



## **Commission Proper**

No. 3, Albert Einstein Road, Rosary Heights VII, Cotabato City 9600

### **RESOLUTION No. 10**

Series of 2024  
5<sup>th</sup> Special *En banc*

#### **A RESOLUTION ADOPTING THE POLICY GUIDELINE ON THE REGISTRATION AND ACCREDITATION OF YOUTH ORGANIZATIONS, AND YOUTH-SERVING ORGANIZATIONS**

**AUTHORED BY: CHAIRPERSON MARJANIE S. MACASALONG, PhD,**  
Commissioner representing Lanao del Sur, including Marawi City

**WHEREAS**, Bangsamoro Autonomy Act (BAA) No. 10, or the Youth Commission of the Bangsamoro Autonomous Region in Muslim Mindanao Act of 2020 mandates the Commission to be the primary policy-making and coordinating body of the Bangsamoro Government in all matters affecting the youth;

**WHEREAS**, Sec. 7, paragraph (c) of BAA No. 10 provides that the Commission shall exercise the power to issue rules and regulations in pursuance of the provisions of BAA No. 10;

**WHEREAS**, Sec. 7, paragraph (d) of BAA No. 10 provides that to carry out its mandate, the Commission has the power to accredit, register, and oversee youth organizations and youth-serving organizations within the Bangsamoro Autonomous Region and/or facilitate and help in their establishment.

**NOW THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED**, that the Bangsamoro Youth Commission – Commission Proper hereby adopts and promulgates the following guidelines on the registration and accreditation of youth organizations, and youth-serving organizations, to wit:

#### **POLICY GUIDELINE ON THE REGISTRATION AND ACCREDITATION OF YOUTH ORGANIZATIONS, AND YOUTH-SERVING ORGANIZATIONS**

##### **ARTICLE I**

##### **PRELIMINARY PROVISIONS**

**SECTION 1. Title.** - This policy shall be known and cited as the “Bangsamoro Youth Commission – Registration and Accreditation Program” or BYC-ReAP.

**SECTION 2. Definition of Terms.** As used in this guideline, the following are defined as follows:





## Commission Proper

No. 3, Albert Einstein Road, Rosary Heights VII, Cotabato City 9600

(a) Commission Proper – The highest policy-making body of the Bangsamoro Youth Commission. It shall be composed of the Chairperson, the three (3) Regular Commissioners, and the two (2) ex-officio members from the Ministry of Indigenous People’s Affairs and Office of the Settlers Community;

(b) Youth – refers to the critical period in a person’s growth and development from the onset of adolescence towards the peak of a mature, self-reliant, and responsible adulthood comprising the considerable sector of the population from the age of fifteen (15) to forty (40) years;

(c) Recommending Secretariat (RS) - refers to the Project Development Officers in the Offices of the Commissioner which shall be responsible for the verification and recommendation of registering organizations and docket of their names to the roster of registering organizations.

He/She shall transmit a copy of the registration documents to the Registration and Accreditation Secretariat, classifying whether an organization is compliant or for further evaluation.

(d) Registration and Accreditation Secretariat (RAS)- refers to the secretariat in the Regional Office which shall assist the Office of the Chairperson in the performance of its certifying function, as well as its other functions relating to the program.

They shall assess the merit of the submitted roster of registering organizations by the RS;

They shall endorse for inclusion, in the agenda of the immediately succeeding Commission en-banc, the list of to be approved or disapproved registering organizations, as the case may be;

(e) Youth Organizations – refers to the registered and duly accredited organization of young people belonging to the youth sector;

(f) Youth Serving Organizations – refer to those registered organizations and institutions whose principal or major programs, projects, and/or activities are youth-oriented and youth-related.

**SECTION 3. Major Classification.** Registering organizations under this program shall be classified primarily into:

1. Youth Organizations; and
2. Youth Serving Organizations

**SECTION 4. Organizational Level.** Registering organizations shall be classified according to their scope of memberships and operations as follows:





## Commission Proper

No. 3, Albert Einstein Road, Rosary Heights VII, Cotabato City 9600

- 
- (a) REGIONAL ORGANIZATION – refers to a youth organization or youth-serving organization with members coming from the four (4) provinces of the BARMM, and whose major programs are regional in nature and scope;
  - (b) INTER-PROVINCIAL ORGANIZATION – refers to a youth organization or youth-serving organization with members coming from at least two (2) provinces but not from the four (4) provinces, and whose major programs are either provincial or regional in nature and scope;
  - (c) PROVINCIAL ORGANIZATION – refers to a youth organization or youth-serving organization with members coming from at least two (2) cities and/or municipalities of a province and whose major programs are provincial in nature and scope; and
  - (d) CITY/MUNICIPAL ORGANIZATION – refers to a youth organization or youth-serving organization with members coming from at least two (2) barangays of a city or a municipality and whose major programs are city-wide or municipal in nature and scope.

