



Records

Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

July 7, 2023

DIVISION MEMORANDUM
No. **440**, s. 2023

**ESTABLISHMENT OF YOUTH ON THE ROCK (YTR) CHAPTERS
TO ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
OF SDO PAMPANGA**

- To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned
1. Pursuant to the existing Division Memorandum No. 508s, 2023 re: SDO Learners' Welfare Council (LWC), Executive Order No. 10, 2023 re: An Order Creating the Provincial Mental Health Wellness in Campus Taskforce and the Executive Order No. 15s, 2023 re: An Order Creating the Provincial Youth Development Council (PYDC) of the Province of Pampanga and Appointing the Members thereof. This Office through the School Governance & Operations Division (SGOD)-YFP announces the "Establishment of Youth on the Rock (YTR) Chapters to all public elementary and secondary schools of SDO Pampanga" in partnership with the Provincial Government of Pampanga.
 2. Pursuant to the 1987 Constitution, the State shall protect and promote the right of all children to accessible and quality basic education. Alongside this right is the constitutional policy that the State shall promote and protect their holistic development through the promotion of their physical, moral, spiritual, and social well-being.
 3. In pursuance to the holistic development of the child, the department envisions child centered and child-caring basic education schools, learning centers, and offices, which respect, protect, promote, and fulfill the dignity and rights of the child in basic education so they may lead a productive and happy lives as they participate in nation-building. A significant right of the child in basic education is the right to protection from all forms of violence, ~~abuse, neglect, cruelty, exploitation and maltreatment.~~



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Thus, DepEd issued DO No. 40, s. 2012 or the Child Protection Policy to promote and maintain zero tolerance to all forms of violence against children.

4. The objectives of YTR in DepEd-SDO Pampanga are the following:
 - a. To serve as a tool in the provision of the services of the four Pillars SDO Pampanga Learners' Welfare Council (LWC): Pillar I- Prevention and Mitigation; Pillar II- Preparedness; Pillar III- Response and Pillar IV- Prevention and Mitigation.;
 - b. To serve as a tool in the provision of the services of the Provincial Government; in partnership and collaboration with the Provincial Social Welfare and Development (PSWDO), Provincial Health Office (PHO), Provincial Mental Health Response Team (MHRT), Provincial Library, PNP-PPO, Provincial Council for the Protection of Children (PCPC) and Provincial Youth Development Council (PYDC) in catering Children at Risk (CAR) and Children in Conflict with the Law (CICL) in the school community.
 - c. To provide a child friendly learner organization who can cater the needs of the Children at Risk (CAR) and Children in Conflict with the Law (CICL) in the school community.
5. Learners who are considered children at risk are those learners who have experienced or experiencing the following:
 - a. Suicide Attempts or Inflicting self-harm
 - b. Victim of abuse (sexual, physical, verbal, psychological, mental, economic and other mean)
 - c. Victim of Neglect
 - d. Coming from a dysfunctional family or without parent or guardian
 - e. Overseas Filipino Workers (OFW) parent/guardian
 - f. Being member of a gang
 - g. Living in a community with a higher level of criminality
 - h. Living in a situation of armed conflict
 - i. Committed a status Offense under Section 57 of RA 9344, as amended
 - j. Prostituted Children
 - k. Mendicant under PD 1563
 - l. Solvent / Rugby User



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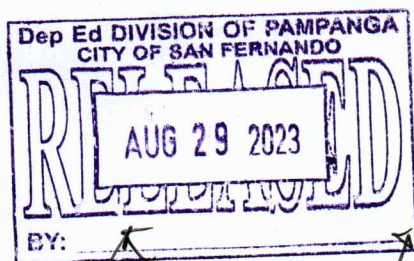


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REGION III
SCHOOLS DIVISION OF PAMPANGA

- m. Other forms of abuse
6. Learners who will join the YTR Chapter must secure signed parental/guardian consent.
 7. The head of the School Child Protection Committee (CPC), the school head shall designate one teacher life coach to serve as the YTR Teacher-Adviser.
 8. The School Head as well as the Chief Commissioner of the Learner Government Commission on Elections and Appointments (COMEA) must spearhead the appointment of the seven learners who will serve as the duly appointed YTR Chapter Officers: President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer, and Protocol Officer.
 9. Attached herewith is the Constitution and By Laws of YTR Chapter; Executive Order No. 15, 2023 and Executive Order No. 10, 2023.
 10. Private schools under the jurisdiction of SDO Pampanga may adopt the guidelines.
 11. For more information, all concerned may contact the SGOD- Child Protection Specialist, Paula S. Meneses through paula.meneses@deped.gov.ph / 0932-185-1240, DepEd Schools Division of Pampanga, High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga.
 12. Immediate dissemination of this Memorandum is earnestly desired.

