



GoodGovPH



**SANDIGAN NG KABATAAN
A PRIMER ON THE ACCOUNTABILITY OF
SANGGUNIANG KABATAAN OFFICIALS**



GoodGovPH

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GoodGovPH encourages the responsible use and sharing of this material to promote accountability in youth governance.

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About GoodGovPH

GoodGovPH, Inc. is an independent, youth-led movement for good governance in the Philippines. It champions good governance through community building, civic engagement, education, and policy advocacy. In 2020, it was recognized as one of the country's Ten Accomplished Youth Organizations (TAYO Awards).

About the Primer

This primer, *Sandigan ng Kabataan: A Primer on the Accountability of SK Officials*, is a practical and accessible guide designed to help the Filipino youth, Sangguniang Kabataan ("SK") officials, and youth development practitioners understand how accountability may be practiced in youth governance.

It is grounded in the principle that public office is a public trust, and that SK officials, as public officers, are duty-bound to be answerable to the youth they serve. Drawing from the 1987 Constitution, the SK Reform Act, and other relevant laws and issuances, this *Primer* translates legal provisions into a simple and actionable guide that can be used by ordinary citizens.

This Primer has three main objectives:

1. To introduce the concepts of accountability and *pananagutan* rooted in both legal doctrine and Filipino values;
2. To guide the Filipino youth about how accountability may be practiced in youth governance; and
3. To describe the role of the Filipino youth as accountability champions.

This Primer is intended for a wide range of users, including:

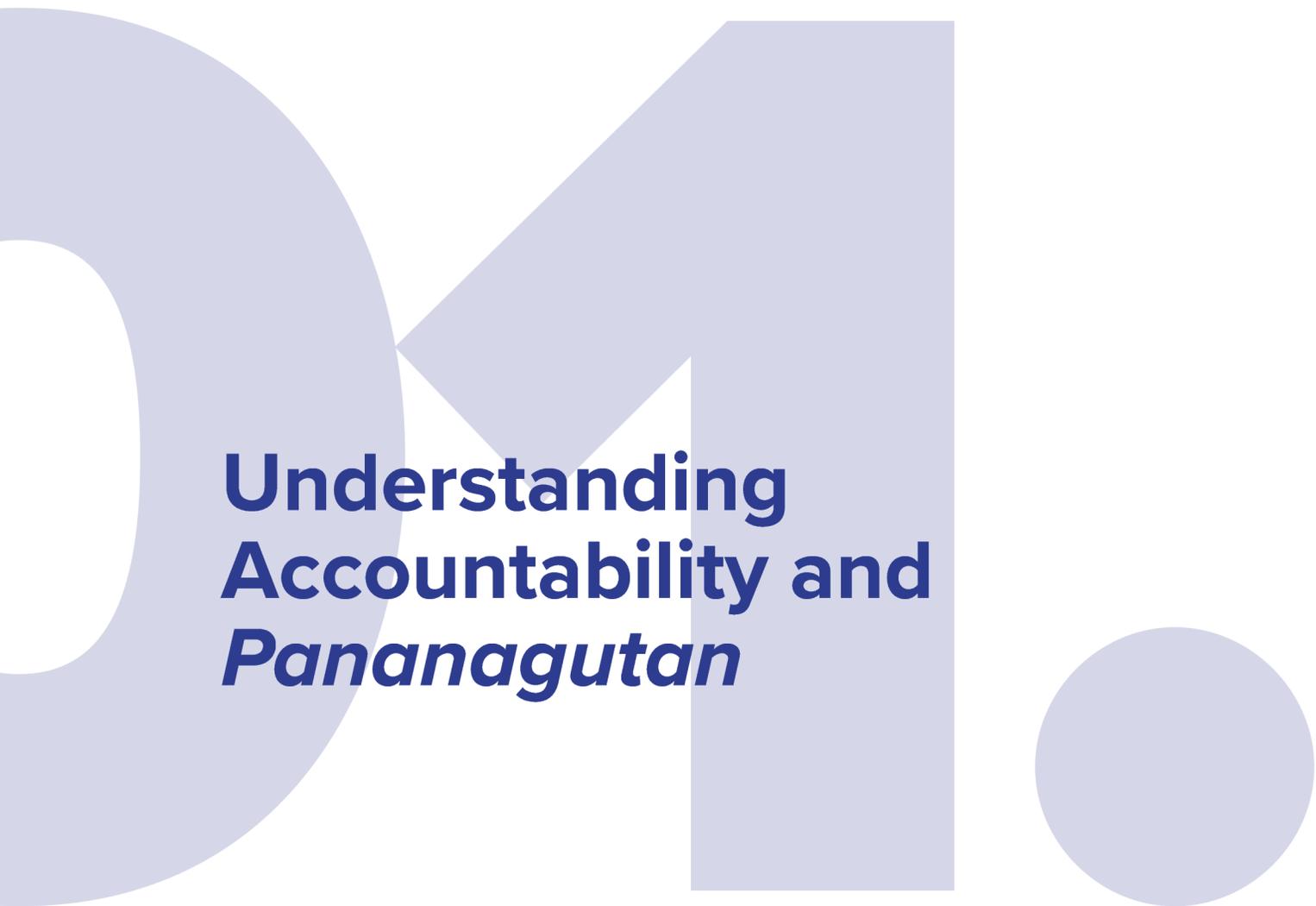
- Katipunan ng Kabataan ("KK") Members
- Local Youth Development Councils ("LYDCs")
- SK Officials, including SK Pederasyon Officers
- Local Youth Development Officers ("LYDOs")
- Youth leaders, youth-led and youth-serving organizations working on governance and anti-corruption

By making these mechanisms more accessible to young people, we hope to foster a culture of integrity and accountability where young leaders are not only entrusted with power, but are also consistently answerable for how that power is exercised.



