



Office of the Sangguniang Panlalawigan

EXCERPT FROM THE MINUTES OF THE 11th REGULAR SESSION OF THE 12th SANGGUNIANG PANLALAWIGAN OF ISABELA HELD AT PROVINCIAL CAPITOL, ILAGAN CITY, ISABELA ON SEPTEMBER 23, 2025.

PRESENT:

FRANCIS FAUSTINO A. DY	Vice Governor & Presiding Officer
ED CHRISTIAN S. GO	Member (2nd District) & Floor Leader
EVYN JAY C. DIAZ	Member (1st District)
EMMANUEL JOSELITO B. AÑES	Member (1st District)
ANGELICA L. REYES	Member (2nd District)
JOSE T. PANGANIBAN, JR.	Member (3rd District)
RAMON JUAN N. REYES, JR.	Member (3rd District)
CLIFFORD R. RASPADO	Member (4th District)
ABEGAIL V. SABLE	Member (4th District)
JONATHAN JOSE C. CALDERON	Member (5th District)
MANUEL FAUSTINO U. DY	Member (5th District)
MARCO PAOLO A. MERIS	Member (6th District)
AMADOR A. GAFFUD, JR.	Member (6th District)
ANTONIO S. HUI	Member, PCL Federation President
MARIA KATRINA JESSICA G. DY	Member, LnB Federation President
CATHERINE JOY L. LEGASPI	Member, SK Federation President

ORDINANCE NO. 2025-32-01

Series of 2025

AN ORDINANCE CREATING THE PROVINCIAL YOUTH DEVELOPMENT OFFICE IN THE PROVINCIAL GOVERNMENT OF ISABELA, ESTABLISHING ITS FUNCTIONS AND DUTIES, AND APPROPRIATING FUNDS THEREFOR

Sponsor: HON. JOSE T. PANGANIBAN JR.

Chairperson, Committee on Finance and Appropriations

EXPLANATORY NOTE

The 1987 Philippine Constitution explicitly recognizes “the vital role of the youth in nation-building” and mandates the State to promote and protect their physical, moral, spiritual, intellectual, and social well-being, while encouraging their involvement in public and civic affairs. This constitutional policy places upon all levels of government the duty to create concrete mechanisms through which young people can meaningfully participate in governance and development.

This mandate is further articulated in Republic Act No. 8044, or the “Youth in Nation-Building Act,” which created the National Youth Commission (NYC) as the primary policy-making and coordinating body for youth-related institutions, programs, and activities of government, and established a comprehensive and coordinated program on youth development for Filipinos aged 15 to 30. These national policies underscore that youth development is not peripheral but integral to socio-economic progress and good governance.

Nagkaisa para sa Isabela



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Republic Act No. 10742, otherwise known as the “Sangguniang Kabataan Reform Act of 2015,” strengthened these policy directions by creating enabling mechanisms for meaningful youth participation in nation-building. Among these is the requirement that **every province, city, and municipality establish a Youth Development Office**, headed by a youth development officer, mandated to formulate, implement, and coordinate youth development programs and to support the Local Youth Development Council (LYDC) and the Sangguniang Kabataan. The revised implementing rules of RA 10742 further provide that such office shall be institutionalized and properly staffed, with a head having at least the rank of division chief, and that funding for the office shall be incorporated into the annual budget of the local government unit.

In the Province of Isabela, the Provincial Youth Development Office has been operational for many years as a division under the Provincial Governor’s Office, implementing programs on youth leadership, participation, and development, and serving as a key partner of the Sangguniang Kabataan, youth organizations, and schools. However, its current status as a mere division does not yet fully reflect the role envisioned for Local Youth Development Offices under national policy, nor does it provide the most stable institutional platform for long-term youth development planning, sustained staffing, and adequate resourcing.

