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Item No.: 04  
Date: 24 2026 FEB



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Provincial Capitol  
Tacloban City

PROVINCE OF LEYTE  
LEGAL OFFICE  
RELEASED

-oOo-

**PROVINCIAL LEGAL OFFICE**

By: [Signature]  
Date: 2.13.26 Time: 9:20

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**2<sup>nd</sup> INDORSEMENT**  
February 10, 2026

**Sangguniang Panlalawigan**  
**Province of Leyte**  
**RECEIVED**  
Date: FEB 16 2026  
[Signature]

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2025-27, series of 2025 of the Sangguniang Bayan of Tanauan, Leyte.

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

- Ordinance No. 2025-27, series of 2025 entitled: **“The Sangguniang Kabataan Information Management Systems Ordinance of Tanauan, Leyte”**

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

This office opines that the subject Ordinance is, in general, within the legislative authority of the Sangguniang Bayan under R.A 10742<sup>1</sup> Section 8(a)(c)(d)<sup>2</sup>. 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**  
*Provincial Legal Officer* [Signature]

<sup>1</sup> **“Sangguniang Kabataan Reform Act of 2015”.**

<sup>2</sup> (a) In consultation and with the concurrence of the Katipunan ng Kabataan, and within three (3) months from assumption to office, formulate a three (3)-year rolling plan, which shall be known as the Comprehensive Barangay Youth Development Plan, which shall serve as basis in the preparation of the Annual Barangay Youth Investment Program. This plan shall be aligned with the Philippine Youth Development Plan (PYDP) and other Local Youth Development Plans in every level, municipal, city and

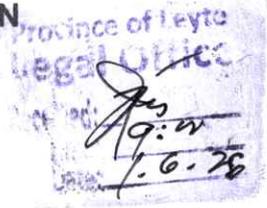
(c) Promulgate resolutions necessary to carry out the objectives of the youth in the barangay in accordance with the Comprehensive Barangay Youth Development Plan and the applicable provisions of this Act;

(d) Initiate and implement, in coordination with any national government agency and/or any private or nongovernment institution, programs and projects designed to promote general welfare, development and empowerment of the youth;

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PROVINCE OF LEYTE  
Palo, Leyte  
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**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

**1<sup>ST</sup> INDORSEMENT**  
05 January 2026



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 2025-27 of the Municipality of Tanauan, Leyte**, entitled: **An Ordinance institutionalizing the Sangguniang Kabataan Information Management System (SKIMS) in the Municipality of Tanauan, Leyte**, pursuant to Republic Act No. 10742, and for other purposes.

A handwritten signature in black ink, appearing to read "Florinda J. Uyvico".

**FLORINDA JILL S. UYVICO**  
Secretary to the Sanggunian



Republic of the Philippines  
Province of Leyte  
TANAUAN  
-oOo-

**OFFICE OF THE SANGGUNIANG BAYAN**

December 22, 2025

**THE HONORABLE MEMBERS**

Sangguniang Panlalawigan  
Province of Leyte  
Capitol Building  
Tacloban City

Thru: The Secretary to the Sanggunian

SANGGUNIANG PANLALAWIGAN



Sir/Madam;

Respectfully submitting herewith 17<sup>th</sup> **SB Ordinance No. 2025-27**, "An ordinance institutionalizing the **Sangguniang Kabataan Information Management System (SKIMS)** in the municipality of Tanauan, Leyte, pursuant to Republic Act No. 10742 and for other purposes".

*Sponsored by: Hon. Kyle C. Mesias*

Trusting that you will accord this matter with your kindest attention.

Thank you.

Truly yours,

**ELEUTERIO T. LERIOS**  
Sangguniang Bayan Secretary

SP

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Province of Leyte  
TANAUAN  
-oOo-  
SANGGUNIANG BAYAN

SANGGUNIANG PANLALAWIGAN  
RECEIVED  
05 JAN 2026  
7:30 AM  
Villan  
PROVINCE OF LEYTE

EXCERPT FROM THE TWENTY - SECOND (22nd) REGULAR SESSION OF THE 17<sup>TH</sup> SANGGUNIANG BAYAN OF TANAUAN, LEYTE, HELD ON DECEMBER 09, 2025, AT THE SB SESSION HALL, TANAUAN TOWN HALL, TANAUAN, LEYTE.

