

Item No.: 25
Date: 26 2024 NOV

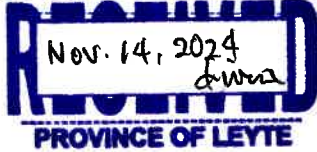


Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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SANGGUNIANG PANLALAWIGAN

PROVINCIAL LEGAL OFFICE



2nd INDORSEMENT
November 14, 2024

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Internal Rules of Procedure of Provincial SK Federation of Leyte for the term 2023-2025.

Issues/concerns for review/recommendation/legal opinion is/are as follows:

- **Internal Rules of Procedure of Provincial SK Federation of Leyte for the term 2023-2025 as embodied by Resolution No. 1, series of 2024 of the Collegial Act.**

REVIEW/RECOMMENDATION/LEGAL OPINION:

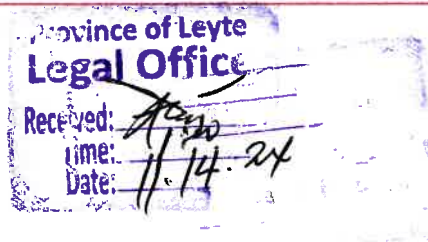
This office is of the opinion that the subject Internal Rules of Procedure of Provincial SK Federation of Leyte is in line with the provisions of the Local Government Code. Hence, we recommend for the declaration of its validity.

We hope to have assisted you with this request. Please note that the opinion rendered by this Office are based on the facts available and may vary or change when additional facts and documents are presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and competent authorities and/or the courts.

ATTY. JOSE RAYMUND A. ACOL
Asst. Provincial Legal Officer



ATTY. JOSE RAYMUND A. ACOL
Assistant Provincial Legal Officer
Leyte Provincial Legal Office



Dear Atty. Acol,

Subject: Request for Second Endorsement of the Internal Rules and Procedures of the Provincial Sangguniang Kabataan

I hope this letter finds you in good health. I am writing to formally request the second endorsement of the Internal Rules and Procedures of the Provincial Sangguniang Kabataan (SK) of Leyte, following the revisions made by the Provincial SK office in response to the initial review and legal opinion provided by your office.

As you may recall, your office provided an endorsement of the first draft of the Internal Rules and Procedures. In compliance with the recommendations and legal opinions you shared, the Provincial SK office has reviewed the draft and made the necessary revisions. These revisions have been carefully considered and incorporated into the updated version of the document.

To ensure that the finalized Internal Rules and Procedures conform to all legal requirements, we now seek your esteemed office's second endorsement of the revised version. A copy of the revised document is attached for your reference and review.

We are committed to ensuring that the Internal Rules and Procedures are in alignment with the legal standards and best practices for good governance.

We would appreciate your prompt attention to this matter, as we aim to finalize and implement the updated guidelines at the soonest possible time. Please do not hesitate to contact us should you require any further information or clarification.

Thank you very much for your continued support and cooperation.

Sincerely,

Hon. Mary Daniela L. Cubero
Secretary, SK Provincial- Federation

Noted by:

Hon. MJ Luján Dumen
President, SK Provincial- Federation





EXCERPT FROM THE MINUTES OF THE 4TH SESSION OF THE PROVINCIAL SK FEDERATION OF LEYTE HELD ON SEPTEMBER 30, 2024 AT THE LEYTE PROVINCIAL CAPITOL CONFERENCE ROOM,

Present:

Hon. MJ Luinly D. Lumen	Presiding Officer/PSKF President
Hon. Daniel N. Ariaso Jr.	PSKF Vice President/Carigara
Hon. Mary Daniela L. Cubero	PSKF Secretary/Kananga
Hon. Mary Dwell Agner	PSKF Treasurer/Palo
Hon. Nellie Grace Dandan	Provincial SK Federation PRO Internal
Hon. Ericka Cabangunay	Provincial SK Federation PRO External
Hon. Kyle C. Mesias	PSKF 1 st District BOD/Tanauan
Hon. Kissi Lynn C. Martin	PSKF 4 th District BOD/Isabel
Hon. Kyla Shannen Vidal	PSKF 5 th District BOD/Baybay
Hon. Melliza Jane Traya	Abuyog SK Federation President
Hon. Charlze Jericho Duane Tan	Alangalang SK Federation President
Hon. Justine Merp Andrade	Burauen SK Federation President
Hon. Jeric M. Tumandao	Dulag SK Federation President
Hon. Cecille Antoniette Sabrido	Hilongos SK Federation President
Hon. Reina Rose Dedal	Mahaplag SK Federation President
Hon. Niña A. Caducio	Mayorga SK Federation President
Hon. Francis Charles Alvarez	Pastrana SK Federation President
Hon. Jerald Lorenz Narga	Sta. Fe SK Federation President
Hon. Micah Bernal	Tabango SK Federation President
Hon. Catherine Benjamin	Tolosa SK Federation President
Hon. Rile Christian Veloso	Villaba SK Federation President

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RESOLUTION NO. 1
Series of 2024

by COLLEGIAL ACT

**A RESOLUTION ADOPTING THE INTERNAL RULES OF
PROCEDURE OF THE PROVINCIAL SK FEDERATION OF THE
PROVINCE OF LEYTE FOR THE TERM 2023 – 2025**

WHEREAS, it is the declared policy of the State to recognize the vital role of the youth in nation-building and thus, promote and protect their physical, moral, spiritual, intellectual and social well-being, inculcate in them patriotism, nationalism and other desirable values, and encourage their involvement in public and civic affairs;

WHEREAS, pursuant thereto the State establishes adequate, effective, responsive and enabling mechanisms and support systems that will ensure the meaningful participation of the youth in local governance and nation-building, as enunciated in Republic Act No. 10742 or the Sangguniang Kabataan (SK) Reform Act of 2015 and other related laws;



WHEREAS, Section 5 (b) of RA 10742 vests upon the Sangguniang Kabataan (SK), in consultation with and upon the concurrence of the Katipunan ng Kabataan (KK), the power to formulate programs, plans and activities that will promote the welfare of the youth in the barangay;

WHEREAS, for purposes of orderly and efficient deliberation and disposal of business, and to facilitate the fulfilment of its purposes and attainment of its goals and objectives, the Sangguniang Kabataan shall adopt its internal rules of procedure;

NOW THEREFORE, upon collegial act, be it-

RESOLVED, as the Sangguniang Kabataan has hereto resolved, to adopt the Internal Rules of Procedure of The Provincial SK Federation for the term 2023 – 2025, as follows:



RULE I
COMPOSITION OF THE PROVINCIAL SK OFFICER

Section 1. The following are the composition of the Sangguniang Kabataan: Elected Officials

PROVINCIAL SK FEDERATION PRESIDENT	Hon. MJ Luinly D. Lumen
Vice President:	Hon. Daniel Ariaso Jr.
Secretary:	Hon. Daniela Cubero
Treasurer:	Hon. Mary Dwell Agner
Auditor:	Hon. Courtney Viola
P.R.O. (Internal)	Hon. Nellie Grace Dandan
(External)	Hon. Jaly Garcia
Sergeant At Arms:	Hon. Ralph Martin Egos
	Hon. Vincent Maurice Garde
Board of Directors:	
1 st District	Hon. Kyle C. Mesias
2 nd District	Hon. Eric Hingpis
3 rd District	Hon. Carl Ernest Ponce
4 th District	Hon. Kissi Lyn Martin
5 th District	Hon. Kyla Shannen T. Vidal



RULE II
POWERS, DUTIES, AND FUNCTIONS

Section 1. Powers and Functions of the Provincial SK Federation President. There shall be an organization of the Pederasyon ng mga Sangguniang Kabataan to be known as follows:

- 1.1 The duly elected president of the Pederasyon ng Sangguniang Kabataan (SK), at all levels, shall serve as ex officio member of the Sangguniang Bayan, Sangguniang Panlungsod and Sangguniang Panlalawigan, respectively.
- 1.2 He or she shall be the chairperson of the Committee on Youth and Sports Development in the said Sanggunian, and a regular member of the Committees on Education, Environment, Employment and Livelihood, Health and Anti-Drug Abuse, and Gender and Development,
- 1.3 He or she shall serve as ex officio member of Local School Board, Local Council for the Protection of Children Local Development Council, Local Health Board Local Tourism Council and Local Peace and Order Council, and
- 1.4 He or she shall convene the Local Youth Development Council (LYDC) every three (3) months to conduct consultations with youth organizations.
- 1.5 In consultation and with the concurrence of the Katipunan ng Kabataan (KK) and within three (3) months from assumption to office, formulate a three (3)-year rolling plan, which shall be known as the LYDP (Local Youth Development Plan) which shall serve as a basis in the preparation of the Annual Budget. This plan shall be aligned with the PYDP (Philippine Youth Development Plan)
- 1.6 Approve the annual budget which is the annual slice of the Annual Barangay Youth Investment Program (ABYIP) before the start of the succeeding fiscal year. For purposes of the annual budget, the SK shall consider the three-year Comprehensive Barangay Youth Development Plan (CBYDP) which can be sliced into three ABYIPs.

If the SK funds allow, a supplemental budget shall be approved. Any changes in the annual budget shall be in accordance with existing applicable budget, rules and procedures;

- 1.7 Promulgate resolutions necessary to carry out the objectives of the youth in the barangay in accordance with the CBYDP and the applicable provisions of this IRR;
- 1.8 Initiate and implement, in coordination with any national government agency and/or any private or non-government institution, programs and projects designed to promote the general welfare, development and empowerment of the youth;
- 1.9 Hold fund-raising activities that are in line with the CBYDP, the proceeds of which shall be tax-exempt and shall accrue to the general fund of the SK: Provided, however, that in the appropriation thereof, the specific purpose for which such activity has been held shall be first satisfied: Provided, further, that any appropriations thereof shall be in accordance with existing applicable budget, accounting and auditing rules and regulations, such as those issued by the Department of Budget and Management (DBM or the Commission on Audit (COA));
- 1.10 Create regular or special committees, whose chairpersons and members shall come from among the members of the SK or from among the members of the KK as it may deem necessary to effectively carryout its programs and activities, that will promote equitable access to quality education, environmental protection, climate change adaptation, disaster risk reduction and resiliency, youth employment and livelihood, health including health services and adolescent sexual and reproductive health, anti-drug abuse, gender



- 1.11 sensitivity, sports development, social protection, and capability building which emphasizes leadership training;
- 1.12 Submit the annual and end-of-term program accomplishments and financial reports to the sangguniang barangay and present the same during the KK assembly, copy furnished the LGOO, Local Youth Development Council (LYDC), Commission on Audit (COA) and the National Youth Commission (NYC), in accordance with the form prescribed by the DILG, the LYDC, and/or the NYC;
- 1.13 Partner with the LYDC in planning and executing projects and programs of specific advocacies including good governance, climate change adaptation, disaster risk reduction and resiliency, youth employment and livelihood, health including health services and adolescent sexual and reproductive health, anti-drug abuse, gender sensitivity, sports development, accessible education, sustainable development, human rights advocacy, and social protection;
- 1.14 Conduct youth profiling, establish, maintain and update a database of youth in the barangay and ensure submission to the NYC, and proper turn-over to the next set of SK officials;
- 1.15 Assist in the establishment and registration of youth organizations and youth serving organizations in the barangay, in accordance with the guidelines of the National Youth Commission;
- 1.16 Adopt and implement a policy on full public disclosure of all its transactions and documents involving public interest;
- 1.17 Authorize the SK Chairperson to enter into contracts on behalf of the SK, subject to the provisions of SK Reform Act (RA 10742) as amended by RA 11768, Local Government Code of 1991 (RA 7160), Government Procurement Reform Act (RA 9184) and such other pertinent laws and regulations;
- 1.18 Comply with the bonding requirements in accordance with existing laws, rules and regulations, when necessary, as in the case of the SK chairperson and the SK treasurer; and
- 1.19 Exercise such other powers and perform such other functions as may be prescribed by law or ordinance, or delegated by the sangguniang barangay or the National Youth Commission.

Section 2. Powers and Functions of the Provincial SK Federation Vice President. The Vice President shall be the next highest officer of the Pederasyon. As such, he/she shall:

- 2.1 Discharge the functions of the President in case the latter dies, resigns, becomes physically incapacitated or is suspended or removed from the office;
- 2.2 Assist the President in the implementation of programs, projects, and activities of the Local Federation;
- 2.3 The president of the Panlungsod Green Brigade, as provided for by E.O. 52; series of 1998
- 2.4 Perform such other functions as may be assigned to him by the President and the Local Executive Committee.
- 2.5 Other functions and powers not stipulated therein, vested upon the President and Internal Rules and Procedures.

