



**Ormoc City Youth Development Office  
External Services**



## 1. Youth Organization Registration Program

Localized version of National Youth Commission's Youth Organization Registration Program (YORP) that aims to establish directory of all existing youth organizations and youth-serving organizations operating within the jurisdiction

<b>Office or Division:</b>	Ormoc City Youth Development Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Ormocanon Youth (ages 15-30 years old)			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Official YORP Form (1 copy)			City Youth Development Office – YORP Secretariat	
Directory of Officers and Advisers (1 copy)				
List of Members (1 copy)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Coordinate with CYDO and acquire digital softcopies required for Youth Organization Registration Program- (YORP) Application	1. Provide digital softcopies of (1) YORP Application Form (2) Organization Directory (3) List of Members	None	30 mins.	LYDO City Youth Development Office
2. Submit hardcopy and softcopy documents of the accomplished YORP Application forms.	2. CYDO receives and checks documents for completeness. 2.1 Informs applicant that once their registration is approved their certificate will be sent or awarded to them.	None	30 mins.	<i>YORP Secretariat</i> City Youth Development Office
3. Wait for validation process results	3. CYDO's YORP Secretariat undertakes validation process on submitted requirements.	None	1 day	<i>YORP Secretariat</i> City Youth Development Office



4. Wait for validation process results	4. Youth Development Officer revalidates and approves the application.	None	2 hours	LYDO's City Youth Development Office
5. Documents are validated and awaits delivery of Certificate of Registration	5. CYDO's YORP Secretariat prepares and endorses Certificate of Registration for City Youth Development Officer's signature.	None	1 day	LYDO's City Youth Development Office
6. Receives the Certificate of Registration	6. CYDO's YORP Secretariat sends approved Certificate of Registration to Registered Youth Organization.	None	1 day	LYDO's City Youth Development Office
7. Transaction Done	7. CYDO's YORP Secretariat registers the youth organization to the National Youth Commissions Youth Organization Registration Program (YORP).	None	7 days	LYDO's City Youth Development Office
<b>TOTAL</b>		<b>None</b>	<b>10 days &amp; 3 hrs</b>	