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The image features a large, light blue number '10' on the left side. The number '1' is a simple vertical bar, and the '0' is a thick, rounded ring. To the right of the '10' is a smaller, solid light blue circle. The text 'Understanding Accountability and Pananagutan' is centered over the '1' and '0' in a dark blue, sans-serif font. The word 'Pananagutan' is italicized.

**Understanding
Accountability and
*Pananagutan***



I. Understanding Accountability and *Pananagutan*

1. What is accountability?

- 1.1. **Accountability** is the principle that individuals must be answerable for the consequences of their actions.
- 1.2. In governance, accountability has been described to mean that the activities of civil servants and public agencies must follow the will of the people to whom they are ultimately responsible.¹
- 1.3. **Public accountability** refers to “rules, regulations, and mechanisms that allow citizens to demand that government actors justify their actions, act upon criticisms or requirements made of them, and accept responsibility for failure to perform with respect to laws or commitments.”²
- 1.4. **Social accountability** is “an approach towards building accountability that relies on civic engagement, i.e., in which it is ordinary citizens and/or civil society organizations who participate directly or indirectly in exacting accountability.”³
- 1.5. In the context of anti-corruption, accountability also refers to “the legal process of a country, government and/or its citizens to recover state resources stolen through corruption by current and past regimes, their families and political allies, or foreign actors.”⁴

2. What is pananagutan?

- 2.1. According to Isaac (2021), accountability has a deeper and broader meaning in Filipino culture: pananagutan.⁵

¹ Carino, L.V. (1983). *Administrative Accountability: A Review of the Evolution, Meaning, and Operationalization of a Key Concept in Public Administration*. Philippine Journal of Public Administration 27(2), 118-148.

² Open Government Partnership. (2022). *OGP National Handbook*. Available at <https://www.opengovpartnership.org/national-handbook/downloads/>

³ Malena, C., Forster, R., & Singh, J. (2004). *Social accountability: an introduction to the concept and emerging practice*. Social Development Papers. World Bank Group. <http://documents.worldbank.org/curated/en/327691468779445304/Social-accountability-an-introduction-to-the-concept-and-emerging-practice>

⁴ Transparency International (2009). *Anti-Corruption Plain Language Guide*. Available at https://images.transparencycdn.org/images/2009_TIPlainLanguageGuide_EN.pdf.

⁵ See Isaac, F. (2021, June 15). *Pananagutan: Accountability and the struggle for Filipino nationhood*. Accountability Research Center. Available at <https://accountabilityresearch.org/pananagutan-accountability-and-the-struggle-for-filipino-nationhood/>



- 2.2. Pananagutan comes from the word *sagot*, or "answer". It has been interpreted as "the obligation to respond to questions regarding one's conduct."
- 2.3. While it shares similarities with the concept of accountability, *pananagutan* encompasses a broader range of meanings: obligation, liability, or responsibility, depending on the context.
- 2.4. Philippine governance operates on the principle of borrowed authority, power is understood to belong to the people and is only temporarily granted to elected officials.
- 2.5. As "custodians" of this entrusted power, public officials are expected to prioritize the common welfare over personal interest. They are answerable (*mananagot*) to the people who entrusted public office to them.

3. Why are accountability and *pananagutan* important for the youth?

- 3.1. Public office is a public trust. Public officers and employees must, at all times, be accountable to the people, serve them with utmost responsibility, integrity, loyalty, and efficiency; act with patriotism and justice, and lead modest lives.⁶ SK officials, whether elected or appointed, are public officers.
- 3.2. Ten percent (10%) of each barangay's general fund is set aside annually for the SK and is disbursed solely for youth development and empowerment purposes.⁷ This means that depending on a barangay's income, between thousands and millions of pesos are entrusted to our SK officials so that they may lead youth development programs, projects, and activities.
- 3.3. SK officials, including the SK treasurer and secretary, receive a monthly honorarium chargeable against the SK funds.⁸ These serve as an incentive for them to effectively perform their duties and responsibilities.
- 3.4. The SK is an entry point into local governance. Many SK officials later get elected into higher posts or enter the civil service. Fostering a culture of

⁶ 1987 Constitution, Article XI, Section 1.

⁷ SK Reform Act, Section 20.

⁸ SK Reform Act, Section 16(6).



accountability in the SK instills that same culture in every level of government.

- 3.5. For youth leaders, *pananagutan* means more than just reporting outputs. It is about being genuinely answerable to their constituents and fostering spaces where young people can question decisions, monitor performance, and co-create solutions.

4. How does the Constitution require SK officials to be accountable to the people?

- 4.1. Article XI of the 1987 Constitution contains provisions on the accountability of public officers.⁹
- 4.2. As public officers, SK officials must, at all times, be accountable to the people, serve them with utmost responsibility, integrity, loyalty, and efficiency; act with patriotism and justice, and lead modest lives.¹⁰
- 4.3. Other those who are removed by impeachment, all other public officers and employees may be removed from office as provided by law.¹¹ The grounds and procedure for the removal and suspension of SK officials are found primarily in the SK Reform Act.¹²
- 4.4. SK officials shall, upon assumption of office and as often as may be required by law, submit a declaration under oath of his assets, liabilities, and net worth ("SALN").¹³
- 4.5. As public officers, SK officials owe the State and the 1987 Constitution allegiance at all times. Any SK official who seeks to change his or her citizenship or acquire the status of an immigrant of another country during his or her tenure shall be dealt with by law.¹⁴

⁹ 1987 Constitution, Article XI.

