



Republic of the Philippines
SANGGUNIANG BAYAN
Taytay, Rizal

DO No. 2507 – 013

ORDINANCE NO. 860 series of 2025

**AN ORDINANCE CREATING THE TAYTAY YOUTH DEVELOPMENT OFFICE
(TYDO), DEFINING ITS POWERS AND FUNCTIONS, PROVIDING FOR ITS
ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN,
APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES**

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WHEREAS, Article II, Section 13 of the 1987 Philippine Constitution mandates 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, Republic Act No. 10742, otherwise known as the “Sangguniang Kabataan Reform Act of 2015”, as amended by Republic Act No. 11768, institutionalizes additional reforms to revitalize youth participation in local governance;

WHEREAS, Section 25 of Republic Act No. 11768 and Rule IV, Section 27 (a) or the Revised IRR of RA 10742 explicitly states that: “There shall be in every province, city and municipality a Youth Development Office which shall be headed by a youth development officer with the rank of at least division chief. Such may be put under the Office of the Local Chief Executive, the Office of the Planning and Development, the Office of the Social Welfare or in any other office deemed appropriate by the local government unit. If the funds of the local government unit are sufficient, it can be a separate department with divisions and units for policy and planning, administration and finance, and programs and operations. In the event when the local government unit has exceeded the prescribed personnel services limitations, the local chief executive may designate existing personnel whom he or she deems fit to serve this purpose until such time that the local government unit can already create this office”;

WHEREAS, the Municipality of Taytay recognizes the rapidly growing youth population and their significant contributions to local development, necessitating a more robust and institutionalized body to effectively plan, implement, and monitor youth-centric programs and services;

WHEREAS, the financial capability of the Local Government Unit of Taytay has sufficiently grown to support the creation of the existing Youth Development Office into a full-fledged office, thereby enhancing its capacity to serve the youth;

WHEREAS, establishing the Taytay Youth Development Office as a distinct and independent office will allow for greater autonomy, focused resource allocation, and specialized expertise in addressing the diverse needs and aspirations of the Taytayeño youth;

WHEREAS, the creation aims to streamline operations, improve coordination with the Sangguniang Kabataan (SK) Federation and the Local Youth Development Council (LYDC), and ensure the effective implementation of the Local Youth Development Plan (LYDP) and Annual Barangay Youth Investment Programs (ABYIPs);

NOW THEREFORE, BE IT ORDAINED, by the 13th Sangguniang Bayan of Taytay, Rizal, in session duly assembled, that:

ARTICLE I GENERAL PROVISIONS

Section 1. Title - This Ordinance shall be known as “The Taytay Youth Development Office Ordinance of 2025”.

Section 2. Declaration of Policy - It is hereby declared the policy of the Local Government Unit of Taytay to recognize the vital role of the youth in nation-building, to promote and protect their physical, moral, spiritual, intellectual, and social well-being, to inculcate in them patriotism and nationalism, and to encourage their active involvement in public and civic affairs. To achieve this, the Municipality of Taytay shall establish an adequate, effective, responsive, and enabling mechanism and support system to ensure meaningful youth participation in local governance and sustainable youth development.

Section 3. Definition of Terms - As used in this Ordinance, the following terms shall mean:

- (A) **Annual Barangay Youth Investment Program (ABYIP):** The annual budget and program of the Sangguniang Kabataan, based on the Comprehensive Barangay Youth Development Plan (CBYDP).
- (B) **Department:** Refers to the Taytay Youth Development Office.
- (C) **Department Head:** Refers to the head of the Taytay Youth Development Office.
- (D) **Local Youth Development Council (LYDC):** A multi-sectoral youth association in every province, city, and municipality, composed of representatives of youth organizations and youth-serving organizations.
- (E) **Local Youth Development Plan (LYIDP):** A three-year rolling plan formulated by the LYDC, anchored in the Philippine Youth Development Plan (PYDP) and the development plans of the LGU.
- (F) **Municipality:** Refers to the Local Government Unit of Taytay, Rizal.
- (G) **Sangguniang Kabataan (SK):** The youth legislative body in every barangay.
- (H) **Youth Organization (YO):** An organization with members entirely composed of the youth, whose ages range from fifteen (15) to thirty (30) years old with a core advocacy that serves the youth.