Section 3. Powers and Functions of the Provincial SK Federation Secretary. The Provincial SK Federation Secretary shall:

- 3.1 Certify accredited members of the Local SK Pederasyon;
- 3.2 Record the minutes of the meetings of the SK Local Executive Committee and the members of the Pederasyon;
- 3.3 Keep the records of the membership and other papers, documents, properties and assets of the Pederasyon;
- 3.4 Send notice of regular and special meetings of the SK Local Executive Committee and the Pederasyon;



- 3.5 Cause the publication of all decisions, resolutions and actions of the Pederasyon; and
- 3.6 Perform such other duties and functions as may be assigned to him by the President and the Local Executive Committee.
- 3.7 Other functions and powers not stipulated therein, vested upon the by President and Internal Rules and Procedures.

Section 4. Powers and Functions of the Provincial SK Federation Treasurer. The Provincial SK Federation Treasurer shall:

- 4.1 Take custody of and control over all funds and properties of the Pederasyon;
- 4.2 Receive, collect contributions, monies, materials, and all other resources intended for the use of the SK and their projects. He or she shall also be able to dispose the properties of the Pederasyon under the authority of the majority of the Board of Directors, through a Board Resolution certified by the SK Secretary and attested by the President.
- 4.3 Issue official receipts for any sum of money or properties of the Pederasyon; and
- 4.4 Perform such other official duties as may be assigned to him by the President and the Local Executive Committee.
- 4.5 Other functions and powers not stipulated therein, vested upon the President and Internal Rules and Procedures.
- 4.6 Serve as cosignatory in all withdrawals from the Sangguniang Kabataan funds and disburse funds in accordance with the approved annual and supplemental budget, as the case may be, of the Sangguniang Kabataan.
- 4.7 Certify to the availability of the Sangguniang Kabataan funds whenever necessary;
- 4.8 Submit to the Sangguniang Kabataan and to the Sangguniang Barangay certified and detailed statements of the actual income and expenditures at the end of every quarter and the posting of the same in the barangay bulletin board and in at least three (3) conspicuous places within the jurisdiction of the barangay;
- 4.9 Render report during the Katipunan ng Kabataan Assembly on the financial status of the Sangguniang Kabataan.

Section 5. Powers and Functions of the Provincial SK Federation Auditor. The Provincial SK Federation Auditor shall:

- 5.1 Examine and audit periodically the books of the local SK Pederasyon, its assets and liabilities and require the production of the supporting documents;
- 5.2 Inform the Pederasyon Officers immediately of any transaction inimical to the Pederasyon, and do such acts or propose such measures that shall protects the Interest of the Pederasyon; and
- 5.3 Perform such other official duties as may be assigned to him by the President and the Local Executive Committee.
- 5.4 Other functions and powers not stipulated therein, vested upon the by President and Internal Rules and Procedures.

Section 6. Powers and Functions of the Provincial SK Federation Public Relation Officer (PRO) [Internal & External]. The Provincial SK Federation PRO shall:

- 6.1 Establish relations or contacts with mass media for purpose of disseminating information about the Pederasyon Membership, as well the objectives and activities of the Pederasyon and,
- 6.2 Perform such other official duties as may be assigned to him by the President and the Local Executive Committee.
- 6.3 Other functions and powers not stipulated therein, vested upon the President and Internal Rules and Procedures.



Section 7. Powers and Functions of the Provincial SK Federation Sergeant-at-Arms. The Provincial SK Federation Sergeant-at-Arms shall:

- 7.1 Maintain order and discipline during meetings of the SK Local Executive Committee and meetings of Pederasyon; and
- 7.2 Perform such other functions and duties as the President and the Local Executive Committee may deem necessary.
- 7.3 Other functions and powers not stipulated therein, vested upon the President and Internal Rules and Procedures.

Section 8. Powers and Functions of the Provincial SK Federation Board of Directors. The Provincial SK Federation Board of Directors shall:

- 8.1 Promote and implement the objectives, programs, and projects of the Pederasyon.
- 8.2 Assist the Provincial SK Federation Board Member in the promotion and protection of the rights and interest of the members in their respective province; and
- 8.3 Perform such other functions as may be assigned to them by the President and the Executive officers.
- 8.4 Other functions and powers not stipulated therein, vested upon the President and Internal Rules and Procedures.
- 8.5 Issue resolutions in relation to the disposal of properties owned by the Pederasyon and the SK

RULE III

DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL MEMBERS

Section 1. Every member of the shall make a full disclosure of his/her financial and business interests as required of him/her under Art. 104, Rule XVII of the Rules and Regulations implementing the Local Government Code of 1991.

Section 2. Every member shall attend all the sessions or meetings of the Provincial SK Federation unless s/he is prevented from doing so by reason of sickness and other unavoidable circumstances provided that, as a general rule, prior notice thereto shall be sent to the Sanggunian thru the Presiding Officer or the secretary.

Section 3. As a general rule, every member is required to vote on every question or proposed measures being voted upon by the Provincial SK Federation. Abstentions may only be allowed if it can be shown that the member concerned has a pecuniary interest, either directly or indirectly, on the matter being acted upon by the body.

Section 4. Every member shall observe proper deportment and decorum during sessions.

RULE IV

THE PRESIDING OFFICER

Section 1. The Presiding Officer. The Provincial SK Federation President is the presiding officer of the Sangguniang Kabataan who shall perform the following powers and duties:

- 1.1 Preside over the Provincial SK Federation sessions/meetings, the KK assembly and other meetings, and shall convene at least once every quarter or as often as necessary per Section 28 of the Joint Memorandum Circular No. 2017-01
- 1.2 Decide all points of order;
- 1.3 Preserve order and decorum during the session or meeting;
- 1.4 Announce the business in the order in which it is to be acted upon by the Pederasyon;



- 1.5 Entertain only one motion at a time and state all motions properly;
- 1.6 Recognize only one member who is entitled to the floor;
- 1.7 Call a special meeting or session by giving written notice of it to each member of the Provincial SK Federation;
- 1.8 Approve the election of the Chairperson and members of the standing committees.



Republic of the Philippines
Office of the Provincial SK Federation
Province of Leyte

INTERNAL RULES OF PROCEDURE

OF PROVINCIAL SK FEDERATION OF LEYTE

2024



RULE I
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- 1.1 The duly elected president of the Pederasyon ng Sangguniang Kabataan, at all levels, shall serve as ex officio member of the Sangguniang Bayan, Sangguniang Panlungsod and Sangguniang Panlalawigan, respectively.
- 1.2 He or she shall be the chairperson of the Committee on Youth and Sports Development in the said Sanggunian, and a regular member of the Committees on Education, Environment, Employment and Livelihood, Health and Anti-Drug Abuse, and Gender and Development,
- 1.3 He or she shall serve as ex officio member of Local School Board, Local Council for the Protection of Children Local Development Council, Local Health Board Local Tourism Council and Local Peace and Order Council, and
- 1.4 He or she shall convene the LYDC every three (3) months to conduct consultations with youth organizations.
- 1.5 In consultation and with the concurrence of the KK and within three (3) months from assumption to office, formulate a three (3)-year rolling plan, which shall be known as the PYDP (Local Youth Development Plan) which shall serve as a basis in the preparation of the Annual Budget. This plan shall be aligned with the PYDP (Philippine Youth Development Plan)
- 1.6 Approve the annual budget which is the annual slice of the ABYIP before the start of the succeeding fiscal year. For purposes of the annual budget, the SK shall consider the three-year CBYDP which can be sliced into three ABYIPs.

If the SK funds allow, a supplemental budget shall be approved. Any changes in the annual budget shall be in accordance with existing applicable budget, rules and procedures;

- 1.7 Promulgate resolutions necessary to carry out the objectives of the youth in the barangay in accordance with the CBYDP and the applicable provisions of this IRR;
- 1.8 Initiate and implement, in coordination with any national government agency and/or any private or non-government institution, programs and projects designed to promote the general welfare, development and empowerment of the youth;
- 1.9 Hold fund-raising activities that are in line with the CBYDP, the proceeds of which shall be tax-exempt and shall accrue to the general fund of the SK: Provided, however, that in the appropriation thereof, the specific purpose for which such activity has been held shall be first satisfied: Provided, further, that any appropriations thereof shall be in accordance with existing applicable budget, accounting and auditing rules and regulations, such as those issued by the Department of Budget and Management (DBM or the Commission on Audit (COA));
- 1.10 Create regular or special committees, whose chairpersons and members shall come from among the members of the SK or from among the members of the KK as it may deem necessary to effectively carryout its programs and activities, that will promote equitable access to quality education, environmental protection, climate change adaptation, disaster risk reduction and resiliency, youth employment and livelihood, health including health services and adolescent sexual and reproductive health, anti-drug abuse, gender



- 1.11 sensitivity, sports development, social protection, and capability building which emphasizes leadership training;
- 1.12 Submit the annual and end-of-term program accomplishments and financial reports to the sangguniang barangay and present the same during the KK assembly, copy furnished the LGOO, Local Youth Development Council (LYDC), Commission on Audit (COA) and the National Youth Commission (NYC), in accordance with the form prescribed by the DILG, the LYDO, and/or the NYC;
- 1.13 Partner with the LYDC in planning and executing projects and programs of specific advocacies including good governance, climate change adaptation, disaster risk reduction and resiliency, youth employment and livelihood, health including health services and adolescent sexual and reproductive health, anti-drug abuse, gender sensitivity, sports development, accessible education, sustainable development, human rights advocacy, and social protection;
- 1.14 Conduct youth profiling, establish, maintain and update a database of youth in the barangay and ensure submission to the Commission, and proper turn-over to the next set of SK officials;
- 1.15 Assist in the establishment and registration of youth organizations and youth serving organizations in the barangay, in accordance with the guidelines of the National Youth Commission;
- 1.16 Adopt and implement a policy on full public disclosure of all its transactions and documents involving public interest;
- 1.17 Authorize the SK Chairperson to enter into contracts on behalf of the SK, subject to the provisions of SK Reform Act (RA 10742) as amended by RA 11768, Local Government Code of 1991 (RA 7160), Government Procurement Reform Act (RA 9184) and such other pertinent laws and regulations;
- 1.18 Comply with the bonding requirements in accordance with existing laws, rules and regulations, when necessary, as in the case of the SK chairperson and the SK treasurer; and
- 1.19 Exercise such other powers and perform such other functions as may be prescribed by law or ordinance, or delegated by the sangguniang barangay or the National Youth Commission.

Section 2. Powers and Functions of the Provincial SK Federation Vice President. The Vice President shall be the next highest officer of the Pederasyon. As such, he/she shall:

- 2.1 Discharge the functions of the President in case the latter dies, resigns, becomes physically incapacitated or is suspended or removed from the office;
- 2.2 Assist the President in the implementation of programs, projects, and activities of the Local Federation;
- 2.3 The president of the Panlungsod Green Brigade, as provided for by E.O. 52;
- 2.4 Perform such other functions as may be assigned to him by the President and the Local Executive Committee.
- 2.5 Other functions and powers not stipulated therein, vested upon the President and Internal Rules and Procedures.

Section 3. Powers and Functions of the Provincial SK Federation Secretary. The Provincial SK Federation Secretary shall:

- 3.1 Certify accredited members of the Local SK Pederasyon;
- 3.2 Record the minutes of the meetings of the SK Local Executive Committee and the members of the Pederasyon;
- 3.3 Keep the records of the membership and other papers, documents, properties and assets of the Pederasyon;
- 3.4 Send notice of regular and special meetings of the SK Local Executive Committee and the Pederasyon;



- 3.5 Cause the publication of all decisions, resolutions and actions of the Pederasyon, in consultation with the President; and
- 3.6 Perform such other duties and functions as may be assigned to him by the President and the Local Executive Committee.
- 3.7 Other functions and powers not stipulated therein, vested upon the President and Internal Rules and Procedures.

Section 4. Powers and Functions of the Provincial SK Federation Treasurer. The Provincial SK Federation Treasurer shall:

- 4.1 Take custody of and control over all funds and properties of the Pederasyon;
- 4.2 Receive, collect and disburse funds and dispose the properties of the Pederasyon under the authority of the President;
- 4.3 Issue official receipts for any sum of money or properties of the Pederasyon; and
- 4.4 Perform such other official duties as may be assigned to him by the President and the Local Executive Committee.
- 4.5 Other functions and powers not stipulated therein, vested upon the President and Internal Rules and Procedures.

