



Office of the President of the Philippines

NATIONAL YOUTH COMMISSION

The Voice and Advocate of the Youth

CERTIFICATION

This is to certify that that on 14 September 2023, the Commission Proper APPROVED a resolution titled, **“A RESOLUTION APPROVING THE MODIFIED GUIDELINES IN THE CONDUCT OF THE MANDATORY TRAININGS FOR SANGGUNIANG KABATAAN OFFICIALS AND LOCAL YOUTH DEVELOPMENT COUNCIL (LYDC) MEMBERS PURSUANT TO REPUBLIC ACT NO. 10742, SECTION 29 OF AS AMENDED BY REPUBLIC ACT NO. 11768,”** to wit:

X X X X X

A RESOLUTION APPROVING THE MODIFIED GUIDELINES IN THE CONDUCT OF THE MANDATORY TRAININGS FOR SANGGUNIANG KABATAAN OFFICIALS AND LOCAL YOUTH DEVELOPMENT COUNCIL (LYDC) MEMBERS PURSUANT TO REPUBLIC ACT NO. 10742, SECTION 29 OF AS AMENDED BY REPUBLIC ACT NO. 11768

WHEREAS, Section 28 of Republic Act (RA) No. 10742, as amended by RA No. 11768, mandates the Sangguniang Kabataan (SK) Officials and Local Youth Development Council (LYDC) Members to undergo mandatory training programs before assumption of office;

WHEREAS, Rule IV, Section 27 (d) (5) of the revised Rules and Regulations Implementing (IRR) RA No. 10742, as amended by RA No. 11768, stipulates that one of the functions of the Local Youth Development Office is to conduct mandatory and continuing training programs to SK Officials and LYDC Members;

WHEREAS, Section 29 of RA No. 10742, as amended by RA No. 11768, states that the Commission and the Department of the Interior and Local Government (DILG) with the assistance of the Development Academy of the Philippines (DAP), The Local Government Academy (LGA), the University of the Philippines-National College of Public Administration (UP-NCPAG), and in consultation with youth stakeholders shall jointly design and implement the mandatory and continuing training programs;

WHEREAS, Rule V, Section 31 (c) mandates the NYC to develop an accreditation system for mandatory and continuing training providers;

WHEREAS, Rule V, Section 31 (e) likewise mandates the NYC to identify an effective strategy of implementation for the training programs to cover all SK Officials and LYDC members, whether elected or appointed, which may include ensuring the presence of a competent pool of trainers or coaches in all the provinces;

WHEREAS, in 2018, the DILG issued DILG Memorandum Circular No. 2018-48, titled “Guidelines in the Conduct of the Sangguniang Kabataan Mandatory Training”, which outlined the mechanics in the conduct of the SK Mandatory Training;





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WHEREAS, the Commission modified the DILG Memorandum Circular No. 2018-48 dated April 5, 2018 in accordance with Section 29 of RA No. 10742, as amended;

NOW THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED BY THE NATIONAL YOUTH COMMISSION, to approve and adopt the **MODIFIED GUIDELINES IN THE CONDUCT OF THE MANDATORY TRAININGS FOR SANGGUNIAN KABATAAN OFFICIALS AND LOCAL YOUTH DEVELOPMENT COUNCIL MEMBERS**, to wit:

**MODIFIED GUIDELINES IN THE CONDUCT OF THE MANDATORY TRAININGS FOR
SANGGUNIAN KABATAAN OFFICIALS AND LOCAL YOUTH DEVELOPMENT COUNCIL
MEMBERS PURSUANT TO SECTION 29 OF REPUBLIC ACT NO. 10742, AS AMENDED BY
REPUBLIC ACT NO. 11768**

Pursuant to Chapter V of Republic Act (RA) No. 10742, as amended by RA No. 11768, the following guidelines are hereby prescribed to carry out the provisions of said Act:

1.0 LEGAL BASES

RA No. 10742, as amended by RA No. 11768, otherwise known as “The Sanggunian Kabataan Reform Act of 2015” provides for the following:

- 1.1 Section 28 provides that “any Sanggunian Kabataan official, whether elected or appointed, or any member of the LYDC must undergo the mandatory training programs before he or she can assume office”.
- 1.2 Section 20 (e) provides Sanggunian Kabataan Funds for the following provisions:
 - 1.2.1 The Sanggunian Kabataan may set aside an amount for the mandatory and continuing training of Sanggunian Kabataan to complement the training fund herein provided under Section 29 of the Sanggunian Kabataan Reform Act of 2015.
 - 1.2.2 The total amount appropriated for training shall not be more than fifteen percent (15%) of the Sanggunian Kabataan fund.
- 1.3 Section 29 provides amendments for the Components of the Mandatory Training Programs:
 - 1.3.1 The Commission and the Department of the Interior and Local Government (DILG) with the assistance of the Development Academy of the Philippines (DAP), The Local Government Academy (LGA), the University of the





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Philippines-National College of Public Administration (UP-NCPAG), and in consultation with youth stakeholders shall jointly design and implement the mandatory and continuing training programs.

2.0 PURPOSE

These Rules are promulgated to prescribe the procedures and guidelines for the implementation of the conduct of the Mandatory Training for Sangguniang Kabataan (SK) Officials and Local Youth Development Council (LYDC) Members, as amended.

3.0 COVERAGE

These guidelines shall cover NYC Regional Youth Development Division, including NYC Area Offices, accredited Local Youth Development Offices (Training Managers), and co-facilitators or resource persons engaged in the delivery of the Mandatory Training.

4.0 ROLES AND RESPONSIBILITIES OF THE TRAINING TEAM

4.1. The following offices shall be guided by their roles and responsibilities during the conduct of the Mandatory Training, as outlined:

Involved Officer/s in the Conduct of Mandatory Training	Roles, Responsibilities, and Requirements
City/Municipal Training Management Team - City/Municipal Youth Development Officer and/or staff - City/ Director/City/Municipal Local Government Operations Officer (C/MLGOO) - Representative from the Municipal/City Office in charge of barangay affairs, if any - Co-facilitators and resource persons as identified in the submitted Training Management Plan - City/Municipal Treasurer	1. Spearhead the conduct of the Mandatory Training Program for SK Officials and LYDC Members in their respective city/municipality. 2. Provide assistance in the conduct of the Mandatory Training for SK Officials and LYDC Members at cities/ municipalities without accredited appointed and/or designated C/M YDO; 3. Plan and execute all administrative and logistical concerns in the conduct of the Mandatory Training; 4. Tap or Partner with local resource institutions (LRIs), Civil Society Organizations (CSOs), Non-government Organizations (NGOs) if needed; 5. Organize additional teams, if needed; 6. Facilitate the invitation of resource persons and co-facilitators in the trainings; 7. Safely keep all documents pertaining to the training conducted, such as training design,





(Note: if LYDO receive full accreditation, they shall serve as the Chairperson of this team)	terminal reports with photo-documentation, certificates, attendance sheets, and evaluation and assessment reports; 8. Ensure that the training standards as defined by National Youth Commission (NYC), DILG and other Partners are adhered to in the implementation of the training in the city or municipality; 9. Facilitate the issuance of the certificate of completion and certificate of appearance to the participants who comply with the requirements of the training; 10. Monitor the conduct of the training in their city/municipality; 11. Submit to the DILG-Regional Office and NYC-Area Office all documents as stated in Section 8 on the conduct of the Mandatory Training for SK Officials and LYDC Member.
Provincial Project Management Team • Provincial Youth Development Officer and/or staff • Provincial Director or Appointed Staff • NYC Area Officer • Representative of the SK Federation • Provincial Treasurer • Others (as may be identified by the team) (Note: if LYDO receive full accreditation, they shall serve as the Chairperson of this team)	1. Spearhead the conduct of the Mandatory Training Program for Provincial LYDC Members. 2. Ensure that the conduct of the Mandatory Training for SK Officials and LYDC Members at the city/municipal level is commenced, in the event that a city/municipality has no accredited appointed and/or designated C/M YDO; 3. Form a training management team (TMT) in Cities & Municipalities and ensure that the training standards as defined by NYC, DILG and other Partners are adhered to in the implementation of the said training; 4. Submit to the DILG-Regional Office and NYC-Area Office all documents as stated in Section 8 on the conduct of the Mandatory Training for SK Officials and LYDC Member 5. Perform the role of a City/Municipality Training Team and all the responsibilities in ensuring the conduct of the Mandatory Training, if needed 6. Resolve policy issues at the provincial level <i>Note: In the event that both the Province and the City/Municipality has no accredited appointed and/or designated YDO, or both fail to secure accreditation from NYC, the C/MLGOO is assigned to supervise the conduct of Mandatory Training and will ensure</i>



