who are objective in the face of conflicts. They take a high-level view of the issues involved and consider all the potential factors that could get in the way of a solution. They identify opportunities and use their communication skills to help others share information so all bases are covered. They enjoy people to work together outside their respective roles so the sum is greater than the parts.
- **Transformational Leaders.** Leaders who cause changes in individuals and social systems. Leaders who create valuable and positive change in their followers with the end goal of developing them into leaders. They are a model of integrity and fairness, set clear goals, encourages others, provides support and recognition, gets people to look beyond their self-interest, and inspires people to reach for the improbable. They consider themselves as stewards.

## *Who Can Participate*

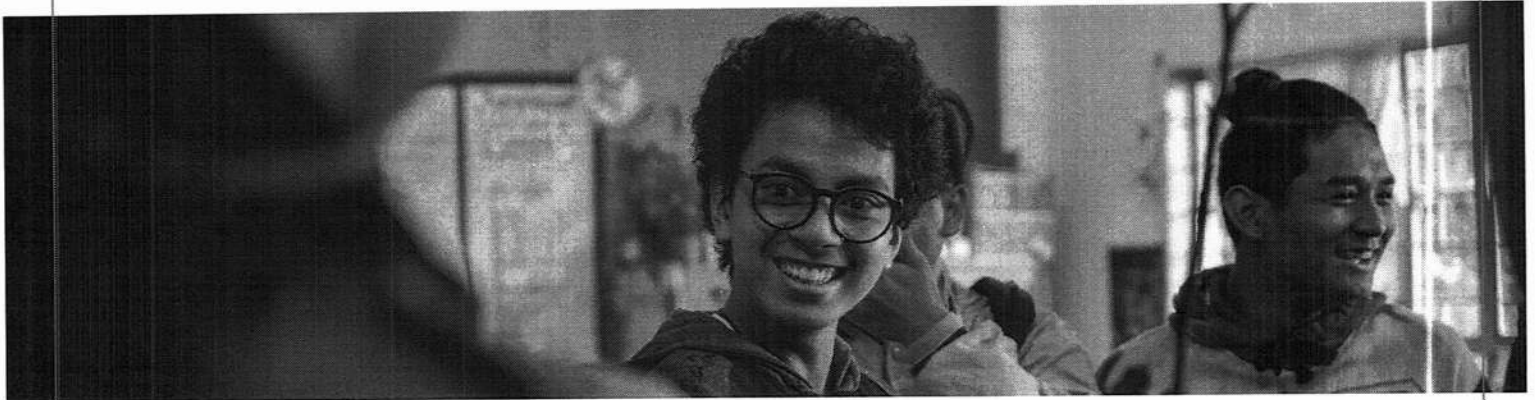
Target participants to the PBYLE are the officers and members of City/Municipal SK Federation, Barangay SK, and City/Municipal Local Youth Development Councils. The scope of the invitation is limited only to the aforementioned groups to ensure the applicability of the community-based localization of the PBYLE. The participants of the activity are expected to organize the Bayanihan Camp, the replication component of the BUKLOD Program, in their respective barangays with the CBLT as template.

As the PBYLE functions also as a cultural exchange, the number of participants will be equally shared between Mindanao and their counterparts from Luzon and Visayas. Two hundred forty (240) young leaders from Mindanao and two hundred forty (240) young leaders from Luzon and Visayas will be accepted on a first-come-first-registration basis. Registration will be done through the online sign-up system of YLP. The program will not accept walk-in registrants to guarantee balance and diversity in the composition of participants.

Moreover, twenty (20) of the 240 slots allotted for Mindanao will be reserved for ethnic youth leaders from Davao City and the seven pilot local government units (LGU) of Padayon Mindanao 2.0, namely; Zamboanga City and Isabela City for Region IX, Cotabato City and General Santos City for Region XI, and Parang (Maguindanao), Jolo (Sulu), and Marawi City for Region XV as program scholars. Their diverse experiences are anticipated to help steer meaningful conversations on peace and transformation.

