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REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA

Sangguniang Panglungsod

ORDINANCE NO.02-63

AN ORDINANCE CREATING THE YOUTH AFFAIRS AND SPORTS DEVELOPMENT OFFICE (YASDO) IN THE CITY OF MUNTINLUPA, DEFINING ITS COMPOSITION, DUTIES, FUNCTIONS AND PROVIDING FUNDS THEREOF.

- Sponsored by: *Hon. Allan Rey A. Camilon*
Hon. Elmer S. Espeleta
Hon. Atty. Raul R. Corro
Hon. Atty. Icasiano M. Dela Rea
Hon. Aldrin L. San Pedro
Hon. Patricio L. Boncayao, Jr. - Majority Floor Leader
Hon. Melchor R. Teves - Minority Floor Leader
Hon. Bal Niefes
Hon. Nicanor L. Echavez
Hon. Icasiano M. Dela Rea
Hon. Francis Ian T. Bagatsing
Hon. Rene Carl S. Cayetano
Hon. Lucio B. Constantino
Hon. Mario E. Bulay, Jr.
Hon. Mamerto T. Sevilla, Jr.
Hon. Rufino B. Joaquin
Hon. Artemio A. Simundac - ABC President
Hon. Christian Glenn D. Lorica - SK Federation President

WHEREAS, Section 458 (1), Republic Act 7160, otherwise known as the Local Government Code of 1991 states that *"the Sangguniang Panlungsod may create such other offices as may be necessary to carry out the purposes of the city government"* x x x further states that *"the Sangguniang Panlungsod, as the legislative body of the city, shall enact ordinances for the general welfare of the city x x x to approve and pass the same necessary for an efficient and effective city government."*

WHEREAS, *there is a need* to create the Youth Affairs and Sports Development Office (YASDO) that shall oversee, manage and supervise youth-oriented projects and programs along academic, sports, health and sanitation, cleanliness and beautification, in order to keep the youth away from illegal drugs and other activities, inimical to their welfare, and to ensure that all the above-mentioned youth related activities in the city shall be effectively carried out;

NOW THEREFORE, BE IT ORDAINED BY THE SANGGUNIANG PANLUNGSOD OF MUNTINLUPA, IN SESSION ASSEMBLED THAT::

SECTION 1. *TITLE.* - This Ordinance shall be known as *"The Creation of the Youth Affairs and Sports Development Office (YASDO) in the City of Muntinlupa."*

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REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA

Sangguniang Panglungsod

Page 2
Ordinance No. 02-063

SECTION 2. CREATION.- Section 13, Article II of 1987 Constitution explicitly provides that *"The State recognizes the vital role of the youth in nation building and shall promote their physical, moral, spiritual, intellectual, and social well-being."* The inherent right to life, and the State, as *Parens Patriae*, as well as the City, has an obligation to ensure the youth's welfare, protection and development.

SECTION 3. FUNCTIONS.- The Youth Affairs and Sports Development Office (YASDO) shall have the following functions:

1. Formulate, prioritize and plan youth welfare programs and a city-wide youth-oriented activities and sports development programs and projects;
2. Devise and plan programs and projects to raise the academic and educational level of the student populace;
3. Prepare a year-round physical fitness and sports development program for the youth of the city in coordination with other offices/agencies and barangays;
4. Provide skills training and capability building programs and other related activities for out-of-school youth to make them better and responsible citizens;
5. Coordinate all youth sports activities and physical fitness programs of the city as well as supervise the improvement and construction of sports facilities and playgrounds in line with the objective of promoting physical fitness and sports consciousness among the youth;
6. Coordinate with the private sector and other government agencies such as the National Youth Commission, Department of Education, Culture and Sports, Philippine Sports Commission, in the organization and conduct of youth-oriented activities and mass-based sports programs in the city;
7. Solicit the support of the private sector to muster maximum support and participation of the citizens especially the youth in the implementation of the city-wide sports programs and youth activities/projects;
8. Conduct, manage and supervise the implementation of youth affairs and welfare and sports projects and activities.
9. Perform such other duties and functions as may be assigned by the City Mayor.