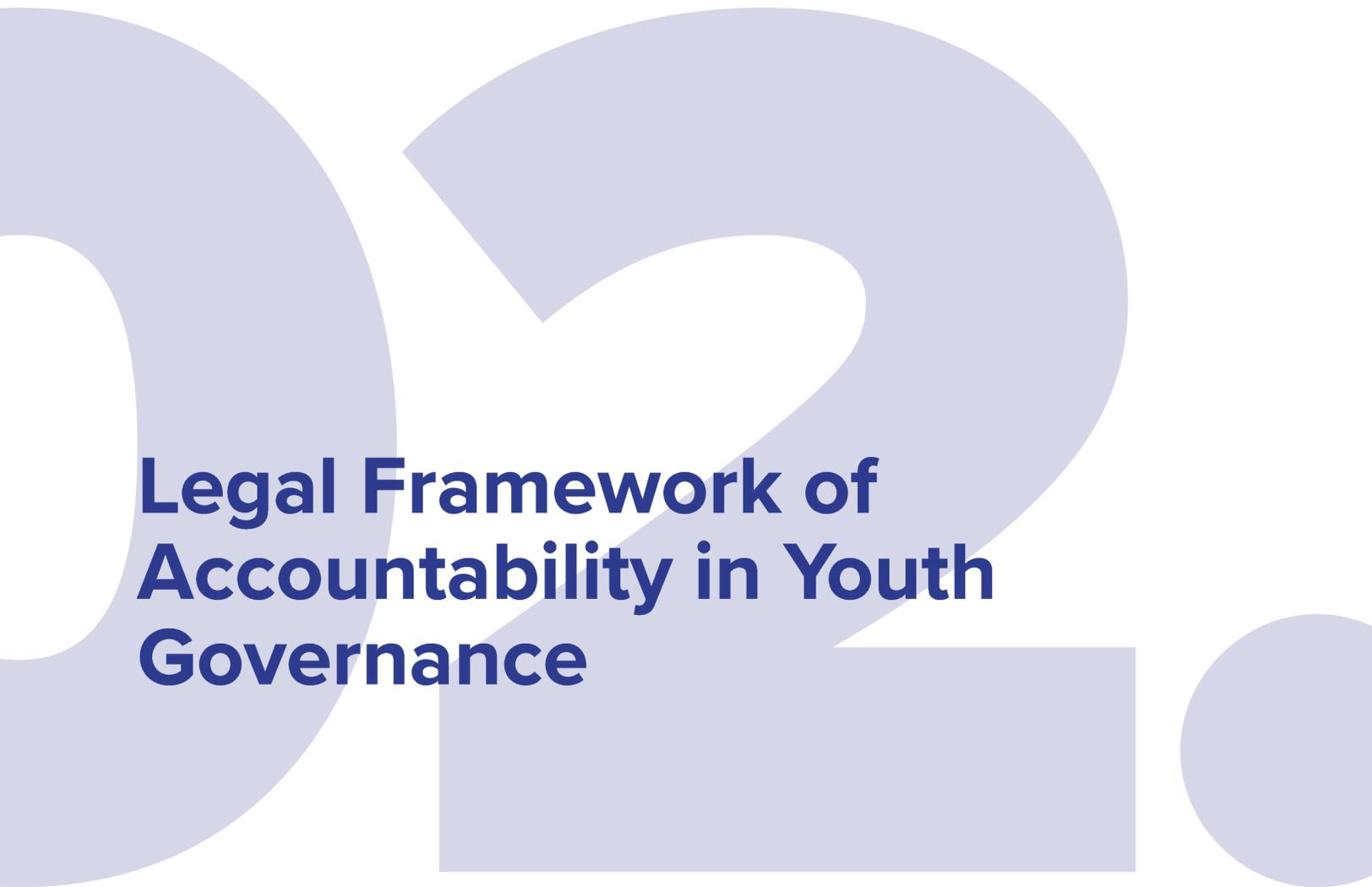
¹⁰ 1987 Constitution, Article XI, Section 1.

¹¹ 1987 Constitution, Article XI, Section 2.

¹² SK Reform Act, Section 18.

¹³ 1987 Constitution, Article XI, Section 17.

¹⁴ 1987 Constitution, Article XI, Section 18.



**Legal Framework of
Accountability in Youth
Governance**



II. Legal Framework of Accountability in Youth Governance

5. Which laws govern the powers, functions, and conduct of SK officials?

- 5.1. Republic Act No. 10742 or the Sangguniang Kabataan Reform Act ("SK Reform Act") as amended by Republic Act No. 11698, is the primary law governing the powers, functions, and conduct of SK officials.¹⁵ Its Implementing Rules and Regulations ("SK Reform Act IRR") provides more details as to how the law shall be implemented.
- 5.2. Additionally, SK officials are governed by laws affecting public officers. These include the following:
 - 5.2.1. Republic Act No. 3019 or the Anti-Graft and Corrupt Practices Act ("Anti-Graft and Corrupt Practices Act") which defines and punishes corrupt practices of public officers.¹⁶
 - 5.2.2. Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Official and Employees ("Code of Conduct and Ethical Standards for Public Official and Employees") which describes how public officers must behave in the exercise of their duties.¹⁷
 - 5.2.3. Republic Act No. 12009 or the New Government Procurement Act ("NGPA") which govern all matters involving public procurement.¹⁸
 - 5.2.4. Title VII of the Revised Penal Code ("RPC") which define and punishes the crimes committed by public officers.¹⁹
 - 5.2.5. Republic Act No. 6770 or the Ombudsman Act ("Ombudsman Act") which define the concurrent jurisdiction of the Office of the Ombudsman to investigate complaints against local elective officials, including SK officials.²⁰

Note: This list is not exclusive.

¹⁵ SK Reform Act, Section 13.

¹⁶ Republic Act No. 3019, Anti-Graft and Corrupt Practices Act.

¹⁷ Republic Act No. 6713, Code of Conduct and Ethical Standards for Public Officials and Employees.

¹⁸ Republic Act No. 12009, New Government Procurement Act.

¹⁹ Revised Penal Code, Title VII, Crimes Committed by Public Officers.

²⁰ Ombudsman Act, Section 21.