Section 5. Powers and Functions of the Provincial SK Federation Auditor. The Provincial SK Federation Auditor shall:

- 5.1 Examine and audit periodically the books of the local SK Pederasyon, its assets and liabilities and require the production of the supporting documents;
- 5.2 Inform the Pederasyon Officers immediately of any transaction inimical to the Pederasyon, and do such acts or propose such measures that shall protect the Interest of the Pederasyon; and
- 5.3 Perform such other official duties as may be assigned to him by the President and the Local Executive Committee.
- 5.4 Other functions and powers not stipulated therein, vested upon the President and Internal Rules and Procedures.

Section 6. Powers and Functions of the Provincial SK Federation Public Relation Officer (PRO) [Internal & External]. The Provincial SK Federation PRO shall:

- 6.1 Examine and audit periodically the books of the local SK Pederasyon, its assets and liabilities and require the production of the supporting documents; Establish relations or contacts with mass media for purpose of disseminating information about the Pederasyon Membership, as well the objectives and activities of the Pederasyon and,
- 6.2 Perform such other official duties as may be assigned to him by the President and the Local Executive Committee.
- 6.3 Other functions and powers not stipulated therein, vested upon the President and Internal Rules and Procedures.

Section 7. Powers and Functions of the Provincial SK Federation Sergeant-at-Arms. The Provincial SK Federation Sergeant-at-Arms shall:

- 7.1 Maintain order and discipline during meetings of the SK Local Executive Committee and meetings of Pederasyon; and
- 7.2 Perform such other functions and duties as the President and the Local Executive Committee may deem necessary.
- 7.3 Other functions and powers not stipulated therein, vested upon the President and Internal Rules and Procedures.



Section 8. Powers and Functions of the Provincial SK Federation Board of Directors. The Provincial SK Federation Board of Directors shall:

- 8.1 Promote and implement the objectives, programs, and projects of the Pederasyon.
- 8.2 Assist the Provincial SK Federation Board Member in the promotion and protection of the rights and interest of the members in their respective province; and
- 8.3 Perform such other functions as may be assigned to them by the President and the Executive officers.
- 8.4 Other functions and powers not stipulated therein, vested upon the President and Internal Rules and Procedures.
- 8.5

RULE III

DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL MEMBERS

Section 1. Every member of the shall make a full disclosure of his/her financial and business interests as required of him/her under Art. 104, Rule XVII of the Rules and Regulations implementing the Local Government Code of 1991.

Section 2. Every member shall attend all the sessions or meetings of the Provincial SK Federation unless s/he is prevented from doing so by reason of sickness and other unavoidable circumstances provided that, as a general rule, prior notice thereto shall be sent to the Sanggunian thru the Presiding Officer or the secretary.

Section 3. As a general rule, every member is required to vote on every question or proposed measures being voted upon by the Provincial SK Federation. Abstentions may only be allowed if it can be shown that the member concerned has a pecuniary interest, either directly or indirectly, on the matter being acted upon by the body.

Section 4. Every member shall observe proper deportment and decorum during sessions.

RULE IV

THE PRESIDING OFFICER

Section 1. The Presiding Officer. The Provincial SK Federation President is the presiding officer of the Sangguniang Kabataan who shall perform the following powers and duties:

- 1.1 Preside over the Provincial SK Federation sessions/meetings, the KK assembly and other meetings;
- 1.2 Decide all points of order;
- 1.3 Preserve order and decorum during the session or meeting;
- 1.4 Announce the business in the order in which it is to be acted upon by the Pederasyon;
- 1.5 Entertain only one motion at a time and state all motions properly;
- 1.6 Recognize only one member who is entitled to the floor;
- 1.7 Call a special meeting or session by giving written notice of it to each member of the Provincial SK Federation;
- 1.8 Approve the election of the Chairperson and members of the standing committees.



RULE V
PRESIDING OFFICER PRO-TEMPORE, AND TEMPORARY PRESIDING OFFICER

Section 1. The Presiding Officer Pro-Tempore. In the absence of the Presiding Officer, the highest-ranking elected SK Member shall act as the Presiding Officer Pro-Tempore.

Section 2. The Temporary Presiding Officer. In the absence of the Presiding Officer and the Presiding Officer Pro-Tempore, the remaining SK Members, there being a quorum, choose from among themselves the one who shall serve as the temporary presiding officer.

RULE VI
SESSIONS/MEETINGS

Section 1. Sessions/Meetings. The Provincial SK Federation shall hold quarterly meetings at least twice in every quarter and also such number of special meetings as may be called by the Provincial SK Federation President or by majority of the members of the Provincial SK Federation at any time.

- 14.1 The quarterly meetings are scheduled on 2nd week of the and last week of the quarter.
- 14.2 Quarterly meeting shall be held either at the Leyte Provincial Capitol, or upon the agreement of the members and shall start at exactly 1:00 o'clock in the afternoon.
- 14.3 Quarterly meetings shall be in public and the presiding officer has the authority to exact from those present respect and proper deportment.
- 14.4 As often as necessary when public interest so demands, special meetings may be called by the Provincial SK Federation President or majority of the members of the Provincial SK Federation. No two meetings shall be held in one day.
- 14.5 Unless otherwise agreed upon by two-thirds (2/3) vote of the members present, there being a quorum, no other matter may be considered at a special meeting except those stated on the notice.
- 14.6 In case of special meetings, a written notice to the Provincial SK Federation members, stating the day, time and purpose of the meeting shall be served personally or left with a member of the household within 24 hours before the schedule of the special meeting.
- 14.7 In the absence of the Provincial SK Federation Secretary, any Provincial SK Federation Member designated by the presiding officer shall serve as secretary. The designated Provincial SK Federation Member should discharge the duties of the secretary during the Provincial SK Federation meeting and turn-over the minutes of the meeting to the SK Secretary.
- 14.8 All Provincial SK Federation sessions/meetings must be held in a venue within the Provincial Government, or upon the agreement of all members.



RULE VII QUORUM

Section 1. A majority of the elected Provincial SK Federation members including the Provincial SK Federation President constitutes a quorum.

- 15.1 When there is no quorum, those in actual attendance may adjourn from time to time and may enforce immediate attendance of any members absent.
- 15.2 If there's still no quorum in spite of the above, no other business shall be translated and the presiding officer upon proper motion or a majority of the members present shall declare the meeting adjourned for lack of quorum.
- 15.3 Should a question of lack of quorum be raised, the presiding officer shall immediately proceed to call the roll of the members and thereafter announce the results.
- 15.4 Absent members shall explain their absence during the next meeting.

RULE VIII ORDER OF BUSINESS

Section 1. The Order of Business of the Provincial SK Federation shall be as follows:

- a. Call to Order
- b. Invocation
- c. Singing of the Philippine National Anthem
- d. Roll Call
- e. Declaration of the existence of a quorum
- f. Approval of the minutes of the preceding session
- g. Committee Reports
- h. Business for the day
- i. Other business
- j. Announcements
- k. Adjournment

Section 2. Agenda. Matters that may be taken up in the meeting shall be limited only to those items listed in the agenda

Section 3. Appearance before the SK. Only persons with prior permission from the Presiding Officer shall be allowed to appear and speak before the Provincial SK Federation officers.

Section 4. Matters referred to Committee. Any measure appearing in the agenda being referred to the corresponding committee shall not be subject to debate or discussion prior to final action.

Section 5. Urgent matters. Urgent matters which may be brought to the attention of the Provincial SK Federation, the delay in the consideration of which may prejudice activities of the government, shall be discussed in the meeting without being listed in the agenda.



Section 6. Deviation from the Order of Business. Deviation from the prescribed Order of Business may be done only under the following circumstances:

- 6.1 When the Provincial SK Federation officers decided to suspend the rules thru an "assumed motion" by the Chair or thru a motion to suspend the rules by a member. In any case, the decision to suspend the rules shall require the vote of a majority of the Members present, there being a quorum;
- 6.2 When the measure to be acted upon by the Provincial SK Federation officers is certified by the Provincial SK Federation President as urgent, it shall have priority over all other items of business, and shall be considered without need of suspending the rules or even if it is not included in the business of the day.

RULE IX LEGISLATIVE PROCESS

Section 1. Rules in the passage of resolution including other matters requiring legislative actions.

- 1.1 The Provincial SK Federation officers, by virtue of law, cannot enact an ordinance. Rather, it can only pass a resolution. Matters relating to proprietary functions and to private concerns, and of temporary character are acted upon by resolutions.
- 1.2 Proposed resolutions shall be in writing and shall contain an assigned number, a title or caption, a resolving clause, and the date of its proposed effectivity.
- 1.3 A resolution need not go through a third reading for its final consideration unless decided otherwise by the majority of the members present.
- 1.4 Any legislative matter duly certified by the Provincial SK Federation President as urgent whether or not it is included in the calendar of business may be presented and considered by the body at the same meeting without need of suspending the rules.
- 1.5 The Secretary shall prepare copies of the proposed resolutions of the form it was passed on second reading, and shall distribute to each member a copy thereof except that a measure certified by Provincial SK Federation President as urgent may be submitted for the final voting immediately after it has undergone the periods of debate and amendment during the second reading.
- 1.6 No resolution passed by the Provincial SK Federation officers in the regular or special session/meeting duly called for the purpose, shall be valid unless approved by a majority of the members present, there being a quorum.
- 1.7 Upon the passage of all resolutions directing the payment or money or creating a liability, and at the request of any member, the Secretary shall record the ayes and the nays. Each approved resolution shall be stamped with the seal of the Provincial SK Federation and recorded in a book kept for the purpose.



RULE X

VOTES AND VOTING

Section 1. Voting on the Question. Whenever a nominal voting or roll call voting is being applied, the Secretary of the Provincial SK Federation shall call the roll of members by rank. As each name is called, the Member shall announce his/her vote by stating "yes" or "no", as the case may be. If the member so desires or when requested by a majority of the Members of the Provincial SK Federation, a member may explain his/her vote but not to exceed five (5) minutes.

A second roll call may be requested by any Member from the Chair but this time only the names of those who failed to vote shall be called, in order to give another opportunity to those who failed to cast their vote to exercise their right and also to determine the number of Members who might have violated the rule on abstention. After the second roll call, no other request of the same kind shall be entertained by the Chair.

Section 2. Voting Restriction. No Member can vote or be allowed to vote on any measure in which s/he or any of his/her relatives within the third degree of consanguinity or affinity has a direct or personal pecuniary interest on the measure subject thereof. This does not, however, preclude any Member from voting for himself/herself for any position within the Sangguniang Kabataan.

Section 3. Change of Vote. A Member may change his/her vote but only when the result of the voting has not yet been announced by the Chair. Otherwise, s/he can change his/her vote by a unanimous consent of the Provincial SK Federation Members present: Provided, however, that this rule shall not be applied if voting is by ballot.

Section 4. Vote by Late-comer. A Member who came in late during the session but who happens to arrive while voting is in progress shall be allowed to vote: Provided, however, that the result of such voting has not yet been announced by the Chair or the Presiding Officer.

Section 5. Allowable Motion During Voting. Except for a motion pertaining to a question of quorum, no other motion shall be entertained by the Chair while voting is in progress.

Section 6. Breaking a Tie.

- 6.1 A tie vote resulting from a vote taken on any motion, measure or proposal shall be construed to mean that the particular motion, measure or proposal is defeated unless the Presiding Officer decides to break it;
- 6.2 In case of tie, the Presiding Officer may cast his/her vote but /she shall not in all cases be allowed to vote in order to create a tie;
- 6.3 A Temporary Presiding Officer shall be subject to the same voting limitations as the regular Presiding Officer.

Section 7. Abstentions. Abstention, if ever allowed to a Member, shall not be considered in computing the majority vote. Mere silence or abstention are not the equivalent of affirmative or negative votes.

Section 8. Reconsideration. When a report, motion, resolution or proposed legislative measure has been adopted or lost, only a Member who voted with the prevailing side shall be entitled to present a motion for reconsideration when the matter is still within the control of the Provincial SK Federation:

Provided, however, that a Member who voted with the minority may present a motion for reconsideration, if duly seconded by a Member from the prevailing side: Provided, finally, that any Member who abstains from voting shall have absolutely no right to ask for reconsideration.



RULE XI
RULE ON DEBATES AND AMENDMENTS

Section 8. General Rules.

