



REPUBLIC OF THE PHILIPPINES
PROVINCE OF PANGASINAN
MUNICIPALITY OF CALASIAO

EXECUTIVE ORDER NO. 7
Series of 2025

**DESIGNATING THE YOUTH DEVELOPMENT OFFICER
IN THE MUNICIPALITY OF CALASIAO, PANGASINAN**

WHEREAS, Section 25 of Republic Act 10742 pertinently provides that

SECTION 25. *Creation.* – There shall be in every province, city and municipality a Youth Development Office which shall be headed by a youth development officer with the rank of at least division chief. x x x

WHEREAS, DILG Memorandum Circular No. 2017-36 dated February 24, 2017 sets forth the duties and responsibilities of the Youth Development Officer and the rules governing the designation of a Youth Development Officer;

WHEREAS, in the event that the local government unit has exceeded the prescribed personal services limitations, the local chief executive may designate existing personnel whom he deems fit to serve this purpose;

NOW THEREFORE, I, MAYOR KEVIN ROY Q. MACANLALAY, by virtue of the powers vested in me by law, do hereby designate Mr. **JUSTIN JAMES R. ZULUETA** as Youth Development Officer of the Municipality of Calasiao, Pangasinan, Pangasinan, in accordance with the following:

SECTION 1. The designation of Mr. **JUSTIN JAMES R. ZULUETA**, as Youth Development Officer shall be under the Office of the Social Welfare.

SECTION 2. With the designation of Mr. **JUSTIN JAMES R. ZULUETA** as Youth Development Officer, he shall perform the following functions:

1. In accordance with Section 24 (d) of these rules, register and verify youth and youth-serving organizations (Subject to the revitalized Youth Organizations' Registration Program (YORP) guidelines);
2. Provide technical assistance to the LYDC of the concerned LGU in the formulation of the LYDP;



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3. Facilitate the election of the LYDC representatives;
4. Serve as secretariat to the LYDC;
5. Conduct the mandatory and continuing training of SK officials and LYDC members, in accordance with the programs jointly designed and implemented by the National Youth Commission (NYC) and DILG. The local youth development officer and/or his or her staff shall apply for accreditation from NYC in order for them to conduct the mandatory and continuing training programs of SK officials and LYDC members. In the absence of the Youth Development Office in the province, city or municipality, the designated existing personnel by the LCE shall apply for accreditation with the NYC in order for said official to conduct the mandatory and continuing training programs of SK officials and LYDC members;
6. Provide technical, logistical and other support in the conduct of the mandatory and continuing training programs, and to such other programs of NYC and DILG;
7. Coordinate with the Commission, with regard to the youth programs within their jurisdiction; and
8. Perform such other functions as may be prescribed by law, ordinance, or as the LCE, the DILG or the NYC may require.

SECTION 3. This order shall take effect on January 16, 2025.

Done this 2nd day of January 2025 in the Municipality of Calasiao, Pangasinan.

HON. KEVIN ROY O. MACANLALAY
Municipal Mayor