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TRANSMITTAL LETTER

January 26, 2026

THE HONORABLE MEMBERS

Sangguniang Panlalawigan
Province of Leyte
Leyte Provincial Government Complex
Palo, Leyte

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: IAN 26 2026
By: Lumen

Through: The Honorable Vice Governor
Presiding Officer

Subject: Transmittal of Proposed Ordinance for Second Reading
(*Youth Governance Center Ordinance*)

Honorable Members of the Sangguniang Panlalawigan:

Respectfully transmitted herewith for your consideration and approval on Second Reading is the proposed ordinance entitled “**An Ordinance Mandating The Provision Of A Physical Office For The Pambayang Pederasyon Ng Sangguniang Kabataan In All Municipalities And For The Sangguniang Kabataan Chairperson In All Barangays In The Province Of Leyte**” together with a proposed additional section as embodied in the attached Explanatory Note.

The proposed amendment seeks to further strengthen the operational functionality, accessibility, and accountability of the Youth Governance Office across the different levels of local government. In particular, it introduces provisions on office hours, weekend availability, the Officer of the Day (OOD) system, and internal operational rules, in recognition of the actual working conditions of youth governance structures where many officers and members are students and working youth.

The amendment likewise ensures continuity of operations and establishes clear accountability mechanisms, while granting authority to prescribe level-specific operational rules to address the varying capacities, resources, and functional realities of barangay and municipal youth governance offices, consistent with existing laws and policies.

In view of the foregoing, favorable consideration and passage of the proposed ordinance on Second Reading is respectfully requested.

Thank you for your continued support of youth governance and youth development initiatives in the Province of Leyte.

Respectfully submitted,

HON. MJ LUINLY D. LUMEN
SK Federation President
Province of Leyte



EXPLANATORY NOTE

This proposed section is introduced as an amendment to the previously proposed Youth Governance Center Ordinance. Its purpose is to further strengthen the operational functionality, accessibility, and accountability of the Youth Governance Office across different levels of local government.

The amendment responds to the actual working conditions of youth governance structures, where many officers and members are students or working youth who are often unable to transact or participate during regular weekday office hours. To address this reality, the proposal allows the Youth Governance Office to operate on Saturdays and Sundays, subject to availability and proper scheduling. This ensures that youth services remain inclusive, responsive, and accessible to a broader segment of the youth sector.

This section also establishes an Officer of the Day (OOD) system to ensure continuity of operations, proper documentation of transactions, and a clear point of accountability within the Youth Governance Office. The OOD mechanism applies during regular office days as well as during authorized weekend operations, thereby strengthening administrative oversight and service reliability.

Furthermore, the amendment grants authority to prescribe level-specific operational rules in recognition of the varying capacities, resources, and functional realities of barangay and municipal youth governance structures. It affirms the legislative authority of the following officials to enact complementary ordinances or resolutions governing office operations, schedules, and internal procedures, subject to existing national laws and policies:

- *The Sangguniang Kabataan Chairperson at the barangay level*
- *The SK Municipal Federation President at the municipal level*

Overall, this amendment institutionalizes practical and flexible governance mechanisms without imposing a rigid, one-size-fits-all framework. It promotes efficient service delivery, enhanced youth participation, and the long-term sustainability of Youth Governance Offices.



PROPOSED ORDINANCE NO. __

AN ORDINANCE MANDATING THE PROVISION OF A PHYSICAL OFFICE FOR THE PAMBAYANG PEDERASYON NG SANGGUNIANG KABATAAN IN ALL MUNICIPALITIES AND FOR THE SANGGUNIANG KABATAAN CHAIRPERSON IN ALL BARANGAYS IN THE PROVINCE OF LEYTE

*Authored by: Hon. MJ Luinly D. Lumen
SK Federation President, Province of Leyte*

WHEREAS, Section 13, Article II of the 1987 Philippine Constitution declares that “The State recognizes the vital role of the youth in nation-building and shall promote and protect their physical, moral, spiritual, intellectual, and social well-being. It shall inculcate in the youth patriotism and nationalism, and encourage their involvement in public and civic affairs.”;

WHEREAS, Section 426 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, as amended by Republic Act No. 10742 or the Sangguniang Kabataan Reform Act of 2015, provides that the Sangguniang Kabataan (SK) shall serve as the vehicle for youth participation in local governance and shall be the primary consultative body on youth-related issues, programs, and projects;

WHEREAS, Section 17 (b)(2)(vi) of the Local Government Code mandates the provision of basic services and facilities, including support for youth welfare programs, which necessarily entails the provision of adequate working space for their officials;

WHEREAS, Section 20 of Republic Act No. 10742 provides that the Pambayang Pederasyon ng Sangguniang Kabataan (Municipal SK Federation) shall serve as a mechanism to consolidate the efforts of all barangay SK federations and requires administrative support from the municipal government;

WHEREAS, a designated physical office within the municipality for the Pambayang Pederasyon ng Sangguniang Kabataan, and within the barangay for the Sangguniang Kabataan Chairperson, will provide a conducive space for planning, coordination, record-keeping, and public service delivery, ensuring transparency, accessibility, and efficiency in youth governance;

NOW THEREFORE, Be it ordained by the Sangguniang Panlalawigan of Leyte, in session duly assembled:



SECTION 1. TITLE.