- 9.1 No Member shall speak before the Provincial SK Federation without first obtaining the floor. A Member who has obtained the floor shall address all his/her remarks to the Chair or the Presiding Officer and shall conduct himself/herself with proper decorum by confining his/her remarks or arguments to the question under debate and by avoiding personalities;
- 9.2 While having the floor, a Member may be interrupted in his/her speech or talk by the Presiding Officer to state a point of order, to respond to questions from the floor, to clarify something related to the issue being discussed or to make certain remarks within his/her privilege;
- 9.3 The speaker may also be interrupted by another Provincial SK Federation Member if the latter desires to ask questions thru his/her privilege to interpolate and by proposing the following motions: point of order, point of information, point of parliamentary inquiry, call for orders of the day, divide the assembly, raise a question of privilege, reconsider, or appeal from the decision of the Chair: Provided, however, that the speaker being interpellated may decline to answer questions;
- 9.4 All questions addressed to the Speaker or the Member having the floor shall always be coured thru the Presiding Officer;
- 9.5 While the period of debate is in progress, no Member shall roam around the session hall or leave the premises without the permission of the Presiding Officer;
- 9.6 Whenever the Presiding Officer is addressing the Provincial SK Federation, no member shall leave his/her seat nor interrupt the former in his/her talk;
- 9.7 Before any matter shall be debated upon, a motion should first be made, duly seconded and stated by the Chair;
- 9.8 Only the Chair can rule on any verbal motion, otherwise, the Chair shall state the question before the Provincial SK Federation for consideration and approval;
- 9.9 Any member may modify a motion through suggestions. The movant, with the consent of the "seconder" shall have the right to make such modifications as s/he pleases or withdraws in his entirety a motion before the Presiding Officer states the question;
- 9.10 The Presiding Officer shall be the sole authority to recognize any Member by announcing the latter's name as a sign of recognition to the floor;
- 9.11 When two or more Members rise at the same time, the Member whose name is first called by the Chair shall be entitled to the floor;
- 9.12 Any Member sponsoring any measure under consideration may open and close the debate where general debate has been ordered thereon;
- 9.13 Words desired to be exempted by any Member shall be stated aloud by the Presiding Officer: Provided, however, that the Member who uttered the same shall not be held to answer nor be subject to censure by the Sanggunian if further debate or another business intervenes.



Section 10. Discussion and Interpellation. Main speeches during the discussion of any measure shall be limited to twenty (20) minutes for each speaker while rebuttal speeches shall be limited to ten (10) minutes. A motion to close the debate is in order if three (3) Members have already spoken in the affirmative side and two (2) in the negative side, or only one (1) Member has spoken in favor but none against it. Provided, however, that if no Member moves to close the period of debate, the Presiding Officer, *motu proprio*, may use the "assumed motion" in order to close the period of debate.

If said motion is approved, the Provincial SK Federation shall then proceed to consider amendments under the five (5)-minute rule. Only one (1) Member is allowed to deliver a speech in favor and another against the amendments. Any Member desiring to propose an amendment shall also be allowed five (5) minutes and another opposing it another five (5) minutes, after which discussion shall be terminated.

The Provincial SK Federation may, by a vote of the majority of the Members present, close all debate at any time during the debate on all other amendments, the motion for which shall not be debatable. This does not, however, preclude further amendments to be decided without debate.

After the period of general debate is closed and the amendments disposed of, the main measures shall be voted upon for final approval.

No Member shall be allowed to deliver more than one main speech or one rebuttal speech during the consideration of any motion, measure or proposal.

RULE XII COMMITTEES

Section 1. The Standing Committees.

A. COMMITTEE ON EDUCATION AND CULTURE

Responsible for overseeing all Federation matters, that is, policy and programs or projects related to education and culture. Mainly, the committee is tasked to ensure that education is a matter of priority and culture is kept alive among the youth and community as a whole; e.g., folk dances.

Chairperson: **HON. JAMESON C. MADALINA**
Vice Chairperson: **HON. NELLIE GRACE DANDAN**
Members: **HON. JAHLEN LABARRETE**
HON. MANUELENE TEE
HON. COURTNEY VIOLA

B. COMMITTEE ON ENVIRONMENTAL PROTECTION, CLIMATE CHANGE ADAPTATION, AND DISASTER RISK REDUCTION AND RESILIENCY

Responsible for all Federation matters related to environment and disaster preparedness. The committee is tasked to ensure that the youth are made

Chairperson: **HON. BERNARD MESTULA**
Vice Chairperson: **HON. NATHANIEL KATIGBE**
Members: **HON. LEO VAN DELGADO**
HON. CARL ERNEST PONCE
HON. REINA ROSE DEDAL



C. COMMITTEE ON YOUTH EMPLOYMENT AND LIVELIHOOD

Responsible for all Federation affairs related to promoting employment and livelihood opportunities for the youth.

Chairperson: **HON. KYLA SHANNEN T. VIDAL**
Vice Chairperson: **HON. MELLIZA TRAYA**
Members: **HON. VINCENT MAURICE GARDE**
HON. FRANCIS CHARLES ALVAREZ
HON. ERIC HINGPIS

D. COMMITTEE ON HEALTH, HEALTH SERVICES, AND REPRODUCTIVE HEALTH

Responsible for all Federation matters related to the health of the youth.

Chairperson: **HON. VIANCA FAMILAR**
Vice Chairperson: **HON. FIONAH KIMBERLYN ACOMPAÑADO**
Members: **HON. JASMIN PRISNO**
HON. MARY DANIELA CUBERO
HON. ANA LOVE BORDEN

E. COMMITTEE ON ANTI-DRUG ABUSE AND SOCIAL PROTECTION

To safeguard the welfare of the youth, anti-drug and social protection committee should be created.

Chairperson: **HON. KISSI LYN MARTIN**
Vice Chairperson: **HON. JIA MARIE ADLAWON**
Members: **HON. RALPH MARTIN EGOS**
HON. ASHLEY NOREEN DIAZ
HON. JUDE LEMWEL VETHIMVAS

F. COMMITTEE ON GENDER AND DEVELOPMENT

This committee manages all Federation matters concerned with gender and development (GAD).

Chairperson: **HON. JERIC M. TUMANDAO**
Vice Chairperson: **HON. CATHERINE BENJAMIN**
Members: **HON. RILE CHRISTIAN VELOSO**
HON. JERALD NARGA
HON. MARY DWELL AGNER



G. COMMITTEE ON SPORTS DEVELOPMENT

This committee is in-charge of managing all Federation matters related to sports development among the youth and among community members as a whole.

Chairperson:	HON. KYLE C. MESIAS
Vice Chairperson:	HON. NIÑA CADUCIO
Members:	HON. CHARLZE JERICHO T. ALVAREZ HON. DAVE NIDERA HON. MICAH DALDE BERNAL

Section 2. Definition and Limitation.

- 2.1 A Committee constitutes five (5) persons appointed, designated or elected as Chairperson, Vice-Chairperson and as Members by the Provincial SK Federation to consider, investigate, recommend or take appropriate action on matters or subjects referred to it;
- 2.2 The Presiding Officer may be a member of any Standing Committee;
- 2.3 A committee shall be composed of a Chairperson, Vice Chairperson and three (3) members as may be determined by the Provincial SK Federation but always in the odd numbers;

Section 3. Committee Procedures. The Committee shall function as follows:

- 3.1 The Chairperson shall from time to time convene the committee to a meeting: Provided, however, that if the Chairperson is absent or shall neglect or decline to convene such meeting, the Vice-Chairperson or members constituting a majority shall proceed therewith;
- 3.2 Any person shall have the right to appear at committee meetings and present his/her view on the matter before it, at such reasonable time and upon request, as the committee may schedule;
- 3.3 During final deliberations, no person shall be present except the committee members;
- 3.4 All questions before the committee shall be put into a vote unless otherwise previously agreed upon;
- 3.5 After final deliberations and voting, the Chairperson of the committee shall prepare, for submission to the Sanggunian, a report to be signed by its Chairperson and Members recommending either to file it in the archive or to Calendar the Measure for second reading presenting all amendments tackled during the hearings.
- 3.6 Any member dissenting therefrom shall submit in writing his/her reasons therefor; Provided, however, that if by reason of urgency, a verbal report is submitted by a Chairperson to the Sanggunian, said verbal report shall be considered the report of the committee unless objected to by at least three (3) members of the committee concerned.

Section 4. Special Committee. There shall be a Special Committee created from time to time by the Sanggunian for special purpose or purposes. Special Committees shall cease to exist as soon as the Sanggunian shall have received their respective reports. Special committees shall be independent of other committees but may adopt the procedure prescribed in the preceding section.

Section 5. Filling of Vacancy. Whenever vacancy occurs in any of the Standing Committees, the same shall be filled in by the Sanggunian.



RULE XIII COMMITTEE REPORTS

Section 6. Reports, Discharge of Committees. The different standing committees, within thirty (30) working days from receipt of any matter referred to them for any action, comment and/or recommendation shall prepare for submission to the Provincial SK Federation a report together with the proposed amended text to be filed by the Chairperson, the Vice-Chairperson and majority of the members thereof. A member of a Committee who dissents from the report, may submit a separate one in writing stating his/her reason therein. Where the completion of the said report could not be accomplished within the original period allotted for the said purpose, due to insuperable or extremely difficult nature of the matter involved, the Committee to whom the same is referred, may request the Provincial SK Federation, through the Secretariat, for an additional period of time within which to submit its report. Such extension will not be permitted except for meritorious reasons and unless the request is made before the expiration of the time sought to be extended. The privilege to request for an extension could be availed of by the committee concerned only once and for a period not longer than that originally allotted for the purpose. After the lapse of the extended period, the author of the measure or any member of the council, if s/he so desires, may move that the committee be discharged from further consideration of said question and that the same be assigned to another Committee or submit the question to the Body for disposition.

Section 7. Reports Reconsidered and/or Transmitted. When a report is recommitted to the committee or is transmitted to another Committee, the measure concerned shall remain in its original status, unless the Chairman of the other committee renders a verbal report under Section 34.5, Rule XII.



RULE XIV
MINUTES AND RECORDS OF SESSION/MEETING

Section 8. The Minutes of the Provincial SK Federation. The Minutes shall be the official repository of what transpired during the proceedings of the Provincial SK Federation. It shall comprise a clear and succinct account of the business transacted and the actions taken thereon.

Section 9. The Minutes shall contain the following:

- a. Nature of session held;
- b. Name of the Sangguniang Kabataan Officers & Members
- c. Date, time and place of session;
- d. Proper Statement of Presence of Presiding Officer and members;
- e. Statement whether Minutes of previous sessions were approved, readings dispensed with and the dates of said session, citing corrections;
- f. Title, number and authors of every Resolution. If the Resolutions were not approved unanimously, a brief statement of the minority opinion; nominal voting;
- g. All main motions, except those withdrawn;
- h. Points of order and appeals, whether sustained or lost;
- i. Time of meeting and adjournment.

Section 10. Signing of the Minutes. The original copy of the Minutes shall be signed by the Provincial SK Federation Secretary, as authenticated by the Presiding Officer. The Minutes shall be entered in a good well-bound record book with the corresponding date of approval or disapproval properly placed therein. The excerpts to be taken out of the Minutes shall be certified and attested to as correct by the Presiding Officer or the Secretary.



RULE XV MOTIONS

Section 1. Motions and their Precedence. Unless withdrawn by the author on the day of submission, every written motion filed shall be included in the agenda.

- 1.1 When a verbal motion is presented, the Presiding Officer shall state the same to the Council. If in writing, s/he shall cause it to be read by the Secretary before being debated upon. The motion shall then be considered as having been brought to the attention of the Council. It may be withdrawn at any time before a decision is made thereon or any amendment to it is presented thereto;
- 1.2 If there are questions under debate, no other main motions, except to adjourn, to declare a recess or to lay on the table, shall be entertained. These latter motions shall be decided without debate;
- 1.3 Motions to postpone to a certain day, to defer or to postpone indefinitely shall have precedence in the foregoing order;
- 1.4 No motion to postpone to a certain day, to defer or to postpone indefinitely, which having failed of passage, shall again be allowed on the same day and at the same stage of the question;
- 1.5 When a general debate on a motion or proposition is closed, a motion to amend an amendment shall be in order. It shall also be in order to offer a further amendment by "substitution"; provided, however, that the latter shall not be voted upon until after the original motion or proposition is disposed of. Any amendment may be withdrawn before a decision is made thereon;
- 1.6 No motion or proposition on a subject different from that under consideration shall be admitted under color of amendments;
- 1.7 Before a question could be the subject of discussion, such question, on motion duly seconded, shall be divided if it includes propositions so distinct in substance that when one is taken away, another substantive proposition remains;
- 1.8 A motion to strike out and insert is indivisible but a motion to strike out being lost, shall neither preclude amendment nor motion to strike out and insert;
- 1.9 A motion to read any part of the Rules is equivalent to a call to order and shall take precedence over any motion except to adjourn;
- 1.10 When voting on a motion is not debatable, no other remarks will be entertained by the Chair when a Member casts his vote.