ROMEO M. ALIP, PhD CESO V
Schools Division Superintendent

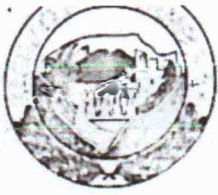
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EXECUTIVE ORDER NO. 15 – 2023

AN ORDER CREATING THE PROVINCIAL YOUTH DEVELOPMENT COUNCIL (PYDC) OF THE PROVINCE OF PAMPANGA AND APPOINTING THE MEMBERS THEREOF

WHEREAS, Section 13 of the 1987 Constitution recognizes the vital roles of the youth in nation-building and iterates that it shall be the policy of the state to promote and protect their physical, moral, spiritual, intellectual, and social well-being and inculcate patriotism and nationalism and encourage their involvement in public and civic affairs;

WHEREAS, Section 23 of Republic Act No. 10742, otherwise known as "An Act Establishing Reforms in the Sangguniang Kabataan Creating Enabling Mechanisms for Meaningful Youth Participation in Nation-Building, and for Other Purposes" and further discussed in Section 24 of its Implementing Rules and Regulations (IRR) calls for the creation of a Local Youth Development Council in every province, city, and municipality to ensure wide and multi-sectoral youth participation in local governance;

WHEREAS, Section 24 (1) Rule III of the Rules and Regulations Implementing Republic Act 10742 states that the Local Youth Development Council shall be composed of at least ten (10) but not more than twenty-one (21) members including the two (2) core members shall be a composed of the president and the vice president of the concerned federation and shall be supported by at least eight (8) but not more that nineteen (19) other representatives from the registered youth or youth serving organizations;

WHEREAS, the general policies and principles of Section 2 of the Ordinance No. 801 or also known as "Pampanga Youth Development Code" states that the Provincial Government of Pampanga has the responsibility to enable the Kapampangan Youth to fulfill their vital role in nation-building. To this end, it shall create or establish structures, support programs and other activities in

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the Province on a continued sustainable basis that will help them become mature, self-reliant and responsible individuals.

WHEREAS, the youth council shall serve as the main advocate for the youth participation in nation building and youth empowerment, monitoring and implementation of the programs and projects under the Local Youth Development Plan;

NOW, THEREFORE, I, DENNIS G. PINEDA, Provincial Governor of Pampanga, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. ORGANIZATION. There is hereby created the Provincial Youth Development Council of (PYDC) Pampanga.

SECTION 2. COMPOSITION. The Provincial Youth Development Council (PYDC) shall be composed of the following members:

Chairperson: Sangguniang Kabataan Provincial Federation, President

Vice-Chairperson: Sangguniang Kabataan Provincial Federation, Vice-President

Members:

Pampanga Young Farmers Association 4H Club, Representative

NAMEK Cycling Club, Representative

Youth on The Rock - Pampanga Chapter, Representative

DHVSU- University Student Council, Representative

Y-ROCK Christian Assembly Inc.- Pampanga Chapter, Representative

Dekalidad ya Edukasyon Lawaken Tamun geran Anak (DELTA) Ayta Scholars, Representative

Kabataan Kontra Droga at Terorismo (KKDAT) - Pampanga Chapter, Representative

Young Farmers Club of the Philippines Inc.- Pampanga Chapter, Representative



Pag-Asa Youth Association of the Philippines Inc. -
Pampanga Chapter, Representative

Division Federated Supreme Student Government (SSG)
of SDO of Pampanga, Representative

Designare Life Coaches Association Inc.-Pampanga
Chapter, Representative

SECTION 3. DUTIES AND FUNCTIONS OF THE MEMBERS OF THE PROVINCIAL YOUTH DEVELOPMENT COUNCIL. The PYDC shall discharge the following duties and functions:

1. Serve as the core of the advocacy on youth participation in nation-building and youth empowerment;
2. Finalize the three (3) year Provincial Youth Development Plan (PYDP) that is anchored in the Philippine Youth Development Plan and the development plans of Provincial Government of Pampanga;

The PYDP shall be initially drafted by the respective SK Federation and shall be finalized by the PYDC. This shall be submitted to the Governor for inclusion in the Provincial Youth Development Plan and subsequently endorsed to the Sangguniang Panlalawigan for approval. These plans shall give priority to programs, projects and activities that will promote and ensure the meaningful youth participation in nation-building, sustainable youth development and empowerment, equitable access to quality education, environmental protection, climate change adaptation, disaster risk reduction and resiliency, youth employment and livelihood, health and anti-drug abuse, gender sensitivity, social protection, capability building and sports development;

3. Monitor and evaluate the implementation of the Local Youth Development Plan; and
4. Perform such other functions as may be prescribed by law or ordinance.

