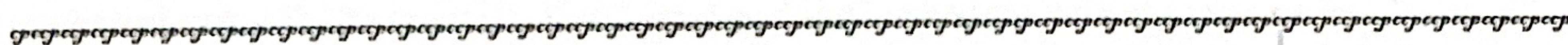




Republic of the Philippines
MUNICIPALITY OF QUEZON
Province of Quezon
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OFFICE OF THE MAYOR



**ADMINISTRATIVE ORDER NO. 12
Series 2021**

**CREATION OF LOCAL YOUTH DEVELOPMENT OFFICE (LYDO) OF THE
MUNICIPALITY OF QUEZON, PROVINCE OF QUEZON**

WHEREAS, the Department of Interior and Local Government issued the Memorandum Circular 2017-03 addressed to all Governors, Mayors and with the subject "CREATION OF LOCAL YOUTH DEVELOPMENT OFFICE (LYDO) at the Province, City and Municipal Levels;

WHEREAS, the appointment or designation of a Local Youth Development Officer in the provincial, city and municipal level is necessary for the effective implementation and facilitation of the Sangguniang Kabataan Mandatory and Continuing Training, as well as other specific function of the Local Youth Development Office indicated in the implementing rules and regulations of RA 10742, otherwise known as the Sangguniang Kabataan Reform Act of 2015;

WHEREAS, the Provincial Governor issued the Executive Order No. 8, series 2018 addressed to all City and Municipal Mayors with the subject to comply with the DILG Memorandum Circular 2017-36;

NOW THEREFORE, I, MA. CARIDAD P. CLACIO, Municipal Mayor of Quezon, Quezon, by the virtue of the power vested in me by law, do hereby order as follows:

Section 1. CREATION OF LOCAL YOUTH DEVELOPMENT OFFICE. The Office of the Municipal Planning & Development Coordinator will be serve also as the Local Youth Development Office.

Section 2. RE-STRUCTURE OF THE LOCAL YOUTH DEVELOPMENT OFFICE. The structure of the Local Youth Development Office should comprise by the designated members, as follows:

Engr. Drexler O. Oliveros, ME/OIC-MPDC– Local Youth Development Officer
Ms. Kimberly O. De Leon, Youth Coordinator – Youth Development Coordinator
Ms. Ashley Joy G. Oganía – LYDO Staff

Section 3. DUTIES AND FUNCTIONS. As provided by the Implementing Rules and Regulations of the same act, the following will be the primary function and duties of the Local Youth Development Office, to wit:

1. Register and verify youth and youth-serving organizations program (YORP) guidelines within the respective jurisdiction of city or municipality;
2. Provide technical assistance to the LYDC of the concerned LGU in the formulation of the LYDP;
3. Facilitate the election of the LYDC representatives
4. Serve as secretariat to the LYDC;
5. Conduct the Mandatory and continuing training of SK officials and LYDC members, in accordance with the programs jointly designed and implemented by the commission and the dilg.
6. Provide technical, logistic and other support in the conduct of the mandatory and continuing training programs, and so such other programs of the Commission and DILG;
7. Coordinate with the Commission, with regard to the youth programs within their jurisdiction; and
8. Perform such other functions as may be prescribed by law, ordinance, or as the LCE, the DILG or the Commission may require.

Section 4. REPEALING CLAUSE – All Orders and other issuances or parts thereof inconsistent with this ORDER are hereby repealed modifies or amended accordingly.

Section 5. EFFECTIVITY– This Order shall take effect immediately.

DONE this 4th day of January 2021 at Quezon, Quezon


MA. CARIDAD P. CLACIO
Municipal Mayor