PRESENT :

- |                                   |                                |
|-----------------------------------|--------------------------------|
| HON. ARCHIE LAWRENCE R. KAPUNAN   | Municipal Vice-Mayor/Presiding |
| HON. JAN ELMER V. MAGDALAGA       | Sangguniang Bayan Member       |
| HON. CHERRY ANNE T. FIEL          | -do-                           |
| HON. JOSIE M. CREER               | -do-                           |
| HON. QUINTIN T. OCTA, JR., D.M.D. | -do-                           |
| HON. MARK EFREN E. MERILO         | -do-                           |
| HON. LAURO A. VILLERO             | -do-                           |
| HON. EFREN C. MERILO              | -do-/Liga Fed. Pres.           |
| HON. KYLE C. MESIAS               | -do-/SK Fed. Pres.             |

ABSENT :

- |  |                          |
|--|--------------------------|
| HON. MARK CHRISTIAN FERDINAND L. GIMENEZ (official travel) | Sangguniang Bayan Member |
| HON. MAE JANE ANGELIE M. MORABE-BORAIS (on leave)          | -do-                     |

**ORDINANCE NO. 2025 - 27**

AN ORDINANCE INSTITUTIONALIZING THE SANGGUNIANG KABATAAN INFORMATION MANAGEMENT SYSTEM (SKIMS) IN THE MUNICIPALITY OF TANAUAN, LEYTE, PURSUANT TO REPUBLIC ACT NO. 10742, AND FOR OTHER PURPOSES

*Sponsored by : Hon. Kyle C. Mesias*

**BE IT ENACTED BY THE SANGGUNIANG BAYAN OF TANAUAN, LEYTE IN REGULAR SESSION ASSEMBLED THAT:**

**WHEREAS**, Section 20 of Republic Act No. 10742, otherwise known as the Sangguniang Kabataan Reform Act of 2015, mandates the registration and profiling of all members of the Katipunan ng Kabataan (KK) as the foundation of youth participation and planning;

**WHEREAS**, accurate and updated data on the Katipunan ng Kabataan is crucial for evidence-based programming, inclusive participation, and effective service delivery to the youth sector;

**WHEREAS**, due to limitations in connectivity and infrastructure in certain barangays, an offline, database system is deemed necessary for storing, updating, and utilizing KK member information safely and effectively;

**WHEREAS**, the creation of a Sangguniang Kabataan Information Management System (SKIMS) will allow barangays and SK officials to monitor youth participation, tailor programs based on actual needs, and fulfill legal mandates under RA 10742;

**SECTION 1. TITLE**

This Ordinance shall be known as the "THE SANGGUNIANG KABATAAN INFORMATION MANAGEMENT SYSTEM (SKIMS) ORDINANCE OF TANAUAN, LEYTE"

*[Handwritten signatures of officials]*

## SECTION 2. OBJECTIVES

The ordinance aims to:

1. Establish and maintain an offline, localized database of all Katipunan ng Kabataan members aged 15–30 in the Municipality of Tanauan, Leyte;
2. Provide accurate youth demographic data for SK planning, budgeting, and reporting;
3. Ensure compliance with the SK Reform Act (RA 10742) on profiling and registration;
4. Empower the LGU and SKs to make data-driven youth development policies.

## SECTION 3. COVERAGE

This ordinance shall apply to:

- All members of the Katipunan ng Kabataan (KK) in every barangay within Tanauan, Leyte.
- All barangay SKs and the Municipal SK Federation;
- The Municipal Youth Development Office (MYDO);

## SECTION 4. DEFINITION OF TERMS

- **Sangguniang Kabataan:** The elected members of the Katipunan ng Kabataan and the governing body of the youth in the barangay.
- **Katipunan ng Kabataan (KK):** All Filipino citizens, ages 15 to 30, who are residing in the barangay for at least six (6) months and registered for participation under RA 10742.

**Katipunan ng Kabataan (KK):** All Filipino citizens, ages 15 to 30, who are residing in the barangay for at least six (6) months and registered for participation under RA 10742.

- **Sangguniang Kabataan Information System (SKIMS):** a secure, barangay-level offline profiling system that stores KK member information without relying on internet access.
- **KK Profiling:** The organized collection and documentation of demographic, educational, and socio-economic data of youth aged 15 – 30 years old residing in the barangay.
- **Data Protection Officer (DPO):** The individual designated to oversee the proper and secure handling of KK profiling data.