6. What provisions of the SK Reform Act address accountability?

- 6.1. Section 18 of the SK Reform Act covers the grounds for the suspension and removal of SK officials.²¹
- 6.2. Section 21 of the SK Reform Act provides that the manner of suspension and removal of the officers of the SK Federation at all levels shall be governed by guidelines jointly issued by the DILG, the COMELEC and the NYC.²²
- 6.3. These guidelines were promulgated in DILG–COMELEC–NYC Joint Memorandum Circular No. 01-17 or the “Guidelines on the Conduct of Sangguniang Kabataan (SK Pederasyon) Election; and Rules Governing Terms of Office, Suspension and Removal of all SK Pederasyon Officers”.²³
- 6.4. Sections 31-38 of the “Guidelines on the Conduct of Sangguniang Kabataan (SK Pederasyon) Election; and Rules Governing Terms of Office, Suspension and Removal of all SK Pederasyon Officers” cover disciplinary actions on SK Pederasyon officers.²⁴

7. What are the liabilities of an SK official?

- 7.1. Under our laws, the wrongful acts or omissions of a public officer may give rise to **civil, criminal, and administrative liability**. An action for each can proceed independently of the others.²⁵
- 7.2. SK officials are public officers. Therefore, they may be held civilly, criminally, and administratively liable for their wrongful acts or omissions.

²¹ SK Reform Act, Section 18.

²² SK Reform Act, Section 21.

²³ DILG–COMELEC–NYC Joint Mem. Circular No. 01-17, Guidelines on the Conduct of Sangguniang Kabataan (SK Pederasyon) Election; and Rules Governing Terms of Office, Suspension and Removal of all SK Pederasyon Officers.

²⁴ DILG–COMELEC–NYC Joint Mem. Circular No. 01-17, Guidelines on the Conduct of Sangguniang Kabataan (SK Pederasyon) Election; and Rules Governing Terms of Office, Suspension and Removal of all SK Pederasyon Officers. Sections 31-38.

²⁵ Domingo v. Rayala, G.R. No. 155831, 456 SCRA 90, Feb. 18, 2008.



**Accountability
Stakeholders**



III. Accountability Stakeholders

8. Who may be held administratively liable under the SK Reform Act?

8.1. Any SK Chairperson, SK Member, SK Secretary, SK Treasurer, SK Pederasyon President, or SK Pederasyon Officer may be held liable under our laws. However, the applicable grounds and requirements vary depending on the grounds alleged in the complaint.

9. Who may file an administrative complaint against erring SK officials?

9.1. Complaints against erring SK officials, in general

9.1.1. An administrative case may be initiated by **any private individual** or **any government officer or employee**.

9.1.2. It may also be initiated on its own (*motu proprio*) by the **Office of the President** or **any government agency duly authorized by law to ensure that local government units (LGUs) act within their prescribed powers and functions**.

9.1.3. The **Office of the Ombudsman** may also investigate and prosecute on its own any act or omission of any public officer or employee, office or agency, when such act or omission appears to be illegal, unjust, improper or inefficient.²⁶

9.2. Complaints against SK Pederasyon Presidents or Officers

9.2.1. For violations made by an SK Pederasyon Officer or SK Pederasyon President, the complaint may only be filed by **a fellow officer of the concerned SK Pederasyon**.²⁷

10. Who has disciplinary authority over SK officials?

10.1. Sangguniang Panlungsod or Sangguniang Bayan

²⁶ Ombudsman Act, Section 15(1).

²⁷ DILG-COMELEC-NYC Joint Mem. Circular No. 01-17, Section 31.



SK officials may be suspended or removed after a majority vote by the Sangguniang Bayan or Sangguniang Panlungsod which has jurisdiction in the barangay of the concerned SK official.²⁸

10.2. Katipunan ng Kabataan (KK)

The suspension or removal of an SK Secretary or Treasurer is decided through a majority vote of all the members of the Katipunan ng Kabataan ("KK") in a regular or special assembly called for the purpose.²⁹

10.3. Office of the President (OP) and Sangguniang Panlalawigan

The Office of the President ("OP") has disciplinary authority over SK Pederasyon Presidents in the Provincial (Panlalawigan) or City (Panlungsod) levels.

The Sangguniang Panlalawigan has disciplinary authority over SK Pederasyon Presidents in the Municipal (Pambayan) level.

All other SK Pederasyon Officers are covered by the disciplinary authority of the concerned Sanggunian.³⁰

10.4. Ombudsman

Under the Ombudsman Act, the Office of the Ombudsman has disciplinary authority over all elective and appointive officials.³¹ This includes all SK officials.

In *Ombudsman v. Galicia*, the Supreme Court held that the Ombudsman retains concurrent jurisdiction with the Office of the President and the local Sanggunians to investigate complaints against local elective officials.³²

²⁸ SK Reform Act, Section 18.

²⁹ SK Reform Act, Section 11.

³⁰ DILG-COMELEC-NYC JMC No. 01-17, Section 31.

³¹ Ombudsman Act, Section 21.

³² Office of the Ombudsman v. Galicia, G.R. No. 167711, 589 Phil. 314, Oct. 10, 2008.



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This means that when an administrative complaint against an SK official is filed with the Office of the Ombudsman, then the Ombudsman's exercise of jurisdiction over the case will exclude all other disciplinary authorities.



Accountability Process



IV. Accountability Process

11. How can I file an administrative complaint against an erring SK official?

11.1. Check the Sanggunian's Rules on the Suspension or Removal of SK Officials

First, check with your local Sanggunian if they have already promulgated rules on the suspension or removal of SK officials.

Under the SK Reform Act IRR, the Sangguniang Panlungsod or Bayan shall promulgate the rules on suspension and removal from office of any elected SK Official, taking into consideration the Local Government Code of 1991, and other applicable laws, rules, and regulations.³³

If your Sanggunian has already promulgated such rules, then you must follow their procedure. Otherwise, you may file an administrative complaint based on the Local Government Code of 1991.

