



Republic of the Philippines
QUEZON CITY
YOUTH DEVELOPMENT OFFICE



QUEZON CITY YOUTH ORGANIZATION REGISTRATION GUIDELINES

Why you should register?

Section 2 of Republic Act 10742 the State shall recognize the vital role of the youth in nation-building and shall promote and protect their physical, moral, spiritual, intellectual, and social well-being and shall inculcate in the youth patriotism and nationalism, and encourage their involvement in public and civic affairs

Section 14 of Republic Act 10742 states that: Sangguniang Kabataan shall keep records of the KK, including the list of its qualified and registered members, youth policies, profile, database studies, research and registry of youth and youth serving organizations in the barangay

Quezon City Youth Development Office recognize the need to ensure meaningful participation of the youth in local governance, and establish adequate, effective, responsive, and enabling mechanisms

Policy Guidelines in the Registration of Youth Organization and Youth Serving Organization

Local Registration of Youth Organization and Youth Serving Organization – all youth organizations and youth serving organizations, with a minimum of ten (10) members in good standing and which are operating in Quezon City shall be registered in the Quezon City Youth Development Office

PRIVILEGES OF REGISTERED YOUTH ORGANIZATIONS

- Be a part of a large network of youth organization in Quezon City
- Be prioritized to all Programs, Training and Activities the QCYDO and QC Government implements
- Organization Head specifically President or Vice President is qualified to apply for the QC Scholarship Program
- Registered Organization can vote or be voted for a member seat to the Quezon City Youth Development Council which occurs every 3 years
- Registered Organizations can participate to the Consultation conducted by the Quezon City Youth Development Council



7th Floor Civic Center A Building, Quezon City Hall Compound, Diliman Quezon City, Metro Manila



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YOUTH ORGANIZATION

Youth Organizations are established at least 1 month and conducted 1 activity to their community. Organization shall be composed of a minimum number of ten (10) members in good standing excluding the officers.

The Youth Organization operated and address within the Quezon City area of jurisdiction and majority of its programs, projects and activities are conducted within.

Organization are youth organization or youth-serving organization with members coming from at least two (2) barangays of a city or a municipality and whose major programs are city-wide or municipal in nature and scope (2017 Revitalized YORP)

MAJOR CLASSIFICATION

Youth Organization: refers to an organization with members in good standing entirely composed of the youth, whose ages range from 15-30 years old with a core advocacy that serves the youth;

Youth Serving Organization: refers to the registered organization with members in good standing, whose principal programs, projects and activities are youth-related and youth-oriented and whose compositions are not limited to the youth

SUB CLASSIFICATION

Organizations are further classified according to the majority of its membership as follows:

COMMUNITY-BASED ORGANIZATION

are youth organizations or youth-serving organizations whose programs, projects and members are based only in a certain locality, barangay or community.

FAITH-BASED ORGANIZATION

are youth organizations or youth-serving organizations whose members belong to a certain religion or sect or religious belief.

SCHOOL-BASED ORGANIZATION

are youth organizations or youth-serving organizations whose members are bonafide students belonging to the same schools or universities/colleges/institutions both private and public legally recognized by the government.

CONSORTIUM/FEDERATION

are youth organizations or youth-serving organizations whose members are from at least two (2) youth organizations and youth-serving organizations which agreed to consolidate efforts to pursue a common interest.



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DOCUMENTARY REQUIREMENTS

The following are the requirements for New and Renewing registration youth or youth serving organizations

1. QC Youth Organizations Registration Form (Form A)
2. YORP Registration Form (Form B)
3. Directory of Officers and Advisers (Form C)
4. List of Members in Good Standing (Form D)
5. Copy of Constitution and By-laws (Template A)
6. Certification, endorsement or resolution from appropriate authority

For Community-Based Organizations (submit one of the following)

- If organization has a physical office, Certification of Existence of Office from the barangay where the office is located
- If organization does not have a physical office, Barangay Certification of Residence of the President
- Resolution of endorsement coming from the Sangguniang Kabataan

For School-Based Organizations

- Certificate of Registration or Recognition from a competent school authority supervising student affairs

For Faith-based organizations

- Certificate of Registration or Recognition from any head/pastor of congregation or parish priest