Finally, the successful completers (100% percent attendance in all breakout sessions) of the PBYLE will be conferred the title of "Fellows." They will each receive a pin, a membership number, and a certificate of membership to the Philippines BUKLOD Fellows Society (PBFS). The PBFS will serve as the alumni organization of the PBYLE. It will assist YLP in the planning and monitoring of the replication activities. Fellows can only join the PBYLE once. However, they can apply as learning facilitators in the subsequent PBYLEs together with the alumni of Padayon Mindanao.

# VENUE AND ORGANIZER



## *Dayon Ta Sa Siyudad Sa Dabaw*

Davao is a first class highly urbanized city in the island of Mindanao, Philippines. It is the largest city in the Philippines in terms of land area. With a population of 1,632,991 based on the 2015 census, Davao is the most populous city outside Metro Manila. It lies at the mouth of the Davao River near the head of Davao Gulf. The city is divided into three congressional districts, which are subdivided into 11 administrative districts with a total of 182 barangays.

Davao City is the center of Metro Davao, the third-most populous metropolitan area in the Philippines. The city serves as the main trade, commerce, and industry hub of Mindanao, and the regional center of Davao Region. Davao is home to Mount Apo, the highest mountain in the Philippines, and is also nicknamed the "Durian Capital of the Philippines". Mount Apo is home to many bird species, 111 of which are endemic to the area, including the critically endangered Philippine eagle, the country's national bird.

Plant species are also abundant in Mount Apo. Most popular among them are the majestic orchid "*waling-waling*", also known as the "Queen of Philippine Flowers", which are also endemic in the area. Fruits such as mangosteen (known as the "queen of fruits") and durian (known as the "king of fruits"), grow abundantly on Mount Apo. Cebuano is the most widely used language in the area and its satellite cities and towns. Davao City is accessible by land, sea, and air. It's air transport needs is serviced by Francisco Bangoy International Airport.

The venue of the PBYLE is Eden Nature Park and Resort which is located in Barangay Eden, Toril District, Davao City. It is 39 kilometers away from Francisco Bangoy International Airport. It has a total of 11 primary accommodation buildings and seven function halls. Among the resort's recreational activities are the guided shuttle tour, sky rider, sky cycle, sky swing, horseback riding, fishing, swimming, and sky wheeling. It features the amphitheater, bird walk, deer park, flower garden, hiking trail, lola's garden, hydroponics, tinubdan, and bamboo maze as attractions.

## *About Youthlead Philippines*

YLP is a non-stock, non-profit, and non-partisan youth development organization that upholds and promotes the ideals and values of Transformational Leadership. Founded in 15 January 2011, the organization's mission is to engage young leaders, enable their capacities to become Transformational Leaders, and empower them to impact communities. Its motto is "*ambulate in lumine fidei*" which means "*walk in the light of faith.*" Its headquarters is in Tagbilaran City, Bohol.

The vision of YLP is two-fold. The vision of its members for one another is become transformational leaders sharing the same purpose and values for the social transformation of communities and the nation. The vision for the organization is to become the country's premier youth development organization on transformational leadership - transforming one youth, one partner, and one community at a time. Today, YLP has grown to become the premier youth organization on Transformational Leadership.

Through its various program events like the Philippines I Transform! Young Leaders Convention, the Philippines TRAIL Camp, and the SK IDOL Academy, YLP has engaged more than 200 youth organizations on different areas of development. It has funded more than 30 youth projects and initiatives totaling to PHP 27 million pesos under the I Transform! Campaign. Its training events also continue to receive positive feedback and have maintained an annual average evaluation rating of 84 % A (Excellent) from 2013 to 2016, 91 % A in 2017, and 93 % A in 2018.

YLP is a duly registered entity under the Securities and Exchange Commission, Bureau of Internal Revenue, National Youth Commission, and National Anti-Poverty Commission. It is one of the five founding members of the United Nations Sustainable Development Solutions Network Youth in the Philippines. The Founder of YLP is Metodio "Kuya John" Maraguinot Jr. whose many years of experience working and engaging with local, national, and international organizations has enriched the organization with its creed, mission, values, and competencies.