11.2. Prepare a Verified Complaint

The complaint is a pleading which alleges the complainant (plaintiff)'s cause or action against the respondent (defendant). The names and residences of the plaintiff and defendant must be stated in the complaint.³⁴

In your verified complaint, you need to attach evidence to support your claims. The standard of evidence (or quantum of evidence) required in administrative proceedings is "substantial evidence" or "such relevant evidence as a reasonable mind might accept as adequate to support a conclusion."³⁵

A pleading is verified by an affidavit of an affiant duly authorized to sign said verification. It should should allege the following attestations:

- (a) The allegations in the pleading are true and correct based on his or her personal knowledge or based on authentic documents;

³³ SK Reform Act, Section 18(b).

³⁴ A.M. No. 19-10-20-SC (2019), 2019 Amendments to the 1997 Rules of Civil Procedure. Rule 6, Section 3.

³⁵ Paredes v. Ct. of Appeals, G.R. No. 169534, 555 Phil. 538, July 30, 2007.



- (b) The pleading is not filed to harass, cause unnecessary delay, or needlessly increase the cost of litigation; and
- (c) The factual allegations therein have evidentiary support or, if specifically so identified, will likewise have evidentiary support after a reasonable opportunity for discovery.

The signature of the affiant shall further serve as a certification of the truthfulness of the allegations in the pleading.³⁶ You may find a sample verified complaint attached in the annexes of this primer.

Don't know how to make a verified complaint? You may seek assistance from the Department of Interior and Local Government ("DILG"). In most LGUs, you may approach the local DILG office and seek assistance there.

You may find more information at question number 12.

11.3. File the verified complaint with the appropriate disciplinary authority

Once you have the verified complaint, you may file it with the appropriate disciplinary authority. See below:

Official Involved	Disciplinary Authority
<ul style="list-style-type: none"> • SK Chairperson or Member 	Sangguniang Bayan or Panlungsod ³⁷
<ul style="list-style-type: none"> • SK Secretary or Treasurer 	File with Sangguniang Kabataan (SK) Council Katipunan ng Kabataan (KK) Assembly ³⁸ will render the decision
<ul style="list-style-type: none"> • SK Panlalawigan Presidents • SK Panlungsod Presidents (including HUC, ICC, Component 	Office of the President (OP) ³⁹

³⁶ A.M. No. 19-10-20-SC (2019), 2019 Amendments to the 1997 Rules of Civil Procedure. Rule 7, Section 4.

³⁷ SK Reform Act, Section 18.

³⁸ SK Reform Act, Section 18.

³⁹ DILG-COMELEC-NYC Joint Mem. Circular No. 01-17, Section 31.



Cities, and Pateros, NCR)	
<ul style="list-style-type: none"> SK Pambayang Pederasyon President 	Sangguniang Panlalawigan ⁴⁰
<ul style="list-style-type: none"> Other SK Pederasyon Officers 	Concerned Sanggunian ⁴¹

12. How can I file a complaint with DILG?

12.1. Under the Department of Interior and Local Government (“DILG”) Citizen’s Charter, the DILG may respond to complaints against Barangay and SK officials.⁴²

12.2. Specifically, clients will be provided the necessary assistance, guidance, and/or appropriate action on the complaints received against the alleged acts of irregularities, anomalies, and/or inaction, among others, of Barangay and SK Officials.⁴³

12.3. Who may avail this service? This service may be availed by Barangay and SK Officials, National Government Agencies, Non Government Organizations (NGOs), Civil Society Organizations (CSOs), Local Government Units (LGUs), Liga ng mga Barangay, and the General Public.⁴⁴

12.4. **What are the requirements?** DILG only requires one (1) original copy of your letter request. You may find a sample letter request in the annex portion of this primer.⁴⁵

12.5. **What should the client do?** Under the DILG Citizen’s Charter, clients may send the complaint to email address: nboo.dilgco2020@gmail.com.

12.6. What happens after submitting the letter request? Under the DILG Citizen’s Charter, DILG shall receive the complaint and forward it to the CAPDD-PDS Section Chief, where it will then be assigned to an Action Officer,

⁴⁰ DILG-COMELEC-NYC Joint Mem. Circular No. 01-17, Section 31.

⁴¹ DILG-COMELEC-NYC Joint Mem. Circular No. 01-17, Section 31.

⁴² See *DILG Citizen’s Charter 2025 1st Edition*, pp. 90-91. Available at <https://citcha.dilg.gov.ph/attachment/file/view?id=15>

⁴³ See *DILG Citizen’s Charter 2025 1st Edition*, pp. 90-91.

⁴⁴ See *DILG Citizen’s Charter 2025 1st Edition*, pp. 90-91.

⁴⁵ See *DILG Citizen’s Charter 2025 1st Edition*, pp. 90-91.



who will assess and draft the necessary response. Once reviewed, recorded, and signed, the response will be released.⁴⁶

12.7. How long would this take? According to the DILG Citizen’s Charter, the total processing time is one (1) working day and two (2) hours.⁴⁷

13. What are the grounds for suspension or removal of SK officials?

Official Involved	Grounds for Disciplinary Action
<p>Any SK official</p>	<ol style="list-style-type: none"> 1. Absence from the regular meeting of the Sangguniang Kabataan without valid cause for two (2) consecutive times or accumulated absences of four (4) within a period of twelve (12) months; 2. Failure to convene the regular assembly of the Katipunan ng Kabataan for two (2) consecutive times; 3. Failure to convene the regular Sangguniang Kabataan meetings for three (3) consecutive months in the case of the Sangguniang Kabataan chairperson; 4. Failure to formulate the Comprehensive Barangay Youth Development Plan and the Annual Barangay Youth Investment Program, or approve the annual budget within the prescribed period of time without justifiable reason; 5. Failure to implement programs and projects outlined in the Annual Barangay Youth Investment Program without justifiable reason; 6. Four (4) consecutive absences during the regular Sangguniang Barangay sessions without valid cause in the case of the Sangguniang Kabataan chairperson;

⁴⁶ See *DILG Citizen’s Charter 2025 1st Edition*, pp. 90-91.

