

## 15. Local Youth Development Office

### 15.1. AVAILMENT OF ASSISTANCE

#### ABOUT THE SERVICE:

It is responsible for the coordination of youth group and youth-serving organizations in the city and provides technical assistance to other organizations including Sangguniang Kabataan. All services and activities of the Local Chief Executive involving the youth are handled and implemented by the Office

#### CLIENT GROUPS:

- Youths
- Youth Organizations
- Youth-serving Organizations
- Sangguniang Kabataan
- Individuals whose target group are the youth

#### REQUIREMENTS:

None

#### FEES:

None

#### SERVICE SCHEDULES:

Monday to Friday

8:00Am to NOON and 1:00 PM to 5:00PM

#### TOTAL PROCESSING TIME:

30 minutes

#### PROCESS OF AVAILING THE SERVICE:

Steps Involved	Actions of the BAPAD	Transaction Time	Responsible Person
<b>1. Registration of Youth Group</b> Proceed to LYDO to inquire on how to avail the services and submit to an interview.	Orients the client about the services. Conducts interview and register the youth organization.	5 minutes	<b>MARK LOUIE E. BUENDEVER</b> Admin Aide III
<b>2. Proposal of Activity</b> Proceed to the LYDO to inquire on how to avail the services.	Orients the client about the services.  Conducts interview and register the youth organization.	1 day	<b>MARK LOUIE E. BUENDEVER</b> Admin Aide III

	Evaluates the proposal and suggest activities/ details on the conduct of the proposed activity.		
<b>3. Coordination with LYDC</b> Proceed to BAPAD and inquire on how to avail the services.	Orients the client about the services and extends necessary assistance.		<b>MA. CHARO D. LOGRONIO</b> Community Affairs Officer IV  <b>MARK LOUIE E. BUENDEVER</b> Admin Aide III
<b>4. Library Service</b> Proceed to LYDO and inquire on how to avail the services.			<b>MARK LOUIE E. BUENDEVER</b> Admin Aide III
<b>5. Tie – up Projects</b> Proceed to BAPAD and inquire on how to avail the services.			<b>MA. CHARO D. LOGRONIO</b> Community Affairs Officer IV