# INDICATIVE PROGRAM



DATE	TIME	ACTIVITIES
<b>28 JANUARY</b> <b>TUESDAY</b> <b>WELCOME!</b>	08:00-17:00	Arrival, Registration Confirmation and Admission, and Check-in at Reception Area
	14:01-15:00	<i>Pitik Dabaw!</i> Grand Welcome Parade at Eden Nature Park and Resort Grounds
	15:01-16:00	Opening Ceremony at Garden Hall ( <i>Attire is organizational uniform. Delegations will render cheer per region.</i> )
	16:01-18:30	Opening Preliminaries at Garden Hall
	19:00-20:30	Dinner at Vista Restaurant
	20:31-22:00	Barangay Huddles at Vista Restaurant
	23:00-23:30	Lights Off and Roving at Billeting Areas
<b>29 JANUARY</b> <b>WEDNESDAY</b> <b>EXCHANGE!</b>	05:30-06:00	Morning Exercise, Administrative Info, Morning Prayer, and Solidarity Dances at Gazebo Ground
	06:01-08:30	Breakfast at Vista Restaurant
	08:31-17:00	Breakout Sessions on Self-Awareness, Peer Facilitation, Conflict Management, and Problem Solving and Decision Making ( <i>Camellia Hall, Mountain Hall, Fern Hall, and Cypress Hall</i> )
	17:30-18:00	Wrap-Up Exercise at Garden Hall
	18:01-20:30	Learning and Ideation Convergence and Dinner at Vista Restaurant
	20:31-22:00	Bayanihan Avenue and Cohort 1 Barangay Challenge at Vista Lower Veranda
	22:01-22:30	Evening Meditation at Vista Lower Veranda
<b>30 JANUARY</b> <b>THURSDAY</b> <b>LEARN!</b>	23:00-23:30	Lights Off and Roving at Billeting Areas
	05:30-06:00	Morning Exercise, Administrative Info, Morning Prayer, and Solidarity Dances at Gazebo Ground
	06:01-08:30	Breakfast at Vista Restaurant
	08:31-17:00	Breakout Sessions on Self-Awareness, Peer Facilitation, Conflict Management, and Problem Solving and Decision Making ( <i>Camellia Hall, Mountain Hall, Fern Hall, and Cypress Hall</i> )
	17:30-18:00	Wrap-Up Exercise at Garden Hall
	18:01-20:30	Learning and Ideation Convergence and Dinner at Vista Restaurant
	20:31-22:00	Bayanihan Avenue and Cohort 2 Barangay Challenge at Vista Lower Veranda
<b>31 JANUARY</b> <b>FRIDAY</b> <b>EMPOWER!</b>	22:01-22:30	Evening Meditation at Vista Lower Veranda
	23:00-23:30	Lights Off and Roving at Billeting Areas
	05:30-06:00	Morning Exercise, Administrative Info, Morning Prayer, and Solidarity Dances at Gazebo Ground
	06:01-08:30	Breakfast at Vista Restaurant
	08:31-09:00	Deployment for the Community Demonstration
	09:01-11:30	Community Based Leadership Training ( <i>Location will be at designated community learning centers</i> )
	12:00-13:00	Lunch at Vista Restaurant
<b>1 FEBRUARY</b> <b>SATURDAY</b> <b>TRANSFORM!</b>	13:01-15:00	Rollout Initiative towards People's Engagement (RIPE) planning and election of officers for the alumni society at Vista Restaurant
	15:01-20:30	Preparation for the Cultural Night ( <i>per barangay</i> )
	20:31-23:00	Cultural Night, Closing Ceremony, and Closing Ritual at Gazebo Ground
	06:01-08:30	Breakfast at Vista Restaurant
	08:00-09:30	Checkout at Reception Area ( <i>Attire is PBYLE shirt</i> )
	09:31-10:00	Bus Boarding and Departure for Kadayawan Village at Reception Ground
	10:01-12:00	Lunch at Kadayawan Village and Homeward Bound

**IMPORTANT NOTE: KINDLY SCHEDULE YOUR DEPARTURES AFTER 2:00 PM**



# REGISTRATION INFORMATION



## Slots Are Limited. Sign-up Now And Register!

Registration will be per City/Municipal SK Federation, Barangay SK, and City/Municipal Local Youth Development Council. To access the online sign-up system (OSUS), kindly visit the fan page of YLP at [www.facebook.com/youthleadhub](http://www.facebook.com/youthleadhub). Participants will have the option of registering as a Delegation, Lone Delegate, or Individual Delegate. The registration rates are as follows:

CLASSIFICATION	AMOUNT	CRITERIA
<b>Class 1. Early Bird</b>	<b>PHP 11,500</b>	<ul style="list-style-type: none"> <li>Those who complete their online registration and pay their registration fee payment on or before <b>6 December 2020</b>. Refer to Page 7 Rule 3 Item 4 for the inclusions.</li> </ul>
<b>Class 2. Regular Rate</b>	<b>PHP 12,500</b>	<ul style="list-style-type: none"> <li>Those who complete their online registration and pay their registration fee from <b>14 December 2019 to 10 January 2020</b>. Refer to Page 7 Rule 3 Item 4 for the inclusions.</li> </ul>

After receiving the completed sign-up form, the Secretariat Services will send the Secretariat Services Registration Form (SES-RF) to the registrant for verification. Only upon verification of the online registration and payment of the registrant will the SES-SRF be considered confirmed by the Secretariat Services. For efficiency purposes, the Secretariat Services will entertain reservations and pre-registration until **10 January 2020** only. They will be cancelled thereafter. The online registration will also close on **10 January 2020**. However once the confirmed number of registered participants reaches 480, the OSS will be closed. Participants who have registered and paid ahead will be given priority. As a rule, no walk-in registrants will be entertained by the Secretariat Services on **28 January 2020**. The official receipt also will be issued on site only during the admission process. Registration payments can be transacted at any of the following banks:

DETAILS	BANK 1	BANK 2
<b>Bank Name</b>	BDO	China Bank
<b>Account Name</b>	YOUTHLEAD PHILIPPINES, INC.	YOUTHLEAD PHILIPPINES, INC.
<b>Account Number</b>	002-958-013-534	295-059-101-0
<b>Account Type</b>	Current	Current

Registrants are requested to email immediately the bank teller-verified deposit slip to the Secretariat Services at [programs@youthleadphil.com](mailto:programs@youthleadphil.com), in order to receive the Finance Services Registration Confirmation Certificate (FIS-RCC) as proof of payment. For check payments, please put in the payee name "**YOUTHLEAD PHILIPPINES INC.**"

Participants are also requested to include in their budgets their transportation from Francisco Bangoy International Airport, Davao City Seaport, or Davao City Overland Transport Terminal to Eden Nature Park and Resort. This arrangement is not covered in the registration fee. For convenience however, participants may directly contact the following transfer services as recommended by Eden Nature Park and Resort: **Fareast Rent A Car at 0999-881-4219** or **Mae Acas Van at 0921-259-5101**. Any arrangement made between the participants concerned and the transportation providers shall be the sole responsibility of the two parties and shall not involve YLP.

# ***RULES AND GUIDELINES***

## ***Rule 1. Rationale***

1. **General Purpose.** The PBYLE is a convergence of young leaders, who accept the responsibility of dedicating themselves to making a difference in their communities in particular and the nation in general as peace weavers, peer facilitators, and problem solvers. It endeavors to inculcate and uphold in them the values and ideals of a transformational leader and to prepare them to the bigger responsibility of serving, leading, and transforming communities.
2. **Promulgation and Effectivity.** To enable an atmosphere that is conducive of the goals and objectives of the BUKLOD Program and one that is reflective of the work, ideals, and values of Youthlead Philippines (YLP), these rules and guidelines are promulgated by the Central Council and shall be effective upon confirmation of the online sign-up system or upon signature of the Secretariat Services Registration Form (SES-RF), whichever comes first.

## ***Rule 2. Transportation***

1. **Travel Arrangements.** Participants will be responsible for the purchase and arrangement of their travel going to and from Eden Nature Park and Resort (the venue) for the BUKLOD Young Leaders Exchange (PBYLE). All related costs will be shouldered by the participants themselves. Any arrangement made between the participants concerned and the transportation providers shall be the responsibility of the two parties and shall not involve YLP.
2. **Offsite Events Transportation.** YLP will be responsible for the arrangement of transfers for the offsite events of the participants as indicated in the program. The same shall be shouldered by YLP as part of the registration fee.

