



## ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

NAME OF DEPARTMENT/AGENCY/LGU: CITY YOUTH DEVELOPMENT OFFICE / LGU - ORMOC

SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020:  Yes       No

### LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS:

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title)	Specific Provision in the Governing Law(s) as Basis	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Youth Organization Registration Program	Republic Act 8044 "Youth in Nation Building Act"	Paragraph (L, and M) of section 9: Functions of the Commission	Youth Organization Registration Program (YORP)	March 16, 2017	None

### SERVICE INFORMATION PER GOVERNMENT SERVICE

GOVERNMENT SERVICE: <u>YOUTH ORGANIZATION REGISTRATION PROGRAM</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
(1.) Accomplished Official YORP Form (2.) Directory of Officers and Advisers (3.) List of Members (Name and Age)	Republic Act 8044 "Youth in Nation Building Act"	1. Get, accomplish, and submit YORP Application forms and other required documents to CYDO, 2. CYDO receives and check documents for completeness, and informs applicant that once their registration is approved their certificate will be sent or awarded to them (Only applicants with complete requirements)	Republic Act 8044 "Youth in Nation Building Act"	30 minutes 30 minutes	PHP 0.00



	shall be entertained.)			
	3. CYDO's YORP Secretariat undertakes validation process on submitted requirements.		1 day	
	4. Youth Development Officer revalidates and approves the application		2 hours	
	5. CYDO's YORP Secretariat prepares and endorses Certificate of Registration for City Youth Development Officer's Signature.		1 day	
	6. CYDO's Y ORP Secretariat sends approved Certificate of Registration to registered youth organization.		1 day	
	7. CYDO's YORP Secretariat registers the youth organization to NYC's YORP.		7 days	
<b>TOTAL</b>			<b>10 days and 3 hours</b>	