Given Isabela’s large and growing youth population and the Provincial Government’s clear thrust to uphold youth rights, strengthen youth representation in policy-making, and align local initiatives with the Philippine Youth Development Plan and SK reforms, there is a compelling need to **formally create** the Provincial Youth Development Office as a distinct office within the Provincial Government structure. Doing so will:

1. Institutionalize a permanent, clearly mandated office responsible for coordinating all provincial youth development efforts, including policy formulation, planning, monitoring, and evaluation;
2. Provide a stronger administrative and budgetary foundation for programs on education, employment, health, participation, peacebuilding, environment, and other youth concerns;
3. Enhance convergence among provincial departments, national government agencies, the SK, and youth-serving organizations by having a dedicated office to serve as focal point and coordinator; and
4. Ensure continuity, professionalism, and long-term program development beyond changes in political leadership.

This proposed ordinance therefore **creates the Provincial Youth Development Office in the Provincial Government of Isabela, defines its functions and duties, and appropriates funds therefor**, in compliance with national laws and issuances and in furtherance of the province’s long-standing commitment to empower the youth as partners in governance and development.

In view of the foregoing, the immediate approval of this Ordinance is earnestly requested.

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Section 1. Declaration of Policy. The Provincial Government of Isabela recognizes the vital role of the youth in nation-building and affirms that investing in their holistic development is essential to sustaining social progress, economic growth, and democratic governance in the province. It acknowledges that young people are not merely beneficiaries of development, but active partners and stakeholders whose energies, talents, and perspectives can significantly contribute to community building and local development.

Furthermore, the Provincial Government of Isabela acknowledges the need to strengthen and institutionalize mechanisms that promote meaningful youth participation in governance, protect and advance youth rights and welfare, and support programs that enhance the physical, mental, emotional, social, moral, spiritual, and economic well-being of the youth. There is a pressing need to provide dedicated structures and resources that will coordinate youth development initiatives, capacitate youth leaders and organizations, and ensure that provincial policies and programs are responsive to youth concerns.

Towards this end, the Provincial Government of Isabela hereby declares as its policy to establish and maintain a Provincial Youth Development Office that will promote youth empowerment; support the Sangguniang Kabataan and Local Youth Development Council; institutionalize youth participation in policy- and decision-making; harmonize and coordinate youth development programs; and ensure that appropriate funds, personnel, and systems are made available to advance the rights, welfare, and meaningful engagement of the youth in the Province of Isabela.

Section 2. Creation of the Provincial Youth Development Office. There is hereby created a Provincial Youth Development Office (PYDO) in the Provincial Government of Isabela, which shall be headed by a Provincial Government Department Head.

For this purpose, the position of Provincial Government Department Head, with Salary Grade 26, is hereby created under this Ordinance. The said department head shall be entitled to such salaries, allowances, benefits, and other emoluments as provided by law, Civil Service rules, and applicable national government issuances and provincial ordinances.

Section 3. Qualification Requirements for the Provincial Government Department Head of the PYDO. The Provincial Governor shall appoint a Provincial Government Department Head, who shall head the Provincial Youth Development Office and must have the following qualifications:

- a. Bachelor's Degree relevant to the position (e.g., Social Work, Community Development, Education, Psychology, Public Administration, Political Science, Development Studies, or other related fields);
- b. At least five (5) years of relevant experience involving management and/or supervision of youth development work, community development, education, local governance, or program/project management;
- c. A minimum of thirty-two (32) hours of relevant training in youth development, leadership, policy formulation, program/project planning and management, community organizing, or related areas; and
- d. Possesses a Career Service Examination – Professional Level eligibility or any other appropriate second-level eligibility issued by the Civil Service Commission.

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Section 4. Transitory Organizational Structure and Staffing. For purposes of initial implementation, the Provincial Youth Development Office shall adopt an organizational structure composed of the following plantilla positions:

- a. Provincial Youth Development Officer (Provincial Government Department Head) – SG 26 (newly created under this Ordinance).
- b. Youth Development Officer IV – SG 22 (existing).
- c. **Policy and Planning Division**
 - c.1 Administrative Officer IV – SG 15 (existing);
 - c.2 Administrative Aide II – SG 2 (existing).
- d. **Programs and Operations Division**
 - d.1 Youth Development Officer I – SG 10 (existing);
 - d.2 Youth Development Assistant II – SG 8 (existing);
 - d.3 Administrative Aide II – SG 2 (existing);
 - d.4 Administrative Aide I – SG 1 (existing).
- e. **Administrative and Finance Division**
 - e.1 Administrative Officer II – SG 11 (existing);
 - e.2 Administrative Assistant I – SG 7 (existing).