For chapters of multi-level organizations

- Certificate of Registration or Recognition from the president governing at the highest organizational level

For Consortium organizations

- Certification of Organizations Membership from the secretariat or board of organizations

Forms and Templates can be downloaded from bit.ly/QCLYOrdR

Hard Copies may be secured at the Quezon City Youth Development Office and Caravan



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Additional Requirements for Renewal of Registration

Organizations must renew their registration every 3 years and must be done one month before the local certification expires. The following are the requirements for the renewal of registration:

1. Organization Accomplishment Report
2. List of Participated Project, Programs and Activities

Templates can be downloaded from bit.ly/QCLYORtemp

SUBMISSION OF REQUIREMENTS AND PROCESSING PERIOD

1. Online Submission - All Documentary Requirements must be properly filled out, signed and scanned, and saved using PDF File format. However Form D or The List of Members in Good Standing may be submitted using xls file format.
 - 1.1 Fill out the Online Registration Form and Upload All Documentary Requirements at <https://bit.ly/QCLYOreg>
2. Physical Submission - All documentary requirements shall be submitted at the Quezon City Youth Development Office, QCYDO and District Action Office Caravan
3. The QCYDO shall review and verify the documents within one (1) week upon submission.
4. Once documents are complete, reviewed, and verified, the QCYDO will release a Certificate of Local Registration which has a validity of three (3) years. This can be claimed at the QC Youth Development Office or the QCYDO and District Action Office Caravan

UPDATING AND ANNUAL SUBMISSION

1. All Registered Organizations shall update their registration documentary requirements on an annual basis. The Organization shall submit and update their documents in a timely and accurate manner. wherein changes are or will take effect.

The following documents are the primary documents that needs to be submitted and updated:

- a. QC Youth Organizations registration Form (Form A)
- b. YORP registration form (Form B)
- c. Directory of officers and advisers (Form C)
- d. List of members in good standing (Form D)

The following documents are needed to be submitted if there are amendments or expiration

- e. Copy of constitution and by-laws preferably (NYC YORP Form)
- f. Certification, endorsement or resolution from appropriate authority.



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2. Organization may submit their updated registration documents through the same Physical Platform of the Registration and Online through **bit.ly/QCLYOreg**
3. All locally registered youth organizations and youth-serving organizations are required to submit their Organization Accomplishment Report and/or List of Participated Programs, Projects and Activities.

Templates can be downloaded from **bit.ly/QCLYORtemp**

4. Submission of the Annual Report Documents may be done through the QCYDO Office or online through **bit.ly/QCLYORar** file name should be in this format“ (FILE ACRONYM) (YEAR) – NAME OF ORGANIZATION”. Reports are only accepted only during the Middle Month and End Month of the Year.

Organizations Registered from January to June must submit by the month of December of the same year

Organizations Registered from July to December must submit by the month of June of the following year.

5. Non-updating and non-submission of required documents shall be a ground for revocation of Local Certification

IMPORTANT REMINDERS FOR REGISTERED YOUTH ORGANIZATIONS

1. All locally certified youth organizations and youth-serving organizations are required to register in the National Youth Commission’s Youth Organization Registration Program (YORP) via: <http://yorpnyc.org.ph/register.php>
2. Organizaiton Manual on YORP Hub can be accessed https://drive.google.com/file/d/1TiGWil4zFR4AP3B4x06GrcK7GxCzqYfz/view?usp=drive_sdk
3. All locally registered youth organizations and youth-serving organizations will be included in the Quezon City Youth Development Office’s database and shall be notified and informed of opportunities, programs and training disseminated or implemented by Quezon City Youth Development Office through its Official Email Address, and/or through Facebook Group.
4. All locally registered youth organizations and youth-serving organizations shall be notified of the upcoming activities of the Quezon City Youth Development Council through its Official Email Address, and/or through Facebook Group.

INQUIRIES

All queries must be sent to youthorgsregistration.qcydo@quezoncity.gov.ph with the subject heading “INQUIRY: QC LOCAL YORP” or send us a message at www.facebook.com/QCYDO. You may opt to visit us at the Quezon City Youth Development Office



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