Section 2. Questions of Privilege. Questions relating to the rights and privileges of the Provincial SK Federation or to any of its members shall take precedence over all motions except motions relating to adjournment and recess.

QUESTIONS OF PRIVILEGE: What constitutes:

- a. Questions of such urgency and requiring immediate action may interrupt a Member's speech. Example, when any motion or report that is being read cannot be heard in a part of the Session Hall.
- b. Questions of personal privileges must relate to one as a Member of the Provincial SK Federation or else relate to charge against his/her character which if true, would disqualify him/her from becoming a Member of the Provincial SK Federation.



PRIVILEGES OF THE SANGGUNIAN:

- a. Those relating to the organization of the Provincial SK Federation;
- b. Those relating to the comfort of the Members of the Provincial SK Federation like seating, lighting, ventilating, etc., of the Session Hall;
- c. Those relating to the freedom from noise and conduct of officers or other employees;
- d. Those relating to punishment of a Member for disorderly conduct or other offenses;
- e. Those relating to the accuracy of published reports of proceedings.

PRIVILEGED QUESTION: WHAT ARE INCLUDED: Privileged questions shall include, besides question of privilege, call for the order of the day and privilege motions relating to adjournment and recess.

- a. A call for the order of the day shall be a demand that the Provincial SK Federation conform to its order of business, a motion to the effect requiring no second;
- b. Any member shall have the right to demand that the order of business be conformed to;
- c. Any member who shall call for the order of the day when there is no deviation from the order of business shall be declared out of order.

Section 3. Motions Relating to a Committee Report. All motions relating to a Committee Report, if presented or proposed by the reporting Committee Chairman or Member, shall need no second.

Section 4. Out of Order. If any Provincial SK Federation Member has the floor, whether or not s/he is speaking, a motion to adjourn shall be ruled out of order: Provided, however, that when there is no quorum present, a motion to adjourn or to declare a recess is in order so long as nobody else has the floor.

Section 5. Privileged Motions. All privileged motions may be proposed even if there is a pending motion or question before the Sanggunian.

Section 6. Motion to Amend. A motion to amend (amendment of the first degree) and a motion to amend an amendment (amendment of the second degree) may be withdrawn but only before a decision is made thereon.



RULE XVI

SUSPENSION OF RULES

Section 7. Any part of this Internal Rules of Procedure, except those prescribed by existing laws, rules and regulations, may be suspended at any particular session by general consent or by two-thirds (2/3) vote of the Members present.

A rule may be suspended to take up a question that has been postponed to some other time or to advance its consideration in the order of business or, generally, to deviate from the regular procedure of doing business, so that the Provincial SK Federation may be able to act with dispatch on important and urgent matters without violating its own rules. In any case, the suspension shall be for a purpose connected with the immediate pending question and no business except that directly connected with the question for which the rule has been suspended can be taken up during the period of such suspension. Once the business for which a rule has been suspended is disposed of, the suspension loses its effect and the rule becomes effective again.

RULE XVII

DISCIPLINE OF MEMBERS

Section 8. Penalty. Any member who commits an act in transgression of the foregoing Internal Rules of Procedure shall be punished with the corresponding penalties hereunder prescribed to wit:

- 49.1 For any UNJUSTIFIED absence, without prior notice. A penalty in the amount of Php500 .
- 49.2 For coming LATE in any kind of session. A penalty in the amount of Php250.
- 49.3 For refusal without valid excuse to perform the task assigned to a member. A penalty in the amount of Php500.

Section 9. Collection of Fines from the SK President's Penalty. The Provincial SK Federation Treasurer shall collect the fines as may be imposed by this Provincial SK Federation and shall take custody thereof as a private trust fund. In the disposition or disbursement of the said fund, the Provincial SK Federation shall convert itself into a "committee of the whole" and then decide upon a majority vote of all its members how and for what purpose the said fund would be spent.

RULE XVIII

SUPPLEMENTARY RULES

Section 1. The Rules of Procedure and Parliamentary policies of the Legislative Bodies of the Philippines shall serve as supplementary authorities of the Provincial SK Federation insofar as they are compatible with these rules and standing orders.



RULE XIX ANNUAL DUES

Section 52. Annual Membership Dues. Each barangay under the jurisdiction of the Leyte Provincial Sangguniang Kabataan (SK) Federation is hereby required to pay an annual membership fee in the amount of five hundred pesos (₱500.00).

Section 53. Scope and Application. This rule shall apply to all barangays within the jurisdiction of the Leyte Provincial SK Federation.

Section 54. Payment Deadline. The annual membership dues shall be paid on or before the 31st day of January of each calendar year. Failure to remit payment within the prescribed period shall result in the imposition of penalties as provided in the following section.

Section 55. Penalties. In the event that a barangay fails to pay the annual dues by the designated deadline, a penalty equivalent to ten percent (10%) of the unpaid amount shall be imposed for each month or fraction thereof that the payment remains outstanding.

Section 56. Utilization of Funds The funds collected from the annual membership dues shall be utilized solely for the operational expenses and activities of the Leyte Provincial SK Federation, which may include, but are not limited to, community development projects, training programs, and administrative costs, all in accordance with applicable laws, rules, and regulations.

Section 57. Amendments. This rule may be amended or revised upon the approval of a majority of the members present during a duly convened general assembly of the Leyte Provincial SK Federation.

RULE XX FINAL PROVISIONS

Section 58. Repealing Clause. Any Internal Rules of Procedure existing hereof inconsistent with these internal rules are deemed repealed and/or modified accordingly.

Section 59. Separability Clause. If for any reason any part of these internal rules shall be declared unconstitutional or invalid, the other parts or provisions hereof which are not affected thereby shall remain in full force and effect.

Section 60. Amendments. Any amendments to, or revisions of these internal rules may be proposed by the members of the Provincial SK Federation, upon the vote of two thirds (2/3) of all its members.

Section 61. Effectivity. This Internal Rules of Procedure shall take effect upon its approval.



Republic of the Philippines
OFFICE OF THE PROVINCIAL SK FEDERATION
Province of Leyte

CONCURRED BY:

DANIEL N. ARIASO JR.

Vice President to the Provincial SK Federation

MARY DANIELA L. CUBERO

Secretary to the Provincial SK Federation

MARY DWELL AGNER

Treasurer to the Provincial SK Federation

COURTNEY VIOLA

Auditor to the Provincial SK Federation

NELLIE GRACE DANDAN

PRO Internal to the Provincial SK Federation

ERICKA CABUNGANAY

PRO External to the Provincial SK Federation

RALPH MARTIN EGOS

Sergeant at Arms to the Provincial SK Federation

VINCENT MAURICE GARDE

Sergeant at Arms to the Provincial SK Federation

KYLE C. MESIAS

1st District BOD to the Provincial SK Federation

ERIC HINGPIS

2nd District BOD to the Provincial SK Federation

CARL ERNEST PONCE

3rd District BOD to the Provincial SK Federation

KISSI LYNN C. MARTIN

4th District BOD to the Provincial SK Federation

KYLA SHANNEN VIDAL

5th District BOD to the Provincial SK Federation

ANA LOVE D. BORDEN

Provincial SK Federation Member

MELLIZA JANE TRAYA

Provincial SK Federation Member

FRANCIS CHARLES T. ALVAREZ

Provincial SK Federation Member

VIANCA MAE N. FAMILAR

Provincial SK Federation Member

JUSTINE MERP G. ANDRADE

Provincial SK Federation Member

JAMESON C. MADALINA

Provincial SK Federation Member

THEA JASMIN PRISNO

Provincial SK Federation Member

CATHERINE R. BENJAMIN

Provincial SK Federation Member



LEO VAN C. DELGADO
Provincial SK Federation Member

DAVE NIDERA
Provincial SK Federation Member

FIONAH KIMBERLY B. ACOMPANADO
Provincial SK Federation Member

NIÑA CADUCIO
Provincial SK Federation Member

CHARLZE JERICHO DUANE A. TAN
Provincial SK Federation Member

JERIC TUMANDAO
Provincial SK Federation Member

BERNARD JOEY MESTULA
Provincial SK Federation Member

JUDE LEMWEL VETHIMVAS
Provincial SK Federation Member

JIA MARIE ADLAWON
Provincial SK Federation Member

CECILLE ANTONIETTE SABRIDO
Provincial SK Federation Member

NATHANIEL DAVE KATIGBE
Provincial SK Federation Member

VIANCA MAE FAMILIAR
Provincial SK Federation Member

JOSE MIGUEL TINAYA
Provincial SK Federation Member

REINA ROSE DEDAL
Provincial SK Federation Member

ASHLEY NOREEN DIAZ
Provincial SK Federation Member

MANUELENE TEE
Provincial SK Federation Member

JAHLEN LABARRETE
Provincial SK Federation Member

JERALD NARGA
Provincial SK Federation Member

MICAH DALDE BERNAL
Provincial SK Federation Member

RILE CHRISTIAN VELOSO
Provincial SK Federation Member



APPROVED BY:

MJ LAINLY D. LUMEN

President to the Provincial SK Federation

I HEREBY CERTIFY TO THE CORRECTNESS of the foregoing resolution duly adopted by the Provincial SK Federation during its regular meeting held on the _____ day of _____ 2024 at the _____, XXX. _____.

Daniela L. Cubero
Secretary to the Provincial SK Federation

ATTESTED:

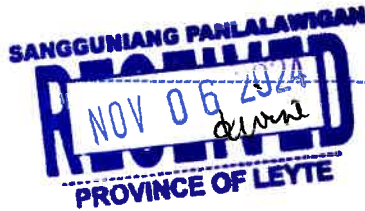
MJ LAINLY D. LUMEN

Presiding Officer/Provincial SK Federation President



Republic of the Philippines
PROVINCE OF LEYTE
 Provincial Capitol
 Tacloban City

-oOo-



PROVINCIAL LEGAL OFFICE

1st INDORSEMENT
 October 24, 2024

Respectfully returned to the Provincial SK Federation, through its President, the attached Internal Rules of Procedure of Provincial SK Federation of Leyte for the term 2023-2025.

Issues/concerns for review/recommendation/legal opinion is/are as follows:

- **Internal Rules of Procedure of Provincial SK Federation of Leyte for the term 2023-2025 as embodied by Resolution No. 1, series of 2024 of the Collegial Act.**

REVIEW/RECOMMENDATION/LEGAL OPINION:

Suggested revisions and specific comments:

- Rule 2, Section 1, par 1.1: “Sangguniang Kabataan” should be followed with acronym (“SK”) to be made reference to the rest of the document
- Rule 2, Section 1, par. 1.4: LYDC should be replaced as such: “Local Youth Development Council (“LYDC”)” to define the term corresponding to the acronym LYDC for the rest of the document.
- Rule 2, Section 1, par. 1.5: KK should be replaced as such: “Katipunan ng Kabataan (KK)” to define the term corresponding to the acronym KK for the rest of the document.
- Rule 2, Section 1, par. 1.5: Correct the first reference to LYDP instead of PYDP.
- Rule 2, Section 1, par. 1.6: First reference to acronym ABYIP should be replaced as such: “Annual Barangay Youth Investment Program (“ABYIP”); Acronym CBYDP should be replaced with: “Comprehensive Barangay Youth Development Plan (“CBYDP”).
- Rule 2, Section 1, par. 1.12: convert LYDO to LYDC
- Rule 2, Section 1, par. 1.14: put NYC instead of “Commission”
- Rule 2, Section 2, par. 2.3: indicate that it is E.O. No. 52, series of 1998 as there’s almost an EO for every year.
- Rule 2, Section par. 3.5: Delete “in consultation with the President” as Section 14(c) of R.A. No. 10742 requires the posting of ALL resolutions, reports, and projects of the SK
- Rule 2, Section 3, par. 3.7: specify that it’s vested upon by the President and not vested upon the President.
- Rule 2, Section 4, par. 4.2: suggest that there be a Board Resolution first before the disposition of the properties of the Pederasiyon which should be certified correct by the SK Secretary and attested by the President, so the paragraph should now read “Receive and collect contributions, monies, materials, and all other resources intended for the use of the SK and their projects. He or she shall also be able to dispose the properties

of the Pederasyon under the authority of majority of the Board of Directors, through a Board Resolution certified by the SK Secretary and attested to by the President.”