**SECTION 5. Sub-Classification.** Registering organizations shall be further classified according to the majority of its membership as follows:

- (a) COMMUNITY-BASED ORGANIZATION – refers to a youth organization or youth-serving organization whose programs, projects and memberships are based only in a certain locality or community;
- (b) FAITH-BASED ORGANIZATION – refers to a youth organization or youth-serving organization whose membership(s) belongs to a certain religion or sect or religious belief;
- (c) SCHOOL-BASED ORGANIZATION – refers to a youth organization or youth-serving organization whose memberships are students belonging to schools or universities/colleges/institutions both private and public legally recognized by the government;
- (d) CONSORTIUM/FEDERATION – refers to a youth organization or youth-serving organization whose members are from at least two (2) youth organizations, and youth-serving organizations which agreed to consolidate efforts to pursue a common interest; and
- (e) Such other sub-classifications, as may be identified by the Commission.

**SECTION 6. Advocacies.** To allow the Commission to determine the specific needs of the organization and maximize their participation in thematic advocacies and activities for the youth, registering organizations shall further identify their





## Commission Proper

No. 3, Albert Einstein Road, Rosary Heights VII, Cotabato City 9600

core advocacies with respect to the themes or areas of concern as may be identified by the Commission, including but not limited to the following:

- a. Health
- b. Education
- c. Active Citizenship
- d. Governance
- e. Global Mobility
- f. Social Inclusion and Equity
- g. Peacebuilding and Security
- h. Environment
- i. Economic Empowerment
- j. Agriculture

**SECTION 7. Registration Status.** Without prejudice to such other registration status that may be identified by the Commission, there shall be four (4) registration status, to wit:

- a. Draft - This is when the Registering organization has either not yet submitted their applications OR when the registering organizations' information/documents has been deemed deficient. In such a case, the handling secretariat shall revert the application into *draft* status.
- b. Pending - A pending status may be classified by the editor as compliant for further evaluation.
  - i. Further Evaluation - means that after careful review, the Registering Secretariat suggests that there are possible grounds for approval or disapproval.
  - ii. Compliant - means that after careful review, the Registering Secretariat suggests that the application is verified complete and recommended for approval.
- c. Disapproved - means that the information and documents submitted by the youth organization is proven false or misleading, engagement in unlawful and violent activities contrary to public morals and order and promotion of discriminatory practices.
- d. Awarded - means that the application has been successful and has received approval from the En Banc.

**SECTION 8. Grounds for Disapproval of Registration.** The following are the grounds for the disapproval of registration:

- a. Submission of fraudulent, falsified, or misleading information or documents in the registration application process, which includes incorrect representation of the organization's purpose, membership, or activities.
- b. Evidence or credible reports indicating that the organization, its leaders, or members are involved in activities that are unlawful, incite violence, or are





# Commission Proper

No. 3, Albert Einstein Road, Rosary Heights VII, Cotabato City 9600

contrary to peace, security, and order within BARMM, including the promotion of extremism or recruitment into armed groups.

- c. Engagement in activities that violate the moral standards of the community or are deemed injurious to public morals, health, safety, or welfare, which is contrary to BARMM's commitment to the ethical and cultural values of its diverse communities.
- d. Organizations that promote or engage in practices that discriminate based on religion, ethnicity, gender, political affiliation, or other identities in a manner that undermines social cohesion and peace in BARMM.

## ARTICLE II

### REGISTRATION AND ACCREDITATION

**SECTION 9. Documentary Requirements.** Registering organizations shall submit the following documentary requirements:

- (a) Official Registration Form;
- (b) Vision, Mission, Goals, and Objectives of the organization;
- (c) List of incumbent officers and organization members;
- (d) Copy of Constitution and By-Laws, which should indicate the age and scope of membership; and
- (e) Certificate of Legitimacy.

**SECTION 10. Certificate of Legitimacy.** Registering organizations shall submit the following if applicable:

- (a) For school-based organizations: Certificate of Recognition from a competent school authority supervising student affair;
- (b) For faith-based organizations: Certificate of Recognition from any head/pastor/Su-awnul Masjid; and
- (c) For organizations established or founded with the assistance of government agencies, offices and instrumentalities: Certificate of Recognition from the government agency, office or instrumentality;

To expedite the process of verification, the following documents may also be submitted:

- (a) For chapters of multi-level organizations: Certificate of Recognition from the president governing at the highest organizational level;





## Commission Proper

No. 3, Albert Einstein Road, Rosary Heights VII, Cotabato City 9600

(b) For Consortium organizations: Certification of Member Organizations issued by the secretariat/board; and

(c) For organizations registered in the Securities and Exchange Commission, or by other national government registering entities: Certificate of Registration.

