

YOUTH AFFAIRS OFFICE

EXTERNAL SERVICES



1. YOUTH ORGANIZATION REGISTRATION PROGRAM

Registration and accreditation of local youth and youth serving organizations.

OFFICE OR DIVISION	Youth Affairs Office			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2C - Government to Citizen			
WHO MAY AVAIL THE SERVICE	All youth and youth serving organizations of the city			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official registration form		Issued by the Youth Affairs Office/ Online thru Google Drive		
Directory of officers of the organization		Client's organization		
Directory of advisers of the organization		Client's organization		
List of members in good standing		Client's organization		
Copy of organization's constitution and by-laws		Client's organization		
Certificate and/or endorsement from competent authority				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of requirements at the Youth Affairs Office	1.1 Assessment of the requirements needed	None	5 minutes	Allen Denise Bautista
	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	5 days	
2. Present the claiming slip issued by the Youth Affairs Office	2. Issuance of certificate of registration and accreditation.	None	1 minute	Allen Denise Bautista
Fill-out the Client Satisfaction Rating Form				
TOTAL		None	5 days, 7 minutes	