SECTION 4. CONVENING OF THE PROVINCIAL YOUTH DEVELOPMENT COUNCIL (PYDC). The Chairperson, or in her/his absence, the vice chairperson shall convene the council and shall preside over all its meetings. The PYDC shall schedule a meeting every quarter, and as often as needed. However, if the

president or the vice president fails to convene the PYDC as scheduled, at least one-third of its total membership may call for a meeting. In both instances, a written notice shall be sent, either through traditional or non-traditional means, to all members setting the date, time, place and agenda of the meeting which must be received at least two (2) days in advance. The presence of the majority of all members of the PYDC shall constitute a quorum.

SECTION 5. SECRETARIAT. The Provincial Youth Development Officer (PYDO) shall serve as the Secretariat to the Provincial Youth Development Council, facilitate the election of the PYDC representatives and provide technical assistance in the formulation of PYDP.

SECTION 6. TERM OF THE PROVINCIAL YOUTH DEVELOPMENT COUNCIL. The members of the PYDC shall have for a term of three (3) years unless sooner removed due to dissolution of the youth organization or youth serving organization or voluntarily vacates the position as member of the PYDC. A member who, during her/his term of office, shall have passed the age of thirty (30) years shall be allowed to serve the remaining portion of the term.

SECTION 7. FUNDING. The Provincial Government of Pampanga, through the Sangguniang Panlalawigan, shall allocate support funds for the Provincial Youth Development Council subject to availability of funds and existing government accounting and auditing rules and regulations.

SECTION 8. SUPPLEMENTARY CLAUSE. On matters specifically covered by this executive order in relation to the membership in the Provincial Youth Development Council (PYDC) shall apply in supplementary manner.

SECTION 9. EFFECTIVITY. This Executive Order shall take effect immediately.

DONE in the City of San Fernando, Pampanga this
MAY 23 2023.


DENNIS G. PINEDA
Governor



OFFICE OF THE GOVERNOR

Provincial Capitol, City of San Fernando, Pampanga

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EXECUTIVE ORDER NO. 10 – 2023

AN ORDER CREATING THE PROVINCIAL MENTAL HEALTH WELLNESS IN CAMPUSES TASKFORCE

WHEREAS, the World Health Organization constitution holistically defines health as the state of physical, social and mental well-being, rather than merely the absence of physical diseases. Good mental health means not simply the absence of detectable mental disorder but a state of well-being in which the individual is able to utilize his abilities, work productively and fruitfully and contribute to the community;

WHEREAS, Section 2 of R.A. No. 11036, otherwise known as the Mental Health Act of 2017, provides that the State commits itself to promoting the well-being of people by ensuring that mental health is valued, promoted and protected; mental health conditions are treated and prevented; and timely, affordable, high quality, and culturally-appropriate mental health care is made available to the public;

WHEREAS, Executive Order No. 470, series of 1998 known as the Creation of the Philippine Council for Mental Health states that the scope of Mental Health covers not only mental disorders and substance (drug and alcohol) abuse but also other mental health-associated issues and problems, such as those arising from a) medical illnesses; b) psychosocial issues of daily living; c) being part of high risk groups such as victims of disasters, children, women and the elderly; d) family disruptions due to overseas employment and internal migration; and, e) changing lifestyles brought about by rapid urbanization and globalization;

WHEREAS, Section 3 of R.A. No. 11036, aims to (a) strengthen effective leadership and governance for mental health by, among others, formulating, developing, and implementing national policies, strategies, programs, and regulations relating to mental health; (b) develop and establish a comprehensive, integrated effective and efficient national mental health care system responsive to the psychiatric, neurologic, and psychosocial needs of the Filipino people;

WHEREAS, the Department of Education, Pampanga division has recorded nine (9) cases of suicide, and eight (8) cases of attempted suicide since October of 2022 as reported to the Provincial Government of Pampanga through the Provincial Librarian's Office;