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	<i>that the training standards as defined by NYC, DILG and other Partners are adhered to in the implementation of the said training</i>
NYC Area Office	1. The NYC Area Office shall monitor and ensure, in coordination with the C/MLGOO concerned, that a Training Team shall be formed in areas wherein both the Province and the City/Municipality has no LYDO with full accreditation.
Provincial Governor, City and Municipal Mayor	1. Provide counterpart funds for the conduct of the Mandatory Trainings 2. Direct the Accredited Youth Development Officer and/or staff to convene the Training Team and ensure to perform the specified duties and responsibilities under these guidelines 3. Mobilize additional LGU staff to be part of the management team or training teams

4.2. The Accreditation of Local Youth Development Offices and designation of Training Managers for purposes of the Mandatory Training for SK officials and LYDC members shall be governed by the **Guidelines for Accrediting Local Youth Development Officers in the Mandatory Training Program for Sangguniang Kabataan (SK) Officials and Local Youth Development Council (LYDC) Members.**

4.3 Specific Duties and Responsibilities of the Training Manager under the LYDO

4.3.1 The accredited Training Manager shall spearhead the conduct of the Mandatory Training Program for SK Officials and LYDC Members. They may be part of the facilitators and/or resource persons of the Mandatory Training. They may tap Local Resource Institutions or organizations to serve as facilitators or resource persons during the conduct of the SKMT.

4.3.2 The Training Manager shall facilitate administrative and logistical concerns in the conduct of the Mandatory Training. Administrative concerns shall include procurement of venue, supplies and materials, and other requirements for the smooth implementation of the SKMT in accordance with specified standards.

4.3.3 The Training Manager shall safekeep all documents pertaining to the training conducted, such as training design, terminal reports with photo-documentation, certificates, attendance sheets, and evaluation and assessment reports.





4.3.4 The Training Manager shall be one of the signatories of the Certificate of Training Completion which shall be issued to SK Officials and LYDC Members who successfully complete the Mandatory Training. The Training Manager shall also attest to the entries in the Attendance Sheets and reports which shall be submitted to the Commission.

4.4 Limitations in Engaging Co-Facilitators/Resource Persons from Local Resources Institutions and Organizations.

In tapping local resource institutions to serve as co-facilitators and/or resource persons in the SKMT, the LYDO shall ensure that co-facilitators or resource persons are well-versed with the training design and content. The Training Manager shall conduct an orientation to all co-facilitators and resource persons who will be involved in the delivery of the Mandatory Training.

5.0 THE MANDATORY TRAINING FOR SK OFFICIALS AND LYDC MEMBERS

5.1 For this purpose, the Mandatory Training Program shall be composed of, but not limited to, the following modules and sessions:

Module 1	Session 1	Decentralization and Local Governance
	Session 2	SK History and Salient Features
Module 2	Session 1	Meetings and Resolutions
	Session 2	Planning and Budgeting
Module 3	Session 1	Code of Conduct and Ethical Standards

5.2 Content Delivery

5.2.1 The Training Team shall deliver the module as designed following the Mandatory Training Facilitating Guides.

5.2.2 The Resource Person may contextualize and localize the discussion and presentation of the sessions using the vernacular, providing local examples, showing relationship of topics to personal experiences of participants and resource persons and other techniques to make the topic more relevant to the participants.

5.3 The mandatory training program is for the elected and appointed SK officials in each barangay and every member of the Local Youth Development Council in every city, municipality and province. The allowable maximum participant for each training day in a single venue is only one hundred twenty participants (120).