## SECTION 5. CREATION OF SKIMS

The SKIMS shall be established in every barangay within the municipality. It shall:

- Be encoded in an offline data-base system
- Be stored in SK computers or laptops with restricted access

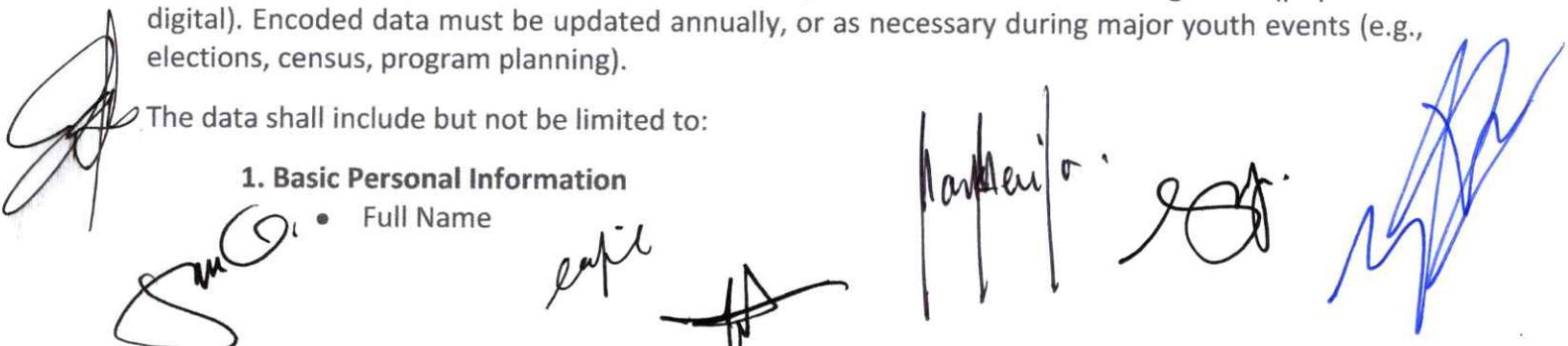
## SECTION 6. DATA COLLECTION AND MANAGEMENT

The SK Council shall lead the data collection using a standardized KK Profiling Form (physical or digital). Encoded data must be updated annually, or as necessary during major youth events (e.g., elections, census, program planning).

The data shall include but not be limited to:

### 1. Basic Personal Information

- Full Name

A series of handwritten signatures in black and blue ink, located at the bottom of the page. The signatures are of varying lengths and styles, some appearing to be initials or full names.

- Sex / Gender
- Date of Birth / Age
- Civil Status
- Contact Number
- Email Address (if applicable)

**2. Residency Information**

- Complete Home Address
- Length of Residency in the Barangay
- Proof of Residency (if required)

**3. Voter and Registration Status**

- Voter Registration Status (SK Voter / Regular Voter / Non-Voter)

**4. Educational Profile**

- Highest Educational Attainment
- Current School (if in-school)
- School Status (In-school / Out-of-school)

**5. Employment and Livelihood**

- Employment Status (Employed / Unemployed / Self-employed)
- Nature of Work or Income Source
- Skills or Livelihood Skills

**6. Youth Sector Identification**

- Person With Disability (PWD)
- Indigenous Peoples (IP)
- Solo Parent Youth
- Youth in Conflict with the Law (CICL)
- LGBTQIA+ Youth
- Other relevant youth sectors

**7. Consent and Data Privacy**

- Consent to data collection and processing (RA 10173 compliant)

**SECTION 7. IMPLEMENTING AUTHORITY AND FUNCTIONS**

The Sangguniang Kabataan Chairperson and the SK Council of each barangay shall serve as the main implementers of the Sangguniang Kabataan Information System (SKIMS) in their respective jurisdictions.