WHEREAS, the Provincial Government of Pampanga aims to highlight that child development is a multi-sectoral responsibility, and has thus deemed it necessary to address the alarming increase in suicide cases and the general situation of mental health awareness in the Province;

WHEREAS, to ensure coherence for all programs and activities to be put in place, a collaboration among all involved agencies including the Provincial Government of Pampanga, the Department of Health - Region III, and the Department of Education - Pampanga to initiate the implementation of preventive measures for mental health issues in students is deemed necessary;

WHEREAS, to efficiently and effectively undertake all necessary procedures and documentary processes, the Province sees it necessary to create a Provincial Mental Health Wellness in Campuses Taskforce;

NOW, THEREFORE, I, DENNIS G. PINEDA, Governor of Pampanga, by virtue of the powers vested in me by the law, do hereby order:

SECTION 1- CREATION AND COMPOSITION - There is hereby created a Provincial Mental Health Wellness in Campuses Taskforce composed of the following:

Chairperson : HON. DENNIS G. PINEDA
Governor

Co-Chairperson: ENGR. EDGARD C. DOMINGO, CESO V
Schools Division Superintendent of
Pampanga

Vice Chairperson: HON. LILIA G. PINEDA
Vice Governor

Members : DIR. CORAZON I. FLORES
Regional Director, DOH Region III

DRA. MONSERRAT S. CHICHIOCO
Director, JBLMGH

ATTY. CHARLIE G. CHUA
Provincial Administrator

MS. ANGELINA S. BLANCO
Provincial Disaster Risk reduction and
Management Officer/Special Assistant to
the Governor

DR. ZENON V. PONCE
Provincial Health Officer

MS. FE MANARANG
Assistant Head, Provincial Social Welfare
and Development Office

PCOL. LEVI HOPE BASILIO
Provincial Director, PNP-PPO

MS. JASMINE CARLA S. CORDERO
Unit Head, Provincial Library

SECTION 2. TEAMS – The Provincial Mental Health Wellness in
Campuses Taskforce shall have the following teams:

2.1 Executive Management Team (EMT)

2.1.1. Composition – the EMT shall be composed of the
following:

Head : HON. DENNIS G. PINEDA
Governor, Pampanga

Co-Lead : ENGR. EDGARD C. DOMINGO, CESO V
Schools Division Superintendent of
Pampanga

HON. LILIA G. PINEDA
Vice Governor

Members : HON. MYLYN P. CAYABYAB
SP, Committee on Education

HON. ALYSSA MICHAELA M. GONZALES
SP, Committee on Family, Women and
Welfare of Children

HON. KRIZZANEL C. GARBO
SP, Committee on Health

DIR. CORAZON I. FLORES
Regional Director, DOH Region III

ATTY. CHARLIE G. CHUA
Provincial Administrator

MS. ANGELINA S. BLANCO
Provincial Disaster Risk reduction and
Management Officer/Special Assistant to
the Governor

PCOL. LEVI HOPE BASILIO
Provincial Director, PNP-PPO

2.1.2. Responsibility – the EMT shall have the following responsibilities:

1. To oversee the implementation of actions and interventions to address the alarming cases of suicides as deemed necessary or as recommended by the other taskforce teams; and
2. To enforce timely and orderly solutions regarding the mental health problems in the province.

2.2 Mental Health Response Team (MHRT)

2.2.1. Composition – the MHRT shall be composed of the following:

- Head : MS. FE MANARANG
Assistant Head, Provincial Social Welfare
and Development Office
- Co-Lead : DR. ZENON V. PONCE
Provincial Health Officer
- Members : MS. ANGELINA S. BLANCO
Provincial Disaster Risk Reduction and
Management Officer/Special Assistant to
the Governor

PCOL. LEVI HOPE BASILIO
Provincial Director, PNP-PPO

MS. JASMINE CARLA S. CORDERO
Unit Head, Provincial Library

2.2.2 Responsibility – the MHRT shall have the following responsibilities:

Through the Provincial Social Welfare and Development Office (PSWDO)

1. Establish and monitor a referral hotline from designated counselors;
2. Establish, monitor, and manage a 24/7 crisis hotline/helpline to answer calls from students seeking support/counseling;
3. Facilitate referrals to proper agencies according to the Provincial Mental Health Wellness in Campuses Algorithm;
4. Cause the provision of necessary mental health and psychosocial support for students as deemed necessary; and
5. Cause the transport students to and from their schools or homes to their referral facilities (PSWDO or JBLMGH).