5.4 The Mandatory Training shall be conducted in a face-to-face activity.



6.0 CONDUCT OF TRAININGS

6.1 Training Venue Requirements

- 6.1.1 Can accommodate the target number of participants
- 6.1.2 With tables/desks for participants
- 6.1.3 With plenty space to move around for workshops and other activities
- 6.1.4 Space for participants' belongings
- 6.1.5 Space for the secretariat and documenters
- 6.1.6 Good acoustics and sound proofing
- 6.1.7 Good room lighting with plenty of sunlight with blinds to block out if required
- 6.1.8 Inclusive laptop, computer, projector, flip-charts, white boards, & audio system
- 6.1.9 Wall space for hanging flip charts
- 6.1.10 Provision of appropriate refreshments/lunch
- 6.1.11 Drinking water facilities available anytime
- 6.1.12 Availability of well-maintained rest rooms
- 6.1.13 Access to public transport
- 6.1.14 Safe and secure
- 6.1.15 Lighting system, ventilation, and fire escapes
- 6.1.15 The following may also be allowed as venue for the Training:
 - a. Conference Halls in Local Government Units (LGUs);
 - b. Other venues that may be permitted by the LGUs for training, seminars and workshops such as gymnasium, areas or spaces appropriate for the Face-to-Face Training.
 - c. Other available facilities such as those of the LRIs

6.2 The Training Manager shall ensure that the participants observe existing safety and health protocols during the conduct of the training.

6.3 The Mandatory Training shall be conducted over a minimum duration of one (1) day, ensuring that all modules and sessions are delivered within a span of at least eight (8) hours.

6.4 The Training Manager may, if LGU funds are sufficient, extend the duration of the Mandatory Training to a maximum of two (2) days; provided, that the 3 modules/ 5 sessions stipulated herein shall be prioritized on the first day of the training.

6.5 The SK Officials and LYDC Members must bring following documents:

- 6.5.1 COMELEC-issued Certificate of Proclamation;
- 6.5.2 Proof of payment of registration fee; and
- 6.5.3 Competent proof of identification (school, company, or any other government issued ID).



6.6 To ensure formality and a professional atmosphere in the training, participants should be advised to dress up appropriately for the training.

MEN	WOMEN
• T-shirt or Polo • Pants • Cultural Attire • Shoes/Sandals	• Casual dress • T-Shirt/Polo/Blouse • Pants/knee-length skirts • Cultural Attire • Shoes/sandals

6.7 Assessment & Evaluation

The training evaluation will look into the level of knowledge and experiences of the participants in the learning processes as well as the entire conduct of the activity. Evaluation will include Client Satisfaction Measurement (CSM) Survey form (**Annex A**), Pre-Test and Post-Test (**Link to questionnaire to be disseminated to Training Manager**; Pen and Paper/Online) to be facilitated by the Training team.

6.8 Certificate of Completion

6.8.1 A certificate of completion (**Annex B**) signed by the Head of the Implementing Office (LCE, if LGU; or Head of Office of LRI Partner), Training Manager (accredited Local Youth Development Officer), and the Local Government Operations Officer, shall be given only to those participants who completed the training.

6.8.2 All SK officials furnished with the certificate of completion shall be required to register for purposes of participating in the Pederasyon Election at the City/Municipal level together with the Certificate of Proclamation from COMELEC as stated in the DILG-COMELEC-NYC JMC No. 2017-01 Section 10, dated June 23, 2017.

7.0 TRAINING FEE

7.1 The training fee must not exceed Php 2,000.00 (National Budget Circular No. 563 dated April 22, 2016) per SK Official chargeable against the barangay's 10% SK Funds, to be disbursed by the outgoing Sangguniang Kabataan or through the Barangay.

7.2 In Barangays and SKs with depleted, insufficient or no available funds, the City and Municipal Governments may shoulder the training fees of the elected SK Officials, subject to the availability of funds and the usual accounting rules and regulations.