- Rule 2, Section 4 additional paragraphs:
 - Serve as cosignatory in all withdrawals from the Sangguniang Kabataan funds and disburse funds in accordance with the approved annual budget and supplemental budget, as the case may be, of the Sangguniang Kabataan.
 - Certify to the availability of the Sangguniang Kabataan funds whenever necessary;
 - Submit to the Sangguniang Kabataan and to the Sangguniang Barangay certified and detailed statements of actual income and expenditures at the end of every quarter and the posting of the same in the barangay bulletin board and in at least three (3) conspicuous places within the jurisdiction of the barangay;
 - Render report during the regular Katipunan ng Kabataan assembly on the financial status of the Sangguniang Kabataan.
- Rule 2, Section 5.4: specify that it's vested upon BY the President and not vested upon the President.
- Rule 2, Section 6, par. 6.1: Delete the first sentence because it is a restatement of Section 5, par. 5.1.
- Rule 2, Section 8 additional paragraphs:
 - Issue resolutions in relation to the disposal of the properties owned by the Pederasyon and the SK.
- Rule IV, Section 1: SKs are required to meet regularly once a month per Section 9 of R.A. No. 10742.
- Rule XII, Section 1, par. B: continue the sentence as it's incomplete
- Rule XIX: Section 3 of Article XI of the 2001 Katipunan ng Kabataan and Sangguniang Kabataan Constitution and By-laws should be complied with such that the annual dues that the Panlalawigang Pederasiyon can impose is only 20% of the 2% of the SK Fund.

This office is of the opinion that the subject Internal Rules of Procedure of the Provincial SK Federation of Leyte, except in relation to the suggestions above, is generally in accordance with the provisions of the Sangguniang Kabataan Reform Act of 2015 (R.A. 10742) and R.A. No. 11768. Hence, returning attached Resolution to the SP for further review/revisions as recommended.

We hope to have assisted you with this request. Please note that the opinion rendered by this Office are based on the facts available and may vary or change when additional facts and documents are presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and competent authorities and/or the courts.

ATTY. JOSE RAYMUND A. ACOL ✍
Asst. Provincial Legal Officer



23 October 2024

Atty. Jose Raymund A. Acol

Asst. Provincial Legal Officer

Province of Leyte

Dear Ma'am De Asis,

Greetings!

I hope this letter finds you well. I am writing to formally request your assistance in reviewing the Internal Rules of Procedure (IRP) of the Provincial Sangguniang Kabataan (SK) Federation of Leyte.

As part of our efforts to ensure that our governance and administrative procedures adhere to the legal and regulatory frameworks of the province, we kindly seek your office's expertise in verifying the compliance and accuracy of our internal rules, particularly concerning the imposition and collection of annual dues from our organization members.

We would greatly appreciate it if your office could provide an overview or legal opinion on the following:

1. The general structure and provisions of the SK Internal Rules of Procedure in compliance with applicable laws and ordinances.
2. The proper and legal basis for the collection of annual dues within the organization, as this practice has been a point of inquiry among our members.

Your insights and recommendations will guide us in ensuring that our policies are sound and aligned with the existing legal framework. We aim to promote transparency and good governance in all our activities and look forward to your esteemed office's guidance.

Thank you for your attention to this matter. We look forward to your favorable response.

Sincerely,

HON. MJ LUNLY D. LUMEN

President, Provincial SK Federation

Province of Leyte

Province of Leyte
Legal Office
Received: *Juan*
Time: *3:30*
Date: *10.23.24*





EXCERPT FROM THE MINUTES OF THE 4TH SESSION OF THE PROVINCIAL SK FEDERATION OF LEYTE HELD ON SEPTEMBER 30, 2024 AT THE LEYTE PROVINCIAL CAPITOL CONFERENCE ROOM,

Present:

Hon. MJ Luinly D. Lumen	Presiding Officer/PSKF President
Hon. Daniel N. Ariaso Jr.	PSKF Vice President/Carigara
Hon. Mary Daniela L. Cubero	PSKF Secretary/Kananga
Hon. Mary Dwell Agner	PSKF Treasurer/Palo
Hon. Nellie Grace Dandan	Provincial SK Federation PRO Internal
Hon. Ericka Cabangunay	Provincial SK Federation PRO External
Hon. Kyle C. Mesias	PSKF 1 st District BOD/Tanauan
Hon. Kissi Lynn C. Martin	PSKF 4 th District BOD/Isabel
Hon. Kyla Shannen Vidal	PSKF 5 th District BOD/Baybay
Hon. Melliza Jane Traya	Abuyog SK Federation President
Hon. Charlze Jericho Duane Tan	Alangalang SK Federation President
Hon. Justine Merp Andrade	Burauen SK Federation President
Hon. Jeric M. Tumandao	Dulag SK Federation President
Hon. Cecille Antoniette Sabrido	Hilongos SK Federation President
Hon. Reina Rose Dedal	Mahaplag SK Federation President
Hon. Niña A. Caducio	Mayorga SK Federation President
Hon. Francis Charles Alvarez	Pastrana SK Federation President
Hon. Jerald Lorenz Narga	Sta. Fe SK Federation President
Hon. Micah Bernal	Tabango SK Federation President
Hon. Catherine Benjamin	Tolosa SK Federation President
Hon. Rile Christian Veloso	Villaba SK Federation President

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RESOLUTION NO. 1
Series of 2024

by COLLEGIAL ACT

**A RESOLUTION ADOPTING THE INTERNAL RULES OF
PROCEDURE OF THE PROVINCIAL SK FEDERATION OF THE
PROVINCE OF LEYTE FOR THE TERM 2023 – 2025**

WHEREAS, it is the declared policy of the State to recognize the vital role of the youth in nation-building and thus, promote and protect their physical, moral, spiritual, intellectual and social well-being, inculcate in them patriotism, nationalism and other desirable values, and encourage their involvement in public and civic affairs;

WHEREAS, pursuant thereto the State establishes adequate, effective, responsive and enabling mechanisms and support systems that will ensure the meaningful participation of the youth in local governance and nation-building, as enunciated in Republic Act No. 10742 or the Sangguniang Kabataan (SK) Reform Act of 2015 and other related laws;



WHEREAS, Section 5 (b) of RA 10742 vests upon the Sangguniang Kabataan (SK), in consultation with and upon the concurrence of the Katipunan ng Kabataan (KK), the power to formulate programs, plans and activities that will promote the welfare of the youth in the barangay;

WHEREAS, for purposes of orderly and efficient deliberation and disposal of business, and to facilitate the fulfilment of its purposes and attainment of its goals and objectives, the Sangguniang Kabataan shall adopt its internal rules of procedure;

NOW THEREFORE, upon collegial act, be it-

RESOLVED, as the Sangguniang Kabataan has hereto resolved, to adopt the Internal Rules of Procedure of The Provincial SK Federation for the term 2023 – 2025, as follows:



RULE V
PRESIDING OFFICER PRO-TEMPORE, AND TEMPORARY PRESIDING OFFICER

Section 1. The Presiding Officer Pro-Tempore. In the absence of the Presiding Officer, the highest-ranking elected SK Member shall act as the Presiding Officer Pro-Tempore.

Section 2. The Temporary Presiding Officer. In the absence of the Presiding Officer and the Presiding Officer Pro-Tempore, the remaining SK Members, there being a quorum, choose from among themselves the one who shall serve as the temporary presiding officer.

RULE VI
SESSIONS/MEETINGS

Section 1. Sessions/Meetings. The Provincial SK Federation shall hold quarterly meetings at least twice in every quarter and also such number of special meetings as may be called by the Provincial SK Federation President or by majority of the members of the Provincial SK Federation at any time.

- 14.1 The quarterly meetings are scheduled on 2nd week of the and last week of the quarter.
- 14.2 Quarterly meeting shall be held either at the Leyte Provincial Capitol, or upon the ~~agreement of the members~~ and shall start at exactly 1:00 o'clock in the afternoon.
- 14.3 Quarterly meetings shall be in public and the presiding officer has the authority to exact from those present respect and proper deportment.
- 14.4 As often as necessary when public interest so demands, special meetings may be called by the Provincial SK Federation President or majority of the members of the Provincial SK Federation. No two meetings shall be held in one day.
- 14.5 Unless otherwise agreed upon by two-thirds (2/3) vote of the members present, there being a quorum, no other matter may be considered at a special meeting except those stated on the notice.
- 14.6 In case of special meetings, a written notice to the Provincial SK Federation members, stating the day, time and purpose of the meeting shall be served personally or left with a member of the household within 24 hours before the schedule of the special meeting.
- 14.7 In the absence of the Provincial SK Federation Secretary, any Provincial SK Federation Member designated by the presiding officer shall serve as secretary. The designated Provincial SK Federation Member should discharge the duties of the secretary during the Provincial SK Federation meeting and turn-over the minutes of the meeting to the SK Secretary.
- 14.8 All Provincial SK Federation sessions/meetings must be held in a venue within the Provincial Government, or upon the agreement of all members.



RULE VII QUORUM

Section 1. A majority of the elected Provincial SK Federation members including the Provincial SK Federation President constitutes a quorum.

- 15.1 When there is no quorum, those in actual attendance may adjourn from time to time and may enforce immediate attendance of any members absent.
- 15.2 If there's still no quorum in spite of the above, no other business shall be translated and the presiding officer upon proper motion or a majority of the members present shall declare the meeting adjourned for lack of quorum.
- 15.3 Should a question of lack of quorum be raised, the presiding officer shall immediately proceed to call the roll of the members and thereafter announce the results.
- 15.4 Absent members shall explain their absence during the next meeting.

RULE VIII ORDER OF BUSINESS

Section 1. The Order of Business of the Provincial SK Federation shall be as follows:

- a. Call to Order
- b. Invocation
- c. Singing of the Philippine National Anthem
- d. Roll Call
- e. Declaration of the existence of a quorum
- f. Approval of the minutes of the preceding session
- g. Committee Reports
- h. Business for the day
- i. Other business
- j. Announcements
- k. Adjournment

Section 2. Agenda. Matters that may be taken up in the meeting shall be limited only to those items listed in the agenda

Section 3. Appearance before the SK. Only persons with prior permission from the Presiding Officer shall be allowed to appear and speak before the Provincial SK Federation officers.

Section 4. Matters referred to Committee. Any measure appearing in the agenda being referred to the corresponding committee shall not be subject to debate or discussion prior to final action.

Section 5. Urgent matters. Urgent matters which may be brought to the attention of the Provincial SK Federation, the delay in the consideration of which may prejudice activities of the government, shall be discussed in the meeting without being listed in the agenda.



Section 6. Deviation from the Order of Business. Deviation from the prescribed Order of Business may be done only under the following circumstances:

- 6.1 When the Provincial SK Federation officers decided to suspend the rules thru an "assumed motion" by the Chair or thru a motion to suspend the rules by a member. In any case, the decision to suspend the rules shall require the vote of a majority of the Members present, there being a quorum;
- 6.2 When the measure to be acted upon by the Provincial SK Federation officers is certified by the Provincial SK Federation President as urgent, it shall have priority over all other items of business, and shall be considered without need of suspending the rules or even if it is not included in the business of the day.

RULE IX LEGISLATIVE PROCESS

Section 1. Rules in the passage of resolution including other matters requiring legislative actions.

- 1.1 The Provincial SK Federation officers, by virtue of law, cannot enact an ordinance. Rather, it can only pass a resolution. Matters relating to proprietary functions and to private concerns, and of temporary character are acted upon by resolutions.
- 1.2 Proposed resolutions shall be in writing and shall contain an assigned number, a title or caption, a resolving clause, and the date of its proposed effectivity.
- 1.3 A resolution need not go through a third reading for its final consideration unless decided otherwise by the majority of the members present.
- 1.4 Any legislative matter duly certified by the Provincial SK Federation President as urgent whether or not it is included in the calendar of business may be presented and considered by the body at the same meeting without need of suspending the rules.
- 1.5 The Secretary shall prepare copies of the proposed resolutions of the form it was passed on second reading, and shall distribute to each member a copy thereof except that a measure certified by Provincial SK Federation President as urgent may be submitted for the final voting immediately after it has undergone the periods of debate and amendment during the second reading.
- 1.6 No resolution passed by the Provincial SK Federation officers in the regular or special session/meeting duly called for the purpose, shall be valid unless approved by a majority of the members present, there being a quorum.
- 1.7 Upon the passage of all resolutions directing the payment or money or creating a liability, and at the request of any member, the Secretary shall record the ayes and the nays. Each approved resolution shall be stamped with the seal of the Provincial SK Federation and recorded in a book kept for the purpose.



RULE X VOTES AND VOTING

Section 1. Voting on the Question. Whenever a nominal voting or roll call voting is being applied, the Secretary of the Provincial SK Federation shall call the roll of members by rank. As each name is called, the Member shall announce his/her vote by stating "yes" or "no", as the case may be. If the member so desires or when requested by a majority of the Members of the Provincial SK Federation, a member may explain his/her vote but not to exceed five (5) minutes.