Through the Provincial Health Office (PHO):

1. Coordinate the proper referral of students to the Medical Intervention Team;
2. Monitor cases referred to the Medical Intervention Team;
3. To monitor and facilitate the provision of assistance to students prescribed with medications;

Through the Provincial Library Office (PLO):

1. Update the database of the Provincial Government regarding referred cases.

Through the Provincial Disaster Risk Reduction and Management Office (PDRRMO):

1. Provide vehicles for the transport of students to and from their schools or homes to their referral facilities.

2.3 Medical Intervention Team (MIT)

2.3.1. Composition – the MIT shall be composed of the following:

Head : Dra. Monserrat S. Chichioco
Director, JBLMGH

Co-Lead : Department of Health Focal Person on
Mental Health Region III

Members : Psychiatrists from JBLMGH
Psychologists from JBLMGH
Assigned Medical Personnel from
JBLMGH
Dr. Fleur-de-lis M. Zapanta, Chief of
Hospital – DPMMH

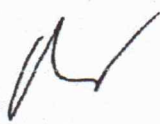
2.3.2 Responsibility– the MIT shall have the following responsibilities:

Through JBLMGH:

1. Conduct psychiatric evaluation of students referred by the Mental Health Response Team;
2. Provide all necessary medical support, intervention and expertise to referred cases as deemed needed; and
3. Recommend other necessary medical interventions and actions that shall guide decision-making in the Provincial Government to ensure the mental wellness of students.

Through DR. FLEUR-DE-LIS ZAPANTA:

1. Monitor and execute the dispensing of medication prescribed by JBLMGH Psychiatrists to the students.



SECTION 3 – SECRETARIAT – The Provincial Social Welfare and Development Office (PSWDO) shall function as the secretariat and shall provide for all the clerical, secretarial, and administrative functions related to the functions of the Taskforce and its teams.

SECTION 4 – MEETINGS – The Provincial Mental Health Wellness in Campuses Taskforce shall convene immediately and shall regularly meet at any time as may be deemed necessary upon order of the Governor.

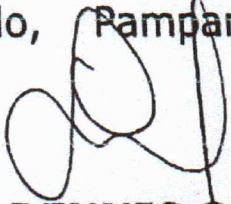
SECTION 5 – FUNDING- The Provincial Government of Pampanga shall provide funds for the different programs and projects of the taskforce to be sourced from the Special Education Fund (SEF) or any other Provincial Government of Pampanga funds as may be identified proper.

SECTION 6 – SEPARABILITY CLAUSE - If any section or part of this this Executive Order is declared unconstitutional or invalid the other sections or provisions not otherwise affected shall remain in full force and effect.

SECTION 7 – REPEALING CLAUSE - All orders, laws, ordinances, rules, regulations, other issuances, or parts thereof which are inconsistent with this Executive Order, are hereby repealed or modified accordingly.

SECTION 8 – EFFECTIVITY – This Executive Order shall take effect immediately.

DONE, in the City of San Fernando, Pampanga this
29 MAR 2023.


DENNIS G. PINEDA
Governor

THE CONSTITUTION AND BY-LAWS
YTR CHAPTER

PREAMBLE

We, the members of Youth on the Rock (YTR) of [name of the chapter], imploring the aid of Almighty God in: promoting the health and welfare of the learners and the community; recognizing that the learners are in need of support with regards to personal development, leadership, and entrepreneurship to fulfill their goals and aspirations with their God- given gifts, conscious of how unfavorable conditions affect their development immensely, and how it is those who are capable to lead are mandated to fulfill those needs of others in the proper channels, in order to address issues that can be resolved in a societal and personal level; and acknowledging Youth on the Rock, as collective action among leaders, that would strengthen camaraderie, collaboration, solidarity, linkages, and learner empowerment in common commitment to attain a godly, patriotic, and excellent learner leaders.

Article I
General Provisions

Section 1 This Constitution and By-Laws shall be known as the Constitution and By- Laws of Youth on the Rock of [name of Chapter, YTR campus address].

Section 2 The YTR vision: a reformed nation as an impact of a nationalistic, skilled and godly generation.

Section 3 The YTR mission: to provide extensive training and mentoring programs towards nation transformation.

Section 4 The YTR Core Values: love for God, integrity, excellence, patriotism, purpose driven, love for others, and teamwork.

