



**CITY MAYOR'S OFFICE -  
YOUTH AFFAIRS AND DEVELOPMENT  
OFFICE**

**CITIZEN'S CHARTER  
2025 (2<sup>ND</sup> EDITION)**



## **I. MANDATE**

The City Mayor's Office- Youth Affairs and Development Office promotes and provides the following:

- a) To create and provide the necessary venues for the youth's active participation in the implementation of sound government projects and policies.
- b) To initiate activities that will enhance youth's leadership and capacities in the various areas of endeavor by providing them the necessary mechanism for their growth and advancement.
- c) To provide, promote and support socio-economic and livelihood opportunities and projects that will harness the youth's entrepreneurial skill and uplift their economic status.
- d) To continually consult and dialogue with the youth sector regarding local and national youth policies and programs.

## **II. VISION**

The City Mayor's Office - Youth Affairs and Development Office (CMO-YADO) envisions a youth sector which is participative and inclusive to foster union of every youth in General Santos City.

## **III. MISSION**

To strengthen youth's participation and leadership by providing timely and relevant programs, projects and activities.

## **IV. SERVICE PLEDGE**

The City Mayor's Office- Youth Affairs and Development Office (CMO-YADO) commits the following in fulfilling its mandate in promoting youth and development:

1. Convene with the duly representative body of the youth sector at large in the formulation of policies and programs for the youth and shall serve as the coordination agency of all youth development project and oversee the prompt and effective implementation of youth development programs;
2. Undertake scientific, inter-disciplinary and policy-oriented researches and development studies on youth and related issues;
3. Consult the youth sector by initiating the formation of, and helping to maintain, youth assemblies from the barangay to the city level;
4. Promulgate just and appropriate rules and regulations for the effective implementation of policies and programs;



5. Provide assistance to the youth in terms of technical concerns, learning youth programs and services, partnership in youth projects and programs, applying for youth incentives, connecting to other concerned agencies for partnerships and assistance, and providing developmental opportunities; and

6. Perform such other duties and functions which may contribute to the attainment of the objectives set herein in providing services in an efficient manner and provide convenience to the clients.



## LIST OF SERVICES

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<b>External Services:</b>	
A. Youth Affairs and Development Services:	
1. Submission of Documentary Requirements for Cash Incentives of Children and Youth Excellence Program	6 - 9
2. Submission of Documentary Requirements in joining workshops and competitions for the various youth event of the office	10 - 11
3. Submission and Profiling of Documentary Requirements for Out-of-School Youth and Boy Scout of the Philippines	12 - 13
4. Submission of Documentary Requirements for Governance Exemplar for Meaningful Services (GEMS) of Sangguniang Kabataan	14 - 15
5. Submission of Documentary Requirements necessary for the application for General Santos City Junior Officials (GSCJO)	16 - 17
6. Submission of Documentary Requirements necessary for the application for General Santos City Youth Achievers Award (GSCYAA)	18 - 20
7. Submission of Documentary Requirements necessary for the application for Youth Organization Registration Program (YORP)	21 - 22



# **Youth Affairs and Development Office**

## **External Services**



#### 4. Submission of Documentary Requirements for Governance Exemplar for Meaningful Services (GEMS) of Sangguniang Kabataan.

Receipt of documentary requirements, acknowledgment and confirming their participation on the search for top performing of Sangguniang Kabataan in General Santos City conducted during Governance Exemplar for Meaningful Services (GEMS) an annual SK event conducted by the office based on their mandate.

<b>Office or Division:</b>	City Mayors Office- Youth Affairs and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Sangguniang Kabataan Councils of General Santos City.			
<b>CHECKLIST OF REQUIREMENT/S</b>		<b>WHERE TO SECURE</b>		
1. Financial Administration reports, Developmental Plan reports, Organizational Effectiveness reports and Leadership and Innovativeness reports.		1. City Mayor's Office – Youth Affairs and Development Office (CMO-YADO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the complete documentary requirements and SK Reports such as but not limited to, Financial Administration docs, Developmental Plan docs, Organizational Effectiveness docs and Leader and Innovativeness docs.	1. Receive, check and evaluate submitted documentary requirements and reports	None	20 minutes	<i>Administrative Aide II</i> , Receiving Unit, City Mayors Office- Youth Affairs and Development Office, G/F YADO Building
No activity	1.1 Provide client acknowledgment receipt	None	3 minutes	<i>Administrative Aide II</i> , Receiving Unit, City Mayors Office- Youth Affairs and Development Office, G/F YADO Building
No Activity	1.2 Forward document to the program focal for appropriate action	None	3 minutes	<i>Administrative Aide II</i> , Receiving Unit, City Mayors Office- Youth Affairs and Development Office, G/F YADO Building



No activity	1.3 Inform recipients through phone text / call on the update and confirmation.	None	5 minutes	<i>Administrative Aide II, Administrative Unit, City Mayors Office-Youth Affairs and Development Office, G/F YADO Building</i>
	TOTAL	None	31 minutes	
<b>END OF TRANSACTION</b>				