- (I) **Youth-Serving Organization (YSO):** An organization with the same core advocacy as a Youth Organization but whose members are not entirely composed of the youth, which may include civil society organizations (e.g., peoples' organizations and non-government organizations).
- (J) **Youth:** Refers to persons aged fifteen (15) to thirty (30) years old as defined by Republic Act No. 8044, also known as the "Youth in Nation-Building Act of 1995".

ARTICLE II CREATION AND FUNCTIONS OF THE TAYTAY YOUTH DEVELOPMENT OFFICE

Section 4. Creation of the Taytay Youth Development Office - There is hereby created the Taytay Youth Development Office, herein after referred to as the "TYDO", which shall be a distinct and independent office within the organizational structure of the Local Government Unit of Taytay, Rizal.

Section 5. Powers and Functions - The office shall have the following powers and functions:

5.1 Policy Formulation and Planning:

- Formulate and recommend policies, plans, programs, and projects for the development and empowerment of the youth in Taytay, aligned with national and local development plans, particularly the Philippine Youth Development Plan (PYDP) and the Local Youth Development Plan (LYDP).
- Provide technical assistance to the Local Youth Development Council (LYDC) in the formulation and finalization of the LYDP.
- Monitor and evaluate the implementation of the LYDP and report its progress to the Local Chief Executive and the Sangguniang Bayan.
- Coordinate with the Sangguniang Kabataan (SK) Federations and individual SKs in the formulation of their respective Comprehensive Barangay Youth Development Plans (CBYDPs) and Annual Barangay Youth Investment Programs (ABYIPs), ensuring alignment with the LYDP.

5.2 Program Implementation and Coordination:

- Implement youth development programs and services, including but not limited to, those focused on education, health, sports, culture and arts, environment, social equity, disaster preparedness, leadership development, youth employment and livelihood, anti-drug abuse, gender sensitivity, and social protection.
- Serve as the primary coordinating body for all youth-related programs, projects, and activities implemented by various departments of the LGU, national government agencies, nongovernment organizations (NGOs), civil society organizations (CSOs), and the private sector operating within Taytay.
- Facilitate the election and capacity-building of LYDC representatives.
- Serve as the Secretariat to the Local Youth Development Council (LYDC).
- Register and verify youth and youth-serving organizations in the municipality, subject to the revitalized Youth Organizations' Registration Program (YORP) guidelines.
- Conduct mandatory and continuing training programs for SK officials and LYDC members, in accordance with the programs jointly designed and implemented by the National Youth Commission (NYC) and the Department of the Interior and Local Government (DILG). The Department Head and/or their staff shall apply for accreditation from the NYC to conduct such training programs.

5.3 Advocacy and Partnership Building:

- Serve as the core of advocacy on youth participation in nation-building and youth empowerment.
- Promote active and meaningful youth involvement in local governance and community development initiatives.

- Forge partnerships and collaborations with various stakeholders to maximize resources and expertise for youth development.
- Disseminate information relevant to youth development, opportunities, and programs.

5.4 Research and Data Management:

- Conduct research and studies on youth-related issues and concerns to inform policy and program development.
- Maintain an updated database of registered youth organizations, youth profiles, and youth-related data within the municipality.
- Prepare proposals, reports, and communication materials necessary for youth development projects.

