



**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 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

	Page Number
External Services:	
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



7. Submission of Documentary Requirements necessary for the application for Youth Organization Registration Program (YORP).

Receipt of documentary requirements, acknowledgment and confirming their application on Youth Organization Registration Program (YORP) This serves as the city's local inventory of youth organizations and provides support for their official recognition by the National Youth Commission through the Youth Organization Registration Program (YORP). YORP is a program of the National Youth Commission (NYC) that has been implemented at the city level to enable the registration of youth and youth-serving organizations, ensuring their access and participation in both city-led and NYC-initiated programs across the country.

Office or Division:	City Mayors Office- Youth Affairs and Development Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Youth organizations and youth-serving organizations in General Santos City.			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
NYC YORP Registration Form		City Mayor's Office – Youth Affairs and Development Office (CMO-YADO)		
Form for Directory of Officers and Advisers		City Mayor's Office – Youth Affairs and Development Office (CMO-YADO)		
Form for List of Members in good standing		City Mayor's Office – Youth Affairs and Development Office (CMO-YADO)		
Constitution and by-laws		City Mayor's Office – Youth Affairs and Development Office (CMO-YADO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit one (1) set of hard copy of the documentary requirements in the office and send a soft copy of it through the office email address.	Receive and provide acknowledgement slip for the submitted documentary requirements	None	5 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 YORP Focal of the office for appropriate action	None	2 minutes	<i>Administrative Aide II</i> , Receiving Unit, City Mayors Office-Youth Affairs and Development Office, G/F YADO Building



No activity	Check the documents and its classification based on its nature, purpose, advocacy, organizational level, etc.	None	5 minutes	YORP Focal, City Mayors Office-Youth Affairs and Development Office, G/F YADO Building
No Activity	Submit the documents to the Local Youth Development Officer for approval and recommendation	None	5 minutes	LYDO, City Mayors Office-Youth Affairs and Development Office, G/F YADO Building
No Activity	Encode it in the Local YORP database	None	3 minutes	YORP Focal, City Mayors Office-Youth Affairs and Development Office, G/F YADO Building
No Activity	Encode it in the online registration form of the NYC	None	5 minutes	YORP Focal, City Mayors Office-Youth Affairs and Development Office, G/F YADO Building
2. Wait for the approval of the application for the YORP from the NYC	Monitor the status of the registration to the NYC Portal	None	5 minutes	YORP Focal, City Mayors Office-Youth Affairs and Development Office, G/F YADO Building
3. Receive the LYORP Certification from CMO-YADO	Issue a certification to the applicant for being officially registered to the Local Youth Organization Registration Program	None	5 minutes	LYDO, City Mayors Office-Youth Affairs and Development Office, G/F YADO Building



4. Submit a soft copy of the issued YORP Certification by the NYC sent to the organization's email.	Secure the copy of YORP Certification sent by NYC to the Organization together with their documentary requirements.	None	5 minutes	YORP Focal, City Mayors Office- Youth Affairs and Development Office, G/F YADO Building
	TOTAL	None	40 minutes	
END OF TRANSACTION				