**SECTION 11. Submission Phase.** Documentary requirements must be submitted only through the official registration and accreditation website. Using appropriate organizational e-mail, the documentary requirements of registering organizations must be submitted to the appropriate office which has jurisdiction over their principal place of business.

The organizational e-mail must not be a personal e-mail address.

In cases of some justifiable circumstances as may be identified by the Commission, a soft and hard copy of the documentary requirements may be submitted directly at the Office of the Commissioner, through the Recommending Secretariat.

**SECTION 12. Notice of Deficiency.** Upon receipt of the documentary requirements for registration, the completeness and correctness of the requirements must be checked. Within five (5) working days upon receipt of the documents, in case of deficiency, a notice shall be sent to the registering organization by the Secretariat handling the application.

**SECTION 13. Verification Phase.** Upon compliance of all documentary requirements, within ten (10) working days the Secretariat shall verify the registration information and documents submitted by the registering organization. The following shall be undertaken during verification:

(a) Physical examination of submitted documents to check falsification or a similar activity;

(b) Call officers, advisers and randomly selected members to authenticate their awareness of the existence of the organization and their position in such organization;

(c) Check online presence of the organization in social networking sites, blogs, online news reports which may support legitimacy of the organization; and

(d) Other modes of verification as may be identified by the Commission.

It shall be the responsibility of the Recommending Secretariat to verify the details of registering organizations within their respective jurisdiction.

**SECTION 14. Recommendation Phase.** Upon verification of the registration information and documents and it was found out that the organization has met





## Commission Proper

No. 3, Albert Einstein Road, Rosary Heights VII, Cotabato City 9600

the requirements organization set by the relevant laws, rules and guidelines, the Recommending Secretariat shall classify the registrations into Compliant or for Further Evaluation.

The roster of registering organizations and their pertinent documents shall then be transmitted within five (5) working days after the reglementary period set for the verification phase to the Registration and Accreditation Secretariat for final assessment.

**SECTION 15. Assessment Phase.** Within ten (10) working days upon receipt of the documents, the Registration and Accreditation Secretariat shall assess the merit of the submitted roster of registering organizations and their pertinent documents and shall identify which organizations shall be endorsed for award of certificate or for disapproval.

**SECTION 16. Endorsement Phase.** The Accreditation and Certification Secretariat shall endorse, for inclusion in the agenda of the immediately succeeding regular or special Commission en-banc, the list of to be approved registering organizations, as the case may be.

**SECTION 17. Decision Phase.** In a quorum, the Commission en-banc, whether regular or special, voted for by a majority of the attending incumbent regular and ex-officio Commissioners, the endorsed list shall be decided upon.

A decision of award shall result in the issuance of the Certificate of Registration and the name of the organization shall be listed in the roster of Registered Organizations, issuing a resolution pursuant thereto.

A decision of revocation, issuing a resolution pursuant thereto, shall be final and executory.

In both cases, the registering organization shall be notified of the decision within five (5) working days upon issuance of the resolution.

**SECTION 18. Certificate of Registration.** The Certificate of Registration shall contain the following:

- (a) Name of the Organization;
- (b) Address of the Organization;
- (c) Classification of the Organization;
- (d) Unique Registration Number;
- (e) Resolution Number;
- (f) Effectivity of Certificate;





- (f) Date of Issuance of Registration Certificate;
- (g) Name and signature of the Commission Chairperson; and
- (h) Registration Seal.

The Registration Seal shall only be available in hard copy form of the certificate.

**SECTION 19. Accreditation.** The Commission, through a Commission Proper resolution amending this policy guideline, may adopt various processes, including but not limited to accreditation of successfully registered organizations when deemed necessary.

### ARTICLE III

#### RENEWAL OF CERTIFICATE OF REGISTRATION

**SECTION 20. Validity.** The Certificate of Registration shall be valid for a period of three (3) years, subject to the annual submission of required documents, for the purpose of updating the registration documents.

**SECTION 21. Annual Submission of Reports.** As a prerequisite to renewal of certificate of registration, registered organizations shall submit an annual accomplishment report and updates on organizational information annually, following the prescribed format by the Commission Office.