5.5 Other Functions:

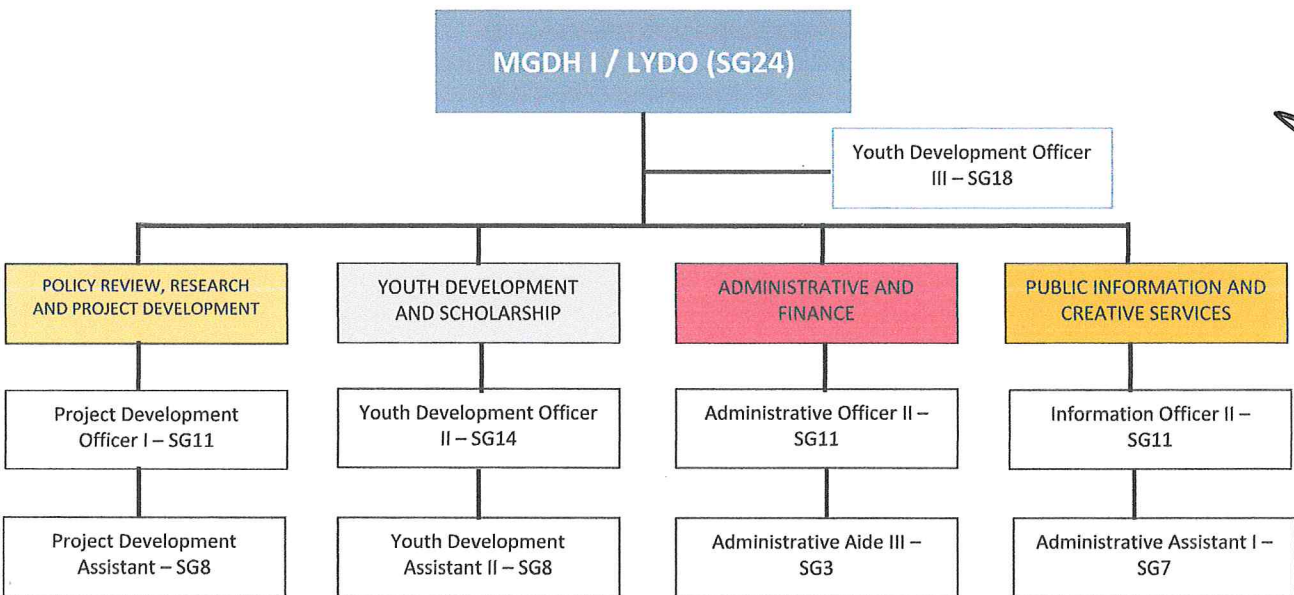
- Perform such other functions as may be prescribed by law or ordinance, or as the Local Chief Executive, the DILG, or the National Youth Commission (NYC) may require.

ARTICLE III ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN

Section 6. Organizational Structure of the Taytay Youth Development Office (TYDO) - The Taytay Youth Development Office shall be headed by a Department Head, who shall be appointed by the Local Chief Executive in accordance with civil service laws, rules, and regulations. The Office shall be composed of the following divisions, each headed by a Division Chief with staff per division, subject to the availability of funds and staffing requirements:

- 6.1 Policy Review, Research & Project Development Division:** Responsible for research, policy formulation, program development, and monitoring and evaluation of youth development initiatives.
- 6.2 Administrative and Finance Division:** Responsible for the overall administrative and financial management of the Office, including personnel management, procurement, budget preparation, and financial reporting.
- 6.3 Youth Empowerment and Scholarship Division:** Responsible for direct program implementation, community engagement, youth organization registration, and capacity-building activities.
- 6.4 Public Information and Creative Services Division:** Responsible for the development and execution of communication strategies, public relations campaigns, and creative content for the office.

6.5 The TYDO Organizational Structure



Section 7. Plantilla Positions - The initial plantilla positions for the Taytay Youth Development Office shall be as follows, subject to further review and approval by the Sangguniang Bayan based on needs and budget availability.