⁴⁷ See *DILG Citizen’s Charter 2025 1st Edition*, pp. 90-91.



	<ol style="list-style-type: none">7. Conviction by final judgment of a crime involving moral turpitude; and violation of existing laws against graft and corruption and other civil service laws, rules and regulations; and8. Failure in the discharge of his or her duty or has committed abuse of authority.⁴⁸
SK Pederasyon Officer (including President)	<ol style="list-style-type: none">1. Abuse of authority;2. Commission of any offense involving moral turpitude or an offense punishable by at least prison mayor (6 years and 1 day to 12 years) imprisonment;3. Failure to perform official duties and functions as Pederasyon Officer;4. Commission of any violations cited in the respective IRP of the concerned Pederasyon; and5. Such other grounds as may be provided under the Local Government Code of 1991, DILG-COMELEC-NYC Joint Memorandum Circular No. 01-17, and all other applicable general and special laws.⁴⁹
SK Pederasyon President	<ol style="list-style-type: none">1. Failure to conduct regular Pederasyon session or meeting, as specified in the respective IRP of the Pederasyon, without a justifiable cause;2. Failure to hold regular meeting with the LYDC for at least once in every quarter without a justifiable cause.⁵⁰

14. What is the effect of the removal of an SK Pederasyon President?

⁴⁸ SK Reform Act, Section 18.

⁴⁹ DILG-COMELEC-NYC Joint Memorandum Circular No. 01-17, Section 31(a).

⁵⁰ DILG-COMELEC-NYC Joint Memorandum Circular No. 01-17, Section 31(b).



14.1. **Removal as SK Pederasyon President of a lower Pederasyon shall automatically result in removal as officer of the higher Pederasyon.**⁵¹

Example: SK ABC was elected President of SK City Federation and was later elected Vice President of the SK Provincial Federation. When SK ABC was removed from the City Federation by the Sangguniang Panlungsod, he was also removed from the SK Provincial Federation.

14.2. **Removal as SK Pederasyon President shall also mean removal as ex-officio member of the Sangguniang Panlungsod/Bayan or Sangguniang Panlalawigan.**⁵²

Example: SK ABC was elected President of SK City Federation. When SK ABC was removed as President of SK City Federation by the Office of the President, he was also removed from the Sangguniang Panlungsod.

14.3. **Removal of SK Pederasyon President as ex-officio member in the Sanggunian shall mean loss of his/her presidency in the SK Pederasyon.**⁵³

Example: SK ABC was elected SK City Federation President. When SK ABC was removed by the Sanggunian Panlungsod from his seat as ex-officio member, he also lost his presidency in the SK City Federation.

⁵¹ DILG-COMELEC-NYC Joint Memorandum Circular No. 01-17, Section 31(b)(3).

⁵² DILG-COMELEC-NYC Joint Memorandum Circular No. 01-17, Section 31(b)(4).

⁵³ DILG-COMELEC-NYC Joint Memorandum Circular No. 01-17, Section 31(b)(4).



15. What is the expected timeline for the resolution of the administrative complaint?

The expected timeline of the administrative case is as follows:

Timeline	Activity
Within seven (7) days after complaint is filed	OP or Sanggunian shall require respondent to submit verified answer. ⁵⁴
Within 15 days from receipt of notice by the Respondent	Respondent shall submit his/her verified answer. ⁵⁵
Within 10 days after receipt of verified answer	OP or Sanggunian shall commence the investigation. ⁵⁶
Within 90 days from the start of investigation	Investigation shall be terminated. ⁵⁷
Within 30 days after the end of investigation	OP or Sanggunian shall render a decision in writing stating clearly and distinctly the facts and the reasons for such decision. ⁵⁸
Within 30 days from receipt of decision	Aggrieved party may file an appeal with: Sanggunian Panlalawigan: for decisions of the sangguniang panlungsod of component cities and the sangguniang bayan. ⁵⁹

⁵⁴ LGC, Section 62(a); DILG-COMELEC-NYC Joint Mem. Circular No. 01-17, Section 33(a).

⁵⁵ LGC, Section 62(a); DILG-COMELEC-NYC Joint Mem. Circular No. 01-17, Section 33(a).

⁵⁶ LGC, Section 62(a); DILG-COMELEC-NYC Joint Mem. Circular No. 01-17, Section 33(a).

⁵⁷ LGC, Section 66.

⁵⁸ LGC, Section 66; DILG-COMELEC-NYC Joint Mem. Circular No. 01-17, Section 37.

⁵⁹ LGC, Section 67(a); DILG-COMELEC-NYC Joint Mem. Circular No. 01-17, Section 38(a).



	Office of the President: decisions of the sangguniang panlalawigan and the sangguniang panlungsod of highly urbanized cities and independent component cities. ⁶⁰
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Note: No investigation shall be held within ninety (90) days immediately prior to any local election, and no preventive suspension shall be imposed within the said period. If preventive suspension has been imposed prior to the 90-day period immediately preceding local election, it shall be deemed automatically lifted upon the start of the said period.⁶¹

16. What penalties may be imposed on SK officials found administratively liable?

16.1. Penalties under the SK Reform Act

Under the SK Reform Act, any elected SK official, after due process, may be:

- Suspended for not more than six (6) months or
- Removed from office

The penalty must be imposed by majority vote of all members of the Sangguniang Bayan or Sangguniang Panlungsod which has jurisdiction in the barangay of the concerned SK official.

16.2. Penalties under the DILG-COMELEC-NYC Joint Mem. Circular No. 01-17

Under DILG-COMELEC-NYC Joint Mem. Circular No. 01-17, any elected SK Pederasyon officer at all levels, after due process, may be:

- Suspended for not more than six (6) months, or
- Removed from the office of the concerned Pederasyon

⁶⁰ LGC, Section 66(b); DILG-COMELEC-NYC Joint Mem. Circular No. 01-17, Section 38(b).