A second roll call may be requested by any Member from the Chair but this time only the names of those who failed to vote shall be called, in order to give another opportunity to those who failed to cast their vote to exercise their right and also to determine the number of Members who might have violated the rule on abstention. After the second roll call, no other request of the same kind shall be entertained by the Chair.

Section 2. Voting Restriction. No Member can vote or be allowed to vote on any measure in which s/he or any of his/her relatives within the third degree of consanguinity or affinity has a direct or personal pecuniary interest on the measure subject thereof. This does not, however, preclude any Member from voting for himself/herself for any position within the Sangguniang Kabataan.

Section 3. Change of Vote. A Member may change his/her vote but only when the result of the voting has not yet been announced by the Chair. Otherwise, s/he can change his/her vote by a unanimous consent of the Provincial SK Federation Members present: Provided, however, that this rule shall not be applied if voting is by ballot.

Section 4. Vote by Late-comer. A Member who came in late during the session but who happens to arrive while voting is in progress shall be allowed to vote: Provided, however, that the result of such voting has not yet been announced by the Chair or the Presiding Officer.

Section 5. Allowable Motion During Voting. Except for a motion pertaining to a question of quorum, no other motion shall be entertained by the Chair while voting is in progress.

Section 6. Breaking a Tie.

- 6.1 A tie vote resulting from a vote taken on any motion, measure or proposal shall be construed to mean that the particular motion, measure or proposal is defeated unless the Presiding Officer decides to break it;
- 6.2 In case of tie, the Presiding Officer may cast his/her vote but /she shall not in all cases be allowed to vote in order to create a tie;
- 6.3 A Temporary Presiding Officer shall be subject to the same voting limitations as the regular Presiding Officer.

Section 7. Abstentions. Abstention, if ever allowed to a Member, shall not be considered in computing the majority vote. Mere silence or abstention are not the equivalent of affirmative or negative votes.

Section 8. Reconsideration. When a report, motion, resolution or proposed legislative measure has been adopted or lost, only a Member who voted with the prevailing side shall be entitled to present a motion for reconsideration when the matter is still within the control of the Provincial SK Federation:

Provided, however, that a Member who voted with the minority may present a motion for reconsideration, if duly seconded by a Member from the prevailing side: Provided, finally, that any Member who abstains from voting shall have absolutely no right to ask for reconsideration.



RULE XI
RULE ON DEBATES AND AMENDMENTS

Section 8. General Rules.

- 9.1 No Member shall speak before the Provincial SK Federation without first obtaining the floor. A Member who has obtained the floor shall address all his/her remarks to the Chair or the Presiding Officer and shall conduct himself/herself with proper decorum by confining his/her remarks or arguments to the question under debate and by avoiding personalities;
- 9.2 While having the floor, a Member may be interrupted in his/her speech or talk by the Presiding Officer to state a point of order, to respond to questions from the floor, to clarify something related to the issue being discussed or to make certain remarks within his/her privilege;
- 9.3 The speaker may also be interrupted by another Provincial SK Federation Member if the latter desires to ask questions thru his/her privilege to interpolate and by proposing the following motions: point of order, point of information, point of parliamentary inquiry, call for orders of the day, divide the assembly, raise a question of privilege, reconsider, or appeal from the decision of the Chair: Provided, however, that the speaker being interpellated may decline to answer questions;
- 9.4 All questions addressed to the Speaker or the Member having the floor shall always be coursed thru the Presiding Officer;
- 9.5 While the period of debate is in progress, no Member shall roam around the session hall or leave the premises without the permission of the Presiding Officer;
- 9.6 Whenever the Presiding Officer is addressing the Provincial SK Federation, no member shall leave his/her seat nor interrupt the former in his/her talk;
- 9.7 Before any matter shall be debated upon, a motion should first be made, duly seconded and stated by the Chair;
- 9.8 Only the Chair can rule on any verbal motion, otherwise, the Chair shall state the question before the Provincial SK Federation for consideration and approval;
- 9.9 Any member may modify a motion through suggestions. The movant, with the consent of the "seconder" shall have the right to make such modifications as s/he pleases or withdraws in his entirety a motion before the Presiding Officer states the question;
- 9.10 The Presiding Officer shall be the sole authority to recognize any Member by announcing the latter's name as a sign of recognition to the floor;
- 9.11 When two or more Members rise at the same time, the Member whose name is first called by the Chair shall be entitled to the floor;
- 9.12 Any Member sponsoring any measure under consideration may open and close the debate where general debate has been ordered thereon;
- 9.13 Words desired to be exempted by any Member shall be stated aloud by the Presiding Officer: Provided, however, that the Member who uttered the same shall not be held to answer nor be subject to censure by the Sanggunian if further debate or another business intervenes.



Section 10. Discussion and Interpellation. Main speeches during the discussion of any measure shall be limited to twenty (20) minutes for each speaker while rebuttal speeches shall be limited to ten (10) minutes. A motion to close the debate is in order if three (3) Members have already spoken in the affirmative side and two (2) in the negative side, or only one (1) Member has spoken in favor but none against it: Provided, however, that if no Member moves to close the period of debate, the Presiding Officer, motu proprio, may use the "assumed motion" in order to close the period of debate.

If said motion is approved, the Provincial SK Federation shall then proceed to consider amendments under the five (5)-minute rule. Only one (1) Member is allowed to deliver a speech in favor and another against the amendments. Any Member desiring to propose an amendment shall also be allowed five (5) minutes and another opposing it another five (5) minutes, after which discussion shall be terminated.

The Provincial SK Federation may, by a vote of the majority of the Members present, close all debate at any time during the debate on all other amendments, the motion for which shall not be debatable. This does not, however, preclude further amendments to be decided without debate.

After the period of general debate is closed and the amendments disposed of, the main measures shall be voted upon for final approval.

No Member shall be allowed to deliver more than one main speech or one rebuttal speech during the consideration of any motion, measure or proposal.

RULE XII COMMITTEES

Section 1. The Standing Committees.

A. COMMITTEE ON EDUCATION AND CULTURE

Responsible for overseeing all Federation matters, that is, policy and programs or projects related to education and culture. Mainly, the committee is tasked to ensure that education is a matter of priority and culture is kept alive among the youth and community as a whole; e.g., folk dances.

Chairperson: **HON. JAMESON C. MADALINA**
Vice Chairperson: **HON. NELLIE GRACE DANDAN**
Members: **HON. JAHLEN LABARRETE**
HON. MANUELENE TEE
HON. COURTNEY VIOLA

B. COMMITTEE ON ENVIRONMENTAL PROTECTION, CLIMATE CHANGE ADAPTATION, AND DISASTER RISK REDUCTION AND RESILIENCY

Responsible for all Federation matters related to environment and disaster preparedness. The committee is tasked to ensure that the youth are made responsible for promoting environmental sustainability, protecting natural resources, and implementing initiatives that enhance ecological well-being.

Chairperson: **HON. BERNARD MESTULA**
Vice Chairperson: **HON. NATHANIEL KATIGBE**
Members: **HON. LEO VAN DELGADO**
HON. CARL ERNEST PONCE
HON. REINA ROSE DEDAL



C. COMMITTEE ON YOUTH EMPLOYMENT AND LIVELIHOOD

Responsible for all Federation affairs related to promoting employment and livelihood opportunities for the youth.

Chairperson: **HON. KYLA SHANNEN T. VIDAL**
Vice Chairperson: **HON. MELLIZA TRAYA**
Members: **HON. VINCENT MAURICE GARDE**
HON. FRANCIS CHARLES ALVAREZ
HON. ERIC HINGPIS

D. COMMITTEE ON HEALTH, HEALTH SERVICES, AND REPRODUCTIVE HEALTH

Responsible for all Federation matters related to the health of the youth.

Chairperson: **HON. VIANCA FAMILAR**
Vice Chairperson: **HON. FIONAH KIMBERLYN ACOMPAÑADO**
Members: **HON. JASMIN PRISNO**
HON. MARY DANIELA CUBERO
HON. ANA LOVE BORDEN

E. COMMITTEE ON ANTI-DRUG ABUSE AND SOCIAL PROTECTION

To safeguard the welfare of the youth, anti-drug and social protection committee should be created.

Chairperson: **HON. KISSI LYN MARTIN**
Vice Chairperson: **HON. JIA MARIE ADLAWON**
Members: **HON. RALPH MARTIN EGOS**
HON. ASHLEY NOREEN DIAZ
HON. JUDE LEMWEL VETHIMVAS

F. COMMITTEE ON GENDER AND DEVELOPMENT

This committee manages all Federation matters concerned with gender and development (GAD).

Chairperson: **HON. JERIC M. TUMANDAO**
Vice Chairperson: **HON. CATHERINE BENJAMIN**
Members: **HON. RILE CHRISTIAN VELOSO**
HON. JERALD NARGA
HON. MARY DWELL AGNER



G. COMMITTEE ON SPORTS DEVELOPMENT

This committee is in-charge of managing all Federation matters related to sports development among the youth and among community members as a whole.

Chairperson: **HON. KYLE C. MESIAS**
Vice Chairperson: **HON. NIÑA CADUCIO**
Members: **HON. CHARLZE JERICHO T. ALVAREZ**
HON. DAVE NIDERA
HON. MICAH DALDE BERNAL

Section 2. Definition and Limitation.

- 2.1 A Committee constitutes five (5) persons appointed, designated or elected as Chairperson, Vice-Chairperson and as Members by the Provincial SK Federation to consider, investigate, recommend or take appropriate action on matters or subjects referred to it;
- 2.2 The Presiding Officer may be a member of any Standing Committee;
- 2.3 A committee shall be composed of a Chairperson, Vice Chairperson and three (3) members as may be determined by the Provincial SK Federation but always in the odd numbers;

Section 3. Committee Procedures. The Committee shall function as follows:

- 3.1 The Chairperson shall from time to time convene the committee to a meeting: Provided, however, that if the Chairperson is absent or shall neglect or decline to convene such meeting, the Vice-Chairperson or members constituting a majority shall proceed therewith;
- 3.2 Any person shall have the right to appear at committee meetings and present his/her view on the matter before it, at such reasonable time and upon request, as the committee may schedule;
- 3.3 During final deliberations, no person shall be present except the committee members;
- 3.4 All questions before the committee shall be put into a vote unless otherwise previously agreed upon;
- 3.5 After final deliberations and voting, the Chairperson of the committee shall prepare, for submission to the Sanggunian, a report to be signed by its Chairperson and Members recommending either to file it in the archive or to Calendar the Measure for second reading presenting all amendments tackled during the hearings.
- 3.6 Any member dissenting therefrom shall submit in writing his/her reasons therefor; Provided, however, that if by reason of urgency, a verbal report is submitted by a Chairperson to the Sanggunian, said verbal report shall be considered the report of the committee unless objected to by at least three (3) members of the committee concerned.

Section 4. Special Committee. There shall be a Special Committee created from time to time by the Sanggunian for special purpose or purposes. Special Committees shall cease to exist as soon as the Sanggunian shall have received their respective reports. Special committees shall be independent of other committees but may adopt the procedure prescribed in the preceding section.

Section 5. Filling of Vacancy. Whenever vacancy occurs in any of the Standing Committees, the same shall be filled in by the Sanggunian.



RULE XIII COMMITTEE REPORTS

Section 6. Reports, Discharge of Committees. The different standing committees, within thirty (30) working days from receipt of any matter referred to them for any action, comment and/or recommendation shall prepare for submission to the Provincial SK Federation a report together with the proposed amended text to be filed by the Chairperson, the Vice-Chairperson and majority of the members thereof. A member of a Committee who dissents from the report, may submit a separate one in writing stating his/her reason therein. Where the completion of the said report could not be accomplished within the original period allotted for the said purpose, due to insuperable or extremely difficult nature of the matter involved, the Committee to whom the same is referred, may request the Provincial SK Federation, through the Secretariat, for an additional period of time within which to submit its report. Such extension will not be permitted except for meritorious reasons and unless the request is made before the expiration of the time sought to be extended. The privilege to request for an extension could be availed of by the committee concerned only once and for a period not longer than that originally allotted for the purpose. After the lapse of the extended period, the author of the measure or any member of the council, if s/he so desires, may move that the committee be discharged from further consideration of said question and that the same be assigned to another Committee or submit the question to the Body for disposition.

Section 7. Reports Reconsidered and/or Transmitted. When a report is recommitted to the committee or is transmitted to another Committee, the measure concerned shall remain in its original status, unless the Chairman of the other committee renders a verbal report under Section 34.5, Rule XII.



