



**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



6. Submission of Documentary Requirements necessary for the application for General Santos City Youth Achievers Award (GSCYAA).

Receipt of documentary requirements, acknowledgment and confirming their application on the annual search for the General Santos City Youth Achievers Award (GSCYAA), the premier venue for the selection and recognition of General Santos City's outstanding young individuals and youth groups who have made sterling distinction in any field of endeavor.

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 and a Filipino citizen with ages 15-30 years old that have contributed sterling distinction that brought impact to the school, workplace, company, institution and community where the applicant belongs.
CHECKLIST OF REQUIREMENT/S	WHERE TO SECURE
A. First Phase: Submit the following if you are interested to apply for GSCYAA.	
Nomination Form for the aspiring young individual or group of young individuals.	<p>The Nominee may secure the provided Nomination Form of CMO-YADO based on the category they will be joining under GSCYAA guidelines:</p> <p>A. Academic Institution - thru its Dean, President, Principal or Administrator;</p> <p>B. Corporate or Business Entity - thru its Employer, CEO, President or Manager;</p> <p>C. Civic Organization, Non-government organization, Civil Society group or People's Organization - thru its Executive Director, President Manager or Administrator;</p> <p>D. National or Local Government Entity (LGU, SK, Barangay Council, CityCouncil, line agencies GOCC or GFI) - thru the head of office.</p> <p>E. Any Competent Person - Priest, Imam, Pastor, Sports Coordinator, etc.</p>
B. Second Phase: Submit the following if you are a qualifier for GSCYAA.	
Three (3) sets of Application Form with latest 2x2 photo (with name tag) in each copy.	City Mayor's Office – Youth Affairs and Development Office (CMO-YADO)
Three (3) copies of Barangay Certification of Residency	Barangay Hall of the barangay where the applicant resides.



Three (3) copies of Birth Certificate (Photocopy only)	Local Civil Registrar, General Santos City or Philippine Statistics Authority, General Santos City			
<p>Three (3) sets of Supplementary Documents that will support the applicant's bid for the award:</p> <p>A. One-page certification attesting the existence and veracity of the information submitted;</p> <p>B. One-page short profile of the individual/organization;</p> <p>C. Three-page profile of the Project Entry featuring a brief but descriptive account or narrative that will illustrate the program/project;</p> <p>D. Three-page project documentation.</p>	<p>For the Certification: Issued by the Office of Student Affairs (for In-school Organizations), or the barangay (for Community-based, Out-of School or Working Youth Organization).</p>			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
No activity	Information dissemination about the Opening of Application and Nomination for GSCYAA through social media.	None	2 minutes	GSCYAA Focal, City Mayors Office - Youth Affairs and Development Office, G/F YADO Building
1. Submit the Nomination Letter.	Receive and check the submitted nomination letter	None	2 minutes	<i>Administrative Aide II</i> , Receiving Unit, City Mayors Office-Youth Affairs and Development Office, G/F YADO Building
No activity	Announcement of qualifiers on the Facebook page of CMO-YADO after a week	None	2 minutes	GSCYAA Focal, City Mayors Office - Youth Affairs and Development Office, G/F YADO Building
2. Submit the application forms of the qualifiers and other documentary requirements	Receive and check the submitted nomination letter	None	2 minutes	<i>Administrative Aide II</i> , Receiving Unit, City Mayors Office-Youth Affairs and Development Office, G/F YADO Building



No activity	Forward the documents to the GSCYAA Focal for appropriate action	None	5 minutes	GSCYAA Focal, City Mayors Office - Youth Affairs and Development Office, G/F YADO Building
No Activity	Table Survey and Screening of applicant's qualification	None	1 week	GSCYAA Focal, City Mayors Office - Youth Affairs and Development Office, G/F YADO Building
No activity	Announcement of Finalists of the award on the Facebook page of CMO-YADO after a week	None	2 minutes	GSCYAA Focal, City Mayors Office - Youth Affairs and Development Office, G/F YADO Building
No activity	Field Inspection and Interview of Finalists	None	1 week	GSCYAA Focal and Adjudicators, City Mayors Office - Youth Affairs and Development Office, G/F YADO Building
3. Attend the scheduled day of Awarding	Awarding Ceremony	None	4 Hours	CMO-YADO
	TOTAL	None	2 Weeks, 4 hours and 15 minutes	
END OF TRANSACTION				