## ***Rule 3. Registration Processing***

1. **Registration Confirmation and Admission Schedule.** The registration confirmation and admission shall begin upon arrival of the participants in the venue as indicated in the program. It shall be done per delegation. The participants through their Delegation Heads will be informed ahead of their lane assignments. Walk-in registrants shall not be accepted.
2. **Point Person.** Only the Delegation Head shall process the registration. The rest of the participants shall stay in the designated waiting area. In case of organizations with ten to twenty participants, the Delegation Head may be accompanied and assisted by two to three members of his/her delegation.
3. **Requirements for the Registration Confirmation and Admission.** Participants shall submit individually a copy of their medical certificates, Secretariat Services Parental Consent Agreement or SES-PCA, and individual clear copy of school or organizational ID to the Secretariat Services during the onsite registration confirmation. The SES-PCA can be requested from the Secretariat through email.
4. **Registration Inclusions.** The registration fee is inclusive of four-night dormitory-type accommodation at the venue, meals (from **28 January** lunch to **1 February** lunch), snacks (from **29 January** to **31 January**), kit (ID card with jacket, YLP lanyard, YLP sling bag, PBYLE shirt, Fellow pin, activity guidebook and training manual, and pen), activity materials (per barangay asset, breakout sessions, and CBLT), offsite activities transportation, certificates (appearance, participation, completion, membership, and service), and local culture appreciation visit.
5. **Accommodation.** Accommodation shall be at the venue. Check-in shall start at 12:00 pm on **28 January** while check-out shall be morning of **1 February**. It shall be on per maximum occupancy. Priority in the assignment of accommodation for participants shall be based on the order of registration and payment. Moreover, male and female participants shall be billeted separately. YLP shall do its best to accommodate in the same room each delegation, subject to availability, otherwise participant assignment per room will be mixed.
6. **PBYLE Shirt Sizes.** Sizes for the PBYLE shirt shall be asked ahead from the participants through the SES-RF. The Secretariat Services shall not permit replacement for shirts, hence **participants are strongly advised to consider having an allowance when declaring their shirt size.** The sizes are **Extra Small** (shoulder 16.5 in, chest 37 in, length 26 in), **Small** (shoulder 17.5 in, chest 39 in, length 27 in), **Medium** (shoulder 18.5 in, chest 41 in, length 28 in), **Large** (shoulder 19 in, chest 43 in, length 29 in), **XL** (shoulder 19.5 in, chest 45 in, length 30 in), **XXL** (shoulder 20.5 in, chest 46 in, length 31 in), and **XXXL** (shoulder 21.5 in, chest 47 in, length 32 in). The PBYLE shirt shall be worn on the last day.



# RULES AND GUIDELINES

- Key Keeper.** A key keeper shall be assigned to have possession of the room keys throughout the duration of the activity. Lost room keys shall be charged to the account of the key keeper. The key keeper lastly will surrender a current ID to the Secretariat Services upon receipt of the key on **28 January**. The ID shall be returned to the key keeper upon turnover of the key or upon payment for lost keys to the Secretariat Services on **1 February**.
- Refund.** Payments for registration fee shall be non-refundable for any cause (s) beyond the control of YLP. Illness without valid medical certification and the termination of parental consent can't be considered as grounds for refund. The registration however is transferable, provided that the Secretariat Services will be notified of the changes on or before deadline of the registration. In case of cancellation of registration, the following conditions shall apply for the transaction of refunds:

FILING DATE CUT-OFF	REFUND STATUS	REMARKS
5 January	100% Refund	Participants shall fill-out the Finance Services Refund Request Form (FIS-RRF) and shall attach the required documents to facilitate the refund. The FIS-RRF can be requested from the Secretariat Services.
6 to 9 January	50% Refund	Participants shall fill-out the FIS-RRF and shall attach the required documents to facilitate the refund.
10 January	No refund	The registration fee shall be treated as donation. The official receipt will be issued while the activity kit shall be sent ten working days after the PBYLE.
11 to 28 January	No refund	The registration fee shall be treated as donation. The official receipt will be issued while the activity kit shall be sent ten working days after the PBYLE.