**SECTION 22. Renewal.** Any registered organization which seeks for renewal of its certificate of registration, subject to rules and regulations that may be set forth by the Commission, shall apply therefore one month before the expiration of its registration.

### ARTICLE IV

#### REVOCATION OR SUSPENSION OF CERTIFICATE

**SECTION 23. Power of the Commission Proper.** The Commission Proper, after due process has been observed, shall have the power to revoke or suspend the certificate of registered organizations.

**SECTION 24. Grounds for revocation or suspension.** The following shall be grounds for the revocation or suspension of a certificate:

- (a) Non-submission of accomplishment reports and other requirements under this policy or other rules and regulations that may be set forth by the Commission;





## **Commission Proper**

No. 3, Albert Einstein Road, Rosary Heights VII, Cotabato City 9600

- (b) Unauthorized use of Bangsamoro Youth Commission's name, logo and other symbols even if done for the purpose of goodwill;
- (c) Participation of the organization in the planning, abetting, and/or execution of illegal activities;
- (d) Convicted of any violation of the Philippine Constitution or laws of the land or rules and regulations of duly constituted authorities and/or violation to any policy, resolution, or rules and regulations of the Bangsamoro Youth Commission; and
- (e) Such other grounds as may be identified by the Commission.

### **ARTICLE V**

#### **EMPOWERMENT AND PRIVILEGES OF REGISTERED ORGANIZATIONS**

**SECTION 25. Privileges of Registered Organizations.** The Commission shall ensure that organizations included in the Roster of Registered Organizations will be provided with adequate training, capacity-building activities, and skills programs. To this effect, duly-accredited organizations shall have the following privileges:

- (a) To participate in activities exclusively for duly-registered organizations;
- (b) To use the logo of BYC-REAP as proof of being duly-certified in its letters, publications, uniforms, collaterals, and other materials produced by the organization; (The organization shall inform the Registration and Accreditation Secretariat when using the seal in any of its activities or materials.);
- (c) To avail of the organizational training programs offered by the Commission;
- (d) To be prioritized in the selection of representatives for youth consultations, Commission-initiated activities, national and international youth exchange programs, and other avenues which may provide further exposure to the organization;
- (e) To request for promotion of organization-initiated programs, projects and activities through the Commission's media outlets;
- (f) To be tapped by the Commission as partners, facilitator, or resource persons in the crafting, implementation and evaluation of youth development programs, projects and activities;
- (g) To be qualified for awards and recognitions created to reward outstanding youth and youth-serving organizations which created positive impacts in the





# Commission Proper

No. 3, Albert Einstein Road, Rosary Heights VII, Cotabato City 9600

country through the implementation of youth development programs, projects and activities.

## ARTICLE VI

### REGISTRATION AND ACCREDITATION LOGO

**SECTION 26. Seal Design.** There shall be a logo adopted for the Certificate of Registration and Accreditation. This shall be developed by the Registration and Accreditation Secretariat, subject to the concurrence and approval of the Commission Proper.

**SECTION 27. Functions of Logo.** If used by the Commission, the logo shall indicate that the program, project or activity was designed and caters primarily or exclusively for duly-certified organizations.

If used by a registered organization, the logo shall only indicate that the organization is duly-certified by the Commission. The use of the seal shall not mean that the activities of the organization had been sanctioned by the Bangsamoro Youth Commission.

The logo shall not be used in any activities which constitute violation of the Philippine Constitution or laws of the land or rules and regulations of duly constituted authorities and/or violation to any policy, resolution, or rules and regulations of the Bangsamoro Youth Commission.

**SECTION 28. Use of Logo.** Only organizations duly-certified through Registration and Accreditation Program shall have the right to use the logo in their letters, publications, uniforms, collaterals, and other materials produced by the organization. Unauthorized use of the Logo shall be strictly dealt with.

## ARTICLE VII

### SECRETARIAT AND TECHNICAL SUPPORT

**SECTION 29. Registration and Accreditation Secretariat.** There shall be a Registration and Accreditation Secretariat. The Secretariat shall be headed by an Accreditation Officer under the Technical Services Division - Youth Development Unit, who shall be based at the Regional Office.

There shall also be a Recommending Secretariat from the Offices of the Commissioners. They shall coordinate and submit documents, reports and recommendations to the Registration and Accreditation Secretariat.

