



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:	PGO - Bataan Youth Development Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Organized youth and youth-serving groups residing in Bataan (community-based, school-based, and faith-based)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Organization Profile (Registration Form) 2. Directory of Officers and Advisers 3. List of Members in Good Standing 4. Constitution and By-Laws 5. Endorsement/Certification from Appropriate Authority	1-3 Electronic copy available at (www.bit.ly/yorpbataan) 4. Registering Organization 5. For Community-based (either Certificate of Existence of Office from the Barangay, Barangay Certification of Residence from the Barangay, or Resolution of endorsement from the Sangguniang Kabataan where the organization resides); For School-based (Certificate of Registration or Recognition from the school authority supervising student affairs); For Faith-based (Certificate of Registration or Recognition from the head of the church)

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements	1. Receives and Checks the completeness of the requirements	None	1 hour	Youth Development Officer I Bataan Youth Development Office
2. If requirements are lacking, submits the missing requirements	2. Verifies the correctness of the submitted requirements	None	2 days	Youth Development Officer I Bataan Youth Development Office



3. If requirements needs revision, submit the corrected requirements	<p>3.1 Encodes the Organization's details to database</p> <p>3.2 Prints and Signs the Certificate of Local Registration</p> <p>3.3 Contacts the organization to release the Certificate of Local Registration (email/ physical)</p>	None	2 hours	<p><i>Youth Development Officer III</i> Bataan Youth Development Office</p>
4. Receives the Certificate of Local Registration (email/ physical) and fill up the feedback form (online/on-site)	4. Registers and uploads the registration requirements of the organization to the YORP Hub by NYC	None	5 hours	<p><i>Youth Development Officer I</i> Bataan Youth Development Office</p>
TOTAL:		None	3 days	