Specifically, they shall:

- a. Lead the conduct of profiling activities using the standard KK Profiling Form as prescribed by the SK Reform Act (RA 10742);
- b. Oversee the safekeeping and confidentiality of the database stored in the SK computers or laptops;
- c. Facilitate barangay-wide data updating efforts at least once a year, or as needed in preparation for youth planning, LYDP formulation, or KK elections;

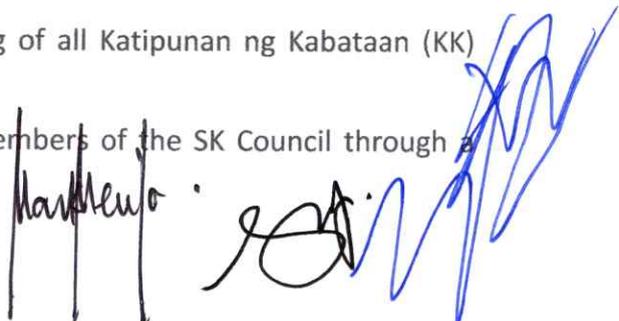
**SECTION 8. DESIGNATION OF SK DATA PROTECTION OFFICER (DPO)**

In compliance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, each barangay implementing the SKIMS shall designate two (2) Data Protection Officers (DPO).

The SK Data Protection Officers shall have the following responsibilities:

- a. Oversee the processing, safekeeping, and proper handling of all Katipunan ng Kabataan (KK) data encoded in the SKIMS;

The Data Protection Officers may be appointed from the members of the SK Council through a resolution.



**SECTION 9: DATA PROTECTION OFFICER (DPO) ACCOUNTABILITY**

The Data Protection Officer (DPO) shall ensure compliance with Republic Act No. 10173 (Data Privacy Act of 2012). The DPO shall be held accountable for any act or omission that results in a violation of data privacy laws, including but not limited to:

1. Allowing unauthorized processing, access, or disclosure of personal data through negligence or intent;
2. Failure to implement or monitor appropriate security measures for data protection;
3. Improper disposal of documents or devices containing personal information.

**SECTION 10. FUNDING**

To ensure the effective implementation of the Sangguniang Kabataan Information Management System (SKIMS), the Sangguniang Kabataan of each barangay shall allocate and utilize funds from the SK Annual Budget for the procurement of necessary equipment, including:

- a. Laptops or desktop computers needed for SKIMS encoding and secure data storage.

**SECTION 11. SEPARABILITY CLAUSE**

If any provisions of this ordinance is declared unconstitutional or invalid, the remaining provisions not affected shall remain in full force and effect.

**SECTION 12. REPEALING CLAUSE**

All previous ordinances, resolutions, or regulations inconsistent with this Ordinance are hereby repealed or amended accordingly.

**SECTION 13. EFFECTIVITY**

This ordinance shall immediately take effect upon approval and in accordance with law.

**ENACTED: 09 DECEMBER 2025.**

**ATTESTED:**

**HON. ARCHIE LAWRENCE R. KAPUNAN**  
Vice Mayor/Presiding

**HON. JAN ELMER V. MAGDALAGA**  
SB Member

**HON. JOSIE M. CREER**  
SB Member

**HON. MARK EFREN E. MERILO**  
SB Member

**HON. EFREN C. MERILO**  
SB Member/Liga Pres.

**CERTIFIED TRUE AND CORRECT:**

**ELEUTERIO T. LERIOS**  
SB Secretary

**HON. CHERRY ANNE T. FIEL**  
SB Member

**HON. QUINTIN T. OCTA, JR., D.M.D.**  
SB Member

**HON. LEURO A. VILLERO**  
SB Member

**HON. KYLE C. MESIAS**  
SB Member/SK Fed. Pres.

**APPROVED:**

**HON. MA. GINA E. MERILO**  
Municipal Mayor

Date: 12-18-2025



Republic of the Philippines  
Province of Leyte  
TANAUAN  
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*OFFICE OF THE SANGGUNIANG BAYAN*

## C E R T I F I C A T I O N

**TO WHOM IT MAY CONCERN:**

**THIS IS TO CERTIFY** that SB Ordinance No. 2025-27, “AN ORDINANCE INSTITUTIONALIZING THE SANGGUNIANG KABATAAN INFORMATION MANAGEMENT SYSTEM (SKIMS) IN THE MUNICIPALITY OF TANAUAN, LEYTE, PURSUANT TO REPUBLIC ACT NO. 10742 AND FOR OTHER PURPOSES”, have been posted in the bulletin boards at the following: Entrance of the Municipal Hall, Office of the Sangguniang Bayan and Public Market beginning December 19, 2025 and shall remain posted for a minimum of three consecutive weeks.

This certification is issued in compliance with the pertinent provisions of R.A. 7160.

**Issued: December 19, 2025**

  
**ELEUTERIO T. LERIOS**  
Sangguniang Bayan Secretary