- 7.3 The elected SK Officials may, however, shoulder the amount of the required registration fee, which shall be reimbursed chargeable against the SK Funds, with the original copy of the OR and a copy of the Certificate of Completion of Mandatory Training.
- 7.4 The Local Government Unit with the Provincial/City/Municipal Training Team and partner LRIs may agree on the applicable payment scheme appropriate to their areas of responsibility.
- 7.5 The accredited C/M YDO and/or appointed Team Leader shall ensure to cover the training fees for LYDC members in their respective localities subject to budgeting, accounting and auditing rules and procedures.
- 7.6 The LCE may supplement the training funds to ensure effective and efficient delivery of the Mandatory Training, subject to applicable government accounting and auditing rules and regulations

8.0 TRAINING TIMELINES

- 8.1 For elected Sangguniang Kabataan officials, their Mandatory Training shall be conducted before their date of assumption to Office as provided by law. However, in consideration of the Pederasyon ng mga Sangguniang Kabataan Elections, all SK Chairpersons shall be prioritized and must have been trained within fifteen (15) days following the conduct of the Regular Barangay & Sangguniang Kabataan Elections.
- 8.2 Consistent with Section 8 (n)(2) of the Revised IRR of RA 10742, as amended, the Sangguniang Kabataan shall, within sixty (60) days from their assumption of office, appoint its secretary and treasurer. For newly appointed SK secretaries and treasurers, the Mandatory Training shall be conducted within 15 days after the lapse of the 60-day period for which SKs shall appoint their Secretaries and Treasurers.
- 8.3 For newly installed members of LYDCs, the Mandatory Training shall be conducted within fifteen (15) days after the election of LYDC members as prescribed under Section 25 of the Revised IRR of RA 10742.

9.00 FAILURE TO ATTEND THE MANDATORY TRAINING

- 9.1 Deliberate failure to attend the Mandatory Training shall constitute sufficient ground to disqualify the concerned Sangguniang Kabataan official or LYDC member or subject them to disciplinary actions, pursuant to Section 27, Chapter V of RA No. 10742.
- 9.2 Upon submission of supporting documents and certification, the following may be considered as valid reasons:



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- a. Sickness
 - b. Unforeseen events which are beyond the control of the participants
- 9.3 The C/M YDO assigned in the LGU shall assess and validate the reason for failure to attend the training based on the submitted documents;
- 9.4 SK Officials and LYDC members who failed to attend due to valid reasons shall submit a written request to the P/C/M YDO for a special training at his own expense;
- 9.5 The accredited C/M YDO and his/her training team shall schedule a special training to accommodate SK officials and LYDC members who failed to undergo the initial scheduled training.
- 9.6 If the SK Official or LYDC Members is currently enrolled in any school during the conduct of the Mandatory Training, they may be excused from attending their regular classes. The training management team shall assist concerned SK officials or LYDC members by notifying their school.

10.0 MONITORING AND SUBMISSION OF REPORTS

The Training Team shall submit within seven (7) days after the conduct of the Mandatory Training to the NYC Area Offices, copy furnished the DILG Regional Offices, through electronic mail the following documents:

- a. Training attendance sheets (**see Annex C**),
- b. Training reports (**see Annex D**),
- c. Evaluation reports (**see Annex E**).

See **Annex F** for the directory of NYC Area Offices.

11.0 EFFECTIVITY

These guidelines shall take effect upon its approval.

RESOLVED FINALLY, that copies of this resolution shall be forwarded to the Department of the Interior and Local Government, accompanied by a formal request for the issuance of a Memorandum Circular directed to relevant officials within the department, Sangguniang Kabataan officials, Local Youth Development Officers, and all other stakeholders involved, for their diligent consideration and guidance.

Adopted this 14th of September 2023 in Quezon City, Philippines.

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Office of the President of the Philippines

NATIONAL YOUTH COMMISSION

The Voice and Advocate of the Youth

This certification is Issued this 14th day of September 2023 in Quezon City, Philippines, for whatever legal purpose it may serve.


RONALD GIAN CARLO L. CARDEMA
Chairperson and Chief Executive Officer

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

Attested by:

Digitally
signed by
LEAH TALDE VILLALON
Leah Talde
Executive Director and Chief Operating Officer



CLIENT SATISFACTION MEASUREMENT (CSM) SURVEY

Mandatory Training Evaluation Tool

5 - Excellent
4 - Very Good
3 - Good
2 - Fair
1 - Poor
N.A. – Not Applicable

Mode of Training:	Face to Face	☐	Online	☐	Blended	☐	
Date and Venue / Application:							
Name (Optional):							
Contact No. or Email:	Sex:	☐	Male	☐	Female	☐	Prefer not to say
LGU Name (Barangay, LGU):							