This Ordinance shall be known as the “Youth Governance Center Ordinance of Leyte”.

SECTION 2. DECLARATION OF POLICY.

It is hereby declared the policy of the Province of Leyte to strengthen the participation of the youth in local governance by ensuring that the Sangguniang Kabataan at both municipal and barangay levels are provided with adequate and accessible office spaces.

SECTION 3. PROVISION OF OFFICE.

- a. Municipality Level. Each municipal government in the Province of Leyte shall provide and maintain a designated physical office for the Pambayang Pederasyon ng Sangguniang Kabataan.
- b. Barangay Level. Each barangay government in the Province of Leyte shall provide and maintain a designated physical office for the Sangguniang Kabataan Chairperson.

SECTION 4. OFFICE REQUIREMENTS.

There shall be no standard size for the SK offices provided that:

1. The space is conducive for basic administrative functions, including meetings, documentation, and consultations;
2. The office is accessible to the public;
3. The office shall bear proper signage identifying it as the Office of the Pambayang Pederasyon ng Sangguniang Kabataan or the Office of the Sangguniang Kabataan Chairperson, as the case may be.

SECTION 5. FUNCTIONS OF THE SK OFFICE

The SK Office shall serve as:

1. The official workplace of SK officials;
2. A repository of SK records, resolutions, ordinances, financial documents, and reports;
3. A coordination hub for youth programs, activities, and consultations;
4. A venue for meetings, planning sessions, and youth engagement activities; and
5. A support office for the implementation of the Local Youth Development Plan.

SECTION 6. OPERATIONAL FUNCTIONS, OFFICE ADMINISTRATIONS, AND INTERNAL RULES.

a. Office Hours and Accessibility

The Youth Governance Office shall observe regular office hours consistent with the official working hours of the Local Government Unit.



In recognition that many youth leaders and members are students or working youth, the Office shall also be accessible on Saturdays and Sundays, subject to the availability of officers and staff, through:

- Scheduled duty rotations;
- Designated office days; or
- Officially announced youth service hours.

The official office hours, including weekend availability, shall be clearly posted in the office premises and official communication platforms of the Youth Governance Office

b. Officer of the Day (OOD) System

An Officer of the Day (OOD) shall be designated on a rotating basis among authorized youth officers or staff to ensure continuous operations, including weekends when applicable.

The Officer of the Day shall be responsible for:

- Attending to youth concerns and official communications;
- Receiving and recording documents;
- Maintaining an Office Logbook indicating attendance, concerns received, actions taken, and referrals made.

c. Internal Rules and Office Conduct

The Youth Governance Office shall adopt internal rules and operational guidelines to ensure professionalism, accountability, and efficient service delivery. These may include, but are not limited to:

- Attendance and duty schedules, including weekend assignments;
- Protocols for student-officers and volunteers;
- Proper use and maintenance of office facilities and equipment;
- Code of conduct for officers, staff, and volunteers;
- Documentation, record-keeping, and reporting procedures.

The specific rules may vary depending on:

- The level of governance (barangay, municipal, city, or provincial);
- The functionality and availability of officers or staff; and
- The nature and volume of youth services delivered.

d. Authority to Prescribe Level-Specific Rules

To uphold the autonomy of youth governance structures:

1. Barangay Level

The Sangguniang Kabataan Chairperson shall enact an SK Barangay Ordinance or Resolution defining the specific operational rules, office schedules (including weekends), and internal procedures of the Youth Governance Office at the barangay level, consistent with this Ordinance and applicable laws.



2. Municipal Level

The SK Municipal Federation President, through the appropriate legislative process, shall initiate or recommend the passage of a Municipal Ordinance or Resolution prescribing the operational framework, office schedules (including weekends), and internal rules of the Youth Governance Office at the municipal level.

e. Flexibility and Periodic Review

The internal rules, office schedules, and operational guidelines shall be subject to periodic review and adjustment to ensure responsiveness to:

- Academic schedules of student-officers;
- Availability of human and financial resources; and
- Emerging youth governance needs

SECTION 7. FUNDING.

The funding for the establishment, improvement, and maintenance of these offices shall be sourced from the respective Local Government Unit's general fund, subject to existing accounting and auditing rules and regulations.

SECTION 8. IMPLEMENTING AGENCY.

The Department of the Interior and Local Government (DILG) Leyte Provincial Office, in coordination with the Leyte Provincial Federation of the Sangguniang Kabataan, shall monitor the compliance of all municipalities and barangays with this Ordinance.

SECTION 9. SEPARABILITY CLAUSE.

If, for any reason, any part or provision of this Ordinance is declared unconstitutional or invalid, the remaining provisions not affected thereby shall remain in full force and effect.

SECTION 10. EFFECTIVITY.

This Ordinance shall take effect fifteen (15) days after publication in a newspaper of local circulation and posting in conspicuous places in the Province of Leyte.