



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

**CITIZEN'S CHARTER
2025 (2ND 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 PLEGDE

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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Youth Affairs and Development Office

External Services



5. Submission of Documentary Requirements necessary for the application for General Santos City Junior Officials (GSCJO).

Receipt of documentary requirements, acknowledgment and confirming their application on the annual search for the General Santos City Junior Officials (GSCJO), the youth leader-counterpart of the incumbent city officials.

Office or Division:	City Mayors Office- Youth Affairs and Development Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Bonafide Youth resident of General Santos City ages 15-17 years old that was endorsed by the Sangguniang Kabataan, Youth Organization or Youth-Serving Organizations.			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
• Endorsement letter from the Sangguniang Kabataan, Youth Organization or Youth-Serving Organizations.		City Mayor's Office – Youth Affairs and Development Office (CMO-YADO)		
Barangay Certificate of Residency		Barangay Hall of the barangay where the applicant resides.		
Application Form (Google Form)		City Mayor's Office – Youth Affairs and Development Office (CMO-YADO) Page		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documentary requirements.	Receive, check and evaluate submitted documentary requirements and reports.	None	7 days	<i>Administrative Aide II</i> , Administrative Unit, City Mayors Office-Youth Affairs and Development Office, G/F YADO Building
No activity	Announcement of Successful Applicants eligible for Examination through the Facebook page of CMO-YADO	None	2 minutes	<i>GSCJO Focal</i> , City Mayors Office-Youth Affairs and Development Office, G/F YADO Building
2. Take the examination for GSCJO Aspirants	Facilitate the GSCJO examination day	None	3 hours	<i>GSCJO Focal and other office staff</i> , City Mayors Office-Youth Affairs and Development Office, G/F YADO Building



No activity	Announcement of successful examinees eligible for interview through the Facebook page of CMO-YADO after the examination day.	None	2 minutes	<i>Administrative Aide II, Administrative Unit, City Mayors Office-Youth Affairs and Development Office, G/F YADO Building</i>
3. Attend the Interview Day for GSCJO Aspirants	Facilitate the GSCJO Interview Day together with the adjudicators	None	3 hours	<i>GSCJO Focal, GSCJO Adjudicators and other office staff, City Mayors Office-Youth Affairs and Development Office, G/F YADO Building</i>
No Activity	Announcement of successful interviewees as the new GSCJO through the Facebook page of the office	None	2 minutes	<i>GSCJO Focal, City Mayors Office-Youth Affairs and Development Office, G/F YADO Building</i>
4. Attend the Election and Orientation Day	Election and Orientation to the GSCJO	None	2 hours	<i>GSCJO Focal, City Mayors Office-Youth Affairs and Development Office, G/F YADO Building</i>
5. Attend the Oath Taking Ceremony	Oath Taking of the GSCJO	None	10 Minutes	<i>GSCJO Focal, City Mayors Office-Youth Affairs and Development Office, G/F YADO Building</i>
6. Participate to the GSCJO Series of Weeklong Activities	Facilitate and Assist the GSCJO on their weeklong Activity	None	7 days	<i>GSCJO Focal, City Mayors Office-Youth Affairs and Development Office, G/F YADO Building</i>
	TOTAL	None	15 minutes	
END OF TRANSACTION				