**SECTION 30. Duties and Responsibilities.** It shall be the duty of the *Accreditation Officer* to enforce this policy and see to it that all other policies, programs and projects relevant to Registration and Accreditation Program shall be





## Commission Proper

No. 3, Albert Einstein Road, Rosary Heights VII, Cotabato City 9600

properly executed. To this end, he/she shall perform the following duties and responsibilities:

- (a) Receive and check the completeness of requirements of applications submitted to the Bangsamoro Youth Commission;
- (b) Verify the application information submitted to the Bangsamoro Youth Commission;
- (c) Serve resolutions of revocation or suspension or registration to erring organizations; and
- (d) Coordinate with other BYC divisions/units, as well as other government and non-government partners for the conduct of programs, projects and activities for the empowerment of duly-accredited organizations.

*Recommending Secretariat (RS)* - refers to the secretariat in the Offices of the Commissioner which shall be responsible for the verification and recommendation of registering organizations and docket of their names to the roster of registering organizations.

They shall transmit a copy of the registration documents to the Registration and Accreditation Secretariat, classifying whether an organization is compliant or for further evaluation.

*Registration and Accreditation Secretariat (RAS)*- refers to the secretariat in the Commission Office which shall assist the Office of the Chairperson in the performance of its certifying function, as well as its other functions relating to the program.

They shall assess the merit of the submitted roster of registering organizations by the RS;

They shall endorse for inclusion, in the agenda of the immediately succeeding Commission en-banc, the list of to be approved or disapproved registering organizations, as the case may be.

**SECTION 31. BYC-ReAP Database.** The Accreditation Officer shall maintain a database of BYC-ReAP-registered organizations.

**SECTION 32. Requirement for Reporting.** A summary report shall be submitted by the Accreditation Office of the Chairperson at the end of each quarter. The report shall indicate the following:

- (a) Total number of registered youth organizations at the end of the quarter;
- (b) Total number of applications received in the quarter; and





## Commission Proper

No. 3, Albert Einstein Road, Rosary Heights VII, Cotabato City 9600

(c) Total number of applications approved in the quarter;

Data on BYC-ReAP reports should be disaggregated based on major classification, organizational level, sub-classification, advocacy themes, and geography.

**SECTION 33. Publication of Organization Information.** The roster of registered organizations together with their submitted organizational information shall be published by the BYC-ReAP Secretariat in the BYC official website and BYC-ReAP online hub through the Commission Office - Public Relations Unit.

**SECTION 34. Confidentiality.** All submitted personal information of organization officers and/or members by BYC-accredited youth organizations shall be treated with confidentiality by the Bangsamoro Youth Commission. No government or non-government organization shall be provided with personal information of organization officers and/or members without their consent.

### ARTICLE VIII

#### FINAL PROVISIONS

**SECTION 35. Effectivity.** This policy shall take effect on the date of approval.

**SECTION 36. Posting.** The same shall be posted in the official website of the Bangsamoro Youth Commission.

**SECTION 37. Amendments.** Any amendments hereof shall be made through a resolution by the Commission Proper.

These guidelines shall take effect immediately following its publication in the BYC's website and social media pages.

**RESOLVED FINALLY,** that a copy of this resolution be provided to the concerned instrumentalities for their reference.

**ADOPTED** this 26<sup>th</sup> day of June 2024 in Cotabato City.

  
**MARJANIE S. MACASALONG**

Chairperson

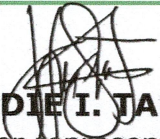
Commissioner representing Lanao del Sur, including Marawi City





# Commission Proper

No. 3, Albert Einstein Road, Rosary Heights VII, Cotabato City 9600

  
**HAMDIE I. TANJIL**

Commissioner representing Basilan,  
including Lamitan City

  
**NASSERUDIN D. DUNDING**

Commissioner representing  
Maguindanao, including Cotabato City  
and the 63 Special Geographic Areas

  
**MOHAMMAD FAIZAL S. ALIH**

Commissioner representing Sulu

  
**PRATIMA H. SABAL-SAMSARAJI**

Commissioner representing Tawi-Tawi

  
**JONA MAE B. BIÑAS**

ex-officio Commissioner representing  
Settler Communities

  
**ANDIC B. MANINGULA**




ex-officio Commissioner representing  
Non-Moro Indigenous Peoples

VOTED IN FAVOR: 6  
VOTED AGAINST: NONE  
ABSTAINED: NONE

The acting head of the Secretariat to the Commission Proper as undersigned attesting witness, do hereby affirm that the foregoing resolution was approved by the Commission Proper.

Attested by:

  
**SETTIE IVY C. AMPATUAN**  
Youth Development Officer IV

 REPUBLIC OF THE PHILIPPINES BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO BANGSAMORO YOUTH COMMISSION		
<b>RELEASED</b>		
Signature: 	Date: 20 NOV 2024	
Name: Blair	Time: 2:11 pm	