Except for the Provincial Youth Development Officer (Provincial Government Department Head) position, the personnel who are currently assigned to and serving in the Provincial Youth Development Office as a division under the Provincial Governor's Office (PGO), and who are actually performing youth development-related functions, shall continue to provide technical and administrative support to youth programs and, upon issuance of the necessary directive, order, or similar issuance by the Provincial Governor, shall be detailed, reassigned, or transferred to the newly created Provincial Youth Development Office, subject to existing civil service, budgeting, and organizational rules and regulations.

In due course, the plantilla positions presently held by the personnel so detailed, reassigned, or transferred shall likewise be realigned and formally transferred to the Provincial Youth Development Office, in accordance with existing civil service, budgeting, and organizational rules and regulations.

Section 5. Commitment to Full Staffing of the Provincial Youth Development Office. The Provincial Government of Isabela shall endeavor to progressively achieve the full implementation of the staffing pattern for the Provincial Youth Development Office, provided as follows:

- Provincial Government Department Head, SG 26 (Provincial Youth Development Officer)
- Assistant Provincial Government Department Head, SG 24 (Youth Development Officer V)
- Youth Development Officer IV, SG 22

Policy and Planning Division

- Youth Development Officer III, SG 18
- Youth Development Officer II, SG 14
- Youth Development Officer I, SG 10
- Youth Development Assistant II, SG 8
- Youth Development Assistant I, SG 5

Administration and Finance Division

- Administrative Officer V, SG 18
- Administrative Officer IV, SG 15
- Administrative Officer II, SG 11
- Administrative Assistant I, SG 7
- Administrative Aide IV (Driver), SG 4
- Administrative Aide II, SG 2
- Administrative Aide II, SG 2
- Administrative Aide 1, SG 1

Programs and Operations Division

- Youth Development Officer III, SG 18
- Youth Development Officer II, SG 14
- Youth Development Officer I, SG 10
- Youth Development Assistant II, SG 8
- Youth Development Assistant I, SG 5

For this purpose, the Provincial Government shall, subject to existing civil service, budgeting, and organizational rules and regulations and the availability of funds, include in its annual staffing and budget proposals the creation, funding, and filling-up of the additional positions necessary to complete the staffing requirements of the Provincial Youth Development Office, without prejudice to the creation of such other plantilla positions as may later be proposed by the Provincial Governor and approved in accordance with law to effectively carry out the mandate of the PYDO.

Section 6. Functions and Duties of the Provincial Youth Development Office.

The Provincial Youth Development Office (PYDO) shall be the primary arm of the Provincial Government of Isabela for youth development and shall perform its mandate through three (3) divisions, namely: (1) Policy and Planning Division; (2) Programs and Operations Division; and (3) Administrative and Finance Division. Their respective functions are as follows:

a) Policy and Planning Division

- i. Serve as the primary policy, planning, and coordinating unit of the Provincial Government of Isabela on youth concerns, in accordance with the 1987 Philippine Constitution, Republic Act No. 8044 (Youth in Nation-Building Act), Republic Act No. 10742 (Sangguniang Kabataan Reform Act of 2015), their implementing rules and regulations, and other relevant laws, rules, and regulations;
- ii. Take charge of the formulation, updating, and coordination of the Provincial Youth Development Plan (PYDP), ensuring its alignment with the Provincial Development

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and Physical Framework Plan (PDPFP), Comprehensive Development Plan (CDP), local sectoral plans, and the Philippine Youth Development Plan and other national youth development frameworks;

iii. Ensure that youth development is mainstreamed into provincial policies, plans, programs, projects, and budgets by working closely with all departments, offices, and instrumentalities of the Provincial Government of Isabela;

iv. Serve as the focal unit for policy and planning coordination with national government agencies, local government units, and development partners on youth-related policies, programs, projects, and activities;

v. Develop and maintain a provincial youth database and knowledge management system containing relevant facts and figures on the youth situation in Isabela (e.g., demographics, out-of-school youth, education, employment, health, participation, and other indicators), for planning, monitoring, evaluation, and evidence-based policy-making;

vi. Develop and implement monitoring and evaluation tools and performance indicators to assess the effectiveness and impact of youth programs, projects, and activities, and recommend improvements based on findings and good practices;

vii. Conduct or commission research, studies, and situation analyses on youth issues and trends in the Province of Isabela, and use research findings to inform policy-making, program design, and advocacy work;

viii. Prepare and submit regular reports to the Provincial Governor and the Sangguniang Panlalawigan on the status and impact of youth development programs, emerging issues and concerns, and recommended policy or program interventions;

ix. Ensure that all youth-related policies and programs of the Provincial Government of Isabela are sensitive to gender, disability, culture, and geography, consistent with national and provincial policies on GAD, Indigenous Peoples' rights, and inclusive governance;

x. Perform such other policy and planning functions as may be directed by the Provincial Governor, or as may be necessary to implement RA 8044, RA 10742, executive issuances, and related policies.

b) Programs and Operations Division

i. Design, implement, and coordinate youth development programs, projects, and activities (PPAs) in areas such as, but not limited to: leadership and good governance, education and skills development, health and well-being, livelihood and entrepreneurship, civic engagement, peacebuilding, sports and the arts, environment and climate action, and digital literacy;

ii. In partnership with relevant offices and agencies, plan and implement capacity-building activities for youth leaders, Sangguniang Kabataan (SK) officials, Local Youth Development Council (LYDC) members, and youth organizations, including training programs, seminars, workshops, and mentorship initiatives;

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- iii. Develop and promote youth-friendly mechanisms and services such as help desks, referral systems, and support programs addressing mental health, anti-drug abuse, anti-bullying, protection from abuse and exploitation, and other critical youth protection concerns, in coordination with appropriate agencies and offices;
- iv. Coordinate with the Provincial Social Welfare and Development Office (PSWDO), Provincial Health Office (PHO), education-related offices, and other concerned offices in designing targeted interventions for vulnerable, marginalized, and at-risk youth, including Indigenous Peoples, youth with disabilities, out-of-school youth, children in conflict with the law (CICL), youth in conflict-affected areas, and other priority groups;
- v. Serve as the secretariat and technical arm of the Provincial Local Youth Development Council (PLYDC) or similar provincial youth body, and provide administrative, technical, and research support to strengthen its functioning, in accordance with RA 10742 and its IRR;
- vi. Assist in the organization, strengthening, and capacity-building of Local Youth Development Councils (LYDCs) in component cities and municipalities and in ensuring functional linkages between the provincial and lower-level LYDCs;
- vii. Provide technical assistance and advisory support to Sangguniang Kabataan (SK) officials in the formulation of SK Development and Annual Investment Plans, and in aligning SK programs with the Provincial Youth Development Plan and the Philippine Youth Development Plan, consistent with RA 10742 and DBM/DILG/COA joint issuances;
- viii. Promote and institutionalize meaningful youth participation in provincial decision-making processes by facilitating youth consultations, public hearings, policy dialogues, and other participatory platforms involving youth organizations and networks;
- ix. Lead or support youth advocacy campaigns on key issues affecting the youth sector, such as education, employment, social protection, climate change, peace and security, and human rights, in partnership with relevant government agencies and civil society;
- x. Facilitate the recognition and documentation of exemplary youth initiatives, youth-led innovations, and outstanding young Isabeleños through awards, citations, and other incentive mechanisms, in coordination with appropriate committees;
- xi. Conceptualize and manage youth development campaigns and advocacy activities (e.g., Youth Month celebrations, youth forums, caravans, and recognition programs) that promote positive youth values, participation, and achievements;
- xii. Perform such other programs and operations functions related to youth development as may be determined by the Provincial Governor.

c) Administrative and Finance Division

- i. Provide administrative, records, and logistical support to the Policy and Planning Division and the Programs and Operations Division to ensure the efficient and effective delivery of youth development programs and services;
- ii. Assist in the preparation of the annual budget for youth development programs and the Provincial Youth Development Office, and ensure that budget proposals are aligned with the Provincial Youth Development Plan and relevant national frameworks, subject to budgeting, accounting, and auditing rules and regulations;
- iii. Coordinate with relevant offices in managing funding opportunities, grants, scholarships, and assistance programs for youth-related projects and initiatives, including documentation, utilization, and liquidation, in accordance with applicable laws, rules, and regulations;
- iv. Provide support in the procurement of goods and services necessary for PYDO operations and youth programs, in coordination with the Provincial Bids and Awards Committee (PBAC) and other concerned offices, following existing procurement laws, rules, and guidelines;
- v. Develop and implement information, education, and communication (IEC) and knowledge products (e.g., reports, manuals, digital content, and other collaterals) that promote youth development and public awareness of youth rights, responsibilities, and opportunities, in coordination with the other divisions and concerned offices;
- vi. Maintain and update office systems, files, and documentation related to personnel, finances, programs, and partnerships of the PYDO, ensuring proper safekeeping, data privacy compliance, and institutional memory;
- vii. Provide logistical and event management support for meetings, trainings, forums, and other activities undertaken by the PYDO, the PLYDC, youth organizations, and partner institutions;
- viii. Monitor and document good practices and lessons learned from youth programs and partnerships, and provide administrative and documentation support for the scaling-up or replication of successful models across the province;
- ix. Perform such other administrative, financial, and support functions as may be determined by the Provincial Governor, or as may be necessary to fully realize the mandates of RA 8044, RA 10742, and other relevant laws and policies on youth development.

Section 7. Supervision and Line of Authority. The Provincial Youth Development Office shall be a regular department of the Provincial Government of Isabela and shall be headed by a Provincial Government Department Head, pursuant to this Ordinance.

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The Provincial Government Department Head of the PYDO shall exercise administrative supervision and control over the divisions, personnel, and operations of the Office, subject to the overall supervision, control, and direction of the Provincial Governor, in accordance with Republic Act No. 7160 and other applicable laws, rules, and regulations.

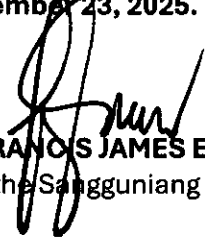
For purposes of coordination and administration, the Provincial Government Department Head of the PYDO shall work closely with all departments and offices of the Provincial Government of Isabela and may be represented in inter-office committees, councils, and task forces as may be designated by the Provincial Governor.

Section 8. Funding. The PGI shall appropriate such amount as may be necessary for the effective implementation of this Ordinance.

Section 9. Separability Clause. If any of the provisions of this Ordinance is declared invalid, the other provisions not affected thereby shall remain in full force and effect.

Section 10. Effectivity Clause. This Ordinance shall take effect immediately following its publication in a newspaper of local general circulation.

I hereby certify that the foregoing ordinance was duly enacted by the 12th Sangguniang Panlalawigan of Isabela during its 11th Regular Session on September 23, 2025.



ATTY. FRANCIS JAMES E. MEER
Secretary to the Sangguniang Panlalawigan

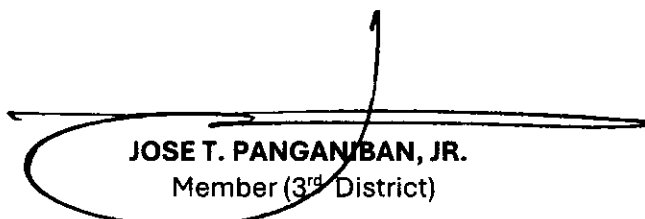
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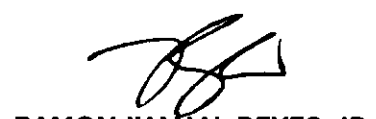

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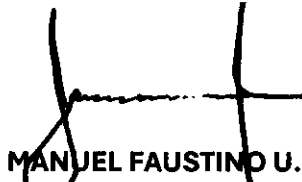

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FRANCIS FAUSTINO A. DY
Vice Governor

APPROVED:


RODOLFO T. ALBANO, III
Governor