SECTION 4. COMPOSITION.- The Youth Affairs and Sports Development Office shall be composed of:

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REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA

Sangguniang Panglungsod

Page 3
Ordinance No. 02-063

<u>POSITION</u>	<u>SALARY GRADE</u>
1. One (1) Department Head III	27
2. One (1) Assistant Department Head	24
3. One (1) Youth Development Officer IV	22
4. One (1) Administrative Officer IV	22
5. One (1) Sports Development Officer IV	22
6. One (1) Youth Development Officer III	18
7. One (1) Admin Officer III	18
8. One (1) Project Development Officer II	15
9. Two (2) Computer Operator IV	14
10. One (1) Computer Operator III	12
11. One (1) Project Development Officer I	10
12. One (1) Youth Development Officer I	10
13. One (1) Sports Development Officer I	10
14. One (1) Sports & Games Regulatory Officer I	10
15. One (1) Clerk IV	08
16. One (1) Computer Operator I	07
17. One (1) Clerk III	06
18. One (1) Driver II	04
19. One (1) Clerk II	04
20. One (1) Driver I	03
21. One (1) Clerk I	03

SECTION 5. DUTIES AND RESPONSIBILITIES –

1. Department Head

As Department Head he/she shall:

- 1.1 Supervise and administer youth programs and projects conducted by the City Government.
- 1.2 Conceptualize and provide guidelines/directions in planning and development of youth programs.
- 1.3 Formulate youth programs and projects.
- 1.4 Make recommendations on programs and projects of the youth.
- 1.5 Act as Head of delegation in National Convention, Forums and other youth Programs.



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA

Sangguniang Panglungsod

Page 4
Ordinance No. 02-063

- 1.6 Submit accomplishment reports.
- 1.7 Perform other duties assign by the Mayor.

2. Assistant Department Head

As Asst. Dept. Head he/she shall:

- 2.1 Assist in the Department Head in supervising youth programs and projects of the City Government of Muntinlupa.
- 2.2 Assist the Department Head in conceptualizing guidelines/directions in planning and development of youth programs.
- 2.3 Assist the Department Head in formulating youth programs and projects.
- 2.4 Assist the Department Head in making recommendations on programs and projects of the youth.
- 2.5 Perform other duties assign by the supervisor.

3. Youth Development Officer IV

As Youth Development Officer IV he / she shall:

- 3.1 Organize and preside meeting of different youth organizations.
- 3.2 Prepares activity proposals of youth projects.
- 3.3 Prepare work programs and proposed budget for each youth activities and projects.
- 3.4 Recommend proposals submitted by the youth officer III.
- 3.5 Receives and make recommendation on various youth request.
- 3.6 Supervise actual implementation of various youth projects.
- 3.7 Act as head of delegation in all youth activities participated by the City Government.
- 3.8 Evaluates all recommendations and reports submitted by the youth coordinators.

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REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA

Sangguniang Panglungsod

Page 5
Ordinance No. 02-063

3.9 Attend meeting, seminars and training conducted by the National Youth Commission.

3.10 Submit monthly reports and evaluation.

4. Administrative Officer IV

As Administrative Officer IV he/she shall:

4.1 Prepares voucher, budget charging and quarterly reports on finances.

4.2 Monitor attendance of staff.

4.3 Compile, check, and evaluate performance targets submitted by the staff and make recommendation.

4.4 Prepares work programs and cash advances and take charge of liquidation.

4.5 Draft proposal of training and workshop on performance enhancement for co-employees.

4.6 Supervise youth programs and projects conducted by the City Government.

5. Sports Development Officer IV

As Sports Development Officer IV he/she shall:

5.1 Represent the City of Muntinlupa as Head of delegation in every National Sports Competition.

5.2 Attend meetings, trainings, and seminars conducted by the Philippine Sports Commission.

5.3 Supervise actual implementation of Sports activities, programs and competitions sponsored by the City Government.

5.4 Prepares work programs and recommendation for the approval of the Department Head.

5.5 Submit monthly reports of the Department Head.

5.6 Evaluate and recommend reports submitted by the sports regulatory officer.

5.7 Evaluate and recommend sports activities and proposals.



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA

Sangguniang Panglungsod

Page 6
Ordinance No. 02-063

6. Youth Development Officer III

As Youth Development Officer III he/she shall:

- 6.1 Prepares youth activity proposals and programs.
- 6.2 Prepares work programs and proposed budget for each projects to be implemented.
- 6.3 Coordinate with different youth organizations regarding youth projects and programs.
- 6.4 Coordinate with Sangguniang Kabataan, different organizations and barangays regarding youth programs and projects.
- 6.5 Assist and guide youth leaders regarding their community projects.
- 6.6 Assist in conducting trainings, seminars, workshops and team building activities to the youth.
- 6.7 Prepares cash advance and liquidation.
- 6.8 Attend seminars, meetings and trainings related to youth programs.
- 6.9 Preside meeting if necessary.

7. Project Development Officer I & II

As Project Development Officer II & I he/she shall:

- 7.1 Draft and submit project proposals that would cater the needs of youth in different community.
- 7.2 Coordinate with the different youth organizations regarding their community projects.
- 7.3 Assist in project implementation conducted by the Youth Development Program.
- 7.4 Evaluate projects made by the different youth Organizations.
- 7.5 Submit comment and recommendations regarding youth project and activities.