## Rule 4. Enabling Positive and Cohesive Relationship

- Jurisdiction.** Participants shall read, understand, and obey the rules and guidelines of the PBYLE. They shall respect the authority of the YLP to give merits and demerits, and to impose sanctions for any infraction. This provision however does not waive the Delegation Heads of their main responsibility of monitoring and instilling discipline among members of their delegations when infractions are committed.
- Conformity to Values.** YLP reserves the right to deny the participation of youth leaders in the PBYLE on the basis of non-conformity to YLP's work, ideals, and values.
- Emergency Care.** Participants shall bring their own medicines. YLP will arrange with the management of the venue for a health care service provider solely for the purpose of providing first aid throughout the duration of the PBYLE. In case a participant needs to avail of hospital services, expenses shall be borne by the participant concerned.
- Proper Attire.** Participants shall wear the prescribed attire for the PBYLE as indicated in the program. During sessions, the prescribed attire for both males and females (T-shirt, long pant, sneakers or rubber shoes, and socks) shall be worn. Participants are prohibited from wearing short pants, slippers, and jewelries. The management of the venue and YLP shall not be responsible for any loss.
- What to Bring.** Participants shall bring the following: organizational attire, Filipino/regional attire, friendship token good for 25, soap, shampoo, toothpaste, towel, tooth brush, comfortable shirts and long pants, sneakers or rubber shoes, socks, slippers, sleeping attire, swimming attire, medicines, and hangers. Laptops may be brought for the CBLT and rollout planning sessions.
- Prohibited Acts.** Participants shall not commit the following: not wearing of ID, texting and calling during sessions and activities, non-silencing of mobile phones, arriving late, talking loud or shouting, wearing of earrings for males, drinking of liquors, gambling, cursing or saying of bad words, absence during sessions and activities, smoking, neglect causing damage to supplies and property, throwing of garbage, non-wearing of the prescribed attire, conduct unbecoming such as petting, kissing, and cuddling; bringing of non-registered persons to billeting areas, failure to surrender room keys, gossiping, lying, backbiting, sleeping in non-assigned room or accommodation, leaving the venue without approval, bringing of dangerous objects (Expulsion), sexual assault (Expulsion), holding of protests or rallies leading to public disorder (Expulsion), use of prohibited substance (Expulsion), theft (Expulsion), and bullying (Expulsion).



# ***RULES AND GUIDELINES***

- 7. Submission to Investigation.** Participants shall submit themselves to any form of investigation at any time within the duration of the activity when deemed necessary by YLP or by any competent authority for any commission of the prohibited acts.
- 8. Identification.** Participants must wear their IDs all the time. Participants caught not wearing their IDs shall be barred from entering the function halls. YLP will not re-issue lost IDs. Participants must also properly label their kits and kit materials with their complete name and tribu name. Lost kits will not be replaced by YLP.
- 9. Handouts and Certificates.** YLP shall furnish participants soft copies of the presentations of the inputs via email. The certificates will be distributed per delegation after the Closing Ceremony.
- 10. Food Preferences.** Participants with Halal restrictions or vegetarian preferences shall occupy the table assigned to them in the mess hall, provided that such restrictions are declared in the confirmed and approved SES-RF. YLP shall not accept onsite changes in the food restrictions and preferences of participants.
- 11. Attendance.** Participants must complete all the sessions to receive the complete set of certificates. Participants who fail to attend any of the sessions shall not receive the certificate of completion. Participants must also attend the activities to avoid earning demerits.
- 12. Going Out of the Venue.** Participants shall not be allowed to go out of the venue other than those included in the program or in case of emergency.
- 13. YLP Store.** Souvenir items that carry the branding of YLP such as shirts, ballers, SDG button pins, group button pins, BUKLOD button pins, bags, etc. shall be available and for sale in the venue. Proceeds of the sales go to the I Transform! Campaign Support Fund. The funding facility is used by YLP to finance its various community-based projects in Luzon, Visayas, and Mindanao.
- 14. Self Preparedness.** Participants must have enough rest before attending the PBYLE. The activities shall entail intensive physical and emotional stamina.