Article II
Definition of Terms and Naming Convention

Section 1 The following terms and acronyms used throughout this Constitution and By- Laws of Youth on the Rock are defined in the following:

- 1.1 YTR Chapter shall refer to Youth on the Rock Chapter;

1.2 PPA (Program, Project, and Activity) shall refer to mandated, recommended, and initiated programs, projects, and activities;

1.3 Proposal shall refer to a written document prepared for a specific PPAs of the YTR Chapter; and

1.4 Learner COMEA shall be the sole commission who will facilitated the elections and appoints of YTR Chapter.

Article III Name and Domicile

Section 1 The name shall be known as YTR of [name of Chapter], which shall hereinafter be referred to as Youth on the Rock- [name of the Chapter] Chapter.

Section 2 The jurisdiction of the Office of the YTR Chapter is among its members.

Article IV Declaration of Principles, Objectives, and Policies

Section 1 The YTR chapter general objective: To produce godly, patriotic, and excellent youth leaders.

Section 2 The YTR chapter shall have the following specific objectives:

2.1 To adhere and abide to the standard rules and guidelines of the YTR national executive committee and the school;

2.2 To spearhead in the conduct of the campus-wide and community-based implementation of YTR programs, projects and activities;

2.3 To act as the catalyst in advocating YTR vision, mission and core values through the involvement in various wholesome activities; and

2.4 To provide support services towards the adoption of YTR ideals who serve as models to young people to be godly, patriotic and excellent leaders.

Article V Membership

Section 1 All learners with specific interest to contribute to a godly environment, actions, and movements are eligible to be members of the YTR chapter.

Section 2 Interested youth shall submit a duly filled up membership form to the YTR chapter adviser.

Article VI
Functions of YTR Chapter

Section 1 The YTR chapter shall have the following functions and responsibilities:

1.1 To support the enforcement of the RA 8044 or the "Youth in Nation Building Act", section 2, "the state recognizes its responsibility to enable the youth to fulfill their vital role in nation building..." through the following:

- a. Promotion and protection of the physical, moral, spiritual, intellectual and social well-being of the youth to the end that the youth realize their potential for improving the quality of life;
- b. Inculcation in the youth of patriotism, nationalism and other basic desirable values to infuse in them faith in the Creator, belief in the sanctity of life and dignity of the human person, conviction for the strength and unity of the family and adherence to truth and justice;
- c. Encouragement of youth involvement in character-building and development activities; and
- d. Mobilization of youth's abilities, talents and skills and redirecting their creativity, inventive genius and wellspring of enthusiasm and hope for the freedom of our people from fear, hunger and injustice.

1.2 To uphold and to promote the ideals, principles, thrusts, and objectives of the YTR chapter;

1.6 To turn over financial assets, documents, properties, and other responsibilities to the incoming YTR chapter officers at least one month before the end of their term; and

1.7 To submit an annual accomplishment and financial reports as deemed necessary.

Article VII
Composition and Term of Office

Section 1 The officers of the YTR Chapter are the duly elected or appointed President, Vice President, Secretary, Treasurer, Auditor, Public Information Officer, and Protocol Officer.

Section 2 The officers of the YTR Chapter shall hold office for a period of one (1) school year.

Article VIII
Duties and Responsibilities of YTR Officers and Members

Section 1 The President shall be the chief executive officer of the YTR Chapter. He/She shall have the following duties:

- 1.1 Facilitates, through his/her leadership and good governance, the efficient and effective overall operations of the YTR chapter;
- 1.2 Represents the YTR chapter members on official function or in any youth- related activities on or off the campus;
- 1.3 Calls and presides all meetings and/or may designate another officer to preside for a specific meeting;
- 1.4 Enforces this Constitution and By-Laws, and other rules and policies that may be promulgated;
- 1.5 Signs all the official minutes, project proposals, resolutions, correspondences, and other official documents of the YTR chapter;
- 1.6 Represents the YTR chapter or designate his/her representative for any external or internal affairs/functions as deemed necessary;
- 1.7 Leads in the implementation of the YTR chapter action plan; and
- 1.8 Performs other functions inherent and incidental to his/her office.

Section 2 The Vice-President shall have the following duties:

- 2.1 Assist the President in all matters where his/her assistance is necessary;
- 2.2 Assume the Office of the President should the position become vacant;
- 2.3 Supervise members in planning and arranging meetings, or programs of activities; and
- 2.4 Perform other duties assigned by the majority of the YTR chapter officers.