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REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA

Sangguniang Panglungsod

Page 7
Ordinance No.02-063

8. Youth Development Officer I & II

As Youth Development Officer II & I he/she shall:

- 8.1 Organize youth groups per barangay.
- 8.2 Monitor projects and programs of the youth.
- 8.3 Coordinates with different youth organization.
- 8.4 Prepares and draft activity proposal.
- 8.5 Assist in all youth programs and activities conducted by the City Government.
- 8.6 Coordinates with the organizations and different barangays regarding youth programs and projects.

9. Administrative Officer III

As Administrative Officer III he/she shall:

- 9.1 Helps in the preparation of voucher, and quarterly reports on finances.
- 9.2 Prepare work program and cash advance.
- 9.3 Draft proposal of activities and trainings for co-employees development.
- 9.4 Assist in the implementation of youth programs conducted by the City Government.

10. Sports Development Officer I

As Sports Development Officer I he/she shall:

- 10.1 Screen, conduct inspection and accept sports request coming from the different agencies.
- 10.2 Comment and recommend sports programs and activities.
- 10.3 Prepares activity proposals related to sports.
- 10.4 Draft and proposed possible trainings for the athletes.

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REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA

Sangguniang Panglungsod

Page 8
Ordinance No. 02-063

10.5 Prepares recommendation to Sports Officer IV regarding requests for sports materials.

10.6 Monitor Various Trainings conducted by the City Government for Class "A" athletes and coaches.

10.7 Inspect all sports equipments used by the athletes and coaches during their trainings.

11. Sports & Games Regulatory Officer I

As Sports & Games Regulatory Officer I he/she shall:

11.1 Monitor on going priority sports practices and training.

11.2 Check programs, invitations and competitions, which could upgrade the skills and confidence of athletes.

11.3 Accept recommendations and suggestions from coaches regarding the status of athletes.

11.4 Prepares and draft possible rules for sports competition.

11.5 Inspect all sports materials requested by various organizations.

11.6 Coordinate with the different barangays, organizations regarding sports activities and program of the City Government.

11.7 Assist in various sports activities and programs conducted by the sports office.

11.8 Submit reports and keep file of sports programs.

12. Computer Operator III & IV

As Computer Operator III & IV he/she shall:

12.1 Encodes communication letters, documents, reports and notice of meeting.

12.2 Take charge of the minutes of the meetings and keep files of accomplishments reports of each barangay.



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA

Sangguniang Panglungsod

Page 9
Ordinance No. 02-063

- 12.3 Assist in various programs and projects.
- 12.4 Prepares endorsement letter to different offices.
- 12.5 Draft certificates and format / lay-out programs.

13. Clerk III & IV

As Clerk III & IV he/she shall:

- 13.1 Assist/receiving in-coming communication letters, documents and transmit out-going memo's, letters and documents in different offices.
- 13.2 Responsible for photocopying reports and documents.
- 13.3 In-charge of the compilation of files and other important documents.

14. Driver

As Driver he/she shall:

- 14.1 Take charge of the vehicle condition such as securing gasoline slip, change oil and other maintenance services.
- 14.2 Take and fetch staff to their destination.
- 14.3 Maintains vehicle running condition (Check - up).
- 14.4 Delivers memo, letters, and other documents in different agencies / offices outside the City Hall of Muntinlupa.

15. Clerk I & II

As Clerk II & I he/she shall:

- 15.1 Receive communication letters, documents and transmit memo's to different offices & agencies.
- 15.2 In-charge in filling documents, memo's & reports & transmit communication.

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REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA

Sangguniang Panglungsod

Page 10
Ordinance No.02-063

16. Computer Operator I

As Computer Operator I he/she shall:

- 16.1 Encodes communication letters, documents & memo's.
- 16.2 File reports & accomplishment of area coordinator.
- 16.3 Assist in various programs & projects.

SECTION 6. ORGANIZATION.- To enable to perform its functions with maximum efficiency, the organization structure of the department shall have three (3) major sections:

a. Youth Section – Shall assist the Department Head and Assistant Department Head in the implementation of special project and monitoring of programs and activities of the Youth.

The Youth Section shall consist of the following personnel, Youth Development Officer IV, who will act as the head of this section, the Project Development Officer III, Project Development Officer II and Project Development Officer I are assigned under the Special Project; Youth Development Officer III, Youth Development Officer II, and Youth Development Officer I are assigned under the Monitoring Section.

b. Admin Section – Assist the Department Head and Assistant Department Head in the supervision in all administrative services. This section will be responsible for the updating, custody, and maintenance of Youth Affairs and Sports Development Office records and files.