⁶¹ LGC, Section 62(c).



The penalty must be imposed by a majority vote of all the members of the Sangguniang Panlungsod/Bayan or Panlalawigan concerned, or by the higher authorities.

16.3. Penalties under the LGC

After due process, an elective local official may be:

- Disciplined
- Suspended
- Removed from office

The penalty of suspension shall not exceed the unexpired term of the respondent or a period of six (6) months for every administrative offense, nor shall said penalty be a bar to the candidacy of the respondent so suspended as long as he/she meets the qualifications required for the office.⁶²

The penalty of removal from office as a result of an administrative investigation shall be considered a bar to the candidacy of the respondent for any elective position.⁶³

⁶² LGC, Section 66(b).

⁶³ LGC, Section 66(b).

The background features large, light blue, stylized numbers '25' and a circle. The '2' is on the left, the '5' is in the center, and a circle is on the right. The text is overlaid on the '2' and '5'.

**Youth as
Accountability
Champions**



V. Youth as Accountability Champions

17. Who are accountability champions in youth governance?

17.1. Katipunan ng Kabataan (KK)

The KK is composed of all citizens of the Philippines residing in the barangay for at least six (6) months, who are at least fifteen (15) but not more than thirty (30) years of age, and who are duly registered in the list of the Commission on Elections (COMELEC) and/or the records of the Sangguniang Kabataan secretary.⁶⁴

The KK can promote accountability in youth governance by:

- Exercise its role as the highest policy-making body by approving and scrutinizing SK plans and programs.
- Review and evaluate SK reports presented during KK assemblies.
- Monitoring the performance of SK officials, implementation of SK PPAs, and budget utilization.
- Reporting and/or filing an administrative complaint, together with gathered evidence, against erring SK officials.

17.2. Sangguniang Kabataan (SK) Officials

There shall be in every barangay a Sangguniang Kabataan to be composed of a chairperson and seven (7) members who shall be elected by the registered voters of the KK.

The SK chairperson shall, with the concurrence of the majority of the Sangguniang Kabataan members, appoint from among the members of the Katipunan ng Kabataan, a secretary and a treasurer.⁶⁵

SK officials can promote accountability in youth governance by:

- Delivering on campaign and CBYDP commitments
- Ensuring transparency through proper documentation and public disclosure of transactions, minutes, activity and financial reports, etc.
- Communicating accomplishments, budget utilization, etc. via KK assemblies and social media channels

⁶⁴ SK Reform Act, Section 4.

⁶⁵ SK Reform Act, Section 7.



17.3. Local Youth Development Councils

To ensure wide and multi-sectoral youth participation in local governance, there shall be in every province, city, and municipality a Local Youth Development Council (LYDC).

It shall be composed of representatives of youth and youth-serving organizations in the provincial, city, and municipal level. The LYDC shall assist the planning and execution of projects and programs of the Sangguniang Kabataan, and the Pederasyons in all levels.⁶⁶

LYDCs can promote accountability in youth governance by:

- Advising and scrutinizing the Local Youth Development Plan (LYDP) to ensure it responds to youth's needs
- Monitoring and ensuring implementation of youth development programs under the LYDP
- Evaluating SK performance in implementing PPAs
- Reporting and/or filing an administrative complaint, together with gathered evidence, against erring SK officials.

17.4. Local Youth Development Offices

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.⁶⁷

LYDOs can promote accountability in youth governance by:

- Providing institutional support and oversight in SKs' planning and reporting mechanisms
- Facilitating capacity-building on participation, transparency, accountability, and anti-corruption
- Supporting the monitoring and evaluation of SK PPAs

17.5. Sangguniang Panlungsod/Bayan/Panlalawigan

⁶⁶ SK Reform Act, Section 23.

⁶⁷ SK Reform Act, Section 25.



The concerned Sangguniang Panlungsod/Bayan/Panlalawigan ("Local Sanggunian") are mandated to promulgate the rules on suspension and removal from office of any elected SK Official, taking into consideration the Local Government Code of 1991, and other applicable laws, rules, and regulations.⁶⁸

The local Sanggunian also has the power to investigate, hear, and vote on the suspension and removal of erring SK officials.⁶⁹

The local Sanggunian can promote accountability in youth governance by:

- Promulgating rules and procedures governing accountability mechanisms of SK officials
- Promptly receiving, assessing, and investigating administrative complaints against erring SK officials
- Exercising disciplinary authority over erring SK officials

⁶⁸ SK Reform Act, Section 18(b).

⁶⁹ SK Reform Act, Section 18.



VI. Annexes

Annex A. Sample Letter Request

March 21, 2026

HON. MEMBERS OF THE SANGGUNIANG PANLUNGSOD

Quezon City Hall
Elliptical Road, Diliman
Quezon City

SUBJECT: Administrative Complaint Against JOSE B. DELOS REYES, SK Chairperson, Brgy. San Isidro

Dear Members of the Sanggunian:

I respectfully write to request the appropriate action of your Honorable Body against **JOSE B. DE LOS REYES**, the incumbent Sangguniang Kabataan (SK) Chairperson of Barangay San Isidro, Quezon City, for violations of his duties and responsibilities under Republic Act No. 10742, otherwise known as the "Sangguniang Kabataan Reform Act of 2015," and its Implementing Rules and Regulations.

As detailed in the attached Complaint-Affidavit, respondent has repeatedly failed to perform essential functions of his office, namely:

- Failed to convene the Katipunan ng Kabataan (KK) assembly for the required periods,
- Did not conduct regular SK meetings for several consecutive months
- Failed to formulate and submit the Comprehensive Barangay Youth Development Plan (CBYDP) and the Annual Barangay Youth Investment Program (ABYIP).

These acts constitute clear violations of Section 18 of Republic Act No. 10742, which provides grounds for the suspension or removal of SK officials, including failure to convene the KK assembly, failure to implement approved programs, and gross neglect in the discharge of duties.