Section 3 The Secretary shall have the following duties:

- 3.1 Keep accurate records of the minutes and document proceedings in every meeting;
- 3.2 Prepare and provide documentations and reports for every implemented and initiated PPA to be submitted to the YTR chapter adviser;
- 3.3 Prepare all notices of YTR chapter meetings; and
- 3.4 Perform other duties assigned by the majority of the YTR chapter officers.

Section 4 The Treasurer shall have the following duties:

- 4.1 Prepare financial reports of the YTR chapter every after activity and collect, keep, and update record book of all receipts and expenditures for transparency

and accountability which shall be open for inspection to any member of the organization;

4.2 Serve as the disbursing officer of all the YTR chapter funds; and

4.3 Perform other duties assigned by the majority of the YTR officers.

Section 5 The Auditor shall have the following duties:

5.1 Verify the legitimacy of the disbursement of YTR chapter funds and certify the correctness of the financial reports;

5.2 Audit and submit reports of all expenditures of YTR chapter funds;

5.3 Assist the Treasurer in preparing financial reports; and

5.4 Perform other duties assigned by the majority of the YTR chapter officers.

Section 6 The Public Information Officer (PIO) shall have the following duties:

6.1 Disseminate and promote the thrusts and objectives of the YTR chapter in internal and external affairs;

6.2 Spearhead in the promotion of YTR PPAs and its advocacies;

6.3 Publish activities, accomplishment reports, and updates through the YTR chapter Bulletin Board, Information, Education and Communication (IEC) Materials and Social Media; and

6.4 Perform other duties assigned by the majority of the YTR chapter officers.

Section 7 The Protocol Officer shall have the following duties:

7.1 Assist the presiding officer in enforcing proper decorum during the meetings;

7.2 Assist in maintaining peace and order; and

7.3 Perform other duties assigned by the majority of the YTR chapter officers.

Section 8 The Members shall have the following duties:

8.1 Adhere to the rules and regulations of the YTR Constitution and By-Laws;

8.2 Participate in all YTR PPAs;

8.3 Commit in promoting the YTR advocacies; and

8.4 Perform other duties assigned by the majority of the YTR chapter officers.

Article IX YTR Chapter Adviser

Section 1 The YTR chapter Adviser shall be designated by the school head and shall be the official head teacher life coach of the school and YTR chapter.

Section 2 The validity of the designation shall cover one (1) school year and the reappointment is subject to the discretion of the school head.

Section 3 The YTR Chapter Adviser must have the following qualifications:

- 3.1 must be a regular permanent teacher, and willing to serve as head teacher life coach of the school;
- 3.2 good character and reputation in the campus; and
- 3.3 competent, able, and willing to work with the members from planning to implementation of PPAs.

Section 4 The YTR chapter Adviser shall have the following duties and responsibilities:

- 4.1 Monitor all programs, projects, and activities of the YTR chapter at all times;
- 4.2 Act as the YTR chapter mentor in good governance and leadership;
- 4.3 Oversee all the YTR chapter internal processes;
- 4.4 Ensure the academic excellence, as well as the holistic welfare and development of the YTR chapter officers and members;
- 4.5 Conduct consultations with YTR chapter officers and members to gather feedback on the efficiency and effectiveness of their performance as an officer and/or the overall performance of the YTR chapter;
- 4.6 Propose recommendations for improvement based on the information gathered from the consultations; and
- 4.7 Facilitate life coaching program to the learners.

Article X Elections and Appointments

Section 1. Elections and appointments shall be facilitated in accordance with the Learner Government Election and Appointment Code (LGEAC)

Section 2. Officers of the newly established YTR Chapter shall be appointed by the school head.

Article XI Meeting and Quorum

Section 1 The YTR chapter officers shall conduct regular monthly meetings or as agreed upon by the officers of the organization.

Section 2 Majority of the officers of the YTR chapter officers (50%+1) shall constitute a quorum.

Section 3 Each member of the YTR chapter officers is entitled to only one vote.

Section 4 If the votes end in a draw, the YTR chapter president or the acting chair of the meeting shall cast the vote to break the tie.

Section 5 No proxy shall be allowed when voting.

Article XII Finance

Section 1 Funds. The source of fund of the organization are the following: Income Generating Activities and Donations.