The following personnel will be assigned to Admin Section: Admin Officer IV, Admin Officer III, (2) Computer Operator IV, Computer Operator III, Clerk III, Driver II, and Driver I.

c. Sports Section – This section will assist the Department Head and Assistant Department Head in the implementation of special project and monitoring of programs and activities of sports.

The Sports Section shall consist of the following personnel, Sports Development Officer IV will act as the head of this section, Sports Development Officer I, Clerk IV, and Clerk II are assigned under the Special Project; Sports & Game Reg. Officer I, Computer Operator I, and Clerk I are assigned under the Monitoring Section.

* Relative thereto, there is an organizational structure attached as Annex A



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA

Sangguniang Panglungsod

Page 11
Ordinance No.02-063

SECTION 7. SALARIES AND BENEFITS.- The Personnel Department required the *Youth Affairs and Sports Development Office (YASDO)* that besides those listed in the new positions being created shall include the employees who are now assigned in Special Project -Youth Development Program. The salaries, insurance, premium and other benefits appurtenant to the personnel and other funding requirements of the Youth Affairs and Sports Development Office (YASDO) shall be included in the 2003 Annual Budget of the City Government of Muntinlupa and every year thereafter.

SECTION 8. The Personnel Department, Budget Office, Accounting Office, and the Treasurers Office shall be furnished with a copy of this ordinance to enable them to make adjustment for purposes of added information in the creation of this department so that necessary records, allocation of funds and salaries and other benefits will be included in the 2003 Annual Budget.

SECTION 9. REPEALING CLAUSE. All ordinances, resolutions, Executive Orders, in consistent with the provision of these ordinance are hereby repealed or modified accordingly.

SECTION 10. SEPARABILITY CLAUSE. If for any reason/s any part or provision/s of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 11. EFFECTIVITY CLAUSE - This Ordinance shall take effect on January 1, 2003.

ENACTED, by the *Sangguniang Panlungsod of Muntinlupa* this 3rd day of **October, 2002**, on its 50th Regular Session.

CONCURRED:

BAL NIEFES
Councilor

ELMER S. ESPELETA
Councilor

DR. NICANOR L. ECHAVEZ
Councilor

LUCIO B. CONSTANTINO
Councilor

ATTY. PATRICIO L. BONCAYAO, JR.
Councilor

MARIO E. BULAY, JR.
Councilor



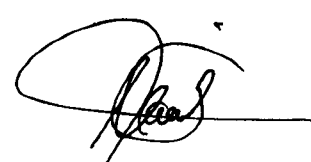
REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA

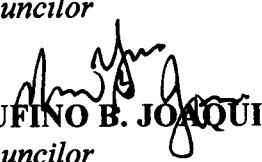
Sangguniang Panglungsod

Page 12
Ordinance No. 02-063

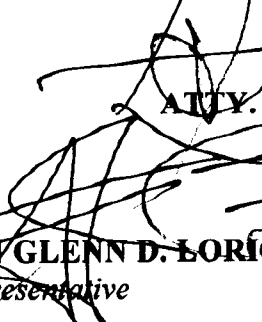

ALLAN REY A. CAMILON
Councilor



ATTY. RAUL R. CORRO
Councilor


MAMERTO T. SEVILLA, JR.
Councilor


RUFINO B. JOAQUIN
Councilor


~~ATTY. CASIANO M. DELA REA
Councilor~~


CHRISTIAN GLENN D. LORICA
Sectoral Representative
President
Federation of Sangguniang Kabataan

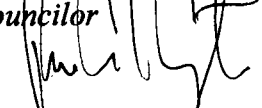

ARTEMIO A. SIMUNDAC
Sectoral Representative
President
Association of Barangay Captains

ABSENT:

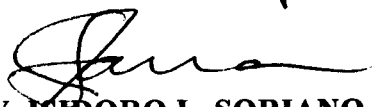

ALDRIN L. SAN PEDRO
Councilor


FRANCIS IAN T. BAGATSING
Councilor


MELCHOR R. TEVES
Councilor


RENE CARL S. CAYETANO
Councilor

I HEREBY CERTIFY, as to the correctness of the foregoing ordinance.


ATTY. ISIDORO L. SORIANO, JR.
Secretary
SANGGUNIANG PANLUNGSOD

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REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA

Sangguniang Panglungsod

Page 13
Ordinance No. 02-063

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ATTESTED:

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ATTY. JO JASON T. ALCARAZ
City Vice Mayor/Presiding Officer

APPROVED:

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ATTY. JAIME R. FRESNEDI
City Mayor
Date: _____

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