7.1 Plantilla Positions, Qualification Standards, and Status

Plantilla Positions	No. of Items	Salary Grade	Qualification Standards	Status
Municipal Government Department Head I (LYDO)	1	SG 24	Must have a Bachelor's Degree with 4 years in position/s involving management and supervision, 24 hours of training in management and supervision and Career Service Professional / Second Level Eligibility.	For Creation
Policy Review, Research & Project Development Division				
Project Development Officer I	1	SG 11	Must have a Bachelor's Degree relevant to the job and Career Service Professional Eligible.	For Creation
Project Development Assistant	1	SG 8	Must Completed two years studies in college (prior to 2018); or Completion of Grade 12 / Senior High School (starting 2016). With 1 year of relevant experience and 4 hours of relevant training; Career Service Sub-Professional Eligible.	For Creation
Youth Empowerment & Scholarship Division				
Youth Development Officer III	1	SG 18	Must have a Bachelor's Degree and 2 years of relevant experience; with 8 hours of relevant training and Career Service Professional / Second Level Eligibility.	Existing
Youth Development Officer II	1	SG 14	Must have a Bachelor's Degree and 1 year of relevant experience; with 4 hours of relevant training and Career Service Professional Eligible.	For Creation
Youth Development Assistant II	1	SG 8	Must Completed two years studies in college (prior to 2018); or Completion of Grade 12 / Senior High School (starting 2016). With 1 year of relevant experience and 4 hours of relevant training; Career Service Sub-Professional Eligible.	For Creation
Administrative & Finance Division				
Administrative Officer II	1	SG 11	Must have a Bachelor's Degree and Career Service Professional Eligible.	For Creation
Administrative Aide III	1	SG 3	Must be able to read and write with Career Service Sub-Professional Eligibility.	For Creation
Public Information & Creative Services Division				
Information Officer II	1	SG 11	Must have a Bachelor's Degree and Career Service Professional.	For Creation

Administrative Assistant I	1	SG 7	Must be a high school Graduate (prior to 2016), OR Completion of Grade 10 / Junior High School (starting 2016) OR Completion of relevant vocational / trade course and Carrer Service Sub-Professional Eligible.	For Creation
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The qualifications for each position shall be in accordance with the standards set by the Civil Service Commission (CSC) and relevant laws. All items on the table that are for Creation shall now be created.

Section 8. Appointment of Personnel - The Department Head and all other personnel of the Office shall be appointed by the Local Chief Executive in accordance with civil service laws, rules, and regulations, and subject to the approval of the Sangguniang Bayan and the availability of funds.

ARTICLE IV BUDGET AND APPROPRIATIONS

Section 9. Funding - The Local Government Unit of Taytay shall incorporate in its Annual Budget such amount as may be necessary for the operation and effective functioning of the Taytay Youth Development Office. This allocation shall be in accordance with existing applicable budget, accounting, and auditing rules and regulations, as issued by the Department of Budget and Management (DBM) and the Commission on Audit (COA).

Section 10. Sources of Funds - Funds for the operation of the Office shall be sourced from the General Fund of the Municipality of Taytay, and may be augmented by grants, donations, and other lawful contributions from national government agencies, international organizations, non-government organizations, and private entities, subject to existing laws and auditing rules.

ARTICLE V MISCELLANEOUS PROVISIONS

Section 11. Implementing Rules and Regulations (IRR) - Within sixty (60) days from the effectivity of this Ordinance, the Taytay Youth Development Office, in coordination with the Municipal Planning and Development Office, Municipal Budget Office, and Municipal Human Resource Management Office, shall formulate the necessary Implementing Rules and Regulations (IRR) to ensure the smooth and effective implementation of this Ordinance. The IRR shall be subject to the approval of the Local Chief Executive.


Section 12. Separability Clause - If any provision or section of this Ordinance, or any part thereof, is declared invalid or unconstitutional, the other provisions or sections, insofar as they are separable from the invalid ones, shall remain in full force and effect.

Section 13. Repealing Clause - All ordinances, resolutions, rules, and regulations, or parts thereof, inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.


Section 14. Effectivity - This Ordinance shall take effect after approval and posting in at least three (3) conspicuous places in the Municipality.

ENACTED, this 29th day of September 2025, 3:00 PM at the Sangguniang Bayan Session Hall, Municipality of Taytay, Province of Rizal.

I HEREBY CERTIFY, to the correctness of the foregoing Ordinance which was duly enacted by the Sangguniang Bayan of Taytay on second reading on September 23, 2025 and was passed on third and final reading on September 29, 2025, during the 13th Regular Session held on the 29th day of September 2025.


JULIETA M. JUANILLO
Secretary to the Sanggunian

ATTESTED AND CERTIFIED TO BE DULY
ADOPTED BY HIS HONOR


HON. JAN VICTOR B. CABITAC
Municipal Vice Mayor / Presiding Officer

APPROVED BY HIS HONOR
DATE Oct 14 2025


HON. ALLAN MARTINE S. DE LEON
Municipal Mayor