

Office of the City Mayor -
Local Youth
Development Services
External Service

MANDATE

The Youth Development Office's programs seek to strengthen the Cotabato City youth's participation and development by providing them with networks of support from the Local Government and different stakeholders, and opportunities as they progress through life. The Office of the City Mayor – Youth Development office is tasked to establish programs, projects, and activities in order to capacitate the young Cotabateños, and to promote their physical, social, mental, and emotional well – being.

One of the services offered by the Youth Development Office is the City Scholarship Grant, which caters to the indigent but deserving students of Cotabato City offered to the incoming or current college students who are not more than 25 years old, whose average grade is 85% or above, with no grade below 80%.

Youth Organizations and Youth Serving Organizations operating within Cotabato City may apply for the Youth Organization Registration Program (YORP) at the City Government of Cotabato. The registered youth and youth serving organizations in Cotabato City will have easier access to the programs implemented in Cotabato City, most especially those who implement sustainable projects and activities.

Other than the City Scholarship program of the Local Government Unit and Youth Organization Registration Program, the Youth Development Office spearheads most of the youth – related activities in Cotabato City such as Linggo ng Kabataan Celebration and other Youth Volunteering Activities. The office also acts as the secretariat to the Cotabato City Youth Development Alliance, which caters to the Out – of – School Youth to have better access to education, livelihood, and employment. Also, the Youth Development Office is the secretariat of the Local Youth Development Council led by the Sangguniang Kabataan Federation.

VISION

The OCM- YDO envisions itself to be the primary authority on youth participation and development.

MISSION

The OCM- YDO ensures the participation of the youth in the formulation of policies and implementation of programs that concerns them with the support of the Local and National Government Agencies, as well as youth and youth- serving organization.

SERVICE PLEDGE

We, the Employees and Staff of the Office of the City Mayor – Youth Development Office commit to deliver high – quality services to the youth who are the nation – builders and future of the community. We pledge to ensure strict compliance to the rules and regulations set by the Civil Service Commission and other governing bodies, and serve our clients with utmost respect and integrity. We value the needs of the young Cotabateños and empower them by hearing their voices and be the LGU arm in the implementation of youth programs in Cotabato City.

DEFINITION OF TERMS

- **Youth** – refers to the persons in the age range of fifteen to thirty (15 – 30) years old according to the Republic Act No. 8044 or the Youth in Nation – Building Act, and in accordance to the Bangsamoro Autonomy Act No. 10, refers to the considerable sector of the population from the age of fifteen to forty (15 – 40) years old.
- **Youth Organization** – refers to an organized group whose members consist of youth.
- **Youth Serving Organization** – refers to an organized group and/ or organizations whose programs, projects, and activities are youth – related and / or youth – oriented.

SERVICES AND HOW TO AVAIL THEM

1. Youth Organization Registration Program

Office/Division	OCM – LOCAL YOUTH DEVELOPMENT SERVICES	
Classification	Simple to Complex	
Type of Transaction	G2C – Government to Transacting Public G2G – Government to Govt. employee or agency	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
✓ Youth Organization Registration Form		✓
✓ Directory of Officers and Advisers		✓
✓ List of Members in Good Standing		✓
✓ Copy of Constitution and By – Laws		✓

✓ Endorsement / Certification from Appropriate Authority			✓	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Provide Registration Form	None	5 Minutes	Youth Development Assistant
	Receive the registration form and other documentary requirements and review the requirements submitted by the registrant.	None	10 Minutes	Youth Development Officer II
	Assign Registrant Number and record to logbook	None	5 Minutes	Youth Development Assistant
	Approve the registrant and provide recommendation for eligibility to be registered in the City to the City Mayor	None	10 Minutes	Local Youth Development Officer
	Endorse the registrant to the City Mayor for approval *The City Mayor decides if the recommendation is acceptable.	None	5 Minutes	Local Youth Development Officer
	Prepare Certificate of Registration to the approved Registrant	None	5 Minutes	Youth Development Officer II
	Validate the Certificate of Registration and endorse the certificate of registration to the City Mayor for signature	None	5 Minutes	Local Youth Development Officer

	Receive the signed Certificate of Registration	None	5 Minutes	Youth Development Assistant
	Record the signed Certificate of Registration	None	5 Minutes	Youth Development Assistant
	TOTAL	None	minutes	

2. City Scholarship Grant

Office/Division	OCM – LOCAL YOUTH DEVELOPMENT SERVICES			
Classification	Simple to Complex			
Type of Transaction	G2C – Government to Transacting Public G2G – Government to Govt. employee or agency			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
✓ Accomplished Application form			✓	
✓ Report Card / Certificate of Grades			✓	
✓ Good Moral Character			✓	
✓ Barangay Certificate of Indigency			✓	
✓ Income Tax Return			✓	
✓ Voter's ID / Certification			✓	
✓ Senior High School Diploma			✓	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Provide Application Forms to Barangays		5 Minutes	Youth Development Assistant
	Receive the application form and other documentary		5 Minutes	Youth Development

	requirements and review the requirements submitted by the applicant.			Assistant
	Approve the applicants for scholarship and provide recommendation for eligibility to take the qualifying examination to the City Scholarship Committee.		5 Minutes	Local Youth Development Officer
	Endorse the applicants for scholarship to the City Mayor or authorized representative for approval *The City Mayor who is the chairperson of the Scholarship Committee decides whether recommendation is acceptable or not.		5 Minutes	Local Youth Development Officer
	Administer and facilitate the examination.		One Hour and Thirty Minutes	Youth Development Officer II
	Check the examination papers		10 days	Youth Development Officer II
	Endorse the applicants who passed the qualifying examination to the City Mayor or authorized representative for approval. <i>*The City Scholarship Committee headed by the City Mayor will deliberate the passers of the qualifying</i>		1 Day	City Scholarship Committee

	<i>examination, provided that the said passers met the standard qualifications.</i>			
	Submit the list of passers to the Sangguniang Panlungsod for them to issue the Resolution for the Scholarship.		5 Minutes	Local Youth Development Officer
	Submit copies of Resolution to each barangay for information dissemination.		5 Minutes	Local Youth Development Officer
	Announce through public page those who are entitled to receive Scholarship Grants.		5 Minutes	Local Youth Development Officer
	TOTAL	None	minutes	