	5	4	3	2	1	N/A
1. What is your overall rating of this training?						
2. What is your rating of the following aspects of this training?						
a. Attainment of Objectives						
b. Host						
c. Time management						
d. Secretariat support						
e. Relevance of presentations						
f. Timely provision of reference materials						
g. Adequacy of reference materials						
h. Platform/ application (for online activity)						
i. Quality of audio and video systems						
j. Venue and facilities						
k. Meals						
3. What is your rating for each speaker? (Write the name/s of each presenter/speaker)						
a. Speaker 1:						
b. Speaker 2:						
c. Speaker 3:						
d. Speaker 4:						
e. Speaker 5:						

4. What are your suggested improvements and/or additional comments for this meeting/activity?

(LOGO OF LGU)

By virtue of Republic Act (RA) No. 10742, otherwise known as the Sangguniang Kabataan Reform Act of 2015, as amended by RA No. 11768, Chapter V Capacity-Building and Orientation Towards Nation-Building and Empowerment, this

CERTIFICATE OF TRAINING COMPLETION

is conferred to

for successfully completing the **MANDATORY TRAINING PROGRAM** as stated in Section 28 of RA No. 10742, as amended by RA No. 11768, with the following modules:

Module I **Session 1. Decentralization and Local Governance,**
 Session 2. Sangguniang Kabataan History and Salient Features,
Module II **Session 1. Meetings and Resolution,**
 Session 2. Planning and Budgeting, and
Module III **Session 1. Code of Conduct and Ethical Standards**

GIVEN this ____ day of _____, Two Thousand Twenty-_____ at _____, Philippines.

TRAINING MANAGER

LOCAL GOVERNMENT OPERATIONS OFFICER

LOCAL CHIEF EXECUTIVE

MANDATORY TRAINING ATTENDANCE SHEET

REGION : _____
PROVINCE : _____
NAME OF LGU : _____

MODE OF TRAINING : _____
VENUE / PLATFORM : _____
DATE CONDUCTED : _____

The undersigned expressly authorizes the National Youth Commission, the Department of the Internal and Local Government, and the Training Management Team or their representatives to use, share and process my personal information I have provided, shared or declared in this form/document/site for any lawful purpose.

#	NAME (LAST NAME, FIRST NAME, MIDDLE INITIAL)	POSITION	BARANGAY / LGU	GENDER	AGE	EMAIL ADDRESS	SIGNATURE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

This is to certify that the above activity has been duly conducted in my presence, venue at _____ on the ____ day of _____.

PREPARED BY: _____
POSITION: _____

CERTIFIED BY: _____
POSITION: _____

ANNEX D**TRAINING REPORT****GENERAL INFORMATION**

Region		Province (For M/C only)	
Name of LGU			
Name of LYD Officer			
Contact Number/s		Email Address	

BREAKDOWN OF PARTICIPANTS SUCCESSFULLY TRAINED

Total No. of Participants who Completed the Training		Total No. of Participants who did not Complete the Training	
No. of Classes / Training Events Held		No. of Training Managers mobilized	
Breakdown of Participants who Completed the Training			
SK Chairperson		No. of Barangays	
SK Members		No. of Barangays	
SK Secretary		No. of Barangays	
SK Treasurer		No. of Barangays	
LYDC Members		No. of LGUs	

TRAINING DETAILS

Kindly insert additional rows if necessary. Duplicate the table in case of multiple training venues

Training Room		Address	
Class Number	Date	No. of Participants who Completed the Training	Name of Training Manager*
1			
2			
3			
Total			

Training Room		Address	
Class Number	Date	No. of Participants who Completed the Training	Name of Training Manager*
1			
2			
3			
Total			

PHOTO DOCUMENTATION

Please include at least one action photo for each class and ensure that each photo is accompanied by a suitable label or caption.

VERIFICATION & APPROVAL

This report has been reviewed and verified for accuracy and completeness by the undersigned. We confirm that the information contained herein is a faithful representation of the training activities conducted and the outcomes achieved.

We hereby undertake to submit this training report to the National Youth Commission (NYC) and the Department of the Interior and Local Government (DILG) in accordance with the relevant reporting and regulatory requirements.