In view of the foregoing, I respectfully request that the Sangguniang Panlungsod take cognizance of the attached complaint, conduct the necessary proceedings in accordance



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with law, and impose the appropriate administrative sanctions upon the respondent, as may be warranted by the evidence.

I trust in your Honorable Body's commitment to uphold accountability and ensure that public officials faithfully discharge their duties.

Thank you for your time and consideration.

Respectfully,

JUAN A. DELA CRUZ
Complainant



Annex B. Sample Verified Complaint

Republic of the Philippines
Sangguniang Panlungsod of Quezon City
Quezon City, Metro Manila

JUAN A. DELA CRUZ,
Complainant,

-versus-

JOSE B. DELOS SANTOS,
SK Chairperson, Barangay San Isidro, Quezon City
Respondent.

COMPLAINT-AFFIDAVIT

I, **JUAN A. DELA CRUZ**, of legal age, Filipino, and a resident of Barangay San Isidro, Quezon City, after having been duly sworn, depose and state:

I.

PARTIES AND JURISDICTION

1. I am a registered member of the Katipunan ng Kabataan ("KK") of Barangay San Isidro.
2. Respondent **JOSE B. DE LOS REYES** is the incumbent Sangguniang Kabataan ("SK") Chairperson of Barangay San Isidro, Quezon City, who may be served with notices and processes at the Barangay Hall.
3. This Complaint is filed before the Sangguniang Panlungsod of Quezon City, which has authority to suspend or remove SK officials after due process pursuant to Section 18 of Republic Act No. 10742 ("SK Reform Act"), as amended, and its Implementing Rules and Regulations ("SK Reform Act IRR").

II.

FACTUAL ANTECEDENTS



4. Since assuming office on November 1, 2023, respondent has repeatedly failed to perform his duties as SK Chairperson.
 - 4.1. Specifically, respondent failed to convene the Katipunan ng Kabataan (KK) assembly for two consecutive periods. This is evidenced by **Exhibit "A"**.
 - 4.2. Respondent likewise failed to convene regular Sangguniang Kabataan meetings for at least three (3) consecutive months, resulting in the paralysis of SK governance in the barangay. This is evidenced by **Exhibit "B"**.
 - 4.3. Moreover, respondent failed to formulate and submit the Comprehensive Barangay Youth Development Plan (CBYDP) and the Annual Barangay Youth Investment Program (ABYIP) within the period required by law. This is evidenced by **Exhibit "C"**.
5. Due to these failures, no youth programs or projects were implemented for the years 2023-2026, depriving the youth of Barangay San Isidro of programs intended for their development.

III. CAUSE OF ACTION

6. Despite repeated requests from KK members and barangay officials, respondent failed to take corrective action without any justifiable reason.
7. These acts constitute violations of the duties and responsibilities of an SK official under the law. Specifically:
 - 7.1. Respondent failed to convene the Katipunan ng Kabataan (KK) assembly for two (2) consecutive periods, in violation of Section 8(a) in relation to Section 18(b) of Republic Act No. 10742, which mandates the regular conduct of KK assemblies at least once every six (6) months.
 - 7.2. Respondent likewise failed to convene regular Sangguniang Kabataan meetings for at least three (3) consecutive months, resulting in the paralysis of SK governance, in violation of her duty to ensure the proper functioning of the SK as a collegial body, which constitutes failure in the



discharge of official duties punishable under Section 18(h) of Republic Act No. 10742.

- 7.3. Moreover, respondent failed to formulate and submit the Comprehensive Barangay Youth Development Plan (CBYDP) and the Annual Barangay Youth Investment Program (ABYIP) within the period required by law, in violation of Sections 9 and 10 of Republic Act No. 10742.
- 7.4. Such failures prevented the implementation of youth programs and constitutes neglect of duty and failure to implement required plans and programs under Section 18(e) and Section 18(h) of Republic Act No. 10742.

IV. PRAYER

8. **WHEREFORE**, premises considered, it is respectfully prayed that:

- 8.1. Respondent be found administratively liable for violations of RA 10742 and its IRR;
- 8.2. Respondent be removed from office, or in the alternative, suspended, as warranted by the evidence; and
- 8.3. Such other reliefs as may be just and equitable be granted.

IN WITNESS WHEREOF, I have hereunto set my hand this 21 March 2026 in Quezon City, Metro Manila.

JUAN A. DELA CRUZ
Complainant



Republic of the Philippines)
 _____).s.s

VERIFICATION AND CERTIFICATION OF NON-FORUM-SHOPPING

I, **JUAN A. DELA CRUZ**, Filipino, of legal age, after being sworn in accordance with law, hereby depose and state that:

1. I am the Complainant in the instant case;
2. I have caused the preparation of the foregoing *COMPLAINT-AFFIDAVIT*;
3. The allegations therein are true and correct based on personal knowledge and authentic documents.
4. The petition is being filed not to harass, cause unnecessary delay, or needlessly increase the cost of litigation;
5. The factual allegations therein have evidentiary support or, if specifically, so identified, will likewise have evidentiary support after a reasonable opportunity for discovery;
6. I have not commenced any action or filed any claim involving the same issues in any court, tribunal, or quasi-judicial agency and to the best of my knowledge, no such action or claim is pending in any court, tribunal, or quasi-judicial agency;
7. If I should learn that a similar action has been filed which is pending in any court, tribunal or agency, I shall report said fact to this Honorable Court, within five (5) days from knowledge.

IN WITNESS WHEREOF, I have hereunto set my hand this 21st day of March 2026 in Quezon City, Philippines.

JUAN A. DELA CRUZ
Affiant

SUBSCRIBED AND SWORN to before me, this 21st day of March 2026 in QUEZON CITY, affiant exhibiting to me his competent proof of identification **DRIVER'S LICENSE AND PASSPORT ID.**

Doc No. _____
 Page No. _____
 Book No. _____
 Series of _____



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