



1. YOUTH ORGANIZATION REGISTRATION PROGRAM

Local registration of youth and youth-serving organizations and endorsement to the National Youth Commission for national registration.

Office or Division:	Provincial Social Welfare and Development Office / Local Youth Development Di-
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	Organized youth and youth-serving groups residing in Bataan (community-based,

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Organization Profile (Registration Form)	1 to 3: Electronic copy available at (www.bit.ly/yorpbataan)
2. Directory of Officers and Advisers	
3. List of Members in Good Standing	
4. Constitution and By-Laws	4: Registering Organization
5. Endorsement/Certification from Appropriate Authority - For Community-based: Certificate of Existence of Office, Barangay Certification of Resident, or Resolution of Endorsement - For School-based: Certificate of Registration or Recognition - For Faith-based: Certificate of Registration or Recognition	5: - For Community-based: Barangay or Sangguniang Kabataan where the organization resides - For School-based: School Authority Supervising Student Affairs - For Faith-based: Head of the Church

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Receive and check the completeness and correctness of the requirements	NONE	3 hours	<i>Admin Aide III</i> Local Youth Development Division
2. If requirements are lacking or needs revision, submit the missing or incorrect requirements	2.1 Encode the organization's details to database 2.2 Print and sign the Certificate of Local Registration 2.3 Contact the organization to release the Certificate of Local Registration (email/physical)	NONE	2 days	Admin Aide III Local Youth Development Division
3. Receive the Certificate of Local Registration (email/physical) and fill up the feedback form (online/on-site)	Register and upload the registration requirements of the organization to the YORP Hub by NYC	NONE	5 hours	Admin Aide III Local Youth Development Division
TOTAL:		NONE	3 days	