Prepared by:	Approved by:
Local Youth Development Officer	Local Chief Executive
Noted By:	
Provincial/City Director or City/Municipal Local Government Operations Officer	

ANNEX E

MANDATORY TRAINING EVALUATION REPORT

GENERAL INFORMATION

Region		Province				
Name of LGU						
Mode of Training:	Face to Face	☐	Online	☐	Blended	☐
Date and Venue / Platform:						

PART I. DEMOGRAPHICS OF THE PARTICIPANTS

Total No. of Participants		Total No. of Males		Total No. of Females		Total No. Prefer Not to Say	
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INSTRUCTIONS: This report summarizes and analyzes data collected from Annex A or the Client Satisfaction Measurement (CSM) Form. Calculate and insert the average for each item in Part II, III and IV into the upper righthand cell in each section (refer to the last page for computation guidance). In the Discussion and Analysis section, emphasize qualitative descriptors of results, participant rating distribution, and factors contributing to these ratings, which can be inferred from comments in the CSM Form's final section.

PART II. OVER-ALL RATING, EVALUATION, AND IMPRESSION OF THE TRAINING

OVER-ALL RATING PERCENTAGE OF TRAINING:	Average
DISCUSSION & ANALYSIS:	

PART III. – VARIOUS ASPECTS OF THIS TRAINING

Indicate the Average Rating for each aspect of the training	
a. Attainment of Objectives	Average
DISCUSSION & ANALYSIS:	
b. Host	Average
DISCUSSION & ANALYSIS:	

c. Time management	Average
DISCUSSION & ANALYSIS:	
d. Secretariat support	Average
DISCUSSION & ANALYSIS:	

e. Relevance of presentations	Average
DISCUSSION & ANALYSIS:	
f. Timely provision of reference materials	Average
DISCUSSION & ANALYSIS:	

g. Adequacy of reference materials	Average
DISCUSSION & ANALYSIS:	
h. Platform/ application (<i>for online activity</i>)	Average
DISCUSSION & ANALYSIS:	

i. Quality of audio and video systems	Average
DISCUSSION & ANALYSIS:	
j. Venue and facilities	Average
DISCUSSION & ANALYSIS:	

k. Meals	Average
DISCUSSION & ANALYSIS:	

PART IV. – SPEAKERS & RESOURCE PERSONS

Indicate the Average Rating for each Speaker/ Resource Person	
a. Speaker 1:	Average
DISCUSSION & ANALYSIS:	
b. Speaker 2:	Average
DISCUSSION & ANALYSIS:	

c. Speaker 3:	Average
DISCUSSION & ANALYSIS:	
d. Speaker 4:	Average
DISCUSSION & ANALYSIS:	

e. Speaker 5:	Average
DISCUSSION & ANALYSIS:	

OTHER SIGNIFICANT COMMENTS AND CHALLENGES FOR THE TRAINING

DISCUSSION & ANALYSIS:

VERIFICATION & APPROVAL

This report has been reviewed and verified for accuracy and completeness by the undersigned. We confirm that the information contained herein is a faithful representation of the training activities conducted and the outcomes achieved.

We hereby undertake to submit this training report to the National Youth Commission (NYC) and the Department of the Interior and Local Government (DILG) in accordance with the relevant reporting and regulatory requirements.

Prepared by:	Approved by:
Local Youth Development Officer	Local Chief Executive
Noted By:	
Provincial/City Director or City/Municipal Local Government Operations Officer	

ADDITIONAL INSTRUCTIONS IN THE COMPUTATION OF AVERAGE RATING

Calculating the average rating from your Customer Satisfaction Measurement (CSM) Tool data is a crucial step in assessing the overall satisfaction of your training participants. Here's a step-by-step guide on how to compute the average rating in easy-to-understand terms:

Step 1: Understand Your Data

Before you start calculating the average rating, make sure you have the following information:

- The total number of participants who provided ratings.
- The number of participants who rated the training as 5, 4, 3, 2, and 1.

Step 2: Calculate the Sum of Ratings

For each rating, multiply the number of participants who gave that rating by the assigned value. Then, sum up these products for all the ratings. You may also organize your data in a table.