RULE XIV
MINUTES AND RECORDS OF SESSION/MEETING

Section 8. The Minutes of the Provincial SK Federation. The Minutes shall be the official repository of what transpired during the proceedings of the Provincial SK Federation. It shall comprise a clear and succinct account of the business transacted and the actions taken thereon.

Section 9. The Minutes shall contain the following:

- a. Nature of session held;
- b. Name of the Sangguniang Kabataan Officers & Members
- c. Date, time and place of session;
- d. Proper Statement of Presence of Presiding Officer and members;
- e. Statement whether Minutes of previous sessions were approved, readings dispensed with and the dates of said session, citing corrections;
- f. Title, number and authors of every Resolution. If the Resolutions were not approved unanimously, a brief statement of the minority opinion; nominal voting;
- g. All main motions, except those withdrawn;
- h. Points of order and appeals, whether sustained or lost;
- i. Time of meeting and adjournment.

Section 10. Signing of the Minutes. The original copy of the Minutes shall be signed by the Provincial SK Federation Secretary, as authenticated by the Presiding Officer. The Minutes shall be entered in a good well-bound record book with the corresponding date of approval or disapproval properly placed therein. The excerpts to be taken out of the Minutes shall be certified and attested to as correct by the Presiding Officer or the Secretary.



RULE XV MOTIONS

Section 1. Motions and their Precedence. Unless withdrawn by the author on the day of submission, every written motion filed shall be included in the agenda.

- 1.1 When a verbal motion is presented, the Presiding Officer shall state the same to the Council. If in writing, s/he shall cause it to be read by the Secretary before being debated upon. The motion shall then be considered as having been brought to the attention of the Council. It may be withdrawn at any time before a decision is made thereon or any amendment to it is presented thereto;
- 1.2 If there are questions under debate, no other main motions, except to adjourn, to declare a recess or to lay on the table, shall be entertained. These latter motions shall be decided without debate;
- 1.3 Motions to postpone to a certain day, to defer or to postpone indefinitely shall have precedence in the foregoing order;
- 1.4 No motion to postpone to a certain day, to defer or to postpone indefinitely, which having failed of passage, shall again be allowed on the same day and at the same stage of the question;
- 1.5 When a general debate on a motion or proposition is closed, a motion to amend an amendment shall be in order. It shall also be in order to offer a further amendment by "substitution"; provided, however, that the latter shall not be voted upon until after the original motion or proposition is disposed of. Any amendment may be withdrawn before a decision is made thereon;
- 1.6 No motion or proposition on a subject different from that under consideration shall be admitted under color of amendments;
- 1.7 Before a question could be the subject of discussion, such question, on motion duly seconded, shall be divided if it includes propositions so distinct in substance that when one is taken away, another substantive proposition remains;
- 1.8 A motion to strike out and insert is indivisible but a motion to strike out being lost, shall neither preclude amendment nor motion to strike out and insert;
- 1.9 A motion to read any part of the Rules is equivalent to a call to order and shall take precedence over any motion except to adjourn;
- 1.10 When voting on a motion is not debatable, no other remarks will be entertained by the Chair when a Member casts his vote.

Section 2. Questions of Privilege. Questions relating to the rights and privileges of the Provincial SK Federation or to any of its members shall take precedence over all motions except motions relating to adjournment and recess.

QUESTIONS OF PRIVILEGE: What constitutes:

- a. Questions of such urgency and requiring immediate action may interrupt a Member's speech. Example, when any motion or report that is being read cannot be heard in a part of the Session Hall.
- b. Questions of personal privileges must relate to one as a Member of the Provincial SK Federation or else relate to charge against his/her character which if true, would disqualify him/her from becoming a Member of the Provincial SK Federation.



PRIVILEGES OF THE SANGGUNIAN:

- a. Those relating to the organization of the Provincial SK Federation;
- b. Those relating to the comfort of the Members of the Provincial SK Federation like seating, lighting, ventilating, etc., of the Session Hall;
- c. Those relating to the freedom from noise and conduct of officers or other employees;
- d. Those relating to punishment of a Member for disorderly conduct or other offenses;
- e. Those relating to the accuracy of published reports of proceedings.

PRIVILEGED QUESTION: WHAT ARE INCLUDED: Privileged questions shall include, besides question of privilege, call for the order of the day and privilege motions relating to adjournment and recess.

- a. A call for the order of the day shall be a demand that the Provincial SK Federation conform to its order of business, a motion to the effect requiring no second;
- b. Any member shall have the right to demand that the order of business be conformed to;
- c. Any member who shall call for the order of the day when there is no deviation from the order of business shall be declared out of order.

Section 3. Motions Relating to a Committee Report. All motions relating to a Committee Report, if presented or proposed by the reporting Committee Chairman or Member, shall need no second.

Section 4. Out of Order. If any Provincial SK Federation Member has the floor, whether or not s/he is speaking, a motion to adjourn shall be ruled out of order: Provided, however, that when there is no quorum present, a motion to adjourn or to declare a recess is in order so long as nobody else has the floor.

Section 5. Privileged Motions. All privileged motions may be proposed even if there is a pending motion or question before the Sanggunian.

Section 6. Motion to Amend. A motion to amend (amendment of the first degree) and a motion to amend an amendment (amendment of the second degree) may be withdrawn but only before a decision is made thereon.



RULE XVI

SUSPENSION OF RULES

Section 7. Any part of this Internal Rules of Procedure, except those prescribed by existing laws, rules and regulations, may be suspended at any particular session by general consent or by two-thirds (2/3) vote of the Members present.

A rule may be suspended to take up a question that has been postponed to some other time or to advance its consideration in the order of business or, generally, to deviate from the regular procedure of doing business, so that the Provincial SK Federation may be able to act with dispatch on important and urgent matters without violating its own rules. In any case, the suspension shall be for a purpose connected with the immediate pending question and no business except that directly connected with the question for which the rule has been suspended can be taken up during the period of such suspension. Once the business for which a rule has been suspended is disposed of, the suspension loses its effect and the rule becomes effective again.

RULE XVII

DISCIPLINE OF MEMBERS

Section 8. Penalty. Any member who commits an act in transgression of the foregoing Internal Rules of Procedure shall be punished with the corresponding penalties hereunder prescribed to wit:

- 49.1 For any UNJUSTIFIED absence, without prior notice. A penalty in the amount of Php500 .
- 49.2 For coming LATE in any kind of session. A penalty in the amount of Php250.
- 49.3 For refusal without valid excuse to perform the task assigned to a member. A penalty in the amount of Php500.

Section 9. Collection of Fines from the SK President's Penalty. The Provincial SK Federation Treasurer shall collect the fines as may be imposed by this Provincial SK Federation and shall take custody thereof as a private trust fund. In the disposition or disbursement of the said fund, the Provincial SK Federation shall convert itself into a "committee of the whole" and then decide upon a majority vote of all its members how and for what purpose the said fund would be spent.

RULE XVIII

SUPPLEMENTARY RULES

Section 1. The Rules of Procedure and Parliamentary policies of the Legislative Bodies of the Philippines shall serve as supplementary authorities of the Provincial SK Federation insofar as they are compatible with these rules and standing orders.



RULE XIX ANNUAL DUES

Section 52. Annual Membership Dues. Each barangay under the jurisdiction of the Leyte Provincial Sangguniang Kabataan (SK) Federation is hereby required to pay an annual membership fee of 20% of the 2% of the SK fund per Section 3 of Article XI of the 2001 Katipunan ng Kabataan and Saangguniang Kabataan Constitution and By-laws.

Section 53. Scope and Application. This rule shall apply to all barangays within the jurisdiction of the Leyte Provincial SK Federation.

Section 54. Payment Deadline. The annual membership dues shall be paid on or before the 31st day of January of each calendar year. Failure to remit payment within the prescribed period shall result in the imposition of penalties as provided in the following section.

Section 55. Penalties. In the event that a barangay fails to pay the annual dues by the designated deadline, a penalty equivalent to ten percent (10%) of the unpaid amount shall be imposed for each month or fraction thereof that the payment remains outstanding.

Section 56. Utilization of Funds The funds collected from the annual membership dues shall be utilized solely for the operational expenses and activities of the Leyte Provincial SK Federation, which may include, but are not limited to, community development projects, training programs, and administrative costs, all in accordance with applicable laws, rules, and regulations.

Section 57. Amendments. This rule may be amended or revised upon the approval of a majority of the members present during a duly convened general assembly of the Leyte Provincial SK Federation.

RULE XX FINAL PROVISIONS

Section 58. Repealing Clause. Any Internal Rules of Procedure existing hereof inconsistent with these internal rules are deemed repealed and/or modified accordingly.

Section 59. Separability Clause. If for any reason any part of these internal rules shall be declared unconstitutional or invalid, the other parts or provisions hereof which are not affected thereby shall remain in full force and effect.

Section 60. Amendments. Any amendments to, or revisions of these internal rules may be proposed by the members of the Provincial SK Federation, upon the vote of two thirds (2/3) of all its members.

Section 61. Effectivity. This Internal Rules of Procedure shall take effect upon its approval.



Republic of the Philippines
OFFICE OF THE PROVINCIAL SK FEDERATION
Province of Leyte

CONCURRED BY:

DANIEL N. ARIASO JR.

Vice President to the Provincial SK Federation

MARY DANIELA L. CUBERO

Secretary to the Provincial SK Federation

MARY DWELL AGNER

Treasurer to the Provincial SK Federation

COURTNEY VIOLA

Auditor to the Provincial SK Federation

NELLIE GRACE DANDAN

PRO Internal to the Provincial SK Federation

ERICKA CABUNGANAY

PRO External to the Provincial SK Federation

RALPH MARTIN EGOS

Sergeant at Arms to the Provincial SK Federation

VINCENT MAURICE GARDE

Sergeant at Arms to the Provincial SK Federation

KYLE C. MESIAS

1st District BOD to the Provincial SK Federation

ERIC HINGPIS

2nd District BOD to the Provincial SK Federation

CARL ERNEST PONCE

3rd District BOD to the Provincial SK Federation

KISSI LYNN C. MARTIN

4th District BOD to the Provincial SK Federation

KYLA SHANNEN VIDAL

5th District BOD to the Provincial SK Federation

ANA LOVE D. BORDEN

Provincial SK Federation Member

MELLIZA JANE TRAYA

Provincial SK Federation Member

FRANCIS CHARLES T. ALVAREZ

Provincial SK Federation Member

VIANCA MAE N. FAMILAR

Provincial SK Federation Member

JUSTINE MERP G. ANDRADE

Provincial SK Federation Member

JAMESON C. MADALINA

Provincial SK Federation Member

THEA JASMIN PRISNO

Provincial SK Federation Member

CATHERINE R. BENJAMIN

Provincial SK Federation Member



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OFFICE OF THE PROVINCIAL SK FEDERATION
Province of Leyte

LEO VAN C. DELGADO
Provincial SK Federation Member

DAVE NIDERA
Provincial SK Federation Member

FIONAH KIMBERLY B. ACOMPANADO
Provincial SK Federation Member

NIÑA CADUCIO
Provincial SK Federation Member

CHARLZE JERICHO DUANE A. TAN
Provincial SK Federation Member

JERIC TUMANDAO
Provincial SK Federation Member

BERNARD JOEY MESTULA
Provincial SK Federation Member

JUDE LEMWEL VETHIMVAS
Provincial SK Federation Member

JIA MARIE ADLAWON
Provincial SK Federation Member

CECILLE ANTONIETTE SABRIDO
Provincial SK Federation Member

NATHANIEL DAVE KATIGBE
Provincial SK Federation Member

VIANCA MAE FAMILIAR
Provincial SK Federation Member

JOSE MIGUEL TINAYA
Provincial SK Federation Member

REINA ROSE DEDAL
Provincial SK Federation Member

ASHLEY NOREEN DIAZ
Provincial SK Federation Member

MANUELENE TEE
Provincial SK Federation Member

JAHLEN LABARRETE
Provincial SK Federation Member

JERALD NARGA
Provincial SK Federation Member

MICAH DALDE BERNAL
Provincial SK Federation Member

RILE CHRISTIAN VELOSO
Provincial SK Federation Member



APPROVED BY:

MJ LUINLY D. LUMEN

President to the Provincial SK Federation

I HEREBY CERTIFY TO THE CORRECTNESS of the foregoing resolution duly adopted by the Provincial SK Federation during its regular meeting held on the _____ day of _____ 2024 at the _____, XXX. _____,

Daniela L. Cubero
Secretary to the Provincial SK Federation

ATTESTED:

MJ LUINLY D. LUMEN

Presiding Officer/Provincial SK Federation President