Section 2 The following are the guidelines for the handling of funds:

2.1 A quarterly financial report shall be prepared by the Treasurer, reviewed by the President, noted by the YTR chapter adviser supported by any proof of payment and to be uploaded to the official YTR Finance Google Drive;

2.2 The YTR Chapter shall maintain safekeeping measures of all funds received subject to existing DepEd guidelines.

2.3 The YTR Chapter may accept donations from any member or any public or private person or institution, as long as it will not affect or compromise the integrity of the YTR Chapter, provided that all donations received shall be in accordance with the existing policies, rules, and regulations in accepting, recording, and reporting donations; and

2.4 The YTR Chapter may undertake income generating projects and fundraising activities to subsidize its projects and activities if it will not affect or compromise the integrity of the organization.

Section 3 The YTR Chapter shall enjoy the freedom to determine its priorities in the disbursement of its funds, provided that it shall be actually, directly, and exclusively used to support and/or finance the YTR programs, projects, and activities.

Section 4 The YTR chapter president and the treasurer shall be the signatory of all fund disbursements of the YTR chapter. All fund disbursements must be accompanied with a YTR chapter resolution duly noted by the YTR chapter adviser. All expenses must be supported by proof of payment.

Section 5 The YTR Chapter shall submit an annual financial report.

Article XIII Transparency and Accountability

Section 1 Every YTR Chapter officer shall uphold the best interest of the organization at all times, act in accordance with existing laws, regulations, policies, guidelines, and of this constitution. They shall serve as role models for the youth, and in promoting youth empowerment through nation building.

Section 2 For the purpose of accountability and transparency of all organizational planning, operations, implementations, and review of the YTR Chapter, the following shall be observed at all times:

- 2.1 Prepare a YTR Chapter general program of activities (GPOA) collectively conformed by each Officer of the YTR Chapter through a resolution;
- 2.2 Conduct meetings with the consensus of a majority of the YTR Officers;
- 2.3 Conduct PPAs duly conformed by the YTR Chapter officers, chapter adviser; and
- 2.4 Prepare, document, process, file and record all financial transactions of the YTR Chapter.

Article XIV

Removal from Office, Resignation and Vacancies

Section 1 Any officer of the YTR Chapter may be removed from office on the following grounds after due process:

- 1.1 Culpable Violations of Constitution and By-Laws;
- 1.2 Gross misconduct, violation to person in authority, negligence, disloyalty to the cause of the YTR Chapter;
- 1.3 Non-attendance in both regular and special meetings for five (5) times without valid cause; and
- 1.4 Abuse or misuse of power and authority.

Section 3 Any YTR Chapter Officer may file a resignation letter addressed to the school head and copy furnish the YTR Chapter Adviser

Section 2 The YTR Chapter Adviser shall have the discretion to approve or disapprove, on the grounds of its validity, the resignation of the YTR Chapter Officer within five (5) school days upon receipt of the letter.

Section 3 Resignation of any YTR Chapter Officer shall take effect five (5) school days after the approval of the YTR Chapter Adviser.

Section 4 In the event of vacancy of the position/s of the YTR Chapter Vice-President, Secretary, Treasurer, Auditor, Public Information Officer, and Protocol Officer, a special election or appointment shall be conducted within ten (10) days upon the request of the YTR chapter adviser to the Learner COMEA.

Article XV

Ratification of the Constitution

Section 1 This Constitution and By-Laws may be amended or modified in full or in part once every three (3) years or as deemed necessary from its official issuance through a YTR national executive committee Order.

Section 2 The YTR national executive committee through its technical working group, composed for the purpose, and shall assess the proposed amendments received for possible inclusion to the draft revised constitution and by-laws.

Section 3 Final Draft of the Revised Constitution and By-Laws formulated by the YTR national executive committee shall be concurred by at least two-thirds (2/3) of all YTR Chapter Presidents nationwide through a duly signed resolution from their respective chapter.

Article XVI
Separability Clause

If part of this constitution and by-laws of YTR is invalid, all parts that are separable from the invalid part remain in effect. On the other hand, if a certain part, and if one part is held unconstitutional or invalid, all other parts are valid.

Article XVII
Repealing Clause

Any provision or part of this Constitution and By-Laws of YTR shall be found to be contrary or inconsistent with the Constitution and Laws of the Republic of the Philippines, as well as with established or legitimate implementing rules and guidelines and issuances caused or ordered to be formulated or issued by the same to the related offices of the YTR shall be deemed null and void.

Article XVIII
Effectivity

Amendments to this constitution and by-laws shall take effect immediately upon the issuance of the YTR national executive committee Order.