For example:

Number of participants who rated 5: 20

Number of participants who rated 4: 30

Number of participants who rated 3: 10

Number of participants who rated 2: 5

Number of participants who rated 1: 2

Sum of Ratings = $(20 \times 5) + (30 \times 4) + (10 \times 3) + (5 \times 2) + (2 \times 1)$

Step 3: Calculate the Total Number of Participants

Add up the number of participants who rated each category to find the total number of participants.

Total Participants = $20 + 30 + 10 + 5 + 2$

Step 4: Calculate the Average Rating

To calculate the average rating, divide the sum of ratings (from step 3) by the total number of participants (from step 4).

Average Rating = Sum of Ratings / Total Participants

Rating	No. of Participants	Sum of Ratings
5	20	100

4	30	120
3	10	30
2	5	10
1	2	2
Total	67	262
AVERAGE	(Sum of Ratings / Total Participants)	3.91
Qualitative Description	Based on the scale in Step 2	

Step 5: Interpret the Average Rating

The result of your calculation is the average rating of your training. This number will fall between 1 and 5, with 5 being the highest level of satisfaction and 1 being the lowest.

For example, if your calculated average rating is 4.2.

In your Training Evaluation Report, make sure to include the calculated average rating, along with any additional analysis or insights based on the data. You can use this average rating as a key metric to assess the overall satisfaction of your training program.

Use the scale below to interpret your results:

Rating	Descriptor	Analysis
4.21-5.00	Very Satisfactory	The training was outstanding.
3.41-4.20	Satisfactory	The training was very good and participants were pleased with the training experience.
2.61-3.40	Fair	The training meets most expectations. Review for potential enhancements.
1.81-2.60	Not Satisfactory	There is room for improvement in the training. Identify corrections and action points for improvement.
1.00-1.80	Poor	There are significant issues with the training. Identify corrective actions to address them.

ANNEX F

DIRECTORY OF NYC AREA OFFICES

REGION	OFFICE DETAILS
CAR	National Youth Commission Region I and CAR Cluster G/F Room 3, No. 12, Lindi Hotel, Legarda Road, Baguio City (074) 619-0511 nycbaguio@nyc.gov.ph
Region I	
Region II	National Youth Commission Regions II and III Cluster VVD Building, 125 Capitol Blvd, Sto. Niño, City of San Fernando, Pampanga 09175541414 nycpampanga@nyc.gov.ph
Region III	
Region IV-A	National Youth Commission Region IV-A NO OFFICE YET (currently stationed at NYC Central Office) 09278500679 calabarzon.ao@nyc.gov.ph
MIMAROPA	National Youth Commission NCR and MIMAROPA Cluster Room 1515 West Avenue Suites, 124 West Avenue, Brgy. Philam, Quezon City 0908 8600996 ncrcluster@nyc.gov.ph
NCR	
Region V	National Youth Commission Region V G/F Naga City Youth Center Bldg., Taal cor. Magsaysay Ave., Naga City (054) 205-9193 nyc_nagacity@yahoo.com nycnaga@nyc.gov.ph
Region VI	National Youth Commission Region VI G/F ME Bldg., Dungon B, Jaro, Iloilo City (033) 5036188 nyciloilo@nyc.gov.ph
Region VII	National Youth Commission Regions VII and VIII Cluster 5/F 82 Vibo Center Building, N. Escario St., Kamputhaw, Cebu City (032) 232-1897 nyccebu@nyc.gov.ph
Region VIII	
Region IX	National Youth Commission Regions IX and XII Cluster 3/F VHW Bldg., Veterans Avenue, Zamboanga City (062) 992-4851 and (062) 310-0325 nyczamboanga@nyc.gov.ph
Region XII	
Region X	National Youth Commission Region X and CARAGA Cluster 2F Cornerstone Avenue Building, J.V. Serina Street, Carmen, Cagayan De Oro City (088) 881-1773 cdo@nyc.gov.ph
CARAGA	
Region XI	National Youth Commission Region XI and BARMM Cluster Suite 203 & 205, 2/F JMS Bldg., 88 Maya St., Ecoland, Davao City (082) 225-2938 nycdavao@nyc.gov.ph
BARMM	