

# **YOUTH AFFAIRS OFFICE**

## **EXTERNAL SERVICES**

## 1. YOUTH ORGANIZATION REGISTRATION PROGRAM

Registration and accreditation of local youth and youth serving organizations

<b>OFFICE OR DIVISION</b>	Youth Affairs Office			
<b>CLASSIFICATION</b>	Complex			
<b>TYPE OF TRANSACTION</b>	G2C (Government to Citizen)			
<b>WHO MAY AVAIL THE SERVICE</b>	All youth and youth serving organizations of the city			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Official registration form		Issued by the Youth Affairs Office/ Online thru Google Drive		
Directory of officers of the organization		Client		
Directory of advisers of the organization		Client		
List of members in good standing		Client		
Copy of organization's constitution and by-laws		Client		
Certificate and/or endorsement from competent authority		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of requirements at the Youth Affairs Office	1.1 Assessment of the requirements needed	None	5 minutes	April Monique S. Manabat
	1.2 Issuance of receiving sheet	None	1 minute	
	1.3 Validation of the organization through its advisers, officers, and members through call, text, and/or e-mail	None	4 days	
	1.4 Signature of the City Mayor and Local Youth Development Officer	None	1 day	
2. Present the claiming slip issued by the Youth Affairs Office	2. Issuance of certificate of registration and accreditation	None	1 minute	April Monique S. Manabat
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>0</b>	<b>5 days and 7 minutes</b>	

# **YOUTH AFFAIRS OFFICE**

## **EXTERNAL SERVICES**

**1. Issuance of Venue Permit for Activities and Use of Children and Youth Center Facilities**

<b>OFFICE OR DIVISION</b>	Youth Affairs Office			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C (Government to Citizen), G2B (Government to Business), G2G (Government to Government)			
<b>WHO MAY AVAIL THE SERVICE</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request form		Youth Affairs Office		
Request letter addressed to the City Mayor or Local Youth Development Officer		Client		
Government issued I.D.		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of requirements at the Youth Affairs Office	1.1 Assessment of requirements needed and checking of facility availability	None	3 minutes	Reiss Marc F. Dimdam
	1.2 Processing of permit	None	2 minutes	
	1.3 Signature of the Local Youth Development Officer	None	1 minute	Jericho Reyes
Claiming of permit	Releasing of permit	None	1 minute	
Fill-out the Client Satisfaction Rating Form				
<b>TOTAL</b>		<b